

**Standard Operating Procedure – Appeal for Admission or Reinstatement**

**Primary Responsibility:** Associate Dean of Graduate Studies, Department Chair, Department Program Director

**Secondary Responsibility:** College Coordinator

**Definition:** Reinstatement involves an inactive and non-current student who wishes to appeal the admissions process and return to active status (reinstatement) to complete prior degree objective.

**Purpose:** To create a standardize process for evaluating requests of inactive and non-current students who wish to appeal the University's graduate admission process and be reinstated. In many cases, evaluation of the former student's academics determines the following reason(s): cause of leave, admittance term, specific academic program, graduate-level curriculum, and academic milestones. A review of the UH Graduate Catalog's current policies and practices occurs.

**Time Frame:** 1-2 weeks; Associate Dean of Graduate Studies and Department will review all supplemental documentation and render a final decision. The addition of extra working days may ensue, especially if the request requires a waiver of UH Graduate Catalog policy and/or procedure or a formal meeting.

**Internal College Procedures:**

**Step 1:** The Associate Dean of Graduate Studies receives the request from the inactive and non-current student via email, in-person, or other correspondence.

**Step 2:** The Associate Dean of Graduate Studies will forward the request to the College Coordinator to research admission and academic information; the coordinator will interview and gather all email correspondence and/or statements, if the initial request was not with the Associate Dean.

**Step 3:** After obtaining and reviewing all research information, the College Coordinator presents the information to the Associate Dean. Thereafter, the Associate Dean will request the Department Chair and/or Program Director(s) for a further review.

**Step 4:** The Department Chair and/or Program Director(s) will review the information and request. If they need additional information, the College Coordinator will research the information and provide it to the Department, in a timely manner.

**Step 5:** Once the Department Chair and/or Program Director(s) render a decision, they will present their decision (in writing) to the Associate Dean.

**Step 5a:** If the Department approves the appeal, the Associate Dean requires a memo from an advisor with a deficiency plan to determine the parameters of reinstatement for the degree objective.

**Step 5b:** If the Department denies the appeal, all parties must approve the decision and provide a memo of justification to the Associate Dean, for the requestor.

**Step 6:** The Associate Dean will review the final decision and communicate the information to the requestor. On behalf of the Associate Dean, the College Coordinator may communicate the decision (in writing).

**Step 6a:** If a formal meeting is required, the College Coordinator will assist with arranging the meeting and a pre-review meeting for the parties involved.

**Step 6b:** At the formal meeting, the Associate Dean and Department Chair and/or Program Director(s) will communicate the final decision to the requestor.

**Step 7:** Document the final decision (and communication) in IRIS as an image-only graduate petition.

### **Process**

1. Student completes petition
  - a. Submits petition
  - b. Includes a statement of appeal
2. Academic Advisor reviews request and makes decision
  - a. Advisor includes a statement of appeal
  - b. Must include action plan with specific dates and/or milestones
  - c. Must include statement as to who will serve as academic Advisor
3. Program Coordinator reviews request and makes decision
  - a. Include a statement of support
4. Associate Dean for Graduate Studies reviews request and makes decision
5. Office of Graduate Studies uploads all documentation to the University for final decision
6. Office of Graduate Studies notifies student of the College/University decision via e-mail