



UNIVERSITY OF
SOUTH FLORIDA

Graduate Dismissal Form

GRADUATE SCHOOL

4202 East Fowler Ave, FAO126

Tampa, FL 33620

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

PURPOSE:

Dismissal of a student from a Graduate Program.

STATUS CHANGE:

Once processed, the student's status will be changed from Graduate to Non Degree Seeking. Please contact the Office of the Registrar for additional information related to Non Degree Seeking status at (813) 974-2000.

A change to Non Degree Seeking status could adversely impact financial aid. Students should contact the Financial Aid Department at (813) 974-4700.

IMPORTANT: Dismissal cannot be retroactive.
The **EFFECTIVE DATE** will be entered into the student's record by the Office of the Registrar as the **FIRST BUSINESS DAY AFTER THE END OF THE SEMESTER** for GPA under 3.00 and Other (**or**) the **DATE** the Dean of Graduate School signs / approves the dismissal for Academic Dishonesty / Disruption of Academic Process.

INSTRUCTIONS:

- 1) The form is originated and signed in the Office of the Program Director / Coordinator and is forwarded to the College Dean / Graduate Coordinator for consideration and recommendations.
- 2) Dismissal of a student requires a copy of previous notification to the student as an attachment to this form. If **IMMEDIATE DISMISSAL** of a student is requested due to academic dishonesty, disruption of academic process, include an attached statement from faculty or a committee concerning the reason for this request. Please note the Graduate Catalog information concerning Academic Dishonesty / Disruption of Academic Process, Section 6. <http://catalog.grad.usf.edu/>
- 3) The college sends the **original** form and attachments to the Dean of Graduate School for consideration.
- 4) The Graduate School will make a final decision. If dismissal is approved, a letter of dismissal will be sent to the student by the Dean of Graduate School. A **copy** of the form and attachments will be retained in the Graduate School. The **Original** form will be forwarded to the Office of the Registrar.
- 5) The Office of the Registrar will process the form and send a **copy** of the completed form to the appropriate department and college.

INFORMATION FOR THE OFFICE OF THE REGISTRAR:

The EFFECTIVE DATE of the dismissal will be based on **one** of the following:

- 1) **EFFECTIVE DATE:**
(For dismissal of a student with a GPA under 3.00 and Other Academic reasons)
Will be entered into the student record as:
The **FIRST BUSINESS DAY** after the **END OF THE SEMESTER** that the dismissal is requested in,
(*unless otherwise noted*).
- 2) **EFFECTIVE DATE:**
(For dismissal of a student when Academic Dishonesty/Disruption of Academic Process is approved)
Will be entered into the student record as:
The **DATE** the Dean of Graduate School signed/approved the dismissal (*unless noted otherwise*).



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International Student
Yes ___ No ___

TO: THE GRADUATE SCHOOL

FROM: Program _____ Program Director / Coordinator Signature _____ Date _____
College _____ College Dean / Graduate Coordinator Signature _____ Date _____

IT IS HEREBY REQUESTED THAT THE FOLLOWING STUDENT BE ACADEMICALLY DISMISSED FROM HIS/HER PROGRAM. ALL RELEVANT DOCUMENTS INCLUDING LETTERS OF NOTIFICATION TO THE STUDENT ARE ATTACHED.

U
Last Name _____ First Name _____ Initial _____ U. I.D. # _____
Street _____ City _____ State _____ Zip Code _____

Masters Student ___ Dual Degree enrolled? Yes ___ No ___
Doctoral Student ___ Five Year Program enrolled? Yes ___ No ___

IMPORTANT: Dismissal cannot be retroactive. The EFFECTIVE DATE will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester for a GPA under 3.00 and Other (or) the date the Dean of Graduate School signs/approves the dismissal form for Academic Dishonesty/Disruption of the Academic Process.

ACTION: DISMISSAL FROM GRADUATE PROGRAM DUE TO:

- Academic Dismissal (GPA Reasons) OR Other Academic reasons (Specify in Comments line below or attach memo).
Academic Dishonesty / Disruption of Academic Process http://catalog.grad.usf.edu/ Section 6

COMMENTS: _____

TO: UNIVERSITY REGISTRAR

The recommended action concerning this student is approved and the appropriate records should be posted.

Dean of Graduate School Date

REGISTRAR'S ACTION: (Please check the actions taken and note the effective date)

- General Student Record, Student Attribute and Comment Form updated to Non Degree status.
Effective Date for dismissal (for GPA under 3.00 and Other) _____ (OR) note below
(First business day after the last day of the semester) Date
Effective Date for dismissal (for Academic dishonesty) _____
(Date the Dean of Graduate School approved the dismissal) Date
Financial Aid Notified

Processor Signature Date