

FACULTY SENATE ISSUE FORM
Date Submitted: March 28, 2019
Title of Issue (a short descriptive title by which the issue may be referenced)
Proposed Revisions to the Graduate Continuance Policy
Description of Issue: The Graduate School recommends significant editorial revisions to this policy, creating a new section on early suspension and limiting appeals regarding dismissal from a graduate program to 45 days. The changes have been approved by the Graduate Administrators Council. Approval is pending with the Deans' Council.
Rationale for Submission: Adding a section on early suspension will prevent those students whose GPAs have been harmed significantly by an accumulation of bad grades from undertaking a futile attempt to raise their GPA via the normal probationary process. Limiting the time on appeals for dismissal to 45 days brings this policy into alignment with similar appeal policies in other academic and non-academic areas.
Name: Judy Bowman, submitted on behalf of Robert Wojtowicz
Department: Academic Affairs
Date:
Signature:
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Continuance

The following requirements and regulations set forth in the Graduate Catalog are the minimal requirements for continuance in a graduate program. A student is also obligated to meet all additional requirements as delineated in the handbook of his or her graduate program.

Probation occurs when a student's grade point average (GPA) falls below 3.00. Suspension occurs when a student is unable to raise his or her GPA above 3.00 within the next 12 credit hours taken and when he or she is prevented from registering for additional courses. Reinstatement occurs only if the student is permitted to return to the graduate program after submitting an approved plan of study. Separation occurs when a student withdraws voluntarily from a graduate program. Deactivation occurs when a student fails to register for three or more consecutive semesters without permission or an approved leave of absence. Dismissal may occur for a variety of academic reasons or for infractions committed against the Code of Student Conduct.

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Probation, Suspension and Reinstatement

Degree-Seeking Students

A degree-seeking-student is defined as one who is formally admitted into a graduate program at either the master's or doctoral levels. At the end of each semester – fall, spring, and summer – the record of a degree-seeking student who does not maintain a 3.00 cumulative grade point average (GPA) is reviewed. A student who does not have a cumulative GPA of at least 3.00 will be placed on probation.

Probation and Suspension Policy for Degree-Seeking Students

A degree-seeking student on probation will have 12 credit hours to raise his or her cumulative GPA to 3.00. The student and Graduate Program Director should meet to discuss a plan for earning the return to good standing. If the Graduate Program Director determines the student cannot mathematically raise the GPA to 3.00 within 12 hours, the limit for degree-seeking students, he or she may discuss with the student whether an early suspension is warranted. If so, with the student's written approval, the Graduate Program Director can request early suspension in writing to the Dean of the Graduate School, so that the student may consider reinstatement options. If early suspension is not warranted or requested, the student must achieve a cumulative GPA of 3.00 after completing the next 12 credit hours. If not, he or she will be placed on indefinite suspension and prevented from enrolling in graduate courses. This does not affect the student's status with regard to undergraduate courses.

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A student who believes the probation or suspension was due to an error in a grade assigned should contact his or her instructor.

Reinstatement from Suspension Policy for Degree-Seeking Students

A degree-seeking student who has been suspended from a graduate program may be reinstated under the following conditions:

1. The student is responsible for initiating each of the following aspects of the request for reinstatement to the university:
 - a) Providing to the GPD of the program that the student is seeking to either continue enrollment or to be newly admitted a written explanation and documentation of the factors and circumstances that contributed to the failure to achieve the academic standards as well as evidence that these issues have been resolved.
Students should also explain why they will subsequently succeed if reinstated.
Moreover, students who wish to maintain confidentiality regarding special medical or other personal issues, must obtain a letter from the Office of Student Outreach Services (SOS) certifying their validity and contribution to the suspension and that these issues have been or will be satisfactorily resolved prior to the reinstatement.
 - b) Requesting the reinstatement within 45 calendar days of the suspension (if the student is pursuing a grade appeal that may overturn the suspension, the grade appeal procedures are to be followed first until a decision is reached on that appeal; if the appeal is denied and suspension upheld, then the student has 45 calendar days to initiate a reinstatement request).
 - c) Developing a plan of study in consultation with the appropriate Graduate Program Director (GPD) of the program that the student is seeking to either continue enrollment or to be newly admitted. The plan of study must specify the initial 12 credit hours to be taken and the steps necessary to complete the degree requirements within the eight-year (master's) and the eight-year (education specialist and doctoral) time period as required by University policy. This plan should recognize that all prior courses in which grades of B- or less were earned must be repeated or replaced with an approved substitution. If reinstated, the student's GPA will revert to 0.00 and courses with a grade of B or above will be treated as internal transfer credit and therefore will have no bearing on the GPA. Upon reinstatement, the student must achieve a cumulative GPA of at least 3.00 in the next 12 credit hours of graduate credit attempted.

