 **Nicholls State University**

**Graduate Studies**

**APPLICATION OF APPEAL FOR READMISSION**

**AFTER SECOND SUSPENSION**

**Probation and Suspension Policy**

**Probation** – A student whose graduate cumulative GPA or semester GPA falls below 3.0 shall be placed on probation. Probationary status is removed at the end of a subsequent semester in which a cumulative and semester GPA of 3.0 is attained.

**Suspension** – A student on probation who fails to earn a minimum graduate semester GPA of 3.0 shall be suspended from graduate studies for one semester, after which the student may re-enroll.

A second suspension shall be for an indefinite period of time. A student who has served a time of suspension of at least one semester may appeal to the Graduate Council for readmission. To be readmitted, the student must petition the Council for a hearing through their graduate program coordinator.

A third suspension will result in permanent dismissal from graduate studies.

For the purpose of determining graduate student eligibility to return to the university, a semester and summer session is considered to be the same. Suspensions may not be appealed.

**Directions to Submit Application Of Appeal for Readmission**

1. Complete this application.
2. Attach a typed letter addressed to your program coordinator. The typed letter should include an explanation of the circumstances that prevented you from being academically successful and an outline of a plan for successful academic work if readmitted.
3. Provide all supporting documentation that you deem necessary to support your appeal. Examples include medical records, death certificates, etc.
4. Make an appointment to meet with your program coordinator (**by the “class drop date” during semester prior to semester requesting readmission**) to discuss your appeal and to submit application and documents. Note: The program coordinator will schedule an interview with the Graduate Council if an interview is warranted. In addition, your program coordinator may suggest that you make an appointment with the Director of Graduate Studies to discuss your appeal prior to the Graduate Council interview.

**Application for Readmission By Appeal for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester Year

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last First M.I. Student N#**

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C**ity State Zip**

***Obtain the following information from the most recent grade report or from the transcript.***

**GPA Hours Hours Quality**

**Attempted Earned Points**

**Last semester totals: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_**

**Overall totals: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature Date**

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| ***To Be Completed by Program Coordinator* Initials: \_\_\_\_\_\_\_\_**   1. **Interviewed student? Yes: \_\_\_\_\_\_ No: \_\_\_\_\_\_** 2. **Recommend readmission? Yes: \_\_\_\_\_\_ No: \_\_\_\_\_\_** 3. **Recommendations/concerns of Program Coordinator:**     ***To Be Completed After Graduate Council Interview***   1. **Graduate Council Readmission recommendation: Yes: No:** 2. **If “yes” to 1, semester recommended for readmission:**   **Semester Year**   1. **Recommendations/concerns of Graduate Council:**   **---------------------------------------------------------------------------------------------------------------------------------------**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Graduate Program Coordinator Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Academic College Dean Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Director of University Graduate Studies Date** |