

Graduate Program Directors

June 4, 2013

Administrative Responsibilities

Academic Standing

Academic Standing

- ▶ **Optional dismissal**
 - ▶ One grade of “F”
 - ▶ Two grades of “B-” or less
 - ▶ Two grades of “NS”
- ▶ **Two choices:**
 - ▶ Academic Warning
 - ▶ Dismissal
- ▶ **Graduate Assistants**
 - ▶ Not eligible to continue as G.A. if grade point average is below 3.00

Academic Standing

▶ Dismissal (optional)

- ▶ At the discretion of program director/graduate program committee
- ▶ Timing important – academic action must be taken before Financial Aid disburses or first day of classes whichever is first
- ▶ Student may not have fulfilled requirements of admission
- ▶ Student must sit out one year, but can apply to a different program immediately

Academic Standing

▶ Academic Warning

- ▶ Student is allowed to continue
- ▶ Program director sends letter to student, cc to Graduate Studies
- ▶ Outline what student must do to stay in your program
 - ▶ “re-take PAD 60I and earn a grade of B or better”
 - ▶ “maintain a grade point average of 3.0”
 - ▶ “submit thesis chapters by the end of the term”

Academic Standing

- ▶ **Academic Warning (continued)**
 - ▶ Cases in Graduate Studies of students who claimed to not know why they were dismissed
 - ▶ Warning letter sets out expectations
 - ▶ Perhaps your program not right “fit” for this student – student should meet with director or academic advisor

Academic Standing

▶ Mandatory Dismissal

- ▶ Two grades of “F”, regardless of grade point average
- ▶ A total of 9 hours of B- or lower grades and grade point average is less than 3.00
- ▶ Students on mandatory dismissal must stay out for 12 months before petitioning for readmission to their prior program
- ▶ Can apply immediately to another program
- ▶ 2nd dismissal is permanent – cannot be readmitted

Academic Standing

▶ Readmission

- ▶ After 12 months, program decision only
- ▶ Re-admission letter should detail what student must do to avoid dismissal: “game plan”
 - ▶ “Complete EDB 60I with a grade of B or better”
 - ▶ “Register for no more than 6 hours in each term until grade point average is 3.00 or above.”
 - ▶ MUST include statement that second dismissal will occur upon earning one more “F” or two more grades of “B-” or less
 - ▶ And that a second dismissal is permanent

Academic Standing

▶ More on re-admission

- ▶ Dismissed student who applies to a different program is a new applicant
- ▶ Prior graduate record is not wiped out
- ▶ Can be dismissed with one more “F” or two more grades of “B-” or less

Academic Standing

▶ Early Re-admission

- ▶ Less than 12 months out
- ▶ Decided by Graduate Petitions Committee
- ▶ Petition must include:
 - ▶ Reasons for poor performance and evidence that those reasons have been addressed
 - ▶ “Game plan” for return to good academic standing
 - ▶ Plan must have full support of program committee and program director

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
- ▶ Allows starting over



Petitions

Petitions

- ▶ **Graduate Petitions Committee**
 - ▶ Late withdrawal
 - ▶ Extension of incomplete
 - ▶ Early re-admission
 - ▶ Academic reassessment
 - ▶ Discontinuation of thesis
 - ▶ Registration after the 11th week of the term
 - ▶ Extension of 10-year limit
- ▶ **Exceptions to program requirements go to program committee, with cc to Graduate Studies**

Petitions

▶ Late Withdrawal

- ▶ Instructor comments: attendance and performance
- ▶ No withdrawal granted for poor academic performance alone
- ▶ Selective withdrawal
 - ▶ Differentiate between this class and others not withdrawn
- ▶ Graduate Petitions Committee has no power to refund students' money!

Petitions

▶ Extension of Incomplete

- ▶ Must include new deadline agreed on by student and instructor
- ▶ Instructor should indicate what progress made toward completion

▶ Registration after 11th week

- ▶ Important information: has student been attending?
- ▶ Explanation of why student did not register on time

▶ Extension of 10-year limit

- ▶ 6-year limit up to program
- ▶ 10-year limit petition must include rationale for counting every course which will be more than 10 years old at graduation
 - ▶ Is course still current?

Petitions

- ▶ Comments of instructor, program committee and program director are important
- ▶ “I support / do not support this petition because.....”
- ▶ Documentation required for petitions based on medical, personal, legal, and employment reasons



Graduation

Graduation

▶ Graduation Application

- ▶ Students apply for graduation
 - ▶ 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!

Graduation

▶ Notice of Completion

- ▶ Sign and send to Registrar when student has finished
- ▶ Copy for your file and one to Graduate Studies

▶ Certificate Completion

- ▶ Complete and file with Graduate Studies in student's last semester
- ▶ List courses complete and in progress

▶ Forms on line at

<http://www.csuohio.edu/gradcollege/students/forms/index.html>

Graduation

- ▶ Thesis and doctoral defenses
- ▶ Must be scheduled so that Graduate Studies has time to review the documents
- ▶ Recommended: Thesis defenses no later than 6th week of term to allow for corrections and format check
- ▶ Recommended: Doctoral defenses no later than 6th week of term to allow for corrections and format check

Non-Degree Enrollment

Non-Degree Enrollment

- ▶ **Proper use of prerequisite setting**
 - ▶ “course closed to non-degree”
 - ▶ Can override with electronic permission
- ▶ **Keep Registrar informed**
 - ▶ List of courses open to non-degree students
 - ▶ Must be updated regularly

Non-Degree Enrollment

- ▶ Use an agreement for non-degree students
- ▶ Specify courses to be taken
- ▶ Specify limits
 - ▶ Number of hours of non-degree credit your program will accept
 - ▶ Specific courses to be considered in admissions decision
 - ▶ Limits courses non-degree students can take
 - ▶ i.e., any 500-level but no 600-level

Non-Degree Enrollment

- ▶ Assistance with prerequisite-setting and permissions from Registrar's Office
 - ▶ Betty Gump (b.gump@csuohio.edu)
- ▶ Staff person can add permissions
- ▶ Or use the non-degree permission form at <http://www.csuohio.edu/gradcollege/students/forms/index.html>
 - ▶ But student must go to Campus411

Non-Degree Enrollment

- ▶ **Use Advisor Holds**
 - ▶ Student cannot register until he or she gets permission
 - ▶ Registrar's Office can assist in setting up advisor holds
- ▶ **Find out who your non-degrees are**
 - ▶ All non-degrees admitted to a College
 - ▶ Request list from Registrar's, by College, with current enrollment
 - ▶ Need for permission also allows collection of data

Non-Degree Enrollment

▶ Goal:

- ▶ Help capable students get into your program
- ▶ Make sure they take the “right” courses
- ▶ Do not allow them to exceed your limits

Cleveland State



University

College of Graduate Studies

Thank you!

Any questions?