

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **24-Apr-19** Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2019** Approved by EPC \_\_\_\_\_

Department **Graduate Dean's Advisory Council and  
EPC Ad Hoc Committee for Academic Policies**

College

Proposal **Revise Policy**

Proposal Name **Revision of the Academic Standing policy for graduate students**

Description of proposal:

**This proposal seeks to revise the graduate academic standing policies, including the policies on progress toward degree completion, probation, dismissal, appeal and reinstatement.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**Revisions will clarify and bring consistency to practices and procedures for graduate students progressing in their program or facing dismissal from their program.**

Units consulted (other departments, programs or campuses affected by this proposal):

**Graduate faculty coordinators, college associate deans for graduate affairs,**

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## REQUIRED ENDORSEMENTS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Department Chair / School Director

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Campus Dean (for Regional Campuses proposals)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
College Dean (or designee)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Dean of Graduate Studies (for graduate proposals)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Executive Vice President for Academic Affairs and Provost (or designee)

# Revision of the Academic Standing Policies for Graduate Students Proposal Summary

## SUBJECT SPECIFICATION

This proposal seeks to revise the graduate academic standing policies, including the policies on progress toward degree completion, probation, dismissal, appeal and reinstatement.

## BACKGROUND INFORMATION

In 2013, the Graduate Dean's Advisory Council (GDAC) established and substantially revised graduate policies to better define academic standing, progress toward degree, dismissal and appeal. However, through practice over the past five years, it became clear that the policies still were not meeting the needs of the colleges, specifically:

1. Current policy requires degree-seeking students to be registered for a minimum 1 credit hour each calendar year, which causes confusion about when the period starts or ends.
2. Time limits for doctoral candidacy (five years) and oral examination (five years) conflicted with the time limit to earn a degree for post-master's students (nine years).
3. Responsibilities of communication for students on probation is missing in current policy.
4. Dismissal for violation of professional standards is listed as non-academic when it needs to be stated that it is part of the academic dismissal review and determination.
5. Further clarification was needed as to the roles and responsibilities of who determines the dismissal and who makes the final decision upon appeal, as well as what must be communicated to the student.
6. Policy needs to state that dismissal from a graduate program is dismissal from the university (at the undergraduate level, students who are dismissed from a program are not dismissed from the university).
7. Current policy does not address dismissal of students declared in dual-degree or multiple programs.
8. Presently, the student transcript does not note a student's dismissal from a graduate program (with the exception of students dismissed from the Doctor of Podiatric Medicine degree).
9. The appeal process only references the university's administrative policy and procedures for student academic complaint (policy 3342-4-02.3), which does not address the levels of dismissal and appeal decisions at the graduate level.
10. The 2013 revisions did not cover the reinstatement policy, which prohibits students dismissed from a program to apply to another program or to take coursework (e.g., as a non-degree student).

11. Information on time limits and probation was missing for students in the College of Podiatric Medicine.

Over the past two years, members of GDAC have examined the policies and suggested changes in consultation with graduate faculty coordinators in their respective colleges.

This past spring, the EPC Ad Hoc Committee reviewed and revised the graduate policy on the dismissal and appeal process.

While numerous changes were minor or considered housekeeping (e.g., changing sentences from passive to active voice, adding a link to the university grading policy to replace duplicative grading information), several of the changes are major and address the issues above — most significantly, establishing procedures and process for when students appeal a graduate dismissal decision. When revising the appeals process, the EPC Ad Hoc Committee created a flowchart for internal purposes, see Appendix A.

## ALTERNATIVES AND CONSEQUENCES

The alternative to the proposed policy revisions is status quo, and the consequences will be policies that may be too ambiguous, confusing and contradictory to implement and enforce and, possibly, penalizing for students.

## SPECIFIC RECOMMENDATION AND JUSTIFICATION

The EPC Ad Hoc Committee for Academic Policies and the Graduate Dean’s Advisory Committee, recommend—with approval of the dean of graduate studies and in consultation with graduate faculty coordinators—that revisions to the graduate academic standing policies as outlined in Appendix B be approved to alleviate issues in practice by the current policies.

