

Student's Name: _____ ID: _____

Program/Major: _____

Hours: _____ GPA: _____ Review Term: _____

Use this form to communicate dismissals or program retention requirements at any point in a student's academic career.

DEPARTMENT'S COMMENTS: *Incomplete forms will be returned to dept. Attach additional page if needed.*

Reason for Review:

Required by Graduate School.

Every term when student has ≥ 15 GPA Hours completed below minimum cumulative GPA (3.25 for specialist candidates; 3.0 for master's, certificate, and doctoral candidates).

Not Required by Graduate School.

Documenting retention efforts at signs of academic difficulty for students with < 15 GPA Hours, not meeting individual program requirements, etc., or proactive review for academic success.

Student left the program.

Recommendation:

Retention. Include a specific plan of action to improve the GPA in a timely manner, any courses that must be retaken and when, and any other requirements.

Dismissal. Include justification and any steps taken to retain student. Submit form as soon as possible.

Comments:

Deadline to satisfy minimum GPA requirement: _____

Advisor or Graduate Program Director's signature: _____

Printed name: _____ Date: _____

STUDENT SECTION: This retention plan has been designed for your academic success. **Failure** to maintain this standard may result in dismissal from graduate study. Signature or e-mail acknowledgement required for retention recommendations only.

Comments (optional):

Signature: _____ Date: _____

GRADUATE SCHOOL DEAN'S DECISION: Approved _____ Denied _____

Comments:

Signature: _____ Date: _____