Academic Standing, Petitions, Graduation and Academic Regulations

- Academic Standing: Academic Dismissal
  - Optional Dismissal
    - One grade of F
    - Two grades of B-or less
    - Two grades of NS (thesis/dissertation only)
      - Program director and/or graduate committee decides to dismiss or retain student
      - Send letter to student; copy to Graduate Studies PH 301
  - Mandatory Dismissal
    - Two grades of F, regardless of grade point average
    - 9 hours of less than B grades AND a grade point average less than 3.00
      - Graduate Studies directs the Registrar to dismiss the student and withdraw him/her from classes; copy of letter to program director

- Academic Standing: Academic Warning
  - Warning generated by student earning one F, OR two grades of B-or less OR two grades of NS (thesis/dissertation only)
  - Students may be dismissed (see optional dismissal)
  - Students placed on academic warning should receive a notice from the program director
    - Why student is on warning
    - What student has to do to return to good academic standing

- Readmission of Dismissed Students
  - Student dismissed from one program, wants to apply to a different program:
    - Applies through Graduate Admission and supplies any additional documents as required by new program
    - No waiting period – can be admitted to new program immediately following dismissal
    - Admit letter for new program must contain the following language:
      “A second dismissal will occur if one more grade of F or two more grades of B-or less are earned. A second dismissal is permanent”
  - Student dismissed from one program, wants to return to the same program:
    - Less than one calendar year following dismissal (i.e., dismissed following Spring 2012 and wants to return Fall 2012):
      - Petition the College of Graduate Studies. Petition needs support of graduate program director and program committee, a detailed “game plan” for returning to good academic standing, reasons for poor performance and evidence that those circumstances have been addressed
      - Final decision is up to the Graduate Council Petitions Committee
      - After one calendar year (i.e., dismissed following Spring 2010 and wants to return Summer 2011):
        - Program decision only
        - Letter must contain language: “A second dismissal will occur if one more grade of F or two more grades of B-or less are earned. A second dismissal is permanent”
        - Copy of petition and readmission letter sent to Graduate Admissions Processing, MC 116
**Academic Reassessment**
- Student must be out 3 years for same program or 1 year for different program
- If granted, no prior graduate coursework counts toward hours earned, grade point average, or dismissal factors; courses remain on record, with reassessment notation
- Reassessment is granted by the Graduate Council Petitions Committee – use standard Graduate Petition Form
- *If student is currently dismissed, but you will admit him/her once reassessment is granted, please so stipulate on the petition!*

**Petitions** (form on line at [http://www.csuohio.edu/gradcollege/students/forms/](http://www.csuohio.edu/gradcollege/students/forms/))
- Petitions decided by the Graduate Council Petitions Committee:
  - Late withdrawal from course(s)
    - Need instructors’ comments: attendance and performance
    - Selective withdrawal not easily given: student must explain why he/she could successfully complete one course and not another during the term
    - Poor performance on exams or other graded material is not grounds for late withdrawal
    - Graduate Council Petitions Committee does not have the power to refund tuition!
  - Extension of Incomplete grade beyond the University deadline
    - Petition must include new due date / completion date
    - Instructor should indicate progress already made toward completion
    - Registration after 11th week of the term
    - Why did student not register on time?
    - Has student been attending the class all along?
  - Extension of 10-year limit on graduate study
    - Petition must include evidence that *each* course is still relevant and include rationale for counting it towards the degree
    - Discontinuation of a thesis
    - Early readmission (see above)
    - Academic Reassessment (see above)
- Petitions decided by the program committee / program director
  - Readmission after one year (see above)
  - Exception to program requirements

**Graduation**
- Students apply for graduation (forms available at Campus411, MC 116)
  - in April for Fall
  - September for Spring
  - February for Summer
- Registrar routes applications and transcripts to programs
  - Check transcript and current registration to be sure student has / will meet requirements
  - Sign form and return to Registrar
  - Use the “Comments” section!
- Notice of Completion (form on line at [http://www.csuohio.edu/gradcollege/students/forms](http://www.csuohio.edu/gradcollege/students/forms))
  - Program director signs; send original to Registrar’s, keep one copy, send one copy to Graduate Studies, PH 301
- Certificate Completion (form on line at [http://www.csuohio.edu/gradcollege/students/forms](http://www.csuohio.edu/gradcollege/students/forms))
  - List courses completed and in progress
  - File with Graduate Studies, PH 313S, during student’s last semester of study
- Thesis and dissertation defenses
  - Should be scheduled no later than the 6th week of the term
  - See Thesis and Dissertation information here: [http://www.csuohio.edu/gradcollege/students/thesis](http://www.csuohio.edu/gradcollege/students/thesis)