## TIMETABLE AND ACTIONS REQUIRED

Educational Policies Council .....	April 2019
Faculty Senate .....	May 2019
Proposed implementation .....	Fall 2019

## APPENDIX A: Flowchart for the Revised Appeal Process

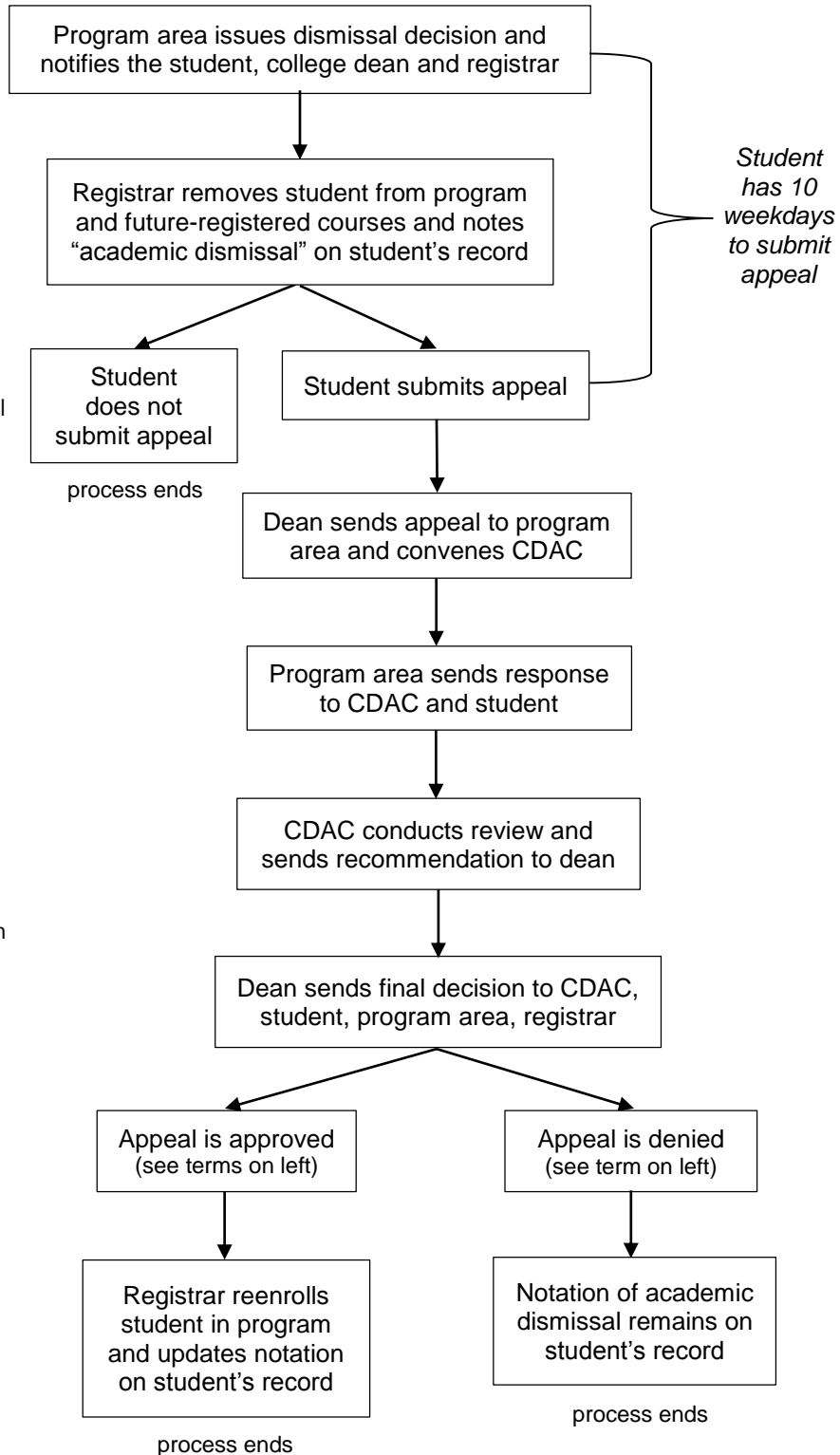
“Program area” denotes the department chair, school director or program coordinator who issued the dismissal decision.

“CDAC” denotes the college’s dismissal and appeals committee in the college of the student’s program.

“Dean” may be the dean’s designee in the college.

