

Policy No. 01-

Policy on Graduate Academic Progress, Probation, Dismissal, and Renewal

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: Office of Graduate Education

1. Purpose

The purpose of this policy is to define acceptable academic progress for graduate students and the consequences of failing to meet these standards.

2. Scope

The policy governs graduate academic progress and impacts graduate students, faculty, all Academic Deans' Offices, and the Office of Graduate Education.

3. Definitions, Roles and Responsibilities

3.1 Definitions

3.1.2 University: shall mean Commonwealth University of Pennsylvania

3.1.3 Satisfactory Progress: a status in which a graduate student is in good standing with regard to their academic work and progress toward degree completion.

3.2.4 Academic Probation: a period during which a graduate student is not meeting one or more of the criteria necessary to make satisfactory progress but has been granted a period of time during which they may remediate the situation.

3.2.5 Academic Dismissal: a status in which a graduate student has not made satisfactory academic progress and has been removed from a program and prohibited from resuming their studies.

3.2.6 Academic Renewal: a process through which a graduate student who has been dismissed from one university graduate program seeks to enter another program and requests that some or all of their former courses not be counted toward their GPA in their new program.

3.2 Roles and Responsibilities

3.2.1 Procedures surrounding graduate academic progress, probation, dismissal, and renewal will be developed and updated by the Office of Graduate Education in collaboration with the Graduate Council and Academic Affairs leadership.

4. Policy

4.1 Satisfactory Progress

Satisfactory academic progress at the graduate level is evaluated on the basis of several criteria

- a. a graduate student's ability to earn the minimum of credit hours necessary to the degree program with a minimum quality point average of 3.0. A grade of less than C (Q.P. less than 2.0) must be repeated.
- b. a second grade less than C (Q.P. less than 2.0) will result in automatic academic dismissal.
- c. a graduate student's ability to successfully meet the requirements at the appropriate time of all comprehensive examinations of the degree program with acceptable grades.
- d. a graduate student's ability to complete the thesis requirement of the degree program with a passing grade.

Non-degree students (Category 510), except for those in Supervisory Certificate Programs, are excluded from consideration for satisfactory progress.

4.2 Academic Probation

a. A graduate student who is not maintaining an overall quality point average of 3.0 in one of the following student categories may request to attend on academic probation for one additional grading period (semester or summer):

- 1) regular graduate students (Category 540)
- 2) degree candidates (Category 550)
- 3) non-degree students (Category 510) in Supervisory Certificate Programs

Enrollment is limited to a maximum of nine semester hours for the grading period in probationary status. A student on academic probation is not eligible to hold a graduate assistantship. To be removed from academic probation, a graduate student with a quality point average deficiency must attain the minimum overall quality point average of 3.0 as required by the School of Graduate Studies for regular graduate students and degree candidates. A student who attains a 3.0 GPA or higher for the first grading period in academic probationary status, but does not attain the overall GPA as required, may be recommended by his/her academic advisor, the graduate program coordinator, and the department chairperson to the Assistant Vice President for Graduate Studies and Research for continuation on probation for one additional grading period.

- b. A graduate student who receives a failing or unacceptable grade, as defined in advance by the department administering the graduate program, in any Comprehensive Examination will be placed on academic probation. Students will be allowed a maximum of two reexaminations unless the program requirements are more restrictive, in which case the maximum permitted by the program will prevail. Prior to re-examination, the student must meet with his/her examination committee or its representatives to discuss deficiencies and steps to be taken to correct them. Reexamination normally would be only once during a term or semester unless the student requests expedited reexamination in order to meet a graduation deadline. A student who passes a reexamination is automatically removed from probationary status.
- c. Graduate students who submit a master's thesis which receives a failing grade may not attend on academic probation.

4.3 Duration Of Degree Work

Full-time graduate students are expected to complete their programs of study within two calendar years of continuous enrollment. However, all requirements for a master's degree, including any courses accepted by transfer, must be completed within six calendar years. A student who is unable to complete degree requirements within six calendar years may be dismissed upon recommendation to the Assistant Vice President for Graduate Studies and Research by the academic advisor, program coordinator, and department chairperson. Students who fail to register for any courses over a two-year period will automatically be placed in an inactive category and must reapply to the graduate program. The period for completion of a master's degree may be extended for sufficient reason. Written application for extension must be made to the Assistant Vice President for Graduate Studies and Research prior to the end of the six-year period.

4.4 Academic Dismissal

A graduate student not maintaining satisfactory progress, who is not permitted to enroll in probationary status, is excluded from registration and his/her academic record is marked "academic dismissal." Dismissal is automatic if the overall GPA is below the minimum after two grading periods in probationary status or after failing to pass the Comprehensive Examination two times while in probationary status. A graduate student under academic dismissal is not eligible to attend courses offered in the School of Graduate Studies for a period of at least one calendar year. A dismissed graduate student may, after a period of one year, reapply to the School of Graduate Studies in order to undertake studies in a new degree program or to further his/her studies in a non-degree status. A dismissed graduate student is not permitted to register for any courses offered by the program from which he/she was dismissed. Under exceptional circumstances and with the approval of the Assistant Vice President for Graduate Studies and Research, a program may readmit a dismissed student. In the latter instance, the normal six-year limitation for expired courses shall be applied.

4.5 Appeals

Graduate students dismissed for academic reasons may appeal their dismissal within one year, in writing, to the Graduate Council. The decision of the Council is final.

4.6 Academic Renewal

Former Commonwealth University graduate students who have been academically dismissed may request to be considered for readmission to a different CU graduate program after separating from the university for at least one calendar year. Such students may request that their previous record not be calculated in their GPA for subsequent graduate course work. Previous course work at Commonwealth will appear on their academic record, but grades of C or lower will not be calculated in their GPA. Courses in which they earned at least a B and which are appropriate in meeting current program requirements may be accepted at the discretion of program faculty, in which case these courses will count toward both credits earned and GPA. Students approved for readmission in this way will be considered newly matriculating and be subject to all policies and requirements in effect at the time of your new matriculation. Students wishing to partake in this academic renewal option should request permission from the Associate Provost and Dean of Graduate Education in writing. A student who was dismissed for academic misconduct is not eligible for academic renewal.

5. Compliance and Enforcement

5.1 Exceptions to this policy may be proposed to the Dean of Graduate Education.

6. Additional Information

6.1 Supporting Documents

6.2 Related Policies – Updates Bloomsburg University PRP 3565 Graduate Academic Progress, Probation, and Dismissal

6.4 Contacts for Additional Information and Reporting

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