

COLLEGE OF ARCHITECTURE, URBAN & PUBLIC AFFAIRS

Policy on Graduate Student Dismissal

Pursuant to the University adoption a new Graduate Student Dismissal Policy effective with the Summer 2002 semester, CAUPA will implement the following simultaneously.

Graduate students who fail to maintain the required minimum 3.0 cumulative grade point average will have the next two semesters in which the student is enrolled, including summer semesters, to bring the cumulative GPA up to the 3.0 minimum. If a student fails to do so, the University will **automatically** dismiss the student from the graduate program. Such students will be notified by the Graduate Office with the expectation that the notice will occur prior to the start of classes for the following semester. If the student has registered in advance, the courses will be administratively dropped and tuition and fees refunded. If the faculty consent to make an exception and allow the student to continue taking courses in the graduate program in non degree seeking status, the department head must notify the dean's office. The dean's office will then request individual approval for the student to remain registered in classes on a non degree seeking basis. Such exceptions are not generally recommended and should only be made for very specific and substantive reasons.

Graduate students who are dismissed by the faculty for failure to make adequate progress toward degree completion may be dismissed by the faculty at any time. In such cases, the notice for dismissal will originate in the department/school with the chair/director. Notification should include the reasons for the dismissal and be copied to the dean and the Graduate Office. It is then the responsibility of the department/school to ascertain if the student has registered in advance and to contact the registrar, with a copy to the dean's office, for administrative withdrawal and refunding of fees when necessary. If an exception is going to be requested to allow the dismissed student to continue to take courses in non degree seeking status, the request should be sent through the dean to the Graduate Office for approval and terms for continuation made explicit in the letter of dismissal to the student which must also be copied to the dean and the Graduate Office. **Failure to contact the registrar and follow through with administrative withdrawal and refunding of fees, will result in the student being automatically switched to non degree seeking status by the Graduate Office and the student will be allowed to continue taking classes for the following semester and the department/school loses control over the decision making process.** Departments/schools are admonished to be proactive in this process. Few exceptions for dismissed students to continue in non degree seeking status should be sought, and when they are, these few instances should actively managed with all due diligence.

Program specific dismissal requirements which are stricter than the University standards may be developed by the department/school. A description of these standards must be filed with the dean's office and must be included in the program's section of the graduate catalog and in other materials provided to all students in the program. A student's failure to meet these program specific standards may result in dismissal by the faculty. Such students will be notified

of dismissal and the reasons for it by the departmental/school chair/director with a copy to the dean and the Graduate Office. It is then the responsibility of the department/school to ascertain if the student has registered in advance and to contact the registrar, with a copy to the dean's office, for administrative withdrawal and refunding of fees when necessary. If an exception is going to be requested to allow the dismissed student to continue to take courses in non degree seeking status, the request should be sent through the dean to the Graduate office for approval and terms for continuation made explicit in the letter of dismissal which must also be copied to the dean and the Graduate Office. **Failure to contact the registrar and follow through with administrative withdrawal and refunding of fees, will result in the student being automatically switched to non degree seeking status by the Graduate Office and the student will be allowed to continue taking classes for the following semester and the department/school loses control over the decision making process.** Departments/schools are admonished to be proactive in this process. Few exceptions for dismissed students to continue in non degree seeking status should be sought, and when they are, these few instances should actively managed with all due diligence.