

## Academic Standing for Graduate Programs

### Rationale

The current Graduate Catalog has a "completion of graduate degree programs" that outlines GPA requirements but does not define academic standing, academic probation, or academic disqualification. This policy would institutionalize practices and explicitly detail expectations and consequences for students. Adding the Academic Standing policy has also triggered an update to the Completion of Graduate Degree Programs policy (now called Apply for Graduation), and the introduction of a Program Dismissal Policy and an Appeals process (all included in this proposal).

### Current Policy: Completion of Degree Programs

#### [Completion of Graduate Degree Programs](#)

The graduation requirements for candidates for advanced degrees are as follows:

1. Each graduate degree student must maintain an academic average of B in all course work pertaining to the student's degree program. Students in professional education programs with a field or concentration in any of the academic disciplines must maintain the B average in that concentration. Grades of C must be balanced by grades of A. Failure to achieve the required average will cause the student to forfeit the student's status as a degree candidate. A student may not exceed three courses beyond the established program to achieve the necessary B average. Courses selected beyond the required program must be done with the approval of the program advisor. A student may, through the student's advisor, submit a petition to Dean of Graduate Studies to repeat a maximum of two courses in which a C+, C, or C- grade was earned. If permission is granted, it is understood that the second grade will be used in computing the student's grade point average. Note that the first grade remains on the student's transcript, although it is not used in computing the grade point average.
2. A candidate for the advanced degree must culminate the program by satisfactorily accomplishing a final evaluation administered by the

department in which the candidate's graduate study has been centered. This may be a comprehensive or intensive examination. It also may be any form of oral or written examination, or combination of examinations appropriate to departmental requirements. Arrangements for the final evaluation are initiated by the department chair. A candidate for the advanced degree in professional education will be evaluated by the department associated with the professional area of study although the candidate may be expected to demonstrate competency in his or her academic concentration, if one exists. The satisfactory completion of all thesis and independent study requirements must be endorsed by the appropriate department and the Graduate Office.

- It is the final responsibility of the student to file an application for the advanced degree and/or certificate. Students file for graduation online at [www.myOswego.oswego.edu](http://www.myOswego.oswego.edu) or contact the Graduate Office. The following schedule will apply:

	<b>Commencement Program</b>	<b>Final*</b>
	Deadline Date	Deadline Date
May graduation	On or before February 15	Up to May 1
August graduation	On or before February 15	Up to July 15
December graduation	On or before October 1	Up to December 1

- If for any reason the student does not meet the graduation date applied for, the student must contact the Graduate Office.
- All candidates for advanced degrees are invited to participate in the commencement ceremonies. Students who complete their programs in May and August attend the May commencement. Graduate students who are able to certify to the Graduate Office that all requirements will be completed in August may participate in the preceding May commencement. Students who complete their programs in December attend the December commencement.

Final program checkout is initiated by the filing of the diploma and/or certificate application.

\*Applicants who file after the COMMENCEMENT PROGRAM Deadline Date must realize that final program processing will be conducted later for their records. Therefore transcript verification of the awarding of the degree and/or certificate may be delayed. The actual mailing of the diploma and/or certificate will be made at the earliest possible date.

## New Policy

Matriculated graduate students (full-time and part-time) are expected to make progress toward their degree/credential and maintain good academic standing during each semester of enrollment. A student's academic standing for each graduate-level program they are matriculated into (including Master's degree programs, certificate programs, and academic microcredentials) is determined at the end of the fall, spring, and summer sessions using the criteria and procedures outlined in this section.

Graduate Studies will notify the student, their program advisor, and the program coordinator when the student is not in Good Academic Standing. Graduate assistantship supervisors will be notified in cases where the student is a graduate assistant. International Student and Scholar Services will be notified when international students are not in Good Academic Standing.

Individual programs may have requirements beyond Good Academic Standing to continue and complete a program. Such requirements are outlined on individual program pages in the catalog. Failure to meet those requirements could result in [Program Dismissal](#).

Academic standing and degree progress can impact Federal Financial Aid, please see Financial Aid [Title IV Satisfactory Academic Progress](#) for more information.

