



GR Academic Probation and Dismissal

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate hours at EMU before being subject to academic probation. Students are notified in writing each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Probationary students who do not return to good standing by the end of the next two enrollment periods (summer sessions equal one enrollment period) are dismissed from the University and are so notified in writing.

Students whose cumulative honor points are 15 or more below those required for a B in all completed graduate-level courses are subject to dismissal at any time. For instance, a student with 20 completed graduate hours must have 60 honor points to maintain a B; if the student has less than 45 honor points, the student is subject to dismissal.

Dismissal Appeals Process

After dismissal, students may appeal to the Graduate School for readmission by submitting a letter to the dean's office. This letter should state the cause(s) of the student's academic problems, changes in the student's situation that may rectify those problems and a proposed plan of action to ensure success in graduate studies.

Upon receipt of the letter, the Graduate School will initiate the appeals process with the Academic Dismissal Appeals Board of the Graduate Council. A review by the board may not be considered for dismissed students whose GPA is less than 2.0 unless extreme circumstances can be documented.

The Graduate School will notify the chair of the Academic Dismissal Appeals Board and a hearing will be held within 30 days of receipt of the student's letter. The appeals hearing will adhere to the following guidelines:

- a. A detailed record shall be kept of the hearing, preferably a tape recording;
- b. The student is allowed an adviser who will be a member of the University community (faculty, full-time staff or student).
- c. The hearing shall be open unless the student requests a closed hearing;
- d. The student may call witnesses and Board members may question them;
- e. All deliberations of the Board will be in executive session.

The Academic Dismissal Appeals Board consists of a chair and four members, who are selected by the Graduate School. All Board members are also members of the Graduate Council; two Board members are faculty; and two are student members of the Graduate Council. The chair does not have voting rights except in the case of a split decision.

An additional appeal will be considered only if new evidence is presented.