### Appeal Outcome Terms:

1. **DENIED.** If the student’s academic dismissal appeal is denied, the student must abide by the conditions of the dismissal. The academic dismissal notation remains on the student’s record.
2. **CANCELLED.** When the appeal reveals that the academic dismissal decision was based on university error, the student’s dismissal is cancelled. The registrar reenrolls the student into the program and the courses. The academic dismissal notation is removed from the student’s record.
3. **RESCINDED.** When the college determines that the student met the terms of appeal by documenting a situation beyond the student’s control, the dismissal should be rescinded. The registrar reenrolls the student into the program, and the student may re-register for courses. The academic dismissal notation is removed from the student’s record.
4. **REINSTATED.** Even though the appeal reveals that the student’s dismissal was the student’s responsibility, the college decides to reinstate the student immediately or after a period shorter than 12 months. The registrar reenrolls the student into the program, and the student may re-register for courses. The academic dismissal notation remains on the student’s record with an added notation of reinstatement. (If the student is away for more than 12 months, the student must reapply.)



## APPENDIX B: Revised Policy Language

### Marked-Up Copy (clean copy on pages 12-16)

Added   ~~Removed~~   ~~Moved From~~   Moved To

## ACADEMIC STANDING - GRADUATE STUDENT

Good academic standing indicates that ~~the students~~ are ~~is~~ meeting university and program requirements and are ~~is~~ making satisfactory progress towards their ~~his or her~~ degree. The definition of satisfactory performance and progress toward completion of the degree may differ among degree programs; therefore, it is imperative that each graduate program have these requirements in writing in their graduate handbook and distribute them to graduate students when they matriculate into the program. ~~The academic performance and progress of each student should be reviewed at least annually. Students who fail to meet requirements should be provided with a written explanation of performance expectations and a timetable for correction of deficiencies.~~

### Grading

~~Graduate students are expected to maintain a minimum 3.000 grade point average (GPA).<sup>1</sup> A graduate student who receives more than 8 credit hours of grades lower than B (3.000) is subject to dismissal. A graduate student who receives more than 4 credit hours of grades lower than C (2.000) is also subject to dismissal. Some programs impose higher standards.~~

~~Courses taken for satisfactory/unsatisfactory (S/U) grades are counted toward completion of degree requirements. Grades of S (satisfactory) are awarded credit hours, but do not affect the GPA. Grades of U (unsatisfactory) are recorded as attempted hours, and are counted as F (0.000) grades in computing GPA. Grades below C (2.000) are not counted toward completion of requirements for any advanced degree, but are counted in computing GPA. Courses taken for audit (AU) are not counted toward fulfilling minimum degree requirements, and do not affect GPA. Grades of IN (Incomplete), IP (In Progress) and W (Withdrawal) are not used in computing GPA. Undergraduate course credits are not counted toward completion of any advanced degree. A change by a graduate student from one department or program to another does not eliminate from the student's GPA the grades received under the first enrollment from the student's GPA.~~

### Progress Toward Degree Completion

All graduate students are expected to meet university and program requirements, and to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the requirements set by the individual degree program. Students who ~~If a student~~ fails to satisfy the requirements of their ~~his or her~~ degree program and/or the conditions outlined below, ~~the student~~ may be dismissed from the program.

<sup>1</sup> Refer to the College of Podiatric Medicine's section in the University Catalog for GPA expectations for students seeking the Doctor of Podiatric Medicine degree.

1. Students must maintain their status as a degree-seeking student by registering for at least 1 graduate credit hour that contributes to their degree requirements (as determined by their graduate program) each calendar year (defined as three consecutive terms, including summer as one term) or by taking an approved leave of absence. Courses taken for audit and course withdrawals will not be counted as fulfilling the minimum enrollment requirements. Meeting this minimum enrollment requirement does not guarantee the students will meet the minimum requirements of other programs, offices or agencies.
2. Graduate sStudents are expected to maintain a minimum 3.000 grade point average (GPA).<sup>2</sup> A graduate student who receives more than 8 credit hours of grades lower than B (3.000) is subject to dismissal. A graduate student who receives or more than 4 credit hours of grades lower than C (2.000) is also subject to dismissal. Some programs impose higher standards.
3. 2. For dDoctoral students must, comply with the time limits for passing candidacy (five years from first enrollment) and for passing the final oral examination (five years from candidacy). Individual degree programs may have shorter time limits.
4. 3. Students must comply with the ~~Satisfy the maximum~~ time limits for graduation (six years from first enrollment for master's students; and 10 years from first enrollment for doctoral students ~~entering with a bachelor's degree, nine years from first enrollment for doctoral students entering with a master's degree~~). Individual degree programs may have shorter time limits. Students in the College of Podiatric Medicine must successfully complete graduation requirements within six years of their first enrollment. Exceptions to this time limit must be approved by the Council on Podiatric Medical Education.

