

Instructions for Petition to Return from Suspension Form (See attached form)

1. Purpose. The purpose of this form is for a graduate student to receive approval for their return after an academic suspension (as defined below). Students should consult with their Advisors or the Graduate Coordinator for their program to determine the feasibility of petitioning for a return from suspension to academic policy.

2. Policy.

Suspension: A student will be suspended under any one of the following conditions:

- (1) The student is placed on probation but cannot mathematically achieve a 3.0 cumulative GPA within 12 credits.
- (2) After being placed on probation, the student completes 12 credit hours but does not achieve a 3.0 cumulative GPA.
- (3) The student earns a third course grade of "C" or lower.

If a student is suspended, they may not resume graduate studies at Radford until at least 8 months (or four successive, 7-week sessions for Fast Track students) have elapsed. (For instance, if a student in a non-Fast Track program is suspended at the end of Fall semester, they may not resume study until the next Fall semester.) No suspension period will last for more than 2 calendar years. Return after suspension is not automatic and suspended students must petition to resume their studies. (See "Return After Suspension.")

Return After Suspension: To return after the suspension period, a student must submit a "Petition to Return After Suspension" form to the Office of Graduate Affairs for review. The form must be accompanied by the following:

- A letter from the student addressing why they seek to return, and why they believe they are ready to do so.
 - A plan of study, developed in consultation with the student's graduate program coordinator and/or graduate advisor, that (1) accounts for at least the next 12 credits of the students' expected enrollment, and (2) outlines how the student will return to good standing (i.e., the support they will seek, etc.). **If warranted**, this plan of study also must include the expected timetable for retaking course(s) in which a grade of "C" or lower has been earned.
- Signature of the graduate program coordinator/advisor of the student's primary graduate program
 - Signature of the department chair or a graduate faculty member in the student's primary graduate program.

The Assistant Provost in the Office of Graduate Affairs has the final authority to allow a suspended student to return to academic studies; however, the dean will consult with the graduate program in making a decision. If a suspended student is not approved to return, they will be dismissed from the Office of Graduate Affairs. (See "Dismissal.") If a suspended student is approved to return, they are restricted to enrolling in no more than 12 credit hours in their first semester after returning, and they must enroll in the courses specified in their approved plan of study. Upon completing 12 credit hours, the student must have earned a 3.0 cumulative GPA to return to good academic standing; if good academic standing is not achieved within the first 12 credit hours after the student has returned from suspension, the student will be dismissed from the Office of Graduate Affairs (See "Dismissal.")

3. Procedures.

- a. The student filing the petition is responsible for:
 - completing the attached form after meeting with the Advisor or Program Coordinator.
 - submitting a letter addressing why they are seeking to return, and why they believe they are ready to do so.
 - including a plan of study, developed in consultation with the student's graduate program coordinator and/or graduate advisor (as described above), and approved by the department chair.
- b. The advisor or program coordinator is responsible for turning the completed form and supporting documentation into the Office of Graduate Affairs.
- c. The Assistant Provost in the Office of Graduate Affairs will review and make final decision. The completed form will be submitted to the Graduate Admission's office, and they will notify Registrar's office to update the students' transcript.



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 Whitt Hall; PO Box 6928
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 gradaffairs@radford.edu

**RADFORD UNIVERSITY
 GRADUATE STUDENT ACADEMIC PETITION**

Name _____

Date _____

Address _____

Phone _____

Radford

Email _____

Student I.D. _____

Major/Option: Use arrow to choose degree

Catalog (Year) _____

Total Hours Completed _____

Cumulative GPA _____

Advisor _____

Check all included:

Letter from the student

Plan of study

The completed form

The information above is, to the best of my knowledge, accurate and complete. I understand that the Radford University Honor Code applies to this petition.

I understand that all recommendations on this form are contingent upon the review of my Academic Record by the Office of Graduate Affairs and Registrar's Office.

 Student Signature

 Date

Advisor/Program
 Coordinator:

Approve

Disapprove

Department Chair: Graduate

Approve

Disapprove

Assistant Provost:

Approve

Disapprove

Distribution: 1. Registrar, 2. Office of Graduate Affairs, 3. Advisor/Graduate Program Coordinator, 4. Student