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Sample LettersPlease refer to Probation and Dismissal [Sample Letters](#)

Guidelines for Satisfactory Academic Progress Policies and Dismissal Recommendations

1. Develop a policy that provides a clear, concise and operational definition of “lack of satisfactory academic progress in completing degree requirements.” Include key indicators of satisfactory progress in addition to the iPOS or Graduate GPA, such as acceptable grades in every graduate course, number of incompletes, research/lab progress, professional conduct in a clinical, field or internship setting, etc.). The progress policy forms the basis for dismissal from a degree program, as well as for any potential legal review.
2. Develop an appeals process and timeline that allows the student to appeal a dismissal recommendation. List the person who students should contact with their appeals/inquiries. Be aware of other applicable appeals processes (Academic Unit, College/School) and appropriate contacts.
3. Distribute the policy to students in multiple formats at multiple times.
4. Be sure international students are aware of the implications of dismissals regarding visa status.
5. Track student progress and notify students of problems in writing and in a timely manner.
6. Be aware of leaves of absence or withdrawals that may influence the student’s situation (e.g. medical, compassionate, or voluntary withdrawal).
7. Review and utilize Graduate College dismissal process, sample documentation, and sample letters to students. Please note that these processes and samples may be used by certificate programs as well as degree programs.
8. Only the Associate Dean for Graduate College, or his/her designee, can dismiss a graduate student from their degree program. Once all appeals have been utilized, send a recommendation to dismiss the student to Graduate College (grad-dismissals@asu.edu), to Lisa M. Anderson, Associate Dean. Please include all relevant documents.

Graduate College Satisfactory Academic Progress Policy

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual degree programs. Each degree program should have in place policies for satisfactory academic progress. Students are responsible for verifying additional satisfactory progress policies as required by their degree program. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the Academic Unit's recommendation to Graduate College. The Associate Dean for Academic Affairs in the Graduate College makes the final determination.

1. Maintain a minimum of 3.00 GPA on the iPOS, Cumulative, and Graduate GPAs. If any GPA falls below 3.00, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in their degree program. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and all GPAs are above 3.00.
 - The iPOS GPA is calculated from all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credit).
 - The cumulative ASU GPA represents all courses completed at ASU during the graduate career.
 - The Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript, with the exception of courses counted toward an undergraduate degree at ASU. (unless shared with a master's degree in an approved Accelerated Master's degree program); and courses identified as deficiencies in the original letter of admission.
2. Satisfy all requirements of the graduate degree program.
3. Satisfy the maximum time limit for graduation from the student's graduate degree program (six years for master's, ten years for doctoral).
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience and, if required, the oral defense of the culminating experience.
6. Graduate students must stay continuously enrolled in their degree program. Failing to do so without an approved Leave of Absence is considered to be lack of academic progress and will lead to automatic dismissal of the student from the degree program. Persistent "W" and "I" grades during multiple semesters on a plan of study or transcript may reflect lack of academic progress.