In addition to the performance and progress made upon the conditions listed above, individual degree programs will review student performance in the fulfillment of the degree program's requirements. Consideration may include, but is not limited to, such factors as performance during informal coursework and seminars, research capability and performance, professional standards of conduct and the number of grades of AU (Audit), IN (Incomplete), IP (In Progress) and W (Withdrawal) on a student's record.

~~Courses taken for satisfactory/unsatisfactory (S/U) grades are counted toward completion of degree requirements. Grades of S (satisfactory) are awarded credit hours, but do not affect the GPA. Grades of U (unsatisfactory) are recorded as attempted hours, and are counted as F (0.000) grades in computing GPA. Grades below C (2.000) are not counted toward completion of requirements for any graduate advanced degree, but are counted in the graduate computing GPA. Courses taken for audit (AU) are not counted toward fulfilling minimum degree requirements, and do not affect GPA. Grades of IN (Incomplete), IP (In Progress) and W~~

<sup>2</sup> Refer to the College of Podiatric Medicine's section in the University Catalog for GPA expectations for students seeking the Doctor of Podiatric Medicine degree.

~~(Withdrawal) are not used in computing GPA. Credit hours earned in undergraduate courses credits are not counted toward completion of any graduate advanced degree and are not counted in the graduate GPA. A change by a graduate student from one department or program to another does not remove eliminate from the student's GPA the grades that were earned in received under the first enrollment from the student's GPA. Refer to the Grading Policies and Procedures in the University Catalog for information on grades and administrative marks and their application to the GPA.~~

## Review of Academic Performance

Each graduate program should review the academic performance and progress of its students, according to university and program requirements, at least once per academic year. Reviews may result in one of four outcomes (six outcomes for students in the College of Podiatric Medicine<sup>3</sup>):

- ~~Dean's list: College of Podiatric Medicine full-time student earning a 3.500 current grade point average for the fall and spring semesters with no grade below a C or S (Satisfactory).~~
- ~~Good standing: College of Podiatric Medicine student meeting course and program expectations and not carrying any failures on his/her transcript.~~
- ~~No action: The student's performance and progress are satisfactory.~~
- ~~Warning: The student's performance and/or progress falls slightly below expectations.~~
- ~~Probation: The student's performance and/or progress is unsatisfactory.~~
- ~~Dismissal: The student has failed to meet requirements.~~

### DEAN'S LIST

~~Full-time students A student~~ in the College of Podiatric Medicine ~~who have earning a minimum~~ 3.500 current ~~GPA grade point average~~ for the fall and spring ~~academic~~ semesters and ~~earned~~ no grade below a C or S (Satisfactory) in all course/rotation work will be cited ~~on the as a~~ Dean's List ~~honors student~~ at the end of each semester. ~~Only students No student~~ taking ~~less than~~ a full course load will be eligible for the Dean's List.

### GOOD STANDING

~~Students A student~~ in the College of Podiatric Medicine ~~are who is enrolled in course offerings leading to the D.P.M. degree is~~ considered to be in good standing if ~~they are he/she is~~ meeting course and/or program expectations and ~~have not failed any requirements. is not carrying any failures on his/her transcript.~~

### NO ACTION

If a student's performance and progress are satisfactory, the program may provide the student with written communication regarding ~~the student's his/her~~ satisfactory performance and progress in the degree program.

<sup>3</sup> College of Podiatric Medicine students are ranked at the end of each semester according to their overall grade point averages. Ranking is done on an individual basis by class year.

## WARNING

A warning may be issued to a student if the student's performance and/or progress falls slightly below expectations (e.g., failure to make timely progress on thesis or dissertation; overall GPA grade point average is ~~above~~ 3.000 or higher, but term GPA grade point average is below 3.000).

The department chair, school director or program coordinator administrating the program will provide the student with written communication regarding the warning, including expectations for future performance and a timetable for the correction of deficiencies. Warnings are documented by the graduate program and may be communicated to the ~~academic college dean, or designee, but are not reported to the Office of the University Registrar. The student is provided~~ with written communication regarding the warning, including expectations for future performance and a timetable for the correction of deficiencies.

## PROBATION

Review of a student's performance and progress may result in ~~a recommendation for~~ probation.<sup>4</sup> Probation may be issued recommended for a student who deviated suddenly and substantially from program expectations, for a student who was previously issued a warning and did not correct the deficiency that caused the warning, or for a student who was previously issued a warning and corrected the deficiency but failed additional performance requirements. A graduate program may issue multiple recommend numerous semesters of probation for a student, but only one semester may be issued recommended at a time. Students in the College of Podiatric Medicine will have the probation noted on their student record, including the official transcript.

