

**ACADEMIC PROBATION, DISMISSAL
AND APPEAL POLICY AND PROCEDURES
FOR GRADUATE STUDENTS**

A. Introduction

1. The following are Seattle University's policy and procedures for probation, dismissal, and appeals relating to academic deficiencies. This policy and the procedures apply to students enrolled in graduate degree programs except programs within the School of Law.
2. Policies and procedures related to issues of professional competency, unprofessional, or unethical conduct in a professional preparation program, academic honesty violations, or course grade challenges are covered by separate University policies. In addition, such issues may also be covered by policies specific to individual programs and schools or colleges.
3. Information on academic probation and dismissal for academic deficiencies, and on the grade point average required for graduation in each major, is set forth in the Graduate Catalog. In addition, handbooks of the schools, colleges, or programs of the University may include more specific standards, requirements and implementation practices for individual graduate programs.
4. Academic probation, dismissal and reinstatement notations are posted to the student's transcript by the Office of the Registrar ("the Registrar").
5. Throughout this policy and procedures, the use of the term "dean" means the dean of the college or school and the term "dean's designee" means the person designated by the dean to act in his or her stead with respect to the matters governed by this policy.
6. A grade lower than a "C" is considered a failing grade in a graduate course. Individual graduate programs may set higher standards for a passing grade for any individual graduate course or program. Higher standards must be published in the graduate program's student handbook.

B. Determination of Academic Probation or Dismissal

The dean or dean's designee of each school or college will review the status of students' records for an academic quarter or the intersession to make decisions about probation or dismissal no later than two weeks after the first day of the immediately following quarter or intersession. The dean or dean's designee may impose academic probation for unexcused absences at the time the student exceeds the number of unexcused absences established by the school or college attendance policy.

C. Notice of Probation and Dismissal Decisions

1. By no later than two weeks after the first day of the quarter or intersession, the dean or dean's designee will send a student a notice of academic probation or dismissal either by email to the student's University email address or via United States mail to the student's mailing address. The date of the notice is the date of the postmark on the envelope or the date stamp on the email.
 - b. A notice of academic probation should contain the following information:
 - c. a statement of the decision to place the student on academic probation;
 - d. reason(s) for placing the student on academic probation;
 - e. requirements (e.g., conditions, academic plan, timeline) the student must meet to be removed from academic probation; and
 - f. the consequences of not meeting the probation requirements.
2. A notice of dismissal should contain the following information:
 - a. a statement of the decision to dismiss the student from the academic program;
 - b. reason(s) for dismissing the student; and
 - c. student's right to appeal the decision.

D. Reasons for Academic Probation

1. A student may be placed on academic probation in the following circumstances:
 - a. the student's cumulative grade point average falls below the level required for graduation;
 - b. the student earned a grade lower than the minimum set by the school or program for any required academic course, internship, practicum, or clinical placement;
 - c. the student is admitted to the school or college immediately following dismissal from another Seattle University school or college;
 - d. the student received a failing grade for any graduate course in the prior quarter;
 - e. the student's quarter GPA falls below 3.0 (or the minimum GPA required by the graduate program), even if the student's cumulative GPA is above the GPA required for graduation;
 - f. the student's record shows course repetitions, incompletes, and/or withdrawals exceeding those allowed by the policy of the school or college;

- g. the student has unexcused absences exceeding those allowed by the policy of the particular school or college (probation for unexcused absences is not subject to the time requirement of Section C. and may be imposed at the time the student exceeds the number of unexcused absences established by the school or college attendance policy); or
- h. the student is not making satisfactory progress in program-required independent work, such as independent study or a graduate project, thesis, or dissertation; or research.

E. Conditions during Academic Probation

1. A student who is placed on academic probation will have a hold placed on his or her registration. A student placed on academic probation may be required to do any one or more of the following:
 - a. meet with the dean or dean's designee to discuss conditions of the probation and develop a written plan, subject to the approval of the academic advisor or the dean or dean's designee, that will enable the student to fulfill the conditions of the probation;
 - b. meet one or more times with the student's academic advisor during the probation;
 - c. while on probation, earn no course grade lower than a 3.0 (i.e., a "B") or the minimum grade(s) required by the program;
 - d. obtain permission from the dean or dean's designee before taking incompletes or withdrawals;
 - e. limit the number of credits taken while on probation;
 - f. participate in a workshop, course, tutorial, or other academic activity aimed at improving the student's academic performance or skills;
 - g. complete one or more specified courses; or
 - h. meet other stipulated requirements at the discretion of the dean or dean's designee.

