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Current ASU Graduate Policies and Procedures
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, Cumulative, and/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). 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.

7. Review and utilize Graduate Education 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 Vice Provost for Graduate Education, 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 Education, attention Eric Wertheimer, Associate Vice Provost.
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 Education. The Vice Provost for Graduate Education makes the final determination.

1. Maintain a minimum of 3.00 GPA on all GPA’s (iPOS, Cumulative, and Graduate). 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 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).
   - Cumulative ASU GPA represents all courses completed at ASU.
   - 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 bachelor’s/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. Doctoral students must comply with the five-year time limit for graduation after passing the comprehensive examinations.


6. Successfully complete the culminating experience and, if required, the oral defense of the culminating experience.

7. Graduate students must stay continuously enrolled in their degree program. Failing to do so without Graduate Education-approved Request to Maintain Continuous Enrollment is considered to be lack of academic progress and may 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 Education. No appeal process.

2. Admission with Deficiencies: Overseen by the Academic Unit. No appeal process.

3. Automatic Low GPA Probation: Graduate Education will conduct a GPA audit at the end of each semester. Any graduate student with a cumulative 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.

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 Education 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 Education;
         - 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 Education;
         - successful appeal (student allowed to continue in program); or
         - unsuccessful appeal, send recommendation for dismissal to Graduate Education.

6. Graduate Education Dismissal Process: Graduate Education 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 Education will process the dismissal (e.g. disability, medical withdrawal, discrimination, etc.). Forward recommendations for dismissal and relevant documentation to Graduate Education (Eric Wertheimer, Associate Vice Provost) by email or campus mail. Graduate Education will notify the student of final decision and copy the Academic Unit and College/School.

   Graduate Education 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 Education 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 Education 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 Education 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 Education will conduct a GPA audit at the end of each semester. Any graduate student with a cumulative 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 Education satisfactory progress policies. (See Graduate Degree Progress Dashboards for student progress on key benchmarks http://www.asu.edu/dashboard).

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).
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 Programs Office of Graduate Education at 480-727-3111 or email Shannon Trafton at Shannon.Trafton@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 Education 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 Education 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 Education for dismissal **(See Sample M).**

9. **College/School recommends that Graduate Education finalize the dismissal:**

   a. Graduate Education reviews dismissal recommendations after all Academic Unit and College/School appeals are exhausted. Any outstanding appeals or claims must be resolved before Graduate Education 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 Education. 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 Education (Attn: Eric Wertheimer, Associate Vice Provost), along with supporting documentation **(See Sample N).**
10. Graduate Education Review Process: Graduate Education 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.
**Provisional Admissions**

Graduate Education reviews each semester: Did student meet conditions of admission?

- Yes: Graduate Education removes provisional admission hold from student's account.
- No: Graduate Education notifies student of dismissal and copies Academic Unit and College/School (No appeal process).

**Admissions with Deficiencies**

Academic Unit (AU) reviews each semester: Has student completed deficiency requirements?

- Yes: AU notifies student that conditions have been met and they are in good academic standing.
- No: AU notifies student and Graduate Education that conditions have not been met and recommends dismissal (See Sample A). (No appeal process)

Graduate Education reviews and finalizes dismissal; notifies student, AU, and College/School.

AU should inform student of medical/compassionate leave and voluntary withdrawal options.
Did student appeal to C/S in writing by deadline?

Yes

C/S designee reviews appeal. Is appeal approved?

Yes

C/S notifies student and AU that student will be allowed to continue in program and indicates any conditions that must be met (See Sample L).

No

C/S notifies student and AU that appeal was denied (See Sample M). C/S forwards all relevant documentation to Eric Wertheimer by email or campus mail (See Sample N).

No

C/S notifies student that no appeal was received and it is therefore sending dismissal recommendation to Graduate Education (See Sample J). C/S forwards all relevant documentation to Eric Wertheimer by email or campus mail (See Sample N).

Graduate Education reviews case and notifies student, C/S and AU of final decision (See Sample O).
Non-Probationary Reviews and Dismissals

Academic Unit (AU) reviews student record at the end of each semester: Has student met all satisfactory progress policies?

- Yes: Student remains in good standing. No action necessary.
- No: Does the failure to make satisfactory progress require a probation period? (This will depend on AU’s specific policies. Refer to page 6-7.)
  - Yes: AU puts student on academic probation. See chart for Probationary Reviews and Dismissals.
  - No: AU notifies the student that it is recommending dismissal and outlines appeal procedures for AU level (See Sample E).

Did student appeal in writing by deadline?

- Yes: Appropriate AU designee/committee reviews the appeal. Is the appeal approved?
  - Yes: AU notifies student that they will be allowed to continue in program and indicates any conditions that must be met (See Sample G).
  - No: AU notifies student that appeal was denied and outlines dismissal procedures for College/School (C/S) level.
- No: AU notifies student that no appeal was received and it is therefore sending dismissal recommendation to Graduate Education (See Sample F). AU forwards all relevant documentation to Eric Wertheimer by email or campus mail.

Graduate Education reviews case and notifies student, AU and College/School of final decision (See Sample O).

College/School (C/S)

Graduate Education

AU should inform student of medical/compassionate leave and/or voluntary withdrawal options throughout this process.

AU forwards dismissal recommendation and relevant documentation to C/S designee.
Did student appeal to C/S in writing by deadline?

- Yes
  - C/S designee reviews appeal. Is appeal approved?
    - Yes
      - C/S notifies student and AU that student will be allowed to continue in program and indicates any conditions that must be met (See Sample L).
    - No
      - Graduate Education reviews case and notifies student, AU and C/S of decision (See Sample O).

- No
  - C/S notifies student that no appeal was received and it is therefore sending dismissal recommendation to Graduate Education (See Sample J). C/S forwards all relevant documentation to Eric Wertheimer by email or campus mail.

  - Graduate Education reviews case and notifies student, AU and C/S of decision (See Sample O).