



Dorothy F. Schmidt College of Arts and Letters
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MEMORANDUM

DATE: December 21, 2010

TO: Department Chairs

FROM: Manjunath Pendakur, Dean
Dorothy F. Schmidt College of Arts & Letters

A handwritten signature in black ink, appearing to read 'Manjunath Pendakur', is written over the printed name in the 'FROM' field.

SUBJECT: College Procedures for Non Academic Dismissal of Graduate Students

1. The Department faculty has the right and responsibility to assess the particular situation and make the recommendation to dismiss a graduate student to the Dean of the College.
2. The Chair brings the recommendation to the Dean of the College by writing a formal letter with supporting evidence that is basis for the faculty recommendation.
3. The Dean of the College then takes up the matter with the Dean of Graduate College.

In cases when a graduate student's cumulative GPA falls below what is acceptable to continue in the program with 'good standing' status, the Department makes the recommendation directly to the Dean of Graduate College. Ph.D. students, however, are to be handled differently. Any dismissal recommendation of a Comparative Studies doctoral student must come from the Director of the Program to the Dean of Arts and Letters who will then follow up with the Dean of Graduate College.