Student submits written request for reinstatement to the Graduate Program Director.

Graduate Program Director Reviews Request and Completes Recommendation Form.

Graduate Program Director and Department Chair Make Determination Regarding Reinstatement.

GPD and Chair (Dean, if applicable) agree to approve reinstatement request.

GPD and/or Chair (Dean, if applicable) deny reinstatement request.

Student is sent formal notification of approval of reinstatement request. Courses to be taken as part of the plan of study are included in the letter.

Student is sent formal notification letter of the denial of reinstatement request. Instructions for appealing the decision are included in the letter.

Copy of formal notification letter and the GPD's recommendation form are sent to the Office of Graduate Studies (OGS).

Student submits an Appeal Request Form to the Graduate Appeals Committee through OGS.

If an appeal is received, OGS sends materials to the Graduate Appeals Committee.

Graduate Appeals Committee reviews appeal request.

Graduate Appeals Committee renders decision and informs OGS.

OGS sends formal notification letter to student with a copy to the GPD.

If the student’s appeal is approved, OGS/Registrar’s Office processes the reinstatement request.

If student’s appeal is denied by the Graduate Appeals Committee, the decision is final.

OGS/Registrar’s Office processes reinstatement request.

Copy of formal notification letter and the GPD’s recommendation form are sent to the Office of Graduate Studies (OGS).

Student does not submit an appeal request form.

Reinstatement Request Process Complete