

Academic Dismissals Process

Summary of UWM Graduate School/Graduate Faculty Committee Doc #1328

A graduate program *may recommend* to the Graduate School Dean that a graduate student be academically dismissed for reasons of poor academic performance, lack of progress toward degree, or failure to meet Graduate School or program requirements. The Graduate School, in consultation with the graduate program, may also initiate a dismissal for these reasons. Recommendation for dismissal may be initiated for, but is not limited to, the following:

- Cumulative GPA below 3.0
- Failing the doctoral prelim exam
- Failing to re-defend the doctoral dissertation within the time period specified for deferral status
- Failing to successfully defend the doctoral dissertation upon a second attempt within the specified time period
- Exceeding the time limit for degree completion
- Accumulating U grades in dissertation courses

If a student's record indicates significant difficulties that the individual is very unlikely to surmount, it is important to recommend dismissal in a timely way. Delay of dismissal for non-academic reasons is inappropriate.

NOTE: A graduate program **cannot** academically dismiss a graduate student on its own. *In all cases, only the Graduate School Dean can make the final decision to academically dismiss a graduate student. The official academic dismissal date is the date on which the Graduate School Dean enacts the decision.*

PROCESS:

1. A graduate program makes a written recommendation for academic dismissal to the Graduate School Dean. This written recommendation is addressed to the student (copy to Graduate School Dean) and should be sent via certified mail in order to have a record of when the recipient received the letter.
2. On behalf of the Graduate School Dean, the Graduate School Associate Dean reviews the recommendation from the graduate program and the student's transcript.
3. The Graduate School Associate Dean and Graduate School Dean discuss the recommendation for academic dismissal, consult with the graduate program if necessary, and write a letter to the student regarding the final determination.
4. The School/College Associate Dean, the graduate program representative, the Graduate School Associate Dean, the Graduate School Assistant Dean, and the Graduate School Doctoral Specialist will be included on the cc list in the letter.
5. If the graduate student is in a doctoral program, the Graduate School Doctoral Specialist will add the academic dismissal notation to the student's transcript. If the graduate student is in a master's program, the appropriate Graduate Education examiner will add the academic dismissal notation to the student's transcript. The Graduate School will initiate the action in PAWS.
6. If the graduate student is an international student, the Center for International Education is informed, and it updates information relevant to the student's visa status.

Contact information for questions: Vicky Everson vle@uwm.edu