Graduate Academic Status Information Sheet

1. The posting of grades, calculation of GPA’s, and updates to graduate student academic statuses have not been completed at this time. Please review the information below.

   a. Please be aware that grade change petitions and other activities affecting your transcript and GPA will be taking place during this time period. **These activities will need to be complete before a final determination of your academic status can be made.** We will work as quickly and diligently as possible to respond to your requests.

2. Please review your graduate academic record in your MyLeo account.

3. If you feel that the **grade(s)** are not correct, please contact your course instructor to clarify the grade(s). If your assigned grade(s) is incorrect, take the proper actions with your course instructor to have the grade(s) changed.

4. If you feel that your graduate **academic status** is correct, but that you should be permitted to continue your coursework you must e-mail Suzanne.Giossi@tamuc.edu the following information:

   a) Explain the reason(s) your GPA dropped below a 3.0.
   b) Describe your **detailed** plan of action to raise your overall graduate GPA to a 3.0 or higher. You must be **specific** and include the following:
      • In which semester do you plan to return?
      • What course(s) do you plan to take/retake? Please refer to the **Schedule of Classes** for course offerings.
      • What has changed in your situation and what will you do differently to be successful?

   Please note this is an academic appeal; financial aid information should not be included in your appeal letter.

5. If you have been placed on **Academic Probation** from a graduate program, we recommend you retake the courses in which you received a grade less than **B** first, and improve your overall graduate GPA to 3.0 before taking new courses. If you have question regarding a plan to improve your GPA, please email Suzanne.Giossi@tamuc.edu.

   *If you are receiving financial aid, your graduate academic status will impact your financial aid eligibility.*

   **The Financial Aid appeal process is a separate process.** Please go to the **Financial Aid Standards of Academic Progress** for information.

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*Graduate Academic Status Information Sheet/No Grade*

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