

MEMORANDUM ---

To: Dr. Joel Trussell, ECE Director of Graduate Program

From: _____
(Your name—Last Name, then First) (Student ID no.)

Date: _____
(Today's Date)

Subject: **REINSTATEMENT AND READMISSION FORM**

The purpose of this memo is to formally initiate the request for reinstatement and readmission into ECE graduate studies for the _____(semester) _____(year) as a _____ student in _____Engineering.
(Degree) (Curriculum)

What Is My Request? (be brief but specific)

What Is the Reason for My Request?

How Will I Make Sure I follow procedures for the ECE Graduate Program and NC State Graduate School? (a detailed outline for your “plan for success” –attach a separate sheet if necessary)

I would be most grateful of your consideration of my request.

I understand and accept that if I do not satisfy the terms and conditions of my plan for reinstatement, I will be terminated effective on the date specified.

Student Signature

Date

Signature of Director of Graduate Programs

Date