Dismissal Communication Workflow

**Dismissals regarding academic** issues.

1. Contact GCAD to review the situation to ensure dismissal is appropriate.
2. Determine appropriate action for continuing in the program (Academic Improvement Plan Form, Petition to Withdraw, GPA Reset, etc.). END OF WORKFLOW

**Dismissals regarding admissions** issues.

1. Unit notifies student of recommendation to dismiss by utilizing letter template A (for academic issues) or C (for admissions issues).
2. Student has 5 business days to provide evidence that may influence the recommendation of dismissal.
3. Evidence submitted
4. Unit has 5 business days to review evidence provided by student.
5. Unit changes its decision and no longer wishes to dismiss.
6. Unit notifies student using letter B3. Student continues in program END OF WORKFLOW
7. Evidence submitted
8. Unit changes its decision and no longer wishes to dismiss.
10. GCAD sends an official letter notifying the student of the dismissal decision.
11. Student may seek an official appeal (Policy: 100103). END OF WORKFLOW

**No evidence submitted**

1. Unit notifies GCAD of recommendation for dismissal, including all dismissal notifications sent to the student using letter D.
2. GCAD reviews materials and sends final decision of dismissal to the student and copies the unit. Student’s record in PeopleSoft is changed from active to dismissed.
3. Student may reapply for admission after 1 calendar year from dismissal date. END OF WORKFLOW

**Dismissal not recommended**

1. Unit notifies student of recommendation to dismiss by utilizing letter template A (for academic issues) or C (for admissions issues).
2. Student has 5 business days to provide evidence that may influence the recommendation of dismissal.
3. Evidence submitted
4. Unit has 5 business days to review evidence provided by student.
5. Unit changes its decision and no longer wishes to dismiss.
6. Unit notifies student using letter B3. Student continues in program END OF WORKFLOW
7. Evidence submitted
8. Unit changes its decision and no longer wishes to dismiss.
10. GCAD sends an official letter notifying the student of the dismissal decision.
11. Student may seek an official appeal (Policy: 100103). END OF WORKFLOW

**Dismissal recommended**

1. Unit notifies GCAD of recommendation for dismissal, including all dismissal notifications sent to the student and any evidence provided by the student, using letter D.
2. GCAD reviews materials and sends final decision of dismissal to the student and copies the unit. Student’s record in PeopleSoft is changed from active to dismissed.
3. Student may reapply for admission after 1 calendar year from dismissal date. END OF WORKFLOW

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*Dismissal recommendations that do not fall into the category of “academic” or “admissions” (e.g. code of conduct, academic integrity, etc.) may follow different steps, which would be decided on a case by case basis with the Associate Dean of the Graduate College, or designee.*