

APPEAL POLICIES AND PROCEDURES

Ph.D. Program, School of Public Administration

I. Appeals Policy for Course Grades

Students who wish to challenge a final grade may do so by following the procedures outlined in the catalogue (Academic Policies and Regulations, Florida Administrative Code, 6C5-4.001 Honor Code, Academic Irregularities, and Students' Academic Grievances)

II. Appeals Policy for Termination from the Program

1. A doctoral student will be automatically disqualified from continuing in the doctoral program and will therefore be dismissed for a variety of reasons. These reasons are :

- a) Failure to maintain the minimum cumulative grade point average (3.25) in the Ph.D. program;
- b) Violation of the "continuous enrollment policy," which requires that students enroll for at least three credit hours in two semesters of every academic year.
- c) Failing a majority of the sections of the comprehensive examination, or failing one section twice.

2. A doctoral student may be dismissed by the graduate faculty of the School of Public Administration (decision rule is majority vote) for any of the following :

- a) Academic misconduct as outlined in the honor code;
- b) Failure to follow faculty instruction;
- c) Insufficient progress toward the degree (for example, taking more than seven years to finish the degree; taking more than two semesters to complete the qualifying paper; earning a grade of Unsatisfactory in either PAD 7910 or PAD 7980).

3. Appeals Procedure: The student may appeal a termination decision taken for the reasons listed above by taking the following steps:

- a) Meeting with the Ph.D. Coordinator so that issues and questions can be clarified. A request for this meeting must be made within 10 days of the notice of termination.
- b) If need be, the student may pursue the matter further by requesting the School's graduate faculty to reconsider the dismissal. This is done by writing the director of the School of Public Administration, within 10 days after meeting with the Ph.D. coordinator, a letter providing the reasoning and rationale for why the termination should be reversed and the student reinstated. The director then places the item on the agenda for faculty consideration. The director informs the student of any faculty action in writing within 10 days of the faculty decision.
- c) In all cases - the student's academic progress, requirements for the degree, judgment as to whether those requirements have been met, and student termination from the program - are faculty determinations.
- d) For certain types of appeals -- exceptions to regulations enforced by the Office of Graduate Studies -- a form titled Graduate Request to Waive a University Regulation may be utilized. This form solicits authorization from the Ph.D. Coordinator, SPA Director, and Dean of the College. Violating of the continuous enrollment requirement or taking more than seven years to finish the degree are two instances where this form is required. See the Graduate Policies and Procedures Manual for further details.