

The University of Memphis

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The Graduate School

Termination Procedures Form

Student's Name: _____ Banner ID: U _____

Address: _____

UUID: _____ Date: _____

STEP 1

Advisor informs the student of intended recommendation to terminate.

Reason for termination:

Advisor's signature: _____ Date: _____

STEP 2

The student's advisor consults the graduate coordinator of the program.

Advisor's signature: _____ Date: _____

Graduate Coordinator signature: _____ Date: _____

STEP 3

The advisor, graduate coordinator, and/or department chair review the recommendation. If approved the advisor, graduate coordinator, and/or department chair sign and submit the termination form for review to the Associate Dean for Graduate Studies for the student's College or School. The Associate Dean will consult all relevant parties.

Advisor's signature: _____ Date: _____

Graduate Coordinator's signature: _____ Date: _____

And/or Department Chair's signature: _____ Date: _____

STEP 4

The Associate Dean for Graduate Studies signs and submits the termination form to the Graduate School.

Associate Dean's signature: _____ Date: _____

STEP 5

The Dean of the Graduate School reviews the recommended request for termination. If the request is approved, the Dean sends letter of termination to the student and copies all relevant parties.

Dean's signature: _____ Date: _____

NOTE: The appeals process for termination is articulated in the Graduate Catalog.

<http://www.memphis.edu/gradcatalog/retentionappeals.php>