

The University of North Carolina at Pembroke
School of Graduate Studies

GRADUATE CREDIT AND REINSTATEMENT APPEAL

Name: _____ Date: _____

Address: _____ Banner ID: _____

_____ Telephone: _____

Preferred email address: _____

Directions: The graduate student acting as appellant in this case is responsible for securing all necessary signatures required for this petition before the Graduate Appeals Committee. Appellants may petition for reinstatement of graduate courses taken during a prior enrollment at The University of North Carolina at Pembroke not to exceed nine (9) hours of graduate credit. The maximum is six (6) hours in the case of credits earned at another institution.

Petition: I, _____, petition the Graduate Appeals Committee of the University of North Carolina at Pembroke to reinstate the graduate courses listed below. I understand that any and all credits, reinstated by the Graduate Appeals Committee, may be used to meet graduation requirements for my proposed graduate degree, and all graduate courses and grades recorded prior to reinstatement will remain on my graduate transcript and shall be utilized in the computation of my cumulative graduate grade point average (GPA).

Appellant's Graduate Course Petition

Course Prefix & Number	Title of Course	Professor	Grade & Date Rec'd
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approvals and Endorsements:

I recommend approval/disapproval: _____ Program Director
(*Certification of Graduate Program Director form should be attached*)

I recommend approval/disapproval: _____ Dean of School or
College

General Policies and Procedures Governing Reinstatement of Credit

The following policies and procedures, adopted by the Graduate Council of The University of North Carolina at Pembroke on February 21, 2000, govern reinstatement cases for graduate students seeking (re)admission to the School of Graduate Studies and reinstatement of graduate credits. Please read the following information carefully and prepare your materials accordingly. Incomplete petitions will not be processed.

- 1) Application for readmission will be considered by the School of Graduate Studies and the appropriate academic department to which the student is making application in the usual manner.
- 2) An application fee will be charged for each readmission.
- 3) The readmitted graduate student will meet any and all requirements for his/her graduate academic degree program currently in force at the time of readmission as stated in the current Graduate Bulletin (i.e., catalog) or appropriate criteria and regulations published by the academic department of the student. The phrase “time of readmission” is defined as the date appearing on the letter of readmission to the student.
- 4) The Graduate Appeals Committee (GAC) will hear all petitions for reinstatement of any graduate credits to be used by the new or readmitted student seeking a graduate degree.
- 5) The granting of a petition is a function of the GAC acting upon the merits of each individual petition and not a right of the graduate student.
- 6) The granting of a petition for reinstatement of graduate courses rests exclusively with the Dean of Graduate Studies, acting with the advice and consent of the Graduate Appeals Committee.
- 7) Readmitted appellants may petition the Graduate Appeals Committee for a maximum of nine (9) semester hours of lapsed graduate credit from UNCP to be reinstated; the maximum is six (6) hours in the case of credits earned at another institution.
- 8) The GAC, acting within its authorized powers, may grant all or a portion of the appellant’s petition.
- 9) The GAC will hear only those petitions bearing the signatures of the appellant, the appellant’s graduate advisor, chair and/or graduate program director of the appropriate academic department(s) (in the case dual degree enrollment the signatures of both chairs are required), and the Dean of the School of Graduate Studies. The disapproval of any one of the above signatures will end the petition process, and it will not be forwarded to the Graduate Appeals Committee.
- 10) The appellant is required to attach an ***appeal statement*** to this form stating the reasons why he/she is seeking this petition and explaining the reasons for the original withdrawal from his/her graduate program.
- 11) The Chair (or graduate program director) of the appropriate academic department must certify in a detailed written statement (***Certification of Graduate Program Director form***) attached to this petition that he/she: (a) has interviewed the student; and (b) has determined that the knowledge of the graduate student in those courses for which the student is seeking reinstatement is current, timely and not outdated by new developments in the field. Appropriate prefix, course number, and title of the courses will be left to the discretion of the academic department.
- 12) The final authority regarding actual number of graduate hours to be considered in a reinstatement petition rests with the Dean of School of Graduate Studies.
- 13) The appellant may be required to appear before the GAC when making a petition for reinstatement of graduate credit.
- 14) For readmitted students, all graduate courses and grades recorded prior to reinstatement will remain on the graduate transcript and will be utilized in the computation of the quality point average (QPA) of the appellant graduate student.

I have read and understand the policies and procedures governing reinstatement of credit.

Signature of the appellant

Graduate Appeals Committee Action

This petition is ____ approved ____ disapproved for _____ semester hours . The following courses are reinstated for degree requirement purposes:

Dean of Graduate Studies _____ Date _____