

**Graduate Student Academic Dismissal Process**  
**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](mailto: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.
- 5. Provost makes the final decision and, if approved, sends a letter notifying the student of the dismissal action. A copy is sent to the 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 students record will be coded to indicate dismissal from the university (DU).

# Code of Student Rights and Responsibilities

<https://louisville.edu/dos/students/studentrightsandresponsibilities>

## Section 6.

### **Discipline Procedures for Academic Dishonesty**

Charges of academic dishonesty shall be handled through the appropriate academic unit level procedures.

An academic unit that determines that a student is responsible for academic dishonesty may impose any academic punishment on the student that it sees fit, including suspension or expulsion from the academic unit. A student has no right to appeal the final decision of an academic unit. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the academic unit may file a grievance with the Unit Academic Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the Unit Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the academic unit.

An academic unit that suspends or expels a student from the academic unit because the student has been found responsible for academic dishonesty may recommend to the University Provost or designee in writing that the student also be suspended or expelled from all other programs and academic units of the University. Within four weeks of receiving such a recommendation, the Provost shall issue a written decision. Neither the student nor the academic unit shall have the right to appeal the Provost's decision.