

# Graduate Student Academic Dismissal: Process Manual

## Purpose

This guide outlines the steps required to initiate and process the academic dismissal of a graduate student for reasons such as unsatisfactory progress, unmet time-to-degree requirements, or program-specific academic failures. It does **not** apply to dismissals based on academic dishonesty or student conduct violations (see FAU Regulations 4.001 and 4.007, respectively). For details, see the [2015 Provost's Memo](#).

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## Step-by-Step Process

### Step 1: Identify Grounds for Dismissal

- Program official (faculty or designated administrator) identifies a student who has failed to meet academic or programmatic standards.
- Ensure documentation supports the case (e.g., GPA below minimum, missed milestones, failure to progress).

### Step 2: Notify the Student

- Provide **written notification via FAU email**:
  - Reason(s) for potential dismissal
  - Offer to meet (in person or virtually)
  - Note the right to appeal
  - Clarify that **final decision rests with the Provost (or Provost's designee)**

### Step 3: Student Response Period

- The student has **10 academic days** to:
  - Respond to the notification
  - Accept dismissal, or
  - Request a meeting with the program official

### Step 4A: No Response or Acceptance

- **If the student accepts the dismissal or doesn't respond**:
  - Program official forwards documentation to the **College Dean**
  - Dean (or designee) reviews and forwards to the **Provost**
  - Provost (or designee) reviews and issues **final decision** in writing to:
    - Student
    - Program Official
    - Dean

## Step 4B: Student Requests Appeal Hearing

- If the student decides to appeal:
  - Student must **submit written appeal to Dean** within **5 academic days** of meeting with the program official.
  - Program official submits all dismissal-related documentation to the Dean.

## Step 5: Appeal Hearing Panel Formation

- Dean (or designee) convenes a hearing panel:
  - Dean (Chair)
  - 3 Faculty Members
  - 1 Graduate Student
- Panel reviews documentation and hears from:
  - Student (who may bring one advisor but must speak for themselves)
  - Program Official
  - Optional witnesses (at Dean's discretion)

## Step 6: Panel Deliberation & Recommendation

- Panel makes a **recommendation** to **affirm or void dismissal**
- Dean forwards the recommendation and documentation to the **Provost**

## Step 7: Final Decision by the Provost

- Provost (or designee – typically this is the Graduate College Dean) reviews all materials
- Issues a **final written decision** via email to:
  - Student
  - Program Official
  - Dean