Overview – Types of Dismissal Cases

1. Provisional Admission: Overseen by Graduate College. No appeal process.
2. Admission with Deficiencies: Overseen by the Academic Unit. No appeal process.
3. Automatic Low GPA Probation: Graduate College will conduct a GPA audit at the end of each semester. Any graduate student with any GPA below 3.00 will be placed on academic probation and must contact their Academic Unit. Students will receive a notification on MyASU and an email. Please note that Automatic Low GPA Probation does not replace a Probation Notice from the Academic Unit. In rare cases, it is mathematically impossible for a student to attain the required 3.0 GPA, and in this case the dismissal would be non-probationary.
4. Satisfactory Progress, Probationary and Non-Probationary Reviews: The Academic Unit reviews their students' academic records to ensure that students have met the degree, Academic Unit, College/School and Graduate College satisfactory progress policies. Follow the steps for **Academic Probation Process, Non-Probationary Dismissal Process, Return to Good Standing or Recommendation for Dismissal Process** on pages 6-8 of this guide.
5. Student Appeal of Dismissal Recommendation: Follow Academic Unit and College/School appeal processes.
Academic Unit appeal process:
Notify student in writing of:
 - a. Reasons for dismissal recommendation, and the Academic Unit's appeal process and timeline.
 - b. Possible appeal outcomes:
 - no appeal received, send recommendation for dismissal to Graduate College;
 - successful appeal (student allowed to continue in program); or
 - unsuccessful appeal, send recommendation for dismissal to the College/School.
College/School appeal process:
Notify the College/School's Student Academic Affairs Office, Associate Dean or Dean.
Notify student in writing of:
 - a. Reasons for dismissal recommendation, and the College/School's appeal process and timeline.
 - b. Possible appeal outcomes:
 - no appeal received, send recommendation for dismissal to Graduate College;
 - successful appeal (student allowed to continue in program); or
 - unsuccessful appeal, send recommendation for dismissal to Graduate College.
6. Graduate College Dismissal Process: Graduate College reviews dismissal recommendations only after all Academic Unit and College/School-level appeals are exhausted. Any outstanding appeals or claims must be resolved before Graduate College will process the dismissal (e.g. disability, medical withdrawal, discrimination, etc.). Forward recommendations for dismissal and relevant documentation to Graduate College (Lisa M. Anderson, Associate Dean) by email to grad-dismissals@asu.edu. Graduate College will notify the student of final decision and copy the Academic Unit and College/School.

Graduate College reserves the right to deviate from this process based on individual circumstances.

Detailed Dismissal Processes by Type

1. Provisional Admission: At the end of each semester, **Graduate College** reviews students who were admitted provisionally to determine if they have successfully met the conditions of admission. If a student has met the conditions, the provisional admission hold will be removed from the student's record. If a student has not successfully met the conditions of admission, Graduate College will dismiss the student from the program. **There is no appeal process for provisional admits.**
2. Admission with Deficiencies: At the end of each semester, the **Academic Unit** reviews students that have been admitted with deficiencies. If a student has successfully completed the deficiency requirements outlined by the Academic Unit in the student's admission letter, the Academic Unit will send a letter to the student informing them that they have met the conditions of admission and are in good academic standing. If a student has not successfully met the deficiency requirements, the Academic Unit will notify Graduate College that the student did not meet the conditions of admission and recommend the student for dismissal from the program. **There is no appeal process for admissions with deficiencies (See Sample A).**
3. Automatic Low GPA Probation: **Graduate College** will conduct a GPA audit at the end of each semester. Any graduate student with any GPA below 3.00 will automatically be placed on academic probation. Students will receive an alert on MyASU and an email notifying them that they have been placed on academic probation and that they must contact their Academic Unit. Please note that Automatic Low GPA Probation does not replace a Probation Notice from the Academic Unit; the steps outlined under item #5 below should still be followed.
4. Satisfactory Progress Review: At the end of each semester, the Academic Unit reviews their graduate students' academic records to ensure that students have met the degree, Academic Unit, College/School and Graduate College satisfactory progress policies.
5. Probationary Reviews: The **Academic Unit** sends students who do not meet satisfactory progress standards an **Academic Probation Letter (See Sample B)**. The letter should indicate:
 - a. the standard(s) the student failed to meet and provide a link to the Academic Unit's Satisfactory Progress Policy;
 - b. what the student needs to accomplish to obtain good standing and the time frame (e.g., 9 credit hours or one academic year, whichever comes first); and
 - c. failure to meet the satisfactory progress standards will result in a recommendation of dismissal from the degree program.

Removal from Probation: For students placed on probation the previous semester who have met the conditions of probation, the **Academic Unit** sends a **Good Standing Letter (See Sample C)**.

Dismissal after Probation is not met: For students placed on probation the previous semester who have not met the conditions of probation, the **Academic Unit** sends a **Recommendation for Dismissal Letter (See Sample D)**.

The letter should:

- a. Include the student's full name, affiliate ID number and full degree program name;
- b. Include the date they were notified of their probationary status;
- c. Include the requirements the student failed to meet;
- d. State that the Academic Unit is recommending dismissal from the degree program and will inform the appropriate College/School-level contact (e.g. Student Academic Affairs Office, Dean's Office, etc.) of the student's case unless the student appeals;
- e. State that the student has the right to appeal the recommendation for dismissal to the Academic Unit. The student must appeal in writing by a specified date (10 business days is a good standard).

