



**Academic Disqualification Policy:** The academic records of all graduate students are reviewed at the end of each semester and summer session. Students with a cumulative **or** semester grade-point average below 3.0 will be placed on Academic Probation. Students with a cumulative **and** semester grade-point average below 3.0 **or** a semester grade-point average below 3.0 while on probation will be disqualified from the Graduate Division. A student who is disqualified from the Graduate Division may file an Appeal for Readmission for Academic Disqualification from the Graduate Division.

**Appeal Process for Disqualification from the Graduate Division:** Students are encouraged to begin the appeal process by consulting with their advisor(s). The following appeal process must be followed:

- (1) The student is encouraged to complete an appeal form within six (6) months of the date of disqualification that explains the circumstances of the disqualification and any action he or she has undertaken to address the problem. A current unofficial transcript must be included.
- (2) The appeal form and the transcript must first be submitted to the program’s designated contact person, who will then take the appeal to an appeals committee within that department or program. For Interdisciplinary Studies, the appeals committee will consist of at least one representative from each of the student’s concentrations.
- (3) If the appeals committee approves the appeal, a copy of the appeal is sent by the department or program to the student, the Graduate Division at GradDivision@wnmu.edu, and the Registrar at registrars@wnmu.edu.
- (4) If the appeals committee denies the appeal, a copy of the appeal and denial is sent to the student by the department or program. The student may appeal further by emailing a copy of the appeal, the denial, and a transcript to the Director of Graduate Division at GradDivision@wnmu.edu to be forwarded to the Graduate Council.
- (5) The Graduate Council will set a meeting date to discuss the student’s appeal. The Chair of the Graduate Council will invite the student and department or program representative(s) to attend this meeting.
- (6) After a decision is rendered by the Graduate Council, the decision will be communicated in writing by the Chair of the Graduate Council to the student, his or her advisor(s), Department/Program Appeals Committee, Director of Graduate Division, and the Registrar.
- (7) The Graduate Council will serve as the final Graduate Appeals Committee. Decisions made by the Graduate Council are not appealable and are final and binding.

The following information is required, and responses to the questions below should be typed.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program to which you wish to be readmitted: \_\_\_\_\_ Concentrations: \_\_\_\_\_

Semester you want to start classes again: \_\_\_\_\_

The following should be typed and attached to this form:

- A. Please describe the circumstances of your disqualification. While the committee(s) will see the grades you earned, they will not know the cause of your poor academic performance. Carefully and honestly describe the circumstances that resulted in your performance.
- B. What remedial actions will you take to assure that your academic work is improved if allowed to return? If you have already addressed the issue(s), please describe.
- C. Append supporting documentation to this form and your responses.

### **Statement of Compliance with Readmission Policies and Procedures**

I understand that readmission is not automatic or guaranteed. I understand that my previous academic work, information I have submitted with my appeal, and any other pertinent information, will be used in making the decision. I understand that readmission may require meeting certain conditions. These will be determined at the time my Appeal for Readmission is reviewed.

I agree to allow the department/program appeals committee and/or the Graduate Council to retrieve any and all pertinent information so that it may make the best informed decision on my behalf.

I certify that the above information is true and correct to the best of my knowledge. A student found guilty of nondisclosure or misrepresentation in filling out the Appeal for Readmission for Academic Disqualification from the Graduate Division is subject to disciplinary action and possible permanent dismissal from the university.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Date submitted to Department/Program Appeals Committee: \_\_\_\_\_

Decision of the Department/Program Appeals Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Chair of Department/Program Appeals Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair/Associate Dean

\_\_\_\_\_  
Date

**If the appeals committee approves the appeal, a copy of the appeal is sent by the department or program to the student, the Graduate Division, and the Registrar.**

~~~~~  
**If the appeals committee denies the appeal, a copy of the appeal and denial is sent to the student by the department or program. The student may appeal further by emailing a copy of the appeal, the denial, and a transcript to the Director of Graduate Division at [GradDivision@wnmu.edu](mailto:GradDivision@wnmu.edu) to be forwarded to the Graduate Council.**

Date submitted by student to Graduate Division for forwarding to Graduate Council: \_\_\_\_\_

Date submitted to Graduate Council by Graduate Division: \_\_\_\_\_

Date reviewed by Graduate Council: \_\_\_\_\_

Decision of the Graduate Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Chair of the Graduate Council

\_\_\_\_\_  
Date

**After a decision is rendered by the Graduate Council, the decision will be communicated in writing by the Chair of the Graduate Council to the (1) student, (2) his or her advisor, (3) Department/Program Appeals Committee, (4) Graduate Division ([GradDivision@wnmu.edu](mailto:GradDivision@wnmu.edu)), and the (5) Registrar ([registrars@wnmu.edu](mailto:registrars@wnmu.edu)).**