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2. The GPD is responsible for each of the following steps of the request for reinstatement:

- a) Reviewing the student's letter and any written documentation the student provides, assisting in the development of the proposed plan of study, and assessing the student's potential for successful completion of the program.
- b) Assessing the potential impact of reinstatement on departmental resources.
- c) Submitting a recommendation on the student's request to the department chair either approving reinstatement and the plan of study for the student's return, or providing justifications for denying reinstatement and/or the plan of study.
Specifically, the GPD's evaluation must address the reasonableness of i) the

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proposed plan of study; ii) the potential for successful completion of the program, and, iii) the potential impact of reinstatement on departmental resources. Note: (The GPD and the chair must agree for the student to be reinstated at the department level.)

3. If reinstatement is approved, the student will be informed in writing and the steps outlined in 1.a. and 1.b. of this policy shall be followed. A copy of the letter and the approved plan of study shall be forwarded to the Graduate School. The Graduate School will work with the Office of the Registrar to ensure the academic record is updated so the student may resume his or her study.
4. Upon reinstatement:
 - a) All courses with grades of B- (2.70) or below will be dropped from consideration in the calculation of the grade point average for continuance or graduation. These grades will remain on the student's transcript, but the courses will not be counted toward the degree.
 - b) Courses with grades of B or above may be counted toward the degree but they will not be used in the calculation of the GPA.
 - c) Reinstated students must achieve a cumulative GPA of at least 3.00 upon completion of the next 12 hours of credit attempted. Subsequent performance will be monitored by the GPD.
5. If the student's request for reinstatement is denied, the student must be informed in writing by the graduate program director. The GPD's denial must address the lack of reasonableness of i) the proposed plan of study; ii) the potential for successful completion of the program, iii) the potential impact of reinstatement on departmental resources, and iv) the right to appeal and the policy for appealing. A copy of the letter shall be forwarded to the Graduate School along with original materials submitted by the student.

6.

The student has the right to appeal the decision to the Graduate Appeals Committee. The student must resubmit the written letter and documentation as outlined in 1.a and 1.b to the Graduate School within 45 calendar days of the Graduate Program Director's letter denying reinstatement. The Graduate School will forward the materials to the Graduate Appeals Committee. The Graduate Appeals Committee will review the documentation, including the student's reinstatement request, plan of study, and Graduate Program Director's assessment of the plan of study.

The Graduate Appeals Committee will render its decision and inform the Graduate School. The Graduate School will send a letter to the student, with a copy to the GPD, informing him or her of the Graduate Appeals Committee's decision. If the Graduate Appeals Committee supports the GPD's original decision, the student shall remain separated from the program. If the Graduate Appeals Committee approves reinstatement, the steps outlined in 1.a. of this policy shall be followed. The decision of the Graduate Appeals Committee is final.

7. A student may be reinstated only one time to the same academic program.

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Non-Degree-Seeking Students

A non-degree-seeking students may fall into one of two categories: one who is pursuing a specific certificate or licensure program or one who is unaffiliated with a specific program.

Probation and Suspension Policy for Certificate or Licensure Students

A student who has been permitted to pursue a certificate or licensure program must achieve a cumulative GPA of 3.00 after six or more credit hours of graduate coursework. If he or she fails to do so, he or she will be placed on probation. The student and certificate or licensure Graduate Program Director should meet to discuss a plan for earning the return to good standing. If the Graduate Program Director determines the student cannot mathematically raise the GPA to 3.00 within six hours, the limit for non-degree students, then he or she may discuss with the student whether an early suspension is warranted. If so, with the student's written approval, the advisor can request early suspension in writing to the Dean of the Graduate School, so that the student may consider reinstatement options. If early suspension is not warranted or requested, the student must raise his or her cumulative GPA to 3.00 within the next six credit hours. A student who fails to achieve a cumulative GPA of 3.00 after completing the additional six credit hours will be indefinitely suspended and prevented from enrolling in graduate courses. This does not affect the student's status with regard to undergraduate courses.

