

**Graduate Policy Committee
March 23, 2011
10:00 – 11:30, TA 420B**

AGENDA

- 1) Welcome and call to order; minutes review
- 2) Non-degree admission and dismissal policies
- 3) Other business
- 4) Adjournment

Graduate Non-Degree Dismissal

Original Policy: 11-7.1.1

See 2010-2011 Graduate Catalog: Policies/General Graduate Policies/Academic Progress and Performance

<http://www.graduatecatalog.ucf.edu/content/policies.aspx?id=5700# Academic Progress and Performance>

Academic Progress and Performance

Review of Academic Performance

The primary responsibility for monitoring academic performance standards rests with the degree program. However, the academic college and the UCF College of Graduate Studies will monitor a student's progress and may dismiss any student if performance standards or academic progress as specified by the program, college or university are not maintained. Satisfactory academic performance in a program includes maintaining at least a 3.0 graduate status GPA (defined below) in all graduate work taken since admission into the program. Satisfactory performance also involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in dismissal of the student from the program.

Graduate Status GPA

A graduate status GPA will be calculated based on the graduate courses taken at UCF since admission into each degree or certificate program. The graduate status GPA is used to monitor the student's progress in the program. The university requires that students must maintain a graduate status GPA of at least 3.0 or higher in order to maintain regular graduate student status, receive financial assistance, and qualify for graduation. This GPA requirement cannot be waived.

In addition, a graduate status GPA will be calculated for nondegree students based on graduate courses taken at UCF while in nondegree status. Nondegree Students with GPAs below 3.0 after the initial 9 hours of graduate course work are subject to dismissal.

Please note that the graduate status GPA does not carry forward from one program to another or from nondegree status into a degree or certificate program.

Probationary Status and Dismissal

All Sstudents whose graduate status GPA falls below 2.0 will be immediately dismissed from the ~~degree program~~ university. Nondegree students whose cumulative GPA falls below 2.0 will be immediately dismissed from the university. Dismissed students ~~and~~ will not be allowed to enroll in ~~graduate~~ courses unless they have been readmitted either to ~~another a~~ graduate program or ~~admitted~~ as a nondegree student.

Students whose graduate status GPA drops below 3.0 but above 2.0 will be automatically changed to academic probationary status by the College of Graduate Studies for a maximum of nine semester hours of letter-graded course work (Grades A-F). Unsatisfactory performance may also be indicated by a "U" grade in graduate course work. Under such circumstances the program may elect to place the student on academic probation.

Students will receive a notice of probation at the beginning of the probation and the notice of probation will be imprinted on the student's advising transcript. If the student has not attained a graduate status GPA of 3.0 of graded course work at the end of the probationary nine semester hours, he/she will be dismissed from the graduate program unless an approved Conditional Retention Plan is in place as described below. Students who have not remedied the unsatisfactory "U" performance, as defined by the program, may also be dismissed from the program.

The graduate program will also be notified at the time of probation and given an opportunity during the 9-hour probationary period to formally prepare a "Conditional Retention Plan". The Conditional Retention Plan should show how the student can realistically regain his/her regular graduate status (GPA 3.0) within a reasonable time (usually one semester). It should also define the courses to be taken and the timing of the courses to regain his/her graduate status. In addition, the plan could include other conditions as necessary for the continued enrollment of the student in the program such as retaking courses requiring better performance, taking remedial course work in specified areas, or completing special projects to better prepare the student for success in the program. The plan is developed by the graduate program director so that ideally the student and the faculty will know exactly what conditions are required for the continued enrollment of the student. Failure to meet the conditions will result in dismissal without any further appeal of retention. An approved Conditional Retention Plan will usually include an extension of the probationary period, if needed, thus allowing the student to continue without interruption in his/her program even should the student fail to succeed in his/her initial probationary period. The plans are signed by the student and the graduate program director and submitted to the College of Graduate Studies for review and approval. The primary responsibility for monitoring the progress of the student in meeting the Conditional Retention Plan rests with the degree program, although the appropriate academic college and the College of Graduate Studies may also monitor the plans for compliance.

International students placed on probationary status will be sent to the International Services Center for advisement regarding the immigration status implications of this action.

After dismissal, the following options are available:

OPTION A. The Program Requests Retention of the Student in the Next Semester After Dismissal.

The dismissed student may not take program-related course work during this process, which must occur within the next semester following dismissal. The request for retention should include reasons for readmitting the dismissed student, as well as provide a "Conditional Retention Plan" as described above. If the request is approved by the College of Graduate Studies, the student will be readmitted into the program under the Conditional Retention Plan in

restricted status; failure to meet the conditions will result in dismissal without any further appeal of retention. Requests for retention that are submitted to the College of Graduate Studies early enough for adequate review and approval prior to the late registration period will enable students to re-enroll in the next semester and not have a "dismissal" on his/her transcript.

OPTION B. The Dismissed Student Applies for Entry into the Program from Which He/She Was Dismissed.

In this case, the student must submit a complete new application (application fee, letters of reference if applicable, AND a statement describing why the student thinks he/she is more capable now to successfully complete the program). The program must submit a "Conditional Retention Plan" (as described above) if they choose to support the former student. The Conditional Retention Plan must be submitted to the College of Graduate Studies for approval before an admissions decision is made.

A student that is admitted back into a program from which he/she was dismissed will continue to have the original dismissal denoted on the transcript and will continue with the same graduate status GPA that the student held prior to dismissal. Also, the student is admitted as a restricted student and must meet the conditions prescribed by the Conditional Retention Plan to enter regular graduate status.

Nondegree students who wish to be admitted back into nondegree status must submit a complete new application (application fee and statement describing why the student thinks he/she is more capable now to successfully complete the courses). The College of Graduate Studies will review the application before an admissions decision is made.

OPTION C: Apply to Another Program.

This option is always available and requires a complete new application. Previously dismissed students accepted into new programs will be admitted under restricted status and have a new graduate status GPA (see Graduate Status GPA section above).

Students with a graduate status GPA of less than 3.0 seeking admission to a different graduate program will be admitted under restricted status with conditions as prescribed by the new program.

Dismissed students will not be allowed to enroll in graduate courses unless they have been admitted to another graduate program or admitted as nondegree students taking classes with permission from the department.

NOTE: Individual graduate programs may have more stringent grade requirements than described above. Students must abide by the academic performance standards of their graduate program.