International students enrolled in on-site programs in the United States have additional requirements beyond academic standing that can impact their Visa status and ability to remain enrolled in the program. Please see (F-1) Maintaining Status on the [International Student and Scholar Services Current Students Page](#) for more information.

## Good Academic Standing

A graduate student is in Good Academic Standing when:

- The cumulative program GPA is a 3.0 or above;

Students who do not meet the requirements for Good Academic Standing may be placed on [Academic Probation](#) or be [Disqualified](#).

### **Academic Probation**

A graduate student who does not meet the requirements for [Good Academic Standing](#) will be placed on Academic Probation (AP) when:

- The student has a cumulative program GPA below a 3.0.

Graduate students on academic probation are required to meet with their program advisor to develop a plan for successful completion of the program. Failure to make progress on the success plan developed in collaboration with the academic advisor may result in [Academic Disqualification](#).

### **Academic Disqualification**

Academic disqualification occurs when a graduate student does not meet the requirements for [Good Academic Standing](#) and meets one of the following conditions:

- The student has previously been on [Academic Probation](#), has a cumulative program GPA below a 3.0, and has not followed the success plan developed with their advisor;
- The student has exhausted grade repair options (see Time Limit on Credit, Completion of Graduate Degree Programs, and Repeating C and E Grades Courses).

Students who are Academically Disqualified will be unable to continue their program.

Students who are Academically Disqualified have 7 days to appeal this decision from the date the electronic notification is issued (see Appeal Process for Academic Disqualification and Program Dismissal).

### **Program Dismissal**

Individual programs may have additional requirements beyond academic standing that must be met to complete the program. Requirements may include, but are not limited to: non-credit requirements, comprehensive examinations, culminating experiences, and behavioral requirements. All program requirements are outlined in the Graduate Catalog and may be explained in further detail in departmental or program handbooks.

Students may have conditions outlined in their acceptance to the program that must be met by the end of the first semester in the program. Failure to meet such conditions is cause for program dismissal.

Students who do not meet or complete these requirements may be dismissed from their program. Formal requests to dismiss a student from a program are initiated by the program coordinator with documentation of unmet requirements. Program dismissal requests are reviewed and must be approved by both the department chair and the Dean of Graduate Studies before the decision is issued to the student by the Dean of Graduate Studies.

Students who are dismissed from their program will be notified in writing. A student who has received a Program Dismissal decision has 7 days to appeal the decision from the date the electronic notification issued (see Appeal Process for Academic Disqualification and Program Dismissal).

## **Appeal Process for Academic Disqualification and Program Dismissal**

Graduate students who wish to appeal an Academic Disqualification or Program Dismissal decision must do so within 7 days from the date the electronic notification was issued. To appeal the decision, a student must submit a letter, addressed to the Graduate Dean that:

- explains the factors that inhibited their academic success; and
- outlines the ways the student will address these factors should they return.

The letter should be sent to [gradstudies@oswego.edu](mailto:gradstudies@oswego.edu).

The Graduate Dean will review the appeal request and consult with the disqualified student, the program coordinator, and relevant faculty, advisors and staff.

The Graduate Dean will notify the student whether the appeal has been approved or denied within 14 days of receiving the appeal letter.

## **Apply for Graduation**

Students are required to apply for graduation in [MyOswego](#). Applying for graduation results in a degree audit conducted by the Registrar during the final semester of the

program to confirm all requirements needed to earn the credential have been met. The registrar will notify the student and their advisor if an issue arises.

Students can complete and graduate from their programs in May, August or December. The following deadlines apply:

- To graduate in May, apply by February 15.
- To graduate in August, apply by February 15.
- To graduate in December, apply by October 1.

### **Participate in Commencement**

Commencement is a public ceremony to celebrate the accomplishments of graduates. All candidates for advanced degrees and certificates are invited to participate in a commencement ceremony. Students who complete their programs in May participate in the May Commencement. Students who complete their program in August and can participate in the preceding May Commencement. Students who complete their programs in December can participate in the December and/or the following May commencement. See the [Commencement website](#) for details about participating in this ceremony.