F. Duration of Academic Probation

A graduate student is customarily placed on academic probation either (a) until the student has successfully completed at least three (3) program-required (not elective) courses or whatever other number of courses is required in the notice of probation, or (b) until the dean or dean's designee determines that the student has met all specific conditions of the probation. The dean or dean's designee will notify the student each quarter that the student remains on probation.

G. Dismissal for Academic Deficiencies

1. A school or college may dismiss a student from a graduate program for academic reasons under any of the following conditions:
 - a. if a student receives a grade of “C-” or lower for more than one required academic course in a graduate program;
 - b. if a student is unable to meet school or program academic standards for continuation in a graduate program or is denied departmental or program candidacy;
 - c. if a student does not successfully pass (achieving the minimum acceptable grade within the maximum number of allowed attempts as defined by a graduate program) a required course, internship, clinical exam, thesis, dissertation, or comprehensive exam;
 - d. If a student fails to achieve a required minimum grade in a program-required course within the permitted number of attempts, as stipulated by the graduate program;
 - e. if a student on probation does not complete any of the three program-required (not elective) courses (or the minimum number of courses required in the notice of probation) during the quarter(s) when those courses are taken. Appropriate exceptions will be made for internships, graduate projects, practicums, independent studies, theses, and dissertations. Students must also maintain the minimum grade in each course as described in that graduate program’s policies. [Note: It is not required that all probation-required courses be taken during the same quarter. For example, the probation-required courses could be taken during three different quarters unless there is a quarter course load requirement of the graduate program or of the probation.] Withdrawals and incompletes are not allowed for the probation-required courses during the probation period; or
 - f. when the dean or dean’s designee determines that a graduate student has not satisfactorily met the conditions of the student’s probation according to the timeframe stated in the probation notification.
2. Probation is not required prior to dismissal.
3. Dismissal is from the school or college and Seattle University. Students who are dismissed from one school or college may apply for reinstatement to another school or college for the quarter immediately following the dismissal. If the student does not apply for reinstatement the following quarter, the student must reapply to Seattle University through the Office of Admissions. Reinstatement or admission of applicants who have been dismissed from one school or college is at the discretion of the dean or dean’s designee of the school or college to which the student is applying.

4. Students who are dismissed will be dropped from all classes for which they are registered at the time of dismissal and will receive a full refund of tuition paid for those dropped classes.

H. Appeal of Probation or Dismissal

1. A student placed on academic probation may not appeal the decision unless the student is able to produce specific documentation demonstrating an error in the data underlying the probation decision.
2. A student may appeal a decision dismissing the student for academic deficiencies.
3. A student cannot appeal a decision to withdraw the student from an internship, practicum, clinical site, or service-learning placement.

I. Appeal Procedures

1. If a student placed on academic probation has specific documentation demonstrating an error in the data underlying the probation decision, the student must submit that documentation to the dean of the school or college within five (5) business days of receipt of the notice of probation.
2. A dismissed student must present his or her written appeal to the dean of the school or college by the date specified in the notice of dismissal. The specified date will be no later than the 20th business day of the quarter following the dismissal decision, including summer quarter.
3. The appeal procedure is designed to deal with exceptional cases of a complex nature. It is not available to circumvent standard requirements (e.g., grades, grade point average, or examination standards). Generally, a dismissal will be overturned by the dean only when a student is able to produce specific documentation that proves University wrongdoing or extraordinary circumstances beyond the student's control that warrant an exception to the University's academic policies.
4. The dean determines the timeline and the procedures to be followed for the appeal and notifies the student in writing.
5. The dean has the final decision regarding the appeal. There is no appeal of the decision of the dean.

J. Student Status Pending Appeal

During the appeal process, the dean determines whether the student will be allowed to register for or attend classes or continue any activities reserved for students in good standing.

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