The department chair, school director or program coordinator administrating the program will provide the student with written communication regarding the Recommendations for probation must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. Recommendations must include ing expectations for future performance and a timetable for the correction of deficiencies. Probations are documented by the graduate program and communicated to the college dean, or designee. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision and expectations for future performance. The Office of the University Registrar is notified by the academic college dean, and the student is placed immediately on probation.

A student ~~Students~~ on probation will be reviewed by the program at least once each semester. The review may result in return to good academic standing, continued probation or dismissal from the program. To return to good academic standing, the student must have corrected the deficiency that caused the probation decision, as well as continued to meet other program and university requirements. Coursework used in raising the student's grade point average must be a part of normal degree requirements and must be approved in advance by the program. The department chair, school director or program coordinator must notify the college dean, or designee, of the review outcome.

<sup>4</sup> A student may not be appointed or reappointed as a graduate assistant while on probation. A student on an official leave of absence cannot be issued recommended for probation or dismissed ed.



~~When a review results in the determination that a student should return to good academic standing, the student's name and the recommendation must be transmitted by the head of the graduate program to the dean of the academic college. If the academic college dean accepts the recommendation, the student will be placed in good academic standing.~~

### ACADEMIC DISMISSAL ~~–ACADEMIC~~

Review of a student's performance, ~~and~~ and progress and adherence to professional standards in a graduate program may result in a recommendation for academic dismissal.<sup>5</sup> Expectations for academic performance, progress and professional standards must have been communicated to students in writing at the time of matriculation into the program.

~~The decision for academic dismissal rests with the department chair, school director or program coordinator administrating the program. Students who have been dismissed will be provided the decision in writing along with information on their right to appeal the decision (see dismissal appeal section below). Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the academic college dean, and the student is removed immediately from the graduate program.~~

Students who are dismissed from their degree program—or from all programs for students admitted to a dual degree or multiple programs—are dismissed from Kent State University. The college notifies the Office of the University Registrar to remove the student immediately from the program(s) and from any future-registered courses. The University Registrar will note on the student's record, including the student's official transcript, that the student was academically dismissed as of the term of the dismissal decision.

Students admitted to a dual-degree or multiple programs who are dismissed from only one of the programs are not dismissed from the university and may continue in the other program. Undergraduate students admitted to a combined bachelor's/master's degree program who have been dismissed from the undergraduate program are dismissed from the graduate program.

Dismissed students who wish to enroll in a different graduate program or in coursework at Kent State must complete an application for admission and follow the graduate admission procedures found in the University Catalog.

~~In At~~ In the College of Podiatric Medicine, determinations for dismissal are made in accordance with the grading policy. The final decision rests with the Academic Appeals Committee. The director of ~~student~~ student academic services and institutional research is responsible for providing the student with written communication regarding the dismissal decision and notifying the university registrar to remove the student from the program and all registered courses. ~~The Office of the University Registrar is notified by the director of student academic services, and the student is removed immediately from the graduate program.~~ For more information on that college's policy for dismissal, refer to the College of Podiatric Medicine section of the University Catalog.

<sup>5</sup> A student on an official leave of absence cannot be issued ~~recommended for~~ probation or dismissed al.

## ~~DISMISSAL – NON-ACADEMIC~~

~~In certain programs in which professional success depends upon factors other than those measured by normal evaluations in coursework, a program has the right to dismiss a student who is not likely to succeed professionally despite meeting academic requirements. Such expectations for performance must have been communicated to students in writing at the time of admission. Recommendations for dismissal must be transmitted by the head of the graduate program to the dean of the academic college, along with a written explanation of the recommendation. The final decision rests with the academic college dean, who is responsible for providing the student with written communication regarding the decision. The Office of the University Registrar is notified by the academic college dean, and the student is removed immediately from the graduate program.~~

## Dismissal Appeal

~~As~~ Students who ~~are~~ ~~is~~ dismissed ~~have~~ ~~has~~ the right to appeal the decision. ~~Students who are dismissed from more than one program must appeal each dismissal separately. Appeals must follow the process outlined in the university's administrative policy and procedure for student academic complaint. For dismissal appeal procedures in the College of Podiatric Medicine, refer to that college's section in the University Catalog.~~

Appeal Process. Students may appeal to the college dean, or designee, for the dismissal decision made at the department, school or program level in that college. If conditions or causes exist requiring a modification of the time limits listed below, it is the responsibility of the college dean, or designee, to assess such circumstances and determine the nature or extent of any such modification. If the college dean, or designee, decides to modify the time limits, the college dean, or designee, immediately will inform all parties involved.

