

The University of North Carolina at Pembroke  
School of Graduate Studies

*Graduate Credit Reinstatement Form*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Banner ID: \_\_\_\_\_

\_\_\_\_\_ Preferred Phone: \_\_\_\_\_

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**

This approval and certification for reinstatement is recommended for the following academic course(s):

\_\_\_\_\_  
Institution where course was completed Course Prefix and Number Title of Course Grade Received Date completed UNCP Equivalent

\_\_\_\_\_  
Institution where course was completed Course Prefix and Number Title of Course Grade Received Date completed UNCP Equivalent

\_\_\_\_\_  
Institution where course was completed Course Prefix and Number Title of Course Grade Received Date completed UNCP Equivalent

**IMPORTANT: Certification of Program Director form must be attached.**

**Approvals:**

\_\_\_ Approved \_\_\_ Denied \_\_\_\_\_  
Printed Name of Program Director Signature of Program Director Date

\_\_\_ Approved \_\_\_ Denied \_\_\_\_\_  
Printed Name of Department Chair *or* Dean Signature of Department Chair *or* Dean Date

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*For Office Use Only:*

\_\_\_\_\_ Approved \_\_\_ Denied

Date Reviewed by Graduate Appeals Committee

**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. 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.
2. The granting of a petition is a function of the GAC acting upon the merits of each individual petition; it is not a right of the graduate student.
3. 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 GAC.
4. A new or readmitted appellant may petition the GAC 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.
5. The GAC, acting within its authorized powers, may grant all or a portion of the appellant's petition.
6. The GAC will hear only those petitions bearing the signatures of the appellant, the appellant's graduate program director, the department chair *or* dean of the academic department (where the program is housed), and the Dean of the School of Graduate Studies. The disapproval by any one of the above individuals will end the petition process, and it will not be forwarded to the GAC.
7. The appellant is required to attach an **appeal statement** to this form clearly stating and explaining the reasons why he/she is seeking this petition. In the case of an individual seeking readmission, he/she should explain the reasons for the original withdrawal from his/her graduate program.
8. The graduate program director of the appropriate academic department must certify in a detailed written statement (**Certification of Graduate Program Director form**), which must be 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.
9. 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.
10. The appellant may be required to appear before the GAC when making a petition for reinstatement of graduate credit.
11. Specific requirements apply to individuals seeking readmission:
  - a. Application for readmission will be considered in the usual manner by the School of Graduate Studies and the appropriate academic department to which the student is making application.
  - b. An application fee will be charged for each readmission.
  - c. The readmitted 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 UNCP Academic 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 sent to the student.
  - d. 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.**

\_\_\_\_\_ Printed Name of appellant    Signature of the appellant    Date

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**Graduate Appeals Committee Action**  
*(For Office Use Only)*

This petition is \_\_\_\_\_ approved \_\_\_\_\_ denied for \_\_\_\_\_ semester hours. The following course(s) are reinstated for degree requirement purposes:

\_\_\_\_\_ Course Prefix & Number UNCP Equivalent    Course Prefix & Number    UNCP Equivalent    Course Prefix & Number    UNCP Equivalent

Dean of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_