

# Academic Probation, Dismissal, and Appeal

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## Academic Probation

A graduate student shall be placed on academic probation beginning in the following semester if: 1) his or her GPA falls below 3.00, or 2) he or she receives a third course grade lower than a B. A student may also be placed on academic probation if he or she falls short of any other standards for satisfactory academic performance established by their academic unit. Specific information relative to retaking of courses or completing remedial work will be established by the appropriate academic advisor, student's graduate committee, and graduate coordinator and documented in written form. This remediation plan must specify a required date of completion. If the student intends to pursue the academic appeal process relating to the reason for being placed on probation, he or she must do so during the first probationary semester.

**A student cannot take a preliminary/comprehensive examination or defend/submit a thesis or dissertation during the probationary period. If, at the end of the probationary period, the student has not met the requirements outlined in the remediation plan, she or he shall be dismissed.**

## Grade Appeal

A graduate student who wishes to appeal a grade should refer to the MSU Grade Appeals Policy, Academic Operating Procedure (AOP) 13.14 [www.msstate.edu/dept/audit/1314.html](http://www.msstate.edu/dept/audit/1314.html) and appeal to the Academic Review Board.

## Academic Dismissal

A graduate student shall be dismissed from the University if: 1) he or she receives a second course grade less than a C, 2) he or she receives a fourth course grade less than a B, or 3) he or she is found to be responsible for violating the Student Honor Code for a second time. A student may also be dismissed from the University if he or she fails to meet the requirements placed upon them when he or she was placed on academic probation. A student may also be dismissed from the University if he or she falls short of any standards established by his or her academic unit. (See Academic Performance and Unsatisfactory Performance in this section.) The dismissal process begins with a Recommendation for Academic Dismissal (<http://www.grad.msstate.edu/forms/pdf/dismissal.pdf>) form (a letter may be attached) from the graduate coordinator, approved by the college dean, to the dean of the Graduate School to recommend that a student be officially dismissed from a graduate program. The reason for the dismissal must be stated. Upon a review of the dismissal request, an official academic dismissal letter from the dean of the Graduate School is sent to the student through the U.S. Postal Service and is also emailed to the student's MSU account. The dismissal letter informs the student that any schedule of classes for the following semester(s) will be dropped, and the Office of the Graduate School (OGS) places an academic dismissal hold on the student's record to prevent further enrollment. The student may refer to the Graduate Catalog for information regarding the appeals process (see Academic Dismissal Appeal Procedure below). A student who has been dismissed from a graduate program and has not been reinstated via the appeal process cannot reapply and be admitted into that program, except by meeting the conditions necessary to request Academic Amnesty (see Academic Amnesty under Academic Requirements).

## Academic Dismissal Appeal Procedure

Following the receipt of a letter of dismissal from the OGS, a graduate student may appeal the decision of dismissal and must begin the process within 15 work days. The entire appeal process consists of up to three stages. If the entire appeal process is used, all levels of appeal should be normally completed within 60 work days of the submission of the first appeal of dismissal. At each level, decisions will be promptly rendered by the appropriate administrator. If the appeal of a student is upheld at any level, then the student will be reinstated into the graduate program. Application for readmission is not required.

The appeal is first submitted to the department head in the form of a letter with relevant support documentation. The department head must inform the OGS when an appeal is received. In rendering a decision, the department head may convene an existing or *ad hoc* departmental committee to review the appeal and offer a recommendation to the department head. The department head then will render a decision in writing to the student and copy the notification to the OGS. If the dismissal is upheld at the departmental level, the student may appeal the departmental decision by submitting a written request with all relevant supporting documentation to the academic dean.

The academic dean must inform the OGS when an appeal is received and may choose either to

1. render a decision directly and notify the student of his/her decision in writing and copy the correspondence to the Graduate School, or
2. submit a request to the OGS to convene a subcommittee of the Graduate Council to review the student's appeal.

If the latter option is selected, the dean of the Graduate School will convene a subcommittee consisting of three voting members of the Graduate Council who do not have a conflict of interest with the graduate student requesting the appeal or the student's department. A subcommittee chair will be named by the dean of the Graduate School. Relevant supporting documents submitted by the student, department, and/or the Graduate School will be assembled by OGS staff and delivered electronically to the subcommittee for review. The subcommittee may choose to deliberate via email or in a face-to-face meeting. The recommendation of the subcommittee will be conveyed to the academic dean in writing and copied to the Graduate School. All correspondence will remain confidential. The academic dean may or may not choose to adhere to the recommendation of the appeals subcommittee.

The academic dean will promptly inform the graduate student of his/her decision in writing. The Graduate School will be notified of the academic dean's decision.

If the student is not satisfied with the decision of the academic dean, he/she may choose to submit a final appeal of the dismissal to the Provost. The Office of the Provost must inform the Office of the Graduate School when an appeal is received. The Provost may seek a recommendation from an *ad hoc* committee appointed to review the appeal of dismissal. The Provost will promptly inform the graduate student of his/her decision in writing and notify the Graduate School of the decision.