1. If the student decides to appeal the dismissal decision, the student must submit the appeal in writing to the appropriate college dean, or designee, within 10 weekdays of receipt of the decision for dismissal. In the written appeal statement, the student must state clearly the reasons why the decision is being appealed, the nature of the appeal, the facts and circumstances leading to the appeal, reasons in support of the appeal and the remedy or remedies requested. The appeal statement submitted by the student becomes the basis for all further consideration of the matter.
2. Upon receipt of the student's appeal statement, the dean, or designee, convenes the college's dismissal and appeals committee to review and make a recommendation on the appeal.
3. The college dean, or designee, must send a copy of the appeal statement to the chair, director or coordinator who issued the dismissal decision. The chair, director or coordinator may respond to the student's appeal and include any information or documentation related to the response. The chair, director or coordinator will provide that written response to the college's dismissal and appeals committee, with a copy sent to the student.
4. The college's dismissal and appeals committee shall examine and evaluate fully the dismissal decision, including any supporting documentation submitted by the student or by the chair, director or coordinator who issued the dismissal. At its discretion, the

committee may interview the student and/or the chair, director or coordinator and/or consult with any others who the committee believes may assist in the review of the appeal.

5. The college's dismissal and appeals committee is expected to conduct its review as expeditiously as possible. If a full committee is unable to convene in a timely manner, the college dean, or designee, will determine—with input from the student and the chair, director or coordinator who issued the dismissal decision—if the appeal review process will proceed with limited committee members or will be scheduled to convene at a later, predetermined time.
6. Once the review of the appeal is completed, the committee's chair must forward a written recommendation to the college dean, or designee. The recommendation becomes part of the student's record.
7. The college dean, or designee, shall make the final decision and provide that decision in writing to the student, with a copy sent to the university registrar, the college's dismissal and appeals committee and the chair, director or coordinator who issued the dismissal.
8. If the appeal is approved, the university registrar will reenroll the student into the program, and the student may re-register for courses. The notation of the student's dismissal is updated or removed from the student's record (depending on the decision).

## **Reinstatement**

~~A student who has been dismissed from a graduate program normally may not be reinstated for work in the student's former program, or readmitted in any other program or coursework. However, after one year as a dismissed student, application for reinstatement or readmission may be made based upon evidence that former academic weaknesses have been appropriately addressed. If the pertinent department and the college dean agree that another opportunity should be provided, conditional admission will be granted.~~

**College of Podiatric Medicine:** For dismissal appeal procedures in the College of Podiatric Medicine, refer to that college's section in the University Catalog. Dismissed students who are reinstated are placed on academic probation with a notation on their transcript, until outstanding failures have been satisfactorily resolved. Students who are officially dismissed from the college for any other reason are not eligible for readmission consideration at any time. Any student who has been officially dismissed two times from the college is ineligible for readmission consideration at any time. ~~For more information on the policy and procedures in that college, refer to the College of Podiatric Medicine section of the University Catalog.~~

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## **ACADEMIC STANDING - GRADUATE STUDENT**

Good academic standing indicates that students are meeting university and program requirements and are making satisfactory progress towards their degree. The definition of satisfactory performance and progress toward completion of the degree may differ among degree programs; therefore, it is imperative that each graduate program have these requirements in writing in their graduate handbook and distribute them to graduate students when they matriculate into the program.

### **Progress Toward Degree Completion**

All graduate students are expected to meet university and program requirements, and to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below and achieving the requirements set by the individual degree program. Students who fail to satisfy the requirements of their degree program and/or the conditions outlined below may be dismissed from the program.

1. Students must maintain their status as degree-seeking student by registering for at least 1 graduate credit hour that contributes to their degree requirements as determined by their graduate program each year (defined as three consecutive terms, including summer as one term) or by taking an approved leave of absence. Courses taken for audit and course withdrawals will not be counted as fulfilling the minimum enrollment requirements. Meeting this minimum enrollment requirement does not guarantee students will meet the minimum requirements of other programs, offices or agencies.
2. Students are expected to maintain a minimum 3.000 grade point average (GPA).<sup>6</sup> A graduate student who receives more than 8 credit hours of grades lower than B or more than 4 credit hours of grades lower than C is subject to dismissal. Some programs impose higher standards
3. Doctoral students must, comply with the time limits for passing candidacy (five years from first enrollment) and for passing the final oral examination (five years from candidacy). Individual degree programs may have shorter time limits.
4. Students must comply with the time limits for graduation (six years from first enrollment for master's students and 10 years from first enrollment for doctoral students). Individual degree programs may have shorter time limits. Students in the College of Podiatric Medicine must successfully complete graduation requirements within six years of their first enrollment. Exceptions to this time limit must be approved by the Council on Podiatric Medical Education.

