**Readmission versus Reactivate**

Graduate Student Services and Progress (GSSP) would like to provide clarification to programs regarding when it is appropriate to reactivate a student record, versus having the student go through readmission (and subsequent registration, in which late registration fees may apply).

Reactivation - A student may be reactivated by GSSP when the only remaining requirements are those that are administrative in nature, meaning both faculty and program staff are not involved in approving nor obtaining the requirement. Examples include:

* Thesis submission via Proquest
* Deposit Agreement Submission
* Application for Degree Submission

\*\*\*Approval for reactivation will need to be done at the college-level for pre-Spring 2013 DMS students\*\*\*

Readmission (with subsequent registration) - A student is required to proceed through the readmission and registration process if they have not yet turned in and/or completed degree requirements at the time of inquiry. These requirements include the following:

* Reviewer’s Report Form
* Final Exam Form
* Thesis Advisor Signature Page

The following examples are provided below as context:

1. My discontinued student had a final exam form, but she forgot to turn the form in. She has completed all of her other requirements. Does she still need to go through readmission?
	* Yes, this is a situation where a missing requirement that is specific to the student’s academics. Readmission and registration are required.
2. My discontinued student forgot to submit online formatting revisions of his thesis via the Proquest system. He assumed that he had graduated 6 months ago as he turned in everything else!
	* This is a situation in which the student’s record can be reactivated. Readmission and registration are not required
3. My discontinued student has completed all of his degree requirements, but she forgot to apply to graduate!
	* Assuming that a student has completed all of their degree requirements, they may reactivated, and no registration will be required. If it is found during a review that they have not, then readmission and registration will be required.
4. My discontinued student has a missing grade, but the instructor just has not posted it yet; she actually is done with everything. Does she need to be readmitted?
	* Yes, this is a situation in which the student needs to go through readmission, and register, as there is action still required by the program.
5. My discontinued student forgot to submit his deposit agreement page. He’s finished everything, but one of his grades wasn’t posted yet either. Does he need to be readmitted?
	* Yes, as the student’s missing grade requires program action, they will need to be readmitted and register.