

## Steps in New Reinstatement Process

1. Student submits formal letter requesting reinstatement and any relevant supporting documents to GPD (suspended student may meet with appropriate

bility to mentor and guide student if she/he

orm.

n to the department chair. Note: (The GPD

ent to be reinstated at the departmental

5. If GPD and Chair **Approve** Reinstatement Request
  - a. Student is informed in writing.
  - b. Copy of letter and the GPD Recommendation Form with plan of study is sent by the GPD to Office of Graduate Studies (OGS).
  - c. OGS handles process for reinstatement with the Office of the Registrar
  - d. Reinstatement is completed.
6. If student's request for reinstatement is **Denied** by either GPD or Chair:
  - a. Student is informed in writing by the GPD of the decision (letter must include the statement "*You have the right to appeal this decision to the Graduate Appeals Committee*").

student must attach the completed Appeal Form addressing any supplemental relevant information.

- d. OGS sends material from student and the denial letter to the Graduate Appeals Committee for review .
- e. Decision rendered from the Graduate Appeals Committee and is forwarded to the OGS.
- f. Student receives letter from OGS informing him/her of the decision of the Graduate Appeals Committee; a copy is sent to the GPD.
- g. The decision of the Graduate Appeals Committee is final.
- h. Student may be reinstated only one time.