<sup>6</sup> Refer to the College of Podiatric Medicine's section in the University Catalog for GPA expectations for students seeking the Doctor of Podiatric Medicine degree.

In addition to the performance and progress made upon the conditions listed above, individual degree programs will review student performance in the fulfillment of the degree program's requirements. Consideration may include, but is not limited to, such factors as performance during informal coursework and seminars, research capability and performance, professional standards of conduct and the number of grades of AU (Audit), IN (Incomplete), IP (In Progress) and W (Withdrawal) on a student's record.

Grades below C are not counted toward completion of requirements for any graduate degree, but are counted in the graduate GPA. Credit hours earned in undergraduate courses are not counted toward completion of any graduate degree and are not counted in the graduate GPA. A change by a graduate student from one department or program to another does not remove from the student's GPA the grades that were earned in the first enrollment. Refer to the Grading Policies and Procedures in the University Catalog for information on grades and administrative marks and their application to the GPA.

## **Review of Academic Performance**

Each graduate program should review the academic performance and progress of its students, according to university and program requirements, at least once per academic year. Reviews may result in one of four outcomes (six outcomes for students in the College of Podiatric Medicine<sup>7</sup>):

- Dean's list
- Good standing
- No action
- Warning
- Probation
- Dismissal

### **DEAN'S LIST**

Full-time students in the College of Podiatric Medicine who have a minimum 3.500 current GPA for the fall and spring semesters and earned no grade below a C or S (Satisfactory) in all course/rotation work will be cited on the Dean's List at the end of each semester. Only students taking a full course load will be eligible for the Dean's List.

### **GOOD STANDING**

Students in the College of Podiatric Medicine are considered to be in good standing if they are meeting course and/or program expectations and have not failed any requirements.

### **NO ACTION**

If a student's performance and progress are satisfactory, the program may provide the student with written communication regarding the student's satisfactory performance and progress in the degree program.

<sup>7</sup> College of Podiatric Medicine students are ranked at the end of each semester according to their overall grade point averages. Ranking is done on an individual basis by class year.

## **WARNING**

A warning may be issued to a student if the student's performance and/or progress falls slightly below expectations (e.g., failure to make timely progress on thesis or dissertation; overall GPA is 3.000 or higher, but term GPA is below 3.000).

The department chair, school director or program coordinator administrating the program will provide the student with written communication regarding the warning, including expectations for future performance and a timetable for the correction of deficiencies. Warnings are documented by the graduate program and may be communicated to the college dean, or designee.

## **PROBATION**

Review of a student's performance and progress may result in probation.<sup>8</sup> Probation may be issued for a student who deviated suddenly and substantially from program expectations, for a student who was previously issued a warning and did not correct the deficiency that caused the warning, or for a student who was previously issued a warning and corrected the deficiency but failed additional performance requirements. A graduate program may issue multiple semesters of probation for a student, but only one semester may be issued at a time. Students in the College of Podiatric Medicine will have the probation noted on their student record, including the official transcript.

The department chair, school director or program coordinator administrating the program will provide the student with written communication regarding the probation including expectations for future performance and a timetable for the correction of deficiencies. Probations are documented by the graduate program and communicated to the college dean, or designee.

A student on probation will be reviewed by the program at least once each semester. The review may result in return to good academic standing, continued probation or dismissal from the program. To return to good academic standing, the student must have corrected the deficiency that caused the probation decision, as well as continued to meet other program and university requirements. Coursework used in raising the student's grade point average must be a part of normal degree requirements and must be approved in advance by the program. The department chair, school director or program coordinator must notify the college dean, or designee, of the review outcome.

## **ACADEMIC DISMISSAL**

Review of a student's performance, progress and adherence to professional standards in a graduate program may result in a recommendation for academic dismissal.<sup>9</sup> Expectations for academic performance, progress and professional standards must have been communicated to students in writing at the time of matriculation into the program.

