



WILLIAM & MARY
Graduate Arts & Sciences

Graduate Program Request for
Academic Suspension of Student Form

Arts & Sciences graduate programs may use this form to request the academic suspension of a graduate student who is not in good academic standing and who has not requested a withdrawal. If a student has failed to maintain contact with the graduate program and is not registered or continuously enrolled, the graduate program must make a documented attempt to contact the student via mail or email. The Reves Center's International Students and Scholars Program should be contacted for consultation in the case of requests to suspend an international student.

This form should *not* be used in cases where the student has requested a withdrawal. If a student has sent an email or letter requesting to be withdrawn from the program but is not available for a signature, the student's communication should be appended to the Student Withdrawal from Program form and the graduate program should complete as much of the remainder of the Student Withdrawal from Program form as possible.

The academic suspension will be noted on the student's transcript.

After academic suspension, the student cannot be readmitted without reapplying to William & Mary.

Instructions

Signature required before returning the form:

- Director of Graduate Studies for the student's graduate program.

Return form by email to the Office of Graduate Studies (dean-gsr@wm.edu). Use your W&M email account when submitting forms to the OGS.



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OFFICE OF GRADUATE STUDIES
 Blow Memorial Hall (Suite 326), 262 Richmond Road
 757-221-1966 | dean-gsr@wm.edu

Graduate Program Request for Academic Suspension of Student

Student's Name: _____ Banner ID #: _____

Dept/Program: _____ Effective Date of Suspension: _____

Degree: M.A. M.S. M.P.P. M.A./Ph.D. M.S./Ph.D. Ph.D.

Reason(s) for graduate program's request for student suspension:

Failure of student to maintain contact/register Time to degree expired

Unsatisfactory academic progress (please describe):

Other (please describe):

Graduate Program: Is student receiving a stipend and/or tuition waiver? Yes No

 Director of Graduate Studies: Print Name | Signature

 Date

 Vice Dean for Research and Graduate Studies Signature

 Date

OGS: Stipend/tuition status confirmed? Date: _____ Investment in Student: \$ _____

Distribution: Advisor Department/Program File Reves Center (if applicable)