

Dismissal Letters:

1. The degree program must make the recommendation to dismiss a student to the Unit Dean (or their designee).
2. The Unit Dean (or their designee) will review and make final decision in regard to the dismissal.
3. An official letter is sent from the Unit Dean indicating the decision to dismiss and the rationale to why the student is being dismissed.
4. A copy of the official letter from the Dean must be submitted to the School of Interdisciplinary and Graduate Studies (graduate@louisville.edu) and the Registrar's Office (regoff@louisville.edu).

Letter to include:

1. Notification of dismissal.
2. Rationale for dismissal.
3. Grievance procedure.
4. Grievance officer name and contact information.
5. Dean signature

Example Letter:

Dear **Student Name**:

I regret to inform you of your dismissal from **masters/doctoral** studies in **Degree Program** based upon the recommendation of that department in the **College/School**.

This dismissal is based on your poor academic performance, representing lack of progress towards degree. The department notes failure to meet the conditions of academic probation set after the Fall 2013 semester. Specifically, you were required to receive an average of A- or better during the Spring 2014 semester, raise your overall GPA to 3.0 or better by the end of the Spring 2014 semester, and maintain a GPA of 3.0 for all remaining semesters in the Mathematics Ph.D. program. Your Spring 2014 term GPA stands at 2.666 lowering your cumulative GPA to 2.860 as of the end of the Spring 2014 semester.

Know that the Graduate Catalog defines Good Standing in these terms (<http://louisville.edu/graduatecatalog/academic-policies-and-requirements/>):

A graduate student must be in good standing in order to receive a degree.

The Graduate Catalog continues:

Any student with a point standing below 3.0 will be placed on academic probation until the student regains a 3.0 average or is dismissed. Students are ordinarily not permitted to

continue on academic probation for more than one semester. Upon request of the student's graduate program, the unit dean may approve continuation beyond a single semester.

The Graduate Catalog also states:

Satisfactory Progress: All graduate students are expected to make steady and satisfactory progress toward the completion of degrees....

Please refer to the following site for information regarding the grievance procedure:
<http://louisville.edu/graduatecatalog/academic-grievance-procedure/>

Note that this procedure is designed to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty or a faculty member.
"Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance" (The Redbook, Section 6.8.1).

The Graduate School Academic Grievance Committee has the power to hear all grievances of graduate students involving academic matters other than substantive grade appeals. Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom" (The Redbook, Section 6.8.3).

All grievances should be pursued, if possible (assuming procedures are available), in the Academic Department or Unit where the student's program is housed before approaching the Graduate School Academic Grievance Committee.

To assist the student, a Student Grievance Officer is provided, who is responsible for "informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Student Grievance Officer shall seek to resolve informally as many grievances as possible" (The Redbook, Section 6.8.2). Students are encouraged to seek the assistance of the Student Grievance Officer at any stage of the grievance process.

Know that **Name of Grievance Officer** is the student grievance officer who is available to advise you.

Sincerely,

Dean
Dean of **College/School**

cc: **Add name from Program Faculty making recommendation**
SIGS Dean
Grievance Officer Name
Registrar's Office
Student File