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Reinstatement from Suspension Policy for Certificate or Licensure Students

A suspended certificate or licensure graduate student seeking reinstatement should follow the procedures outlined earlier in this policy under the Reinstatement Policy for Degree-Seeking Students with the exception that the student's plan of study must specify the initial six credit hours (not 12) to be taken. Upon reinstatement, the student must achieve a cumulative GPA of at least 3.00 in the next six credit hours of graduate credit attempted.

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A student may be reinstated only one time to the same certificate or licensure program.

Probation and Suspension Policy for Unaffiliated Students

An unaffiliated student must achieve a GPA of at least 3.00 after six credit hours. If not, he or she is strongly advised to seek guidance from the Graduate School. If the student cannot mathematically raise the GPA to 3.00 within six hours, the limit for these students, then the Graduate School may discuss with the student whether an early suspension is warranted. If so, with the student's written approval, the Dean of the Graduate School may initiate early suspension so that the student may consider reinstatement options. If early suspension is not warranted or requested, the student must achieve a 3.00 after completing an additional six credit hours. If not, he or she will be indefinitely suspended and prevented from enrolling in graduate courses. This does not affect the student's status with regard to undergraduate courses.

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Reinstatement Policy for Unaffiliated Students

Unaffiliated students who have been suspended from graduate study must formally apply and be admitted into a degree program, a certificate or a licensure program before being allowed to take additional graduate courses.

Separation and Deactivation from a Graduate Program

A student may separate voluntarily from a graduate program at any time by notifying the graduate program director in writing.

If a student fails to register for three or more consecutive semesters, without prior approval from the graduate program director, his or her graduate status will be deactivated. To reactivate his or her graduate status, a student must submit a request in writing to the graduate program director and the Office of Graduate Admissions.

Dismissal from a Graduate Program

A degree-seeking student's dismissal from a graduate program may occur for one or more of the following reasons:

1. Failure to maintain good academic standing based on minimum University grade point average (GPA) requirements following reinstatement (see Policy on Probation, Suspension and Reinstatement in the Graduate Catalog above);
2. Failure to maintain good academic standing based on specific program requirements (see specific program handbook);
3. Plagiarism, falsification of data, and/or other instances of academic dishonesty (see the Code of Student Conduct and/or the Policy for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity);
4. Inability to meet specific technical requirements (see specific program handbook);
5. Failure to pass a required examination or meet a program benchmark as determined by the appropriate review committee (see specific program handbook);
6. Failure to maintain satisfactory progress on a thesis or dissertation as determined by the designated thesis or dissertation committee (see specific program handbook); and/or
7. Any situation that may involve criminal activity, that may pose a threat to the health or safety of the University community, that may infringe upon the rights or property of others in the University community, and/or that may breach the peace of the University community (see the Code of Student Conduct).

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A student must be informed of his or her dismissal from a graduate program in writing by the graduate program director (GPD). A copy of the dismissal letter shall also be sent to the dean administering the program or his or her designee, the Graduate School, and, if relevant, the Office of Visa and Immigration Service Advising. All units notified, including the student, should also receive a copy of the Notice of Student Separation of Dismissal from Program form. Except in cases involving probation and suspension, the Code of Student Conduct, and/or the Policy for Responding to Allegations of Scientific Misconduct in Scientific Research and Scholarly Activity, a student may appeal his or her dismissal from a graduate program in writing to the dean or his or her designee within 45 calendar days of the Graduate Program Director's dated letter notifying the student of dismissal. If dissatisfied with the decision of the dean administering the program or his or her designee, a student may appeal his or her dismissal from a graduate program in writing with the Graduate Appeals Committee by submitting a Student Repeal Request Form to the Graduate School. The student is also responsible for submitting all documents related to the dismissal (e.g., copies of decision letters by the GPD and dean and dismissal forms) with the official appeal. The student must submit their appeal of the dean or designee's decision for dismissal within 14 calendar days of the decision letter.

