

John Carroll University Educational Policy Proposal

Date: Spring 2020

Authors/Sponsors: Graduate Studies Office

Policy Name: Graduate Student Academic Standing and Probation

Time Sensitivity: 2020/2021 Bulletin Cycle

- **Current University Policy**

Policy on Academic Warning and Probation

All graduate students are expected to achieve A or B grades consistently and maintain a 3.0 grade point average. A student who receives grades of B- or lower at any course level receives a warning from the appropriate dean. Students so warned may continue their program only according to the specific conditions set by the department and may be placed on academic probation by the dean in consultation with the department. Some degree programs have additional grade-average requirements.

Students on probation are usually limited to one graduate course in the semester immediately following placement on probationary status. A student who has been placed on probation may be suspended from the program if he or she performs below a 3.0 grade-point average during the probationary semester and will not be permitted to reapply for reinstatement until at least one full semester has elapsed. Students wishing to be considered for reinstatement after a suspension apply to the appropriate department or program. Departments or programs make a recommendation regarding the request to the appropriate dean.

Dismissal

A student who is placed on probation for two semesters may be dismissed from the graduate program. A student who fails his or her comprehensive examination twice may be dismissed from the program. Receiving more than two C grades may be cause for dismissal. Violations of the Community Standards may also be grounds for dismissal. Departments may have additional guidelines governing dismissal.

- **Revised or New University Policy**

Good Academic Standing

Graduate students maintain Good Academic Standing at the University by earning a cumulative 3.0 grade point average (GPA) or better. The University issues academic sanctions to students not in Good Academic Standing as a means to support successful degree completion. These sanctions, including Academic Warning, Academic Probation, and Suspension, alert students to renew their focus and attention on their educational progress and plans.

Academic Warning

Graduate students are placed on Academic Warning whenever their semester average drops below 3.0, or they receive one or more deficient grades (B- or lower). Students so warned may continue their program only according to the specific conditions set by the department. Students may remain on Academic Warning for one semester. Students who do not improve their academic record after being placed on Warning will be placed on Academic Probation. Some degree programs have additional grade-point-average requirements.

Students may not appeal the sanctions of Academic Warning.

Academic Probation

Graduate students are placed on Academic Probation when:

- they have two consecutive semesters with a semester GPA below a 3.0,
- they have multiple deficient grades in one semester,
- their cumulative GPA drops below a 3.0, or,
- they have multiple WD or F grades in one semester.

Students on probation are usually limited to one graduate course in the semester immediately following placement on probationary status.

Students may not appeal the sanctions of Academic Probation.

Suspension

Graduate students are subject to Suspension if their GPA falls below a 3.0 grade-point average during the probationary semester. Students who are academically suspended are not eligible for reinstatement until at least one full semester has elapsed.

Students wishing to be considered for reinstatement after a suspension apply to the appropriate department or program. Departments or programs make a recommendation regarding the request to the appropriate dean.

Dismissal

Graduate students may be dismissed for the following academic reasons:

- Being placed on Academic Probation for two semesters, consecutive or otherwise,
- Continuing to receive deficient grades (B- or lower) after the probationary semester,
- Failure of the comprehensive examination twice,
- Receiving multiple C grades, or not making satisfactory academic progress,
- Violations of the Academic Dishonesty Policy,
- Violations of the Community Standards.

Departments may have additional guidelines governing dismissal.

Standards of Academic Progress

Students receiving financial aid funded by the state government or by the Federal government (Federal Stafford Unsubsidized Loan, Federal PLUS loan, and TEACH Grant, among others) as well as John Carroll University funding, must conform to the University's Standards for Academic Progress[\[link\]](#). Students will be reviewed to evaluate if they are meeting the Standards of Academic Progress at the end of each semester of enrollment. The complete policy can be found on the Financial Aid website[\[link\]](#).

Appeals

Students may not appeal the sanctions of Academic Warning and Probation. They may appeal academic Suspension and Dismissal and do so by contacting their Graduate Program Director or Department Chair. Grounds for an appeal include GPA miscalculations or administrative error. Students dismissed for Academic Honesty violations should follow the appeals process described in the Policy and Procedure for Appeal of a Charge of Academic Dishonesty[\[link\]](#). Further information regarding the appeals process will be included in the

notification email and letter. Appeals must be submitted in writing to the Graduate Program Director or Department Chair and received within ten business days of the notification email date. The Program Director or Chair will review the appeal with the Associate Dean. Appeals and related communications will be reviewed during regular University business days.

- **Rationale and Discussion**

The proposed policy aligns the graduate academic standing and probation policy with the revisions made last year to the undergraduate academic standing and probation policy. The revised graduate policy provides a definition for good academic standing and it updates the terminology for warning, probation, suspension and dismissal to align it with current university terminology. Additionally, it addresses all of the realities affecting graduate students' academic standing, detailing the actual criteria for warning, suspension and dismissal which was previously vague or nonexistent. These revisions will support both students and administrators in navigating the varying aspects of graduate academic standing. The appeals process has also been updated to provide criteria for an appeal and providing the steps in the actual process.

- **Implementation Timeline, Budget, and Recommendations**

We anticipate including this policy in the 2020-2021 Graduate Bulletin to go into effect for summer 2020 (the Graduate Bulletin goes into effect earlier than the undergraduate, currently). No budget implications have been identified.