

1. Academic Standing

See *Grades Policies* policy.

2. Probation

Students whose cumulative grade point average (GPA) falls below that which is required for good academic standing (see *Grades Policies* policy) at the end of any term will be placed on academic probation.

3. Dismissal

3.1. Dismissal for failure to complete on time

Students who fail to complete their degree or certificate requirements within the period set by the *Residency and Continuous Enrollment* policy will be dismissed.

3.2. Dismissal based on Academic Performance

3.2.1. Inadequate progress.

Students who are unable to fulfill the degree requirements for graduation due to inadequate progress (i.e. unable to pass required courses, unable to maintain adequate pace to complete degree or certificate requirements) will be dismissed. This is not dependent upon overall academic standing (see 3.2.2. below).

3.2.2. Performance related to Academic Standing

Graduate students: Students on academic probation who do not achieve good academic standing at the end of the subsequent term will be dismissed.

Undergraduate students: Students on academic probation who do not achieve good academic standing by the end of two subsequent terms will be dismissed.

For all students: If a student is admitted on probation, s/he begins his/her studies on Probation 1.

| | Status | Status +1 term | Status +2 terms |
|---------------|-------------|----------------|-----------------|
| Graduate | Probation 1 | Dismissal | |
| Undergraduate | Probation 1 | Probation 2 | Dismissal |

3.3. Dismissal from the University for Academic Dishonesty

Failure to adhere to academic integrity may result in dismissal from the University as outlined in the *Student Code of Ethics*

3.4. Dismissal from the University for Conduct

Failure to adhere to the Student Code of Conduct or University policies may result in dismissal from the University as outlined in the *Student Code of Conduct*.

4. Procedures

Procedures related to 3.1 and 3.2 above:

At the end of each term, the Office of the Registrar reviews the records of all enrolled students to determine status. A student is in one of three academic statuses: good academic standing, on probation or dismissed.

The length of time that a student is on probation is indicated by the designation Probation1 or Probation2.

An undergraduate student who was in good standing and whose cumulative GPA is less than the threshold for good academic standing at the end of a given semester becomes on Probation1 at the end of that semester.

An undergraduate student who was on Probation1 in a given semester and who fails to achieve good academic standing the following semester becomes on Probation2.

An undergraduate student who was on Probation2 in a given semester and who fails to achieve good academic standing the following semester is dismissed.

A graduate student who was in good standing and whose cumulative GPA is less than the threshold for good academic standing at the end of a given

semester becomes on Probation1 at the end of that semester.

A graduate student who was on Probation1 in a given semester and who fails to achieve good academic standing the following semester is dismissed..

Those students who have a cumulative GPA below that which is required for good academic standing are reported to the Program Chair as “on probation” or “dismissed” as indicated above and set forth below.

The Office of the Registrar notifies students of their status (on probation, dismissal).

“On Probation:” The Office of the Registrar informs both the Program Chair and the students explaining the consequences of being on probation.

“Dismissal:” For students who are dismissed, the Office of the Registrar notifies the Program Chair and the students explaining the consequences of being dismissed and the procedures for appeal. Students must be notified of their probation or dismissal status before the first day of classes of the following regular term.

Procedures related to 3.3 and 3.4 above are outlined in the respective Codes.

5. Appeal

Students have the right to appeal dismissal decisions.

5.1. Appeals related to items 3.1 and 3.2. In case of dismissals under items 3.1 and 3.2 above, students may appeal in writing, within ten calendar days of the date of their status notification letter by filing an appeal in the Registrar’s Office addressed to the Academic Standards Committee.

A copy of the appeal is placed in the students’ permanent record before being forwarded to the Academic Standards Committee.

The Academic Standards Committee must respond to the student’s appeal by filing an answer with the Office of the Registrar (with a copy to Program Chair) within three (3) business days after the Committee’s review.

The Office of the Registrar notifies the student of the appeal decision.

The decision of the Academic Standards Committee is final. There are no further avenues of appeal.

5.2. Appeals related to items 3.3 and 3.4 are handled as indicated in the Student Code of Ethics and Student Code of Conduct, respectively.

6. Decree, Student Records and Transcript

Dismissal notifications are followed up with a dismissal decree signed by the Provost/Vice President for Academic Affairs which is sent to the student following the appeal deadline or conclusion of the appeal process.

Copies of the dismissal notification and decree are placed in the dismissed student’s permanent record.

The student’s official transcript states “Dismissed for [Academic Performance, Academic Dishonesty, etc.] in the relevant semester.

Dismissed students may not be admitted to or enroll in a degree or certificate program or non-degree courses for one calendar year.

Related Documents

Procedure and Charge Academic Standards Committee

Student Code of Conduct

Student Code of Ethics

Grade Policies

Residency and Graduate Continuous Enrollment