

# **Article VI of Graduate Program By-Laws: Academic Warning, Probation, Suspension or Dismissal**

All students admitted to the Graduate Program in Endocrinology and Animal Biosciences are expected to maintain the highest levels of academic achievement. Students who fail to maintain the minimum academic standards described by Graduate School Bulletin and the Program by-laws, may be subject to academic warning, probation, suspension, or dismissal according to the procedures described herein. Each student in the Program shall receive at admittance a copy of, and is responsible for being familiar with these procedures as well as with all Graduate School and Program policies and procedures governing degree requirements.

## PROCEDURES

### I. Academic Difficulty

I-1. The academic record of all students in the Graduate Program in Endocrinology and Animal Biosciences shall be thoroughly reviewed annually by the Academic Standards Committee. In cases of unusual academic difficulty, the Graduate Student Committee may be convened to review the case at the request of the Program Director, the student's major advisor, or by the student.

I-2. The academic record shall consist of earned course grades, performance records on the Admission to Candidacy Examination, and may also consist of course examinations, term papers, or other course requirements collected or submitted as exhibits concerning academic performance.

I-3. The student shall have the right to examine all the evidence that has led to the Academic Standards Committee judgement of unsatisfactory progress, and shall be given the opportunity to discuss that evidence with the Committee. All evidence used in evaluating the student shall become a part of the student's file to reside in the Director's Office.

I-4. The Academic Standards Committee shall, after carefully weighing all evidence, formulate a sanction recommendation consistent with its judgment of the weight of the student's unsatisfactory progress. Sanctions shall include academic warning, probation, suspension, or recommended dismissal and shall be based upon definitions presented in I-9, et seq. The student, the student's advisor, and the Program Director shall be informed in writing of the Committee's decision including the sanction recommendations, prior to step I-5.

I-5. The Academic Standards Committee recommendation shall be submitted to the Graduate Program Faculty for its consideration and action. Once adopted by the Program Faculty, the Program Director shall inform the student and the student's advisor in writing of that decision. Copies of all correspondence concerning the matter shall be placed in the student's file.

I-6. The student shall have up to thirty (30) days to formally acknowledge receipt of the written faculty decision, and shall have the right to file with the Program Secretary his/her intent to appeal the decision within the same thirty-day period.

I-7. The student may appeal the decision to the Executive Committee, or may request formation of an ad hoc Appeals Committee to be formed of three Members of the Program Graduate Faculty appointed by the Program Director. The student's major advisor shall not serve on either Committee.

I-8. Upon review of the appeal and any additional evidence or information submitted by the student, the Committee hearing the appeal shall report its findings to the Graduate Faculty in the form of a recommendation to either, a) sustain the sanction, b) repeal the sanction, or c) modify that sanction to a higher or lower level.

I-9. Sanctions imposed shall be the following:

- A. Academic Warning - Ordinarily warnings shall be issued to students whose academic performance is marginal and/or indicates that more serious academic difficulty and more severe sanctions may result if the unsatisfactory performance continues.
- B. Academic Probation - Specific conditions of academic performance will be assigned for one or two semesters to those students whose unsatisfactory performance indicates failure to maintain Graduate School and Program standards and if the conditions are not satisfied at the end of the period either suspension or dismissal may result.
- C. Academic Dismissal - Students can be recommended for dismissal from the Program if the terms of probation or the terms of admission are not satisfied; or if a student fails a graduate course or courses, as defined in the Program By-Laws (Article IX, Section 2).
- D. Suspension from the Program - Under unusual circumstances of unsatisfactory performance mitigated by personal circumstances outside the student's control; or may be elected by the student to allow time for resolution of special circumstances through ordinary means.

I-10. If, after the Program process of appeal has been completed, the student judges the Program decision unfair, the student may request review by the Graduate School under procedures outlined in the Bulletin of the Graduate School in the section "Student Academic Appeals".

I-11. Final dismissal of a student from the program may be done only by the Dean of the Graduate School in accordance with established procedures.

## II. Academic Dishonesty

II-1. In cases of student academic dishonesty all levels of the review process outlined in Sections I-1 through I-5 shall be followed. Once charges have been formulated by the Program Faculty, the disciplinary procedure outlined in the Bulletin of the Graduate School, section "Disciplinary Hearing Procedures" shall be followed.