

# ACADEMIC PROBATION & DISMISSAL PROCESS

## Academic Probation

A student currently enrolled in a graduate program will be placed on probation if her or his cumulative average falls below a 3.0 (a student in the Clinical Mental Health Counseling or School Psychology programs should consult the descriptions of these programs for additional conditions that will result in academic probation and dismissal). A student on probation must achieve a cumulative average of at least 3.0 by the time an additional 6 credits are completed or face academic dismissal. If a student receives a grade of C+ or below in a course, it is recommended the course be repeated.

- Submit two letters of recommendation
- Have a personal interview with program director/chair and the school dean
- Retake the appropriate standardized graduate admissions test(s) and submit the results to the appropriate school
- Present a written statement describing activities during the period of their dismissal that address the causes of dismissal.

Students may be required to retake courses at Georgian Court University that impacted on their dismissal.

## Academic Dismissal

Georgian Court reserves the right to dismiss at any time students who do not maintain the specified standards of scholarship or who are not in accord with its ideals and expected patterns of behavior. The former case is determined by action of the program director and dean or the Academic Standards Committee, the latter by action of the provost.

## Dismissal Conditions

Academic dismissal occurs when students fail to maintain satisfactory progress toward the attainment of their graduate degrees or certifications or fail to maintain the requisite 3.0 cumulative grade point average. In Department of Education programs, students who earn 2 or more grades below a B will be dismissed. Students so dismissed may not register for any additional courses in that program. Students who have been dismissed may seek readmission into the program through the Office of Admissions after two academic years. Students who are dismissed forfeit any grants, graduate assistantships, or scholarship aid that may be in effect at the time. Students who are academically dismissed have the right to appeal through the normal dismissal appeal process within each school. Students are referred to specific program policy handbooks regarding academic and nonacademic dismissal.

## Dismissal Appeals Process

Students may appeal a dismissal or academic probation in writing to the appropriate program director within 10 working days of the notice. If the program director is unable to resolve the issue within 10 working days, the issue is appealed to the school dean, who likewise has 10 working days to resolve the issue. If the matter is appealed in writing to the provost, written notification of the determination by the provost shall be sent to the student within 10 working days of the receipt of the appeal by the provost. The provost's decision is final.

## Readmission after Academic Dismissal

Students who have been dismissed for academic reasons may reapply after two years. Applications must be submitted to the Office of Admissions three months prior to the beginning of the semester.

The decision to readmit will be made by the program director/chair with the concurrence of the dean. Applicants for readmission may be required to: