

# DISMISSAL AND APPEAL - GRADUATE

ASK A QUESTION OR SUBMIT FEEDBACK ON THIS POLICY

Effective Date: Fall 2025

Last Reviewed: Fall 2024

Last Revised: Fall 2019

Next Review: Fall 2034

## Policy Statement

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 are defined in the Academic Standing policy, as well on the specific graduate program pages.

The decision for academic dismissal rests with the unit administrator of 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 appeal of dismissal 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 director of academic operations, assessment, 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.

<sup>1</sup> A student on an official leave of absence cannot be dismissed.

## Reason for Policy

This policy specifies the process by which graduate students may be dismissed from their academic program and the appropriate steps for appealing a dismissal decision.

## Procedures for 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 when the dismissal email is sent. 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. Supporting documents may be appended. 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 unit administrator who issued the dismissal decision. The unit administrator may respond to the student's appeal and include any information or documentation related to the response. The unit administrator 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 unit administrator who issued the dismissal. At its discretion, the committee may interview the student and/or the unit administrator 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 unit administrator 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 unit administrator 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.

programs; included violation of professional standards as part of the academic dismissal review and determination; and clarified roles and responsibilities of who determines the dismissal and who makes the final decision upon appeal.

**Amended August 2009:** Revised policy changes the criteria for dismissal, from a C or lower grade in more than 7 credit hours to a B- or lower grade in more than 8 credit hours.

## Forms/Instructions

There are no forms associated with this policy.

## Additional Resources

- Financial, Billing and Enrollment Center
- Graduate College
- Student Ombuds

## Frequently Asked Questions

1. **I was dismissed from a graduate program. Can I enroll in a different graduate program or in coursework at Kent State?**

Dismissed students must complete an application for admission and follow the graduate admission procedures found in the University Catalog to enroll in a different graduate program.

2. **What if I'm dismissed from just one of my graduate programs, but I'm in more than one?**

If you're dismissed from one graduate program but still in good standing in another, you can continue in the program where you're still active. You'll just need to submit a program change form to update your enrollment status. For example, if you're dismissed from the M.S.N. degree but are allowed to continue in the M.B.A. degree, you can keep going in the M.B.A. — only the M.S.N. degree is affected.

3. **Will the Registrar's Office drop all my classes if I get dismissed? What if I'm in more than one program?**

Yes, the Registrar's Office will drop all your courses after a dismissal unless told otherwise. If you're enrolled in more than one program, the Registrar's Office will confirm to which program the dismissal applies and will adjust your class registration accordingly.

Additional FAQ: Dismissal and Appeal - Graduate

## Definitions

There are no definitions associated with this policy.

## Related Information

- Academic Standing for Graduate Students

## Revision History

**Amended August 2025:** Revised policy adjusted working titles to allow more flexibility given the difference in structure across college leadership. Titles have been more generally referenced as unit administrator versus every working title.

**Amended August 2019:** Revised policy included the following items: addressed dismissal of students declared in dual-degree or multiple