

## Retention Plan

Student Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Graduate Program \_\_\_\_\_ AppState Email \_\_\_\_\_

Program Director \_\_\_\_\_ Date of Request \_\_\_\_\_

Term of Suspension \_\_\_\_\_ Retention Term(s) \_\_\_\_\_

Reason(s) for the Suspension

Reason(s) for Retaining the Student

### Conditions for Retention

After being suspended from graduate study for poor academic performance, a graduate student may appeal to continue in the program under a retention plan. If the program *and* the Graduate School approve an appeal from the student, the student will be granted one semester to bring the GPA up to 3.0 or higher, to remove a failing or low course grade, or to clear any other shortages that may have led to suspension.

Restrictions:

- A student can have only one probationary term per degree program. If the student was admitted provisionally, the first term counts as the probationary term.
- A student enrolled under a retention plan cannot hold a graduate assistantship, fellowship, or NC Tuition Scholarship.
- A transfer course may not be used to substitute for a course in which a student earned a grade of "F" at Appalachian.

The following conditions must be met at the end of the retention term or the student will be suspended again and unable to continue with their program at Appalachian:

1. By the end of the retention plan term, the student must have achieved good standing. **Good standing is defined as minimum 3.0 cumulative GPA**, no grades of F/U, and fewer than 4 C-level grades. Please note that only one course may be repeated to change a grade during the student's program, and any course with a grade of F **\*must\*** be taken care of by the end of the retention term.
2. Students on a retention plan may not hold a graduate assistantship, NC Tuition Scholarship or graduate fellowship because those forms of support require that the student be in good standing. Student temporary employment on campus may be possible, depending upon the funding source.
3. Students on a retention plan are not automatically considered to be making adequate academic progress; therefore, a student may need to work with Financial Aid to submit a petition requesting to restore any loans or grants. That petition will require a written plan of action for success endorsed by the program.
4. If the student fails to meet the terms of this retention plan by the end of the agreed term, *a second retention plan term will not be granted.*

**Retention Plan and Conditions Required by the Graduate Program**

The program must develop a retention action plan for the student that stipulates the conditions required to regain good academic standing, such as a minimum GPA or a specific grade in a course taken in the retention term. This plan should also include expected actions that will help to achieve these conditions, such as required regular advising, tutoring, working with the University writing center, and so on. Please detail these conditions below.

**Signatures**

By signing below, we agree to the conditions for retention as outlined above. Students unable to meet the specified conditions by the end of the retention period will be dismissed from the graduate program.

Student Signature \_\_\_\_\_

Graduate Program Director/Advisor Signature \_\_\_\_\_

*Submit the completed and signed form to the Associate Dean of the School of Graduate Studies.*