The decision for academic dismissal rests with the department chair, school director or program coordinator administrating the program. Students who have been dismissed will be provided

<sup>8</sup> A student may not be appointed or reappointed as a graduate assistant while on probation. A student on an official leave of absence cannot be issued probation or dismissed.

<sup>9</sup> A student on an official leave of absence cannot be issued probation or dismissed.

the decision in writing along with information on their right to appeal the decision (see dismissal appeal section below).

Students who are dismissed from their degree program—or from all programs for students admitted to a dual degree or multiple programs—are dismissed from Kent State University. The college notifies the Office of the University Registrar to remove the student immediately from the program(s) and from any future-registered courses. The University Registrar will note on the student's record, including the student's official transcript, that the student was academically dismissed as of the term of the dismissal decision.

Students admitted to a dual-degree or multiple programs who are dismissed from only one of the programs are not dismissed from the university and may continue in the other program. Undergraduate students admitted to a combined bachelor's/master's degree program who have been dismissed from the undergraduate program are dismissed from the graduate program.

Dismissed students who wish to enroll in a different graduate program or in coursework at Kent State must complete an application for admission and follow the graduate admission procedures found in the University Catalog.

In the College of Podiatric Medicine, determinations for dismissal are made in accordance with the grading policy. The final decision rests with the Academic Appeals Committee. The director of academic services and institutional research is responsible for providing the student with written communication regarding the dismissal decision and notifying the university registrar to remove the student from the program and all registered courses. For more information on that college's policy for dismissal, refer to the College of Podiatric Medicine section of the University Catalog.

## Dismissal Appeal

Students who are dismissed have the right to appeal the decision. Students who are dismissed from more than one program must appeal each dismissal separately.

**Appeal Process.** Students may appeal to the college dean, or designee, for the dismissal decision made at the department, school or program level in that college. If conditions or causes exist requiring a modification of the time limits listed below, it is the responsibility of the college dean, or designee, to assess such circumstances and determine the nature or extent of any such modification. If the college dean, or designee, decides to modify the time limits, the college dean, or designee, immediately will inform all parties involved.

1. If the student decides to appeal the dismissal decision, the student must submit the appeal in writing to the appropriate college dean, or designee, within 10 weekdays of receipt of the decision for dismissal. In the written appeal statement, the student must state clearly the reasons why the decision is being appealed, the nature of the appeal, the facts and circumstances leading to the appeal, reasons in support of the appeal and the remedy or remedies requested. The appeal statement submitted by the student becomes the basis for all further consideration of the matter.
2. Upon receipt of the student's appeal statement, the dean, or designee, convenes the college's dismissal and appeals committee to review and make a recommendation on the appeal.

3. The college dean, or designee, must send a copy of the appeal statement to the chair, director or coordinator who issued the dismissal decision. The chair, director or coordinator may respond to the student's appeal and include any information or documentation related to the response. The chair, director or coordinator will provide that written response to the college's dismissal and appeals committee, with a copy sent to the student.
4. The college's dismissal and appeals committee shall examine and evaluate fully the dismissal decision, including any supporting documentation submitted by the student or by the chair, director or coordinator who issued the dismissal. At its discretion, the committee may interview the student and/or the chair, director or coordinator and/or consult with any others who the committee believes may assist in the review of the appeal.
5. The college's dismissal and appeals committee is expected to conduct its review as expeditiously as possible. If a full committee is unable to convene in a timely manner, the college dean, or designee, will determine—with input from the student and the chair, director or coordinator who issued the dismissal decision—if the appeal review process will proceed with limited committee members or will be scheduled to convene at a later, predetermined time.
6. Once the review of the appeal is completed, the committee's chair must forward a written recommendation to the college dean, or designee. The recommendation becomes part of the student's record.
7. The college dean, or designee, shall make the final decision and provide that decision in writing to the student, with a copy sent to the university registrar, the college's dismissal and appeals committee and the chair, director or coordinator who issued the dismissal.
8. If the appeal is approved, the university registrar will reenroll the student into the program, and the student may re-register for courses. The notation of the student's dismissal is updated or removed from the student's record (depending on the decision).

**College of Podiatric Medicine:** For dismissal appeal procedures in the College of Podiatric Medicine, refer to that college's section in the University Catalog. Dismissed students who are reinstated are placed on academic probation with a notation on their transcript, until outstanding failures have been satisfactorily resolved. Students who are officially dismissed from the college for any other reason are not eligible for readmission consideration at any time. Any student who has been officially dismissed two times from the college is ineligible for readmission consideration at any time.