



**TYPE OF PROCEDURE:** Academic

**TITLE:** Dismissal/Termination of Graduate Student Status Procedure

**RELATED POLICY:** Termination/Dismissal Policy, Satisfactory Academic Progress – Graduate, Academic Integrity Policy

A graduate student may be dismissed/graduate student status may be terminated from a graduate program and from the School of Graduate Studies based on the recommendation of the adviser/graduate committee, the department chairperson, program director, graduate coordinator and/or the graduate dean. Reasons for dismissal include but are not limited to the professional judgment of the department/academic unit and the graduate dean that the student does not meet the academic or professional standards/dispositions or competencies required for a student earning a graduate degree, all of which are broadly considered academic performance.

It is important for students to know the guidelines stated in School of Graduate Studies policy are minimum requirements and that each graduate program is free to establish specific terms by which a student's progress is measured for continuation. Program specific requirements must be provided to students via a program handbook, program website, course syllabi or other written documentation.

When academic performance is unsatisfactory, in terms of a student's grades or acceptable progress toward their degree objective as outlined by the department/program or as outlined by the School of Graduate Studies in the Satisfactory Academic progress policy, a graduate student will be notified of the violation and provided an opportunity to address the violation. Students not returning to good standing within the allotted timeframe will be dismissed.

Students are encouraged to see the graduate chairperson/coordinator /director in his/her program for complete information on degree progress standards, academic performance standards, and the procedures used to monitor these standards.



**The following steps will be followed for dismissal/termination of graduate student status:**

1. Graduate program faculty members (may be all graduate faculty associated with a program, a representative group familiar with the student, or a culminating project committee comprised of 3 or more graduate faculty members) meet to determine which professional dispositions/competencies and/or stated academic requirements have not been met by the student. These criteria will serve as the basis of the dismissal/termination of graduate student status.
2. The student must be notified in writing that graduate faculty members associated with a graduate program have identified academic or professional deficiencies that could lead to dismissal from the program. The student must be provided an opportunity to respond in person or in writing to the specific concerns identified.
3. The program will schedule a meeting for the student with the graduate program coordinator/director, graduate faculty committee, or other representative committee of the graduate program faculty. The student may bring an advocate to a meeting. Advocates must conform to the policy on [Assisting Students with University Procedures](#). Alternatively a student may elect to respond to the concerns in writing and the program must consider the written response to the allegations in making a final recommendation.
4. Following the meeting, the graduate program faculty or designated faculty committee will make a determination to retract the notification, provide a plan of remediation, or move forward with the recommendation of dismissal/termination of graduate student status.
5. If decision is to allow student to remain in a program, the program will notify the student in writing of the steps to achieve good standing with regard to the dispositions/competencies/academic requirements.
6. If decision is to recommend dismissal, the program coordinator/director will send a memo to School of Graduate Studies on behalf of the program graduate faculty. The recommendation to the Dean of Graduate Studies must be accompanied by the documentation from the program and the student considered in making the recommendation.
7. The Dean of Graduate Studies will review all documentation submitted by the student and graduate program and make the final determination for dismissal and will notify the student of the dismissal.
8. The student may appeal the dismissal to the Provost/Office of Academic Affairs within 60 days of notification in the following circumstances: procedural error on the part of the institution, failure of the faculty to hear an appeal and render a



decision, or new or newly discovered information of a character that may have substantially affected the outcome.

9. Dismissal from a graduate program will be noted along with the date of dismissal on the academic transcript.

**PROCEDURE OWNER:** School of Graduate Studies

**PROCEDURE CONTACT:** Dean of Graduate Studies

**OTHER DOCUMENTS:**

**EFFECTIVE DATE:** August 25, 2014

**REPLACES:** Standard of Scholarship Policy and Procedure