If the original dismissal decision is based in full or in part on a course grade and that grade is being appealed, the student follows procedures for a grade appeal until that decision is rendered. If the dismissal status is unaffected by the grade appeal results (e.g., the appeal is denied, or the overturned grade does not alter the program's dismissal decision), the student must then follow procedures for dismissal appeal, beginning with a maximum of 45 calendar days from the grade appeal decision letter to when the dismissal appeal is received by the dean or designee.

The Graduate Appeals Committee will render its decision and inform the Graduate School. The Graduate School will send a letter to the student, with a copy to the GPD and dean's office, informing him or her of the Graduate Appeals Committee's decision. If the Graduate Appeals Committee supports the GPD's original decision, the student shall remain separated from the program. If the Graduate Appeals Committee approves reinstatement, the GPD shall work out a plan of study with the student that guides him or her to the successful completion of the program. The decision of the Graduate Appeals Committee is final.

A student's dismissal shall ordinarily remain in effect for eight years before he or she may seek readmission to the same graduate program at the master's level or for eight years before he or she may seek readmission to the same graduate program at the education specialist or doctoral levels. A student may appeal dismissal only one time for the same program.

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Reinstatement occurs only if the student is permitted to return to the graduate program after submitting an approved plan of study. Separation occurs when a student withdraws voluntarily from a graduate program. Deactivation occurs when a student fails to register for three or more consecutive semesters without permission or an approved leave of absence.

Dismissal may occur for a variety of academic reasons or for infractions committed against the Code of Student Conduct.

Probation, Suspension and Reinstate ment

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Probation and Suspension Policy for Degree-Seeking Students

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A degree-seeking student who has been suspended from a graduate program may be reinstated under the following conditions:

1. The student is responsible for initiating each of the following aspects of the request for reinstatement to the university:
 - a) Providing to the GPD of the program that the student is seeking to either continue enrollment or to be newly admitted a written explanation and documentation of the factors and circumstances that contributed to the failure to achieve the academic standards as well as evidence that these issues have been resolved. Students should also explain why they will subsequently succeed if reinstated. Moreover, students who wish to maintain confidentiality regarding special medical or other personal issues, must obtain a letter from the Office of Student Outreach Services (SOS) certifying their validity and contribution to the suspension and that these issues have been or will be satisfactorily resolved prior to the reinstatement.
 - b) Requesting the reinstatement within 45 calendar days of the suspension (if the student is pursuing a grade appeal that may overturn the suspension, the grade appeal procedures are to be followed first until a decision is reached on that appeal; if the appeal is denied and suspension upheld, then the student has 45 calendar days to initiate a reinstatement request).
 - c) Developing a plan of study in consultation with the appropriate Graduate Program Director (GPD) of the program that the student is seeking to either continue enrollment or to be newly admitted. The plan of study must specify the initial 12 credit hours to be taken and the steps necessary to complete the degree requirements within the eight-year (master's) and the eight-year (education specialist and doctoral) time period as required by University policy. This plan should recognize that all prior courses in which grades of B- or less were earned must be repeated or replaced with an approved substitution. If reinstated, the student's GPA will revert to 0.00 and courses with a grade of B or above will be treated as internal transfer credit and therefore will have no bearing on the GPA. Upon reinstatement, the student must achieve a cumulative GPA of at least 3.00 in the next 12 credit hours of graduate credit attempted.
2. The GPD is responsible for each of the following steps of the request for reinstatement:
 - a) Reviewing the student's letter and any written documentation the student provides, assisting in the development of the proposed plan of study, and assessing the student's potential for successful completion of the program.
 - b) Assessing the potential impact of reinstatement on departmental resources.
 - c) Submitting a recommendation on the student's request to the department chair either approving reinstatement and the plan of study for the student's return, or providing justifications for denying reinstatement and/or the plan of study. Specifically, the GPD's evaluation must address the reasonableness of i) the

proposed plan of study; ii) the potential for successful completion of the program, and, iii) the potential impact of reinstatement on departmental resources. Note: (The GPD and the chair must agree for the student to be reinstated at the department level.)

