

Memorandum

DATE: August 21, 2015

TO: Deans, Chairs, Directors and FAU Faculty

FROM: Gary Perry, Provost and
Vice President for Academic Affairs



SUBJECT: **Academic Dismissal of Students from a Graduate Degree Program** (Supersedes all prior memoranda and policies)

(1) Purpose:

This policy describes the procedure for academic dismissal of a student from a graduate degree program (referred to as the "program"). A program may initiate the academic dismissal of a student for a variety of reasons, including, but not limited to, failure to make satisfactory progress, violation of time-to-degree requirements, or failure to fulfill requirements for admission to candidacy. Additional program-specific bases for academic dismissal are the responsibility of the individual programs, schools or colleges. The bases and procedures for academic dismissal must be enforced and applied equally to all students in the program and must be available to the students.

Dismissal for breach of academic integrity is provided in FAU Regulation 4.001. Dismissal for violation of the Student Code of Conduct is provided in FAU Regulation 4.007. Dismissal from the M.D. Program at the Charles E. Schmidt College of Medicine is provided in College of Medicine policies and procedures.

(2) Procedures for Academic Dismissal.

A student may not be dismissed from a program until the process described in paragraphs (A) or (B) below has been concluded and the Provost (or designee) has come to a final decision regarding the dismissal recommendation.

(A) Meeting with Program Official. If the official designated by the program's faculty to act on such matters (referred to as the "program official") determines that there is sufficient evidence to support the academic dismissal of a student, such person will (i) provide written notice to the student (via their FAU email address) of the facts and circumstances of the dismissal including the availability of an appeal under this policy, and the fact that the final decision on dismissal rests with the Provost (or designee) and (ii) offer to meet (in person or by phone) with the student to discuss the dismissal. The student shall have ten (10) academic days from the date of written notification to respond to the program official. If the student accepts

the dismissal or fails to timely respond to the program official, the program official will forward all pertinent information to the academic college dean. The dean (or designee) will review the circumstances surrounding the dismissal and forward all pertinent information to the Provost (or designee). After reviewing all pertinent information and documentation, the Provost (or designee) will notify the student, program official, and dean of his/her final decision regarding the student's academic dismissal.

(B) **Appeal Hearing.** If, after meeting with the program official (in person or by phone), the student wishes to appeal the academic dismissal recommendation, the student may request an appeal hearing. The student must make this appeal request in writing to the academic college dean within five (5) academic days after meeting with the program official. The program official shall provide to the dean all necessary information and documentation surrounding the dismissal recommendation.

The dean (or designee), in consultation with the program faculty, will appoint the appeal panel members from within the college, school or program. At a minimum, the hearing panel will consist of the dean (or designee), three (3) faculty members and one (1) student. The panel will convene in a timely manner. The dean (or designee) will act as chair over the hearing, direct the hearing, and maintain the minutes and all records of the appeal hearing, which will not be transcribed or recorded. The hearing is an educational activity subject to student privacy laws/regulations, and the strict rules of evidence do not apply. The student may choose to be accompanied by a single advisor, but only the student may speak on his/her own behalf. The student and program official may present testimony and documents on his/her behalf. Additional witnesses may be permitted to speak at the dean's (or designee's) discretion and only if relevant and helpful to the hearing proceedings. The panel members will deliberate as an advisory body to the Provost (or designee) and make a recommendation to affirm or void the academic dismissal. The panel may inform the student and program official of its recommendation.

The dean (or designee) will forward all pertinent information surrounding the dismissal and communicate the recommendation of the appeal hearing to the Provost (or designee). After reviewing all pertinent information and documentation, the Provost (or designee) will notify, in writing, the student, program official, and dean of his/her final decision regarding the student's academic dismissal.

Cc: Diane Alperin, Vice Provost
Academic Affairs