

The University of Memphis

365 Innovation Drive, Room 201  
Memphis, TN 38152-3370  
Phone: (901) 678-2531  
FAX: (901) 678-0378

**The Graduate School**

**Termination Procedures Form**

**Student Information**

Name: \_\_\_\_\_ Unnumber: \_\_\_\_\_

Email: \_\_\_\_\_

**STEP 1**

Advisor, coordinator or chair (as appropriate) informs respective department or college student retention internal group/panel regarding recommendation to terminate, submitting this form and all documentation to the internal group/panel.

Reason for termination:

Advisor/Coordinator/Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

**STEP 2**

Student retention internal group/panel noted in Step 1 reviews the recommendation for termination. If approved, this form and all documentation are sent to the Associate Dean or Director for Graduate Studies in the student's college or school. If not approved, the internal group/panel is to contact the faculty or staff member noted in Step 1 above.

Approved                  Denied

Internal group/panel Chair: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

**STEP 3**

The Associate Dean or Director for Graduate Studies submits this form and all related documentation regarding the termination to the Graduate School Associate Dean for procedural review and policy related feedback. After review, the Graduate School Associate Dean signs below and sends this form, all documentation and any comments to the Dean of the student's college or school.

The Graduate School has reviewed this termination recommendation

Graduate School Associate Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

**STEP 4**

The Dean of the student's college or school reviews the termination recommendation and renders a final determination. If the request is approved, the Dean sends letter of termination to the student and copies all relevant parties. If denied, the Dean will contact the faculty and staff noted in Steps 1 and 2 above.

Approved                  Denied

College/School Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and Sign)

**NOTE:**

Complete documentation of the rationale for termination must be included with this form. The appeals process for termination is articulated in the Graduate Catalog.