



**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	2013-03-25
Effective from	2013-03-25
Review/Retirement Date	2018-03-25
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. Maintain a 3.0 GPA in the courses required for their degree;
2. Have a grade of "C" in no more than 1.0 unit of coursework;
3. Have not received grades of "F" or "F\*."

If students do not meet any of these standards, they will be immediately dismissed from their graduate program. The Dean of Graduate Studies will contact all students who are academically dismissed.

Students may be considered for readmission to the same program. 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 and 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 may recommend against readmission. Normally only one re-application to the program will be considered.

**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"
    - iii. a student's GPA approaches 3.0.
- 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's GPA drops below 3.0
    - iii. a student receives a grade of "F" or "F\*."
  - b. In all cases, students will be informed that they have the right to appeal an assigned grade using the Academic Appeals Procedures (2.2.13) and that they have the right to petition for readmission (2.2.9). 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.