

Standard Operating Procedure – Academic Warning and Probation

Responsibility: Associate Dean, College Coordinator

Time Frame: Each Semester

Definition: Academic Warning: The University places a graduate student on Academic Warning when their cumulative GPA (Grade Point Average) falls below 3.00.

Academic Probation: The University places a graduate student on Academic Probation if the student fails to raise their GPA to 3.00 after **one** long semester of Academic Warning.

Procedures for Academic Warning:

Step 1: University notifies the student of their status

- a. Instructed to contact their academic advisor

Step 2: Cannot defend the proposal or defense of their thesis or dissertation

Step 3: Regaining Satisfactory Academic Status

- a. Cumulative GPA returns to 3.00 or above

Procedures for Academic Probation:

Step 1: University notifies the student if GPA remains below 3.00 after one (1) long semester

- a. Instructed to contact their academic advisor
- b. Remediation contract signed and approved

Step 2: Cannot defend the proposal or defense of their thesis or dissertation

Step 3: Regaining Satisfactory Academic Status

- a. Cumulative GPA returns to 3.00 or above

Step 4: Dismissal from Graduate Program

- a. Students should review and be familiar with the degree requirements and academic policies of their program.
- b. GPA below 3.00 after completing an additional 9 SCH (Semester Credit Hours) of graded coursework.
- c. GPA remains below 3.00
 - i. Failure to complete 9 SCH within two (2) long semesters
 - ii. Missed remediation milestone

Failure to maintain a 3.00 GPA may result in the loss of financial support and dismissal according to University and College policies.