

# COM Master and G-Cert Student Academic Standing

Students must remain in good academic standing to continue in master's degree or graduate certificate programs. Only courses for which they receive a letter grade of C (2.00) or better count towards master's degree or graduate certificate requirements. Grades below C do not apply to program requirements, but are calculated in the cumulative grade point average. The option of a competence/no competence grade is not available to masters or graduate certificate students except as part of credit for prior learning or thesis work. A cumulative grade point average (GPA) of 3.0 and passing grades (i.e., C or better) for all required courses included in any master's degree or graduate certificate program are necessary for graduation. Academic standing is determined at the end of each semester. Grades below C will not be applied to graduation requirements.

**Academic Warning** - Students who have a grade lower than a C in a course or a cumulative GPA that drops below 3.0, will be placed on academic warning. Students must meet with their academic or faculty advisor to discuss their plan to return to good academic standing before the end of their next subsequent semester of registration.

Students will remain on Academic Warning status until:

1. The course for which an earned grade below C is replaced with a grade of C or better
  - a. For a **Phase I or Phase III** course, the same course must be repeated
  - b. For a **Phase II (Elective)** course, the student should discuss with their advisor whether they can:
    - i. repeat the same course; or
    - ii. replace the course with a different elective course

**AND**

2. The cumulative GPA rises above 3.0

**Academic Suspension** - Students on academic warning that have not met the GPA criteria for being removed from academic warning after their next subsequent semester of registration, may, upon review, be suspended for academic reasons. Academic suspension, unless reversed on appeal, is for at least one full calendar year and is in effect until the student is reinstated from academic suspension.

## **Appeal of Removal from the Program Due to Academic Suspension**

Students who are removed from a graduate program due to academic suspension may appeal their removal to the relevant program director or the dean if the program director is unavailable. The appeal must be made in writing and provide specific grounds for the appeal. The appeal is due within 30 days of the date of the letter notifying the student of the decision to remove them from the program. A written response to the appeal will be provided within 30 days of receiving the appeal. Appeals received after 30 days will not be considered.

## **Reinstatement after Academic Suspension**

Students who have been academically suspended from a graduate program may apply for reinstatement no sooner than one calendar year after their last semester of attendance. To apply for reinstatement, they have to write a letter to the dean describing the underlying

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reasons for the academic difficulties that led to their suspension and explain changes that suggest they will be successful going forward. Reinstatement decisions are made by the College and are not guaranteed.

**Academic Probation** - Students who successfully appeal their academic suspension or students who are reinstated from academic suspension, but do not meet the standards for good academic standing, will be placed on academic probation. The academic probation status will be removed once the student is back in good academic standing, having both Term and Cumulative GPA's of 3.0 or better. Students on academic probation who do not meet the standards for good academic standing and have not made progress toward good academic standing at the time of the next review, may again be placed on academic suspension.