

## **Graduate Studies: Academic Standing: Probation, Suspension and Appeal**

### **Academic Standing**

To be in academic good standing and to earn a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.0. While some courses may be used for graduate credit with a grade of C, courses with grades of D, F, I, and U may not be used for graduate credit. For each graduate program, students may earn a course grade of C up to two times. If a third C is earned in a graduate program, the student may be dismissed from the graduate program.

### **Academic Warning**

If a graduate student's term GPA falls below 3.0 during program enrollment, or if a graduate student receives a single course grade of C during program enrollment, the graduate student is placed on Academic Warning. An academic warning does not appear on the official academic transcript, but does appear on the unofficial transcript. Students are notified of their academic warning status via official MSU email and in the MSU early alert system.

The Dean of the associated Division must monitor student grades at the end of each semester until the student returns to good standing. The student must work with the academic advisor to create a plan for success in the associated program.

### **Academic Probation**

A graduate student is placed on Academic Warning when their Cumulative GPA falls below a 3.0 during program enrollment, or if a graduate student receives two course grades of C during program enrollment. An academic probation appears on both the student's unofficial academic transcript and official academic transcript. Students are notified of their probation status via unofficial transcript in the student information system, the early alert system, and through official MSU email.

Graduate students in academic probation have an advisor hold placed on their record. Graduate students on academic probation must meet with the Dean of the associated Division at the end of each semester until the student returns to good standing and the hold is removed. The student must work with their academic advisor to create a plan for success in the associated program.

### **Dismissal from Graduate Studies**

Graduate students may be suspended or dismissed from MSU if they fail to meet the program academic standards. This includes, but is not limited to, earning a third C or having a cumulative GPA below 3.0 for more than a single semester during program enrollment.

## Graduate Student Appeals

Graduate students who are dismissed from the graduate program should follow the appeal process specific to each graduate program. Once graduate students have exhausted their graduate program appeal process they have the right to appeal to the University. The burden of proof by a preponderance of the evidence is on the graduate student making the appeal.

Should a graduate student choose to appeal, the process for appeal is as follows:

1. Provide a typewritten letter of appeal detailing the reasons for the academic performance, no later than 4:00 PM on the date indicated on the MSU website under Academic Standing. The submission date is a hard deadline, non-negotiable and no exceptions will be considered.
2. Email the appeal letter to: [MASU.AcademicAffairs@mayvillestate.edu](mailto:MASU.AcademicAffairs@mayvillestate.edu) or mail to the Office of Academic Affairs, 330 3<sup>rd</sup> Street NE, Mayville, ND 58257.
3. If there are any questions concerning this process, please contact the Office of Academic Affairs at (701) 788-4711.

Graduate students who choose to appeal will have their appeal reviewed by the Admissions and Academic Standards Committee (Policy M540). The Committee may impose special conditions of admission for graduate students who fail to meet academic standards.

If a student does not exercise their right to appeal the suspension, he or she will be eligible to reapply for admission to the University at the conclusion of at least one calendar year from the date of the suspension or dismissal. A suspended student who returns after completing the suspension time period may be readmitted on probation and is not required to follow the appeal process.

*This academic appeal process is NOT associated with the financial aid suspension appeal. Students are to contact the Office of Financial Aid at [Financial.Aid@mayvillestate.edu](mailto:Financial.Aid@mayvillestate.edu) regarding any possible financial disqualification or warning action associated with a financial aid suspension.*

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