Readmission to College of Education Graduate Programs

Background: Individuals who were admitted to a College of Education graduate program but are not currently working toward completion of the program fall into one of three categories:

1. Admitted but never enrolled
2. Started a program but voluntarily not taking any courses at this time
3. Academically dismissed

Students in the first two categories who do not take courses for two consecutive semesters or less are considered still in a program and may register for courses for the next semester.

Students in the first two categories who do not take courses for three or more consecutive semesters are considered no longer in a program and must apply for readmission.

Students who were academically dismissed from the university must follow the appeal process described below to be considered for readmission into the College of Education.

Individuals seeking readmission to a graduate program must satisfy all current admissions requirements of the program to which they are reapplying. Anyone admitted after an absence of two years or more must meet all degree requirements (such as new program of study requirements) in effect at the time of return. State certification rules may change at any time.

Appeal Process for Dismissed Students

Appeal Purpose: Students who were academically dismissed from the university while in a College of Education graduate program and seek readmission must submit an appeal to the dean. After the dean’s approval, the appeal is forwarded to the associate provost for academic affairs and graduate studies for approval. Appeal approvals are based on whether the requestor can demonstrate a reasonable likelihood of success if readmitted.

Timing: At a minimum, dismissed individuals must sit out the semester following dismissal, may reapply during the next semester and, if approved, can re-enter the semester afterwards. For example, someone dismissed due to academic performance after fall semester must sit out spring semester but can reapply during the summer to re-enroll for the subsequent fall.

Appeal Content: Dismissed students seeking readmission must compose a letter of appeal to the dean of the College of Education following this format:

- State the letter’s purpose is to request readmission into the College of Education.
- Explain the reason for the dismissal.
Indicate what has been or will be done to ensure, to the extent possible, that a repeat of the academic performance causing the dismissal will not reoccur.

Provide any other documentation that supports the appeal.

Include contact information (ID#, email address, phone number, mailing address).

Procedures:

- The student must email the appeal and supporting documents to the College of Education graduate admissions coordinator at COEgrad@armstrong.edu.
- The graduate admissions coordinator will prepare a package (consisting of the Armstrong graduate appeal form, the appeal request, a copy of the student’s academic record and any other relevant documents) and make a recommendation to the dean, with copies to the associate dean and appropriate department head.
- The dean, in concert with the associate dean and department head, will approve or deny the appeal and inform the graduate admissions coordinator of that decision by marking and signing the graduate appeal form. In some instances, depending upon the circumstances, the dean may convene an expanded appeals committee and invite the appealing student to meet with the committee.
- The graduate admissions coordinator will then:
  - For approvals: Submit the appeal package, with the dean’s approval, to the associate provost for academic affairs and graduate studies for approval.
  - For denials: Inform the requestor that the appeal has been denied.

Other:

- Appeals will be processed as quickly as possible depending upon the availability of the required parties. It is suggested that appeals be submitted no later than halfway through the semester before the intended semester of readmission.
- The process will be confidential with access to information (including the name of a student making an appeal and the associated documentation) limited to individuals specified in these instructions. Anyone else needed to support the appeal will be provided only the information needed to facilitate their involvement.
- The approval or denial notification document (but not the remainder of the appeal package) will be placed in the student’s file maintained by the department. The full appeal package will be maintained by the graduate admissions coordinator.
- Any student who disputes an appeal decision has the right to file a separate appeal with the associate provost for academic affairs and graduate studies, per university policy as stated in the Graduate Catalog.
- Questions about this process should be directed to the College of Education graduate admissions coordinator at 912-344-2568 or COEgrad@armstrong.edu.