3. If reinstatement is approved, the student will be informed in writing and the steps outlined in 1.a. and 1.b. of this policy shall be followed. A copy of the letter and the approved plan of study shall be forwarded to the Graduate School. The Graduate School will work with the Office of the Registrar to ensure the academic record is updated so the student may resume his or her study.
4. Upon reinstatement:
 - a) All courses with grades of B- (2.70) or below will be dropped from consideration in the calculation of the grade point average for continuance or graduation. These grades will remain on the student's transcript, but the courses will not be counted toward the degree.
 - b) Courses with grades of B or above may be counted toward the degree but they will not be used in the calculation of the GPA.
 - c) Reinstated students must achieve a cumulative GPA of at least 3.00 upon completion of the next 12 hours of credit attempted. Subsequent performance will be monitored by the GPD.
5. If the student's request for reinstatement is denied, the student must be informed in writing by the graduate program director. The GPD's denial must address the lack of reasonableness of i) the proposed plan of study; ii) the potential for successful completion of the program, iii) the potential impact of reinstatement on departmental resources, and iv) the right to appeal and the policy for appealing. A copy of the letter shall be forwarded to the Graduate School along with original materials submitted by the student.
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The student has the right to appeal the decision to the Graduate Appeals Committee. The student must resubmit the written letter and documentation as outlined in 1.a and 1.b to the Graduate School within 45 calendar days of the Graduate Program Director's letter denying reinstatement. The Graduate School will forward the materials to the Graduate Appeals Committee. The Graduate Appeals Committee will review the documentation, including the student's reinstatement request, plan of study, and Graduate Program Director's assessment of the plan of study.

The Graduate Appeals Committee will render its decision and inform the Graduate School. The Graduate School will send a letter to the student, with a copy to the GPD, informing him or her of the Graduate Appeals Committee's decision. If the Graduate Appeals Committee supports the GPD's original decision, the student shall remain separated from the program. If the Graduate Appeals Committee approves reinstatement, the steps outlined in 1.a. of this policy shall be followed. The decision of the Graduate Appeals Committee is final.

7. A student may be reinstated only one time to the same academic program.

Non-Degree-Seeking Students

A non-degree-seeking student may fall into one of two categories: one who is pursuing a specific certificate or licensure program or one who is unaffiliated with a specific program.

Probation and Suspension Policy for Certificate or Licensure Students

A student who has been permitted to pursue a certificate or licensure program must achieve a cumulative GPA of 3.00 after six or more credit hours of graduate coursework. If he or she fails to do so, he or she will be placed on probation. The student and certificate or licensure Graduate Program Director should meet to discuss a plan for earning the return to good standing. If the Graduate Program Director determines the student cannot mathematically raise the GPA to 3.00 within six hours, the limit for non-degree students, then he or she may discuss with the student whether an early suspension is warranted. If so, with the student's written approval, the advisor can request early suspension in writing to the Dean of the Graduate School, so that the student may consider reinstatement options. If early suspension is not warranted or requested, the student must raise his or her cumulative GPA to 3.00 within the next six credit hours. A student who fails to achieve a cumulative GPA of 3.00 after completing the additional six credit hours will be indefinitely suspended and prevented from enrolling in graduate courses. This does not affect the student's status with regard to undergraduate courses.

Reinstatement from Suspension Policy for Certificate or Licensure Students

A suspended certificate or licensure graduate student seeking reinstatement should follow the procedures outlined earlier in this policy under the Reinstatement Policy for Degree-Seeking Students with the exception that the student's plan of study must specify the initial six credit hours (not 12) to be taken. Upon reinstatement, the student must achieve a cumulative GPA of at least 3.00 in the next six credit hours of graduate credit attempted.

A student may be reinstated only one time to the same certificate or licensure program.

Probation and Suspension Policy for Unaffiliated Students

An unaffiliated student must achieve a GPA of at least 3.00 after six credit hours. If not, he or she is strongly advised to seek guidance from the Graduate School. If the student cannot mathematically raise the GPA to 3.00 within six hours, the limit for these students, then the Graduate School may discuss with the student whether an early suspension is warranted. If so, with the student's written approval, the Dean of the Graduate School may initiate early suspension so that the student may consider reinstatement options. If early suspension is not warranted or requested, the student must achieve a 3.00 after completing an additional six credit hours. If not, he or she will be indefinitely suspended and prevented from enrolling in graduate courses. This does not affect the student's status with regard to undergraduate courses.

