

ACADEMIC DISMISSAL AND REINSTATEMENT FORM

Instructions: Please refer to the [Graduate Academic Standing Policy](#) listed on the Provost's website. If a student has been dismissed for the first time and wishes to be reinstated, they must submit **Part I** of this form to their academic advisor along with a personal statement explaining their reasons for petition. The academic advisor should then complete **Part II** with their recommendations for or against reinstatement and submit to the Graduate College for final decision outlined in **Part III**.

Part I: Student Information *(to be completed by the student)*

Full Name: _____ University ID Number: _____

College/School: _____ Program/Major: _____

_____ Attached is a **personal statement** and a copy of my transcript, which together explain my reasons for this petition.

Student Signature: _____ **Date:** _____

Part II: Petition Information *(to be completed by the department/advisor)*

Current Academic Term/Year:

_____ Fall _____ Winter _____ Spring _____ Summer Academic Year: _____

Academic Term/Year Recommended for Reinstatement *(if applicable)*:

_____ Fall _____ Winter _____ Spring _____ Summer Academic Year: _____

Recommendation:

_____ We **recommend** this student for reinstatement and are providing the following:

_____ Description of situation and basis for recommendation to reinstate the student

Updated Academic Plan of Study with achievement targets to bring the student to regular status for next quarter(s) – **GPA Calculator Form(s) attached**

_____ We **do not recommend** this student for reinstatement.

Authorizations/Signatures	
Academic Advisor _____	Date _____
Department Head/Director _____	Date _____

Part III: Conditions of Reinstatement (to be completed by the Graduate College)

This petition for reinstatement is:

_____ Approved _____ Approved with the following conditions:

_____ Denied

Note/Conditions:

Authorizations/Signatures

Graduate College _____ Date _____

GRADE POINT AVERAGE (GPA) CALCULATOR FORM*

Note: If a student required more than one quarter to attain good standing please fill out a second calculator form.

Instructions: Please submit this form to the Graduate College along with the above (1) Academic Dismissal and Reinstatement Form, (2) a note that describes the situation and the basis for the recommendation to reinstate the student, (3) an updated academic plan of study with achievement targets to bring the student to regular status for next quarter(s). Please use this online GPA calculator to assist you with the calculations: http://www.back2college.com/raise_gpa.htm

Student Name: _____ **Student ID Number:** _____

A. Current Academic Standing as of _____ quarter in _____ academic year

GPA Hours	
Quality Points	
Current Grade Point Average	

B. Recommended Courses for Upcoming (Next) Quarter

Course Information	Credits	Projected Grade (Letter Grade)	Projected Grade (Numeric Grade)	Projected Quality Points = Credits x Projected Grade (A=4, B=3, etc.)

C. Term GPA Calculation

Total Credit Hours for the Quarter (TCH)	
Total Quality Points for the Quarter: Projected (TQP)	
Term GPA = TQP/TCH	

D. CGPA Calculation

At end of the upcoming/next quarter, Cumulative Credit Hours (CCH)	
Cumulative Quality Points: Projected (CQP)	
Cumulative GPA (at the end of the quarter): Projected = CQP/CCH	

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