



Kutztown University Policy ACA-085

Academic Warning, Probation, and Dismissal of Graduate Students

A. Purpose

The purpose of this policy is to define the standards for good academic standing, academic warning, academic probation, and dismissal of graduate students at Kutztown University.

B. Scope

This policy applies to all graduate students.

C. Key words and phrases:

CGPA: Cumulative grade point average.

D. Policy & Procedure(s)

Upon receipt of the first grade in a graduate course below a B,* the graduate student will receive a “letter of academic warning” from the Dean of Graduate Studies with copies forwarded to the student’s graduate advisor and the chairperson of the academic department.

Upon receipt of the second grade below a B,* the graduate student will receive a “letter of academic probation” from the Dean of Graduate Studies with copies forwarded to the student’s graduate advisor and the chairperson of the academic department. In those cases where the student receives more than one grade below a B* in the same semester, the student will be placed on “academic probation,” with no notice of “academic warning.”

Upon receipt of the third grade below a B,* the graduate student will be dismissed. The letter of academic dismissal will be sent by the Dean of Graduate Studies with copies sent to the University Registrar, the student's graduate advisor, and chairperson of the academic department. This dismissal will occur upon receipt of the third grade below a B* even in those cases where the second and third grades below a B* occurred in the same academic semester.

If a graduate student retakes a course for which the student earned a designation of academic warning or probation and receives a grade of B* or better, the original grade remains on the transcript, the more recent grade is used in the CGPA calculation, and the grade below the B* does not count against the student in applying academic warning, probation, or dismissal.

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If a graduate student retakes a course for which the student earned a designation of academic warning or probation and receives a grade below a B, both the original grade below a B and the newly-earned grade below a B will count against the student in applying academic standing.

A graduate student dismissed from the University may petition the Graduate Exceptions Committee for a potential additional semester of academic probation. See the Graduate Studies website at <http://www.kutztown.edu/about-ku/administrative-offices/graduate-studies/forms.htm>.

*Note: A grade of B- or FA is considered a grade below a B. See Policy ACA-088 Pass/Fail Grading – Graduate Students.

E. Effective Date

Fall 2016

F. Approved By

Endorsed by University Senate – March 3, 2016
Approved by University President – March 23, 2016

G. Last Reviewed

March, 2016
August, 2017
August, 2018