

Academic Standing, Petitions, Graduation and Academic Regulations

❖ Academic Standing: Academic Dismissal

- Optional Dismissal
 - One grade of F
 - Two grades of B-or less
 - Two grades of NS (thesis/dissertation only)
 - *Program director and/or graduate committee decides to dismiss or retain student*
 - *Send letter to student; copy to Graduate Studies PH 301*
- Mandatory Dismissal
 - Two grades of F, regardless of grade point average
 - 9 hours of less than B grades AND a grade point average less than 3.00
 - *Graduate Studies directs the Registrar to dismiss the student and withdraw him/her from classes; copy of letter to program director*

❖ Academic Standing: Academic Warning

- Warning generated by student earning one F, OR two grades of B-or less OR two grades of NS (thesis/dissertation only)
- Students may be dismissed (see optional dismissal)
- Students placed on academic warning should receive a notice from the program director
 - Why student is on warning
 - What student has to do to return to good academic standing

❖ Readmission of Dismissed Students

- Student dismissed from one program, wants to apply to a different program:
 - Applies through Graduate Admission and supplies any additional documents as required by new program
 - No waiting period – can be admitted to new program immediately following dismissal
 - Admit letter for new program must contain the following language:
“A second dismissal will occur if one more grade of F or two more grades of B-or less are earned. A second dismissal is permanent”
- Student dismissed from one program, wants to return to the same program:
 - Less than one calendar year following dismissal (ie dismissed following Spring 2012 and wants to return Fall 2012):
 - Petition the College of Graduate Studies. Petition needs support of graduate program director and program committee, a detailed “game plan” for returning to good academic standing, reasons for poor performance and evidence that those circumstances have been addressed
 - Final decision is up to the Graduate Council Petitions Committee
 - After one calendar year (i.e., dismissed following Spring 2010 and wants to return Summer 2011):
 - Program decision only
 - Letter must contain language: *“A second dismissal will occur if one more grade of F or two more grades of B-or less are earned. A second dismissal is permanent”*
 - Copy of petition and readmission letter sent to Graduate Admissions Processing, MC 116

❖ Academic Reassessment

- Student must be out 3 years for same program or 1 year for different program
- If granted, no prior graduate coursework counts toward hours earned, grade point average, or dismissal factors; courses remain on record, with reassessment notation
- Reassessment is granted by the Graduate Council Petitions Committee – use standard Graduate Petition Form
- *If student is currently dismissed, but you will admit him/her once reassessment is granted, please so stipulate on the petition!*

❖ Petitions (form on line at <http://www.csuohio.edu/gradcollege/students/forms/>)

- Petitions decided by the Graduate Council Petitions Committee:
 - Late withdrawal from course(s)
 - Need instructors' comments: attendance and performance
 - Selective withdrawal not easily given: student must explain why he/she could successfully complete one course and not another during the term
 - Poor performance on exams or other graded material is not grounds for late withdrawal
 - Graduate Council Petitions Committee does not have the power to refund tuition!
 - Extension of Incomplete grade beyond the University deadline
 - Petition must include new due date / completion date
 - Instructor should indicate progress already made toward completion
 - Registration after 11th week of the term
 - Why did student not register on time?
 - Has student been attending the class all along?
 - Extension of 10-year limit on graduate study
 - Petition must include evidence that **each** course is still relevant and include rationale for counting it towards the degree
 - Discontinuation of a thesis
 - Early readmission (see above)
 - Academic Reassessment (see above)
- Petitions decided by the program committee / program director
 - Readmission after one year (see above)
 - Exception to program requirements

❖ Graduation

- Students apply for graduation (forms available at Campus411, MC 116)
 - in April for Fall
 - September for Spring
 - February for Summer
- Registrar routes applications and transcripts to programs
 - Check transcript and current registration to be sure student has / will meet requirements
 - Sign form and return to Registrar
 - Use the "Comments" section!
- Notice of Completion (form on line at <http://www.csuohio.edu/gradcollege/students/forms/>)
 - Program director signs; send original to Registrar's, keep one copy, send one copy to Graduate Studies, PH 301
- Certificate Completion (form on line at <http://www.csuohio.edu/gradcollege/students/forms/>)
 - List courses completed and in progress
 - File with Graduate Studies, PH 313S, during student's last semester of study
- Thesis and dissertation defenses
 - Should be scheduled no later than the 6th week of the term
 - See Thesis and Dissertation information here:
<http://www.csuohio.edu/gradcollege/students/thesis>