



**Senate**

Policy Name	<b>Academic Standing (Graduate Studies)</b>
Policy Number	GSPP 2013 01
Origin	Graduate Studies Program & Policy Committee
Authority	Senate
Date of Original Approval	2013-03-25
Supersedes	2.2.9 Standing and 2.2.10 Failure
Senate Approval Dates	2023-03-10; 2018-11-23; 2013-03-25
Effective from	2023-03-10
Review/Retirement Date	March 2028
Responsibility for Revision	Graduate Studies Program & Policy Committee
Responsibility for Implementation	Dean of Graduate Studies

**Purpose:**

To establish graduate student academic standing standards

**Scope:**

Applies to all graduate programs and all graduate students

**Policy:**

In order to remain in their graduate program of study, students must:

1. not have received a grade of "C" in more than 1.0 unit of coursework;
2. not have received two grades of "F" or a grade of "F\*."

If a student does not meet these standards, the student will be academically dismissed from the University. The Dean of Graduate Studies will contact all students who are academically dismissed.

**Academic Alert**

Student records are reviewed at the end of the fall, winter, and summer terms for academic progress. A student's academic standing is assessed once per year when winter term results become available.

Graduate students who do not maintain a 3.0 GPA after completing 1.0 unit of coursework will be notified that they are on academic alert. Academic alert is not an academic standing and is not recorded on the student's academic transcript. It is an early alert that a student may be in academic jeopardy if her/his academic standing does not improve and could be at risk of being dismissed from their program of study.

Graduate students who do not maintain a 3.0 GPA after completing 2.0 units of coursework will be dismissed from the University.

### **Readmission**

Students may be considered for readmission to graduate studies at the University. A detailed written request for readmission must be sent to the Dean of Graduate Studies. The Graduate Studies Program and Policy Committee will review the request along with a recommendation from the program to which the student wishes to return or be admitted. The Committee may recommend readmission after a period of up to 12 months following the term in which the student did not meet the above standards or recommend against readmission. Normally only one application for readmission to graduate studies at the University will be considered. The Committee's decision will be conveyed to the student by the Dean of Graduate Studies.

### **Graduation Requirements**

Graduate students must maintain a 3.0 CGPA in all graduate coursework required for their program of study to be eligible to graduate.

### **Procedures:**

- 1) The Office of Graduate Studies receives daily reports from the Registrar's Office containing the names of graduate students who have received grades of "B-", "C", "F" or "F\*."
- 2) A database is maintained by the Office of Graduate Studies which contains the names and grades of the reported students.
- 3) Warning Communications to Students
  - a. A communication from the Office of Graduate Studies will be sent to caution students that their academic performance is of concern and that they should contact their academic advisor when:
    - i. a student receives a grade of "C"
    - ii. a student receives a second grade of "C"
  - b. Student records are reviewed at the end of the fall, winter, and summer terms for academic programs. A student's academic standing is assessed once per year when winter term results become available.

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#### 4) Dismissal Communications to Students

- a. A communication from the Office of Graduate Studies will be sent to inform students that they have been dismissed from their program of study when:
  - i. a student accumulates more than 1.0 unit of course work with a grade of “C”
  - ii. a student receives two grades of “F” or a grade of “F\*.”
- b. In all cases, students will be informed that they have the right to appeal an assigned grade using the Academic Appeals Procedures (2.2.15) and that they have the right to petition for readmission (2.2.12). Students will have 14 days to appeal the dismissal.
- c. Prior to beginning the dismissal process, the Office of Graduate Studies will confirm the grade that activated the process with the faculty member. This will avoid situations where, for example, a grade of “INC” is automatically, rather than intentionally, converted to an “F.”

- 5) In considering the petition for readmission, the Graduate Studies Program and Policy Committee may request additional documentation from the student (e.g., medical information) and may request a recommendation from the relevant Graduate Program Coordinator.

#### **Calendar Entry**

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