The most current pdf version of the ASU Graduate Policies and Procedures can be found at:

graduate.asu.edu/policies-procedures

6. Non-probationary Dismissals: In certain instances, students may be recommended for dismissal without a probationary period (e.g. egregious behavior during an internship, failure of a comprehensive exam, plagiarism, etc.). The Academic Unit sends the student a **Non-Probationary Dismissal Letter (See Sample E)**. The Academic Unit and College/School appeal processes still apply. If a Unit has questions on which types of dismissals are non-probationary, please contact the Graduate Academic Affairs Office of Graduate College at 480-965-7818 or email grad-dismissals@asu.edu

7. Student Appeal Process – Academic Unit level: The designated person or committee reviews the student's appeal within the specified timeline. Possible outcomes:
 - a. Notify students in writing who do not appeal to the Academic Unit within the specified timeline that they will be recommended to Graduate College for dismissal **(See Sample F)**.
 - b. Notify students in writing of a successful appeal. The letter should include any stipulations or restrictions. For example, if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and in what timeframe to obtain academic good standing **(See Sample G)**.
 - c. Notify students in writing of an unsuccessful appeal. State that the Academic Unit is recommending dismissal from the degree program. Indicate that the student has the right to appeal the recommendation of dismissal to the College/School and who they should contact to do so. The appeal must be in writing by a specified date (10 business days is a good standard) **(See Sample H)**.

8. Student Appeal Process – College/School level: Colleges and Schools differ in how the appeal is reviewed (e.g. by an Associate Dean, Standards Committee, Office of Student Affairs, etc.). The Academic Unit provides the College/School-level designee with a letter recommending dismissal of the student, along with supporting documentation **(See Sample I)**. If the College/School does not have a College-level appeal process, the Academic Unit sends the recommendation directly to Graduate College and copies the appropriate college level dean. Possible outcomes of an appeal:
 - a. The College/School designee notifies students in writing who do not appeal at the College/School level within the specified timeline that they will be recommended for dismissal **(See Sample J)**.
 - b. The College/School designee notifies students who appeal in writing that the College/School-level appeal was received and will be reviewed **(See Sample K)**.
 - c. The College/School designee notifies student in writing of a successful appeal. The letter should include any stipulations or restrictions (e.g. if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and the timeframe to obtain academic good standing) **(See Sample L)**.
 - d. The College/School designee notifies students in writing of an unsuccessful appeal and that they will be recommended to Graduate College for dismissal **(See Sample M)**.

9. College/School recommends that Graduate College finalize the dismissal:
 - a. Graduate College reviews dismissal recommendations after all Academic Unit and College/School appeals are exhausted. Any outstanding appeals or claims must be resolved before Graduate College will review the case (e.g. disability, medical/compassionate withdrawals, discrimination, etc.). If a medical/compassionate withdrawal is appropriate, please inform the student of this option before sending the recommendation to Graduate College. Academic advisors and faculty should also inform students that they can voluntarily withdraw from their degree program at any time during the dismissal/appeal process, thereby avoiding having a dismissal on their record.
 - b. If the student does not appeal at the College/School level, or if the appeal is denied, the College/School designee sends a recommendation for dismissal to Graduate College at grad-dismissals@asu.edu (addressed to Lisa M. Anderson, Associate Dean), along with *all* supporting documentation **(See Sample N)**. Recommendations with incomplete documentation will be delayed until all documents have been received.

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10. Graduate College Review Process: Graduate College reviews the case, notifies the student of the final dismissal decision and sends copies of the notification to the Academic Unit as well as the appropriate College/School office (**See Sample O**).

***Important Note:**

- a. For an International student to be dismissed *effective immediately*, the advisor/academic unit must provide a written document (**See Sample P**) to the international student (as early in the process as possible) letting them know that being withdrawn from a degree program can have immediate consequences regarding their visa status. The student and advisor should both sign and date the document.