

## Procedure to Follow When Suspended Student Cannot Register for Courses

### Online Graduate Student Center

1. Student contacts advisor, explaining what the reasons were for receiving poor grades and why he/she should be allowed to continue taking courses towards his/her degree.
2. Student and Advisor (in consultation with other faculty, if required) agree on a plan for the student to return to good standing.
3. Advisor forwards student's request and advisor's recommendation to Linda Jones, associate graduate dean.
4. Linda Jones and advisor agree on a plan of action for student to return to good standing.
5. Advisor fills out proper forms, if required (to drop a grade from GPA calculation, for example).
6. Linda Jones notifies everyone about final disposition of student's request.
7. Registrar modifies student record to indicate an "override" or to recalculate the GPA with the courses dropped from the GPA calculation.
8. Student can then proceed to register.