Reinstatement Policy for Unaffiliated Students

Unaffiliated students who have been suspended from graduate study must formally apply and be admitted into a degree program, a certificate or a licensure program before being allowed to take additional graduate courses.

Separation and Deactivation from a Graduate Program

A student may separate voluntarily from a graduate program at any time by notifying the graduate program director in writing.

If a student fails to register for three or more consecutive semesters, without prior approval from the graduate program director, his or her graduate status will be deactivated. To reactivate his or her graduate status, a student must submit a request in writing to the graduate program director and the Office of Graduate Admissions.

Dismissal from a Graduate Program

A degree-seeking student's dismissal from a graduate program may occur for one or more of the following reasons:

1. Failure to maintain good academic standing based on minimum University grade point average (GPA) requirements following reinstatement (see Policy on Probation, Suspension and Reinstatement in the Graduate Catalog above);
2. Failure to maintain good academic standing based on specific program requirements (see specific program handbook);
3. Plagiarism, falsification of data, and/or other instances of academic dishonesty (see the Code of Student Conduct and/or the Policy for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity);
4. Inability to meet specific technical requirements (see specific program handbook);
5. Failure to pass a required examination or meet a program benchmark as determined by the appropriate review committee (see specific program handbook);
6. Failure to maintain satisfactory progress on a thesis or dissertation as determined by the designated thesis or dissertation committee (see specific program handbook); and/or
7. Any situation that may involve criminal activity, that may pose a threat to the health or safety of the University community, that may infringe upon the rights or property of others in the University community, and/or that may breach the peace of the University community (see the Code of Student Conduct).

A student must be informed of his or her dismissal from a graduate program in writing by the graduate program director (GPD). A copy of the dismissal letter shall also be sent to the dean administering the program or his or her designee, the Graduate School, and, if relevant, the Office of Visa and Immigration Service Advising. All units notified, including the student, should also receive a copy of the Notice of Student Separation of Dismissal from Program form. Except in cases involving probation and suspension, the Code of Student Conduct, and/or the Policy for Responding to Allegations of Scientific Misconduct in Scientific Research and Scholarly Activity, a student may appeal his or her dismissal from a graduate program in writing to the dean or his or her designee within 45 calendar days of the Graduate Program Director's dated letter notifying the student of dismissal. If dissatisfied with the decision of the dean administering the program or his or her designee, a student may appeal his or her dismissal from a graduate program in writing with the Graduate Appeals Committee by submitting a Student Repeal Request Form to the Graduate School. The student is also responsible for submitting all documents related to the dismissal (e.g., copies of decision letters by the GPD and dean and dismissal forms) with the official appeal. The student must submit their appeal of the dean or designee's decision for dismissal within 14 calendar days of the decision letter.

If the original dismissal decision is based in full or in part on a course grade and that grade is being appealed, the student follows procedures for a grade appeal until that decision is rendered. If the dismissal status is unaffected by the grade appeal results (e.g., the appeal is denied, or the overturned grade does not alter the program's dismissal decision), the student must then follow procedures for dismissal appeal, beginning with a maximum of 45 calendar days from the grade appeal decision letter to when the dismissal appeal is received by the dean or designee.

The Graduate Appeals Committee will render its decision and inform the Graduate School. The Graduate School will send a letter to the student, with a copy to the GPD and dean's office, informing him or her of the Graduate Appeals Committee's decision. If the Graduate Appeals Committee supports the GPD's original decision, the student shall remain separated from the program. If the Graduate Appeals Committee approves reinstatement, the GPD shall work out a plan of study with the student that guides him or her to the successful completion of the program. The decision of the Graduate Appeals Committee is final.

A student's dismissal shall ordinarily remain in effect for eight years before he or she may seek readmission to the same graduate program at the master's level or for eight years before he or she may seek readmission to the same graduate program at the education specialist or doctoral levels. A student may appeal dismissal only one time for the same program.