

# DISMISSAL AND APPEAL - GRADUATE

## Academic Dismissal

Review of a graduate student's performance, progress and adherence to professional standards in a graduate program may result in a recommendation for academic dismissal.<sup>1</sup> Expectations for academic performance, progress and professional standards must have been communicated to students in writing at the time of matriculation into the program.

The decision for academic dismissal rests with the department chair, school director or program coordinator administering the program. Students who have been dismissed will be provided the decision in writing along with information on their right to appeal the decision (see dismissal appeal section below).

Students who are dismissed from their degree program—or from all programs for students admitted to a dual degree or multiple programs—are dismissed from Kent State University. The college notifies the Office of the University Registrar to remove the student immediately from the program(s) and from any future-registered courses. The University Registrar will note on the student's record, including the student's official transcript, that the student was academically dismissed as of the term of the dismissal decision.

Students admitted to a dual-degree or multiple programs who are dismissed from only one of the programs are not dismissed from the university and may continue in the other program. Undergraduate students admitted to a combined bachelor's/master's degree program who have been dismissed from the undergraduate program are dismissed from the graduate program.

Dismissed students who wish to enroll in a different graduate program or in coursework at Kent State must complete an application for admission and follow the graduate admission procedures found in the University Catalog.

In the College of Podiatric Medicine, determinations for dismissal are made in accordance with the grading policy. The final decision rests with the Academic Appeals Committee. The director of academic services and institutional research is responsible for providing the student with written communication regarding the dismissal decision and notifying the university registrar to remove the student from the program and all registered courses. For more information on that college's policy for dismissal, refer to the College of Podiatric Medicine section of the University Catalog.

## Appeal of Dismissal

Students who are dismissed have the right to appeal the decision. Students who are dismissed from more than one program must appeal each dismissal separately.

## Appeal Process

Students may appeal to the college dean, or designee, for the dismissal decision made at the department, school or program level in that college. If conditions or causes exist requiring a modification of the time limits listed below, it is the responsibility of the college dean, or designee, to assess such circumstances and determine the nature or extent of any such modification. If the college dean, or designee, decides to modify

the time limits, the college dean, or designee, immediately will inform all parties involved.

1. If the student decides to appeal the dismissal decision, the student must submit the appeal in writing to the appropriate college dean, or designee, within 10 weekdays of receipt of the decision for dismissal. In the written appeal statement, the student must state clearly the reasons why the decision is being appealed, the nature of the appeal, the facts and circumstances leading to the appeal, reasons in support of the appeal and the remedy or remedies requested. The appeal statement submitted by the student becomes the basis for all further consideration of the matter.
2. Upon receipt of the student's appeal statement, the dean, or designee, convenes the college's dismissal and appeals committee to review and make a recommendation on the appeal.
3. The college dean, or designee, must send a copy of the appeal statement to the chair, director or coordinator who issued the dismissal decision. The chair, director or coordinator may respond to the student's appeal and include any information or documentation related to the response. The chair, director or coordinator will provide that written response to the college's dismissal and appeals committee, with a copy sent to the student.
4. The college's dismissal and appeals committee shall examine and evaluate fully the dismissal decision, including any supporting documentation submitted by the student or by the chair, director or coordinator who issued the dismissal. At its discretion, the committee may interview the student and/or the chair, director or coordinator and/or consult with any others who the committee believes may assist in the review of the appeal.
5. The college's dismissal and appeals committee is expected to conduct its review as expeditiously as possible. If a full committee is unable to convene in a timely manner, the college dean, or designee, will determine—with input from the student and the chair, director or coordinator who issued the dismissal decision—if the appeal review process will proceed with limited committee members or will be scheduled to convene at a later, predetermined time.
6. Once the review of the appeal is completed, the committee's chair must forward a written recommendation to the college dean, or designee. The recommendation becomes part of the student's record.
7. The college dean, or designee, shall make the final decision and provide that decision in writing to the student, with a copy sent to the university registrar, the college's dismissal and appeals committee and the chair, director or coordinator who issued the dismissal.
8. If the appeal is approved, the university registrar will re-enroll the student into the program, and the student may re-register for courses. The notation of the student's dismissal is updated or removed from the student's record (depending on the decision).

**College of Podiatric Medicine:** For dismissal appeal procedures in the College of Podiatric Medicine, refer to that college's section in the University Catalog. Dismissed students who are reinstated are placed on academic probation with a notation on their transcript, until outstanding failures have been satisfactorily resolved. Students who are officially dismissed from the college for any other reason are not eligible for readmission consideration at any time. Any student who has been officially dismissed two times from the college is ineligible for readmission consideration at any time.

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A student on an official leave of absence cannot be dismissed.