

Graduate Student Academic Dismissal Process
Approved by the Provost October, 2019

Reasons for Possible Dismissal from Graduate Studies

- Academic Dishonesty (as defined by the Code of Student Rights and Responsibilities)
- Continuing on academic probation for more than one semester.
- Failure to pass the Qualifying/Comprehensive Exam.
- Failure to maintain satisfactory academic progress.

New graduate academic record service indicators (10/2019)

DP – Dismissal from Program {*Decision made by the Unit Dean or designee*}

DA – Dismissal from Academic Unit {*Decision made by the Unit Dean or designee*}

DU – Dismissal from University {*Decision made by the Provost*}

GACA – Graduate Academic Hold. Prevents student from registering for classes. Only the Graduate School has the authority to place and remove this hold.

- Notation on students' record for the GACA hold: *"An academic hold has been placed on your record. Contact the Graduate School at graduate@louisville.edu for further information."*

Dismissal Process from the Degree Program and/or Unit:

1. Recommendation from the program (DGS or Chair) to dismiss a student is sent to the Unit Dean's Office.
2. Unit Dean (or designee) reviews the request and makes the final decision to dismiss. The dean has the authority to dismiss a student from the program or from the unit.
3. Unit Dean (or designee) sends an official letter notifying the student of the dismissal action. A copy is sent to the Graduate School and Registrar's Office. Student is made aware of right to Academic Grievance process.
4. GACA-hold will be placed on the student's academic record and the student's record will be coded to indicate the level of dismissal (DP or DA).

Process for Dismissal from the University

- Recommendation from the program (DGS or Chair) to dismiss a student is sent to the Unit Dean's Office.
- Unit Dean (or designee) reviews the request and makes the final decision to dismiss.
- Unit Dean (or designee) sends an official letter to the Vice Provost of Graduate Affairs/Dean of the Graduate School requesting the student be dismissed from the University.
- VP/Dean reviews the requests and forwards a recommendation to the Provost.
- Provost (or designee) makes the final decision and, if approved, sends a letter notifying the student of the dismissal action. A copy is sent to the Unit Dean, Dean of Students,

Graduate School and Registrar's Office. Student is made aware of right to Academic Grievance process.

- GACA-hold will be placed on the student's record and the student's record will be coded to indicate dismissal from the university (DU).

TEMPLATE DISMISSAL LETTER FROM DEAN

Dear **Student**:

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**.

---AT THIS POINT, A DETAILED DESCRIPTION WHY THE STUDENT IS BEING DISMISSAL BASED ON FAILURE TO MEET ACADEMIC PROGRESS TOWARD DEGREE, FAILURE TO MEET ACADEMICS STANDARDS OF THE PROGRAM, OR A VIOLATION OF THE CODE OF STUDENT CONDUCT RELATED TO ACADEMIC INTEGRITY. IF THE STUDENT IS BEING DIMISSED BASED ON FAILURE TO MEET PROGRESS TOWARDS DEGREE, THE FOLLOWING HIGHLIGHTED LANGUAGE FROM THE GRADUATE CATALOG MAY ALSO BE INCLUDED, AS RELEVANT-----

Satisfactory Progress

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees. Students who are not enrolled for a period of more than 12 months will be considered to have withdrawn from the program. Students who seek to return after such a period of time must contact the graduate program director. Based on the request of the graduate program, the unit dean will consider the student for readmission.

Satisfactory progress also requires maintaining the standards of academic and professional integrity expected in a particular discipline or program and, in some disciplines, may include demonstration of the ability to function as a professional practitioner. Failure to maintain these standards or demonstrate such abilities may result in the student's termination from the program.

Good Standing

A graduate student is in good standing as long as the graduate grade point average is 3.0 or higher on a 4-point scale. A student must be in good standing in order to receive a degree.

Academic Probation

Any student with a semester GPA below 3.0 will receive an academic warning from the Graduate School. A notification will be sent to the student as well the student's graduate program. Should a student's cumulative GPA fall below 3.0, the student will be placed on probation until the student regains a 3.0 average (which is required to graduate). Ordinarily students are not permitted to continue on academic probation for more than one semester, but upon request of the student's graduate program, the unit dean may submit a variance request to the Vice Provost for Graduate Affairs to approve continuation of academic probation beyond a single semester. Students on academic probation for more than one semester risk dismissal from the graduate program.

Graduate programs have the prerogative to establish more stringent criteria for which students may be placed on academic probation.

Academic Dishonesty

Plagiarism, cheating and other forms of academic dishonesty are serious violations of academic conduct and may result in permanent dismissal. Students are expected to be familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). A plea of ignorance is not a defense against the charge of academic dishonesty.

The University has a student grievance procedure in the event you feel this decision has been reached unfairly. Please refer to the Graduate Catalog for information regarding the 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).

All grievances should be pursued in the Academic Department or Unit where the student's program is housed before approaching the.

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 Student Grievance Officer** is the student grievance officer who is available to advise you.

Sincerely,

Dean of **College/School**

cc: **Department/Program Chair**
Vice Provost for Graduate Affairs/Dean of the Graduate School
Student Grievance Officer
Registrar's Office
Copy to Student's PeopleSoft Record