

GRADUATE STUDENT DISMISSAL AND WARNING LETTER OPTIONS

What happens if a student receives a warning/deficiency point letter or is dismissed from their program after grades are posted and deficiency points are applied?

Appeals begin with instructors or advisors and must be started within 30 business days of grades being posted.

Students receiving “warning” or deficiency point letters may appeal grades through their departments. **See Item #1 below.**

Students receiving dismissal letters have the following options:

1. Students may appeal grades by submitting a [grade appeal form](#) with supporting documents. The appeal form must be routed through 1) instructor, 2) department head, and 3) college dean.
2. Students may appeal the dismissal from the graduate program by submitting a [dismissal appeal form](#). Supporting documentation must accompany the form. The routing path: 1) program coordinator, 2) department head, college dean, 4) graduate school.
3. Students not wishing to appeal grades or dismissals, or were unsuccessful in their appeal, will have to “sit out” two semesters and then petition for readmission during the second semester they are not enrolled. Readmission is not guaranteed. We recommend that a student submit a letter of petition explaining their circumstances along with their [re-application](#).
4. A student may apply for either a [medical withdrawal](#) or [hardship withdrawal](#). If approved, the student would be withdrawn from *all* of their classes for that semester, not just the ones with failing grades. These petitions are handled through the Office of the Vice President and Dean of Students. If the deadline to apply for such withdrawals was the last day of class, then this option may not be available to you.
5. Students may also consider applying to a different graduate programs, but programs may look at previous graduate work when rendering a decision.

Deficiency point/warning letters are emailed after grades are posted and transcripts are evaluated. Students registered for subsequent semesters and receiving dismissal letters will be dropped from their courses. If a student has a graduate assistantship, the assistantship will be canceled.

If you have additional questions, please contact Rosalyn Martinez at rcmartinez@valdosta.edu or e-mail gradschool@valdosta.edu.

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