

Academic Actions and Appeals for Dismissal for Graduate Programs

Graduate students are required to maintain a cumulative grade-point average of 3.0 (other program requirements and exceptions listed below.) **Failure to maintain the cumulative grade-point average will result in dismissal from the program in which a student is enrolled and the College of Saint Mary.**

- For students in the Ed.D.: Failure to earn a B or better in any course will result in dismissal from the program and the College of Saint Mary.
- The Physical Therapy Program (DPT) requires students maintain a 3.0 GPA and can earn no more than two course grades of a “C” to maintain progression in the CSM DPT program. In the DPT program, a one semester period of academic probation may be granted by the DPT Program’s Academic Review Committee.
- The Occupational Therapy Program requires students maintain a 3.0 GPA. A grade below “C”, Fail, or Unsatisfactory in OTD prefix courses is considered failing. Students who fail a course will not be able to progress to the next semester of OTD coursework until a passing grade is earned. More than one failure is grounds for dismissal from the OT program.
- The Physician Assistant Studies Program requires a cumulative grade point average of 2.5, a minimum grade of “C” in all courses and clinical rotations, a “Satisfactory” rating in all categories of the Professional Evaluation, and a “Pass” or “Satisfactory” rating on all non-letter grades assignments or projects to progress in the program. Unsatisfactory Academic Progress can lead to dismissal. For specific information on the Standards of Academic Progress, please refer to the PAS Student Handbook.
- For students in the MKES program: Failure to earn a B or better in any course will result in dismissal from the program and the College of Saint Mary.
- For students in the MAT program:
 1. Earning a C or lower in any graduate course will result in being placed on probation in the program.
 2. Earning a C grade in more than one graduate course will result in dismissal from the program and the College of Saint Mary.
- For students in the MSOL program:
 1. Earning a C- or lower in any graduate course will result in dismissal from the program and the College of Saint Mary.
 2. Earning a C grade in more than one graduate course will result in dismissal from the program and the College of Saint Mary.

A student who has been dismissed from a program and the College of Saint Mary may submit an appeal requesting that the dismissal be overturned. An appeal of a dismissal must be filed no later than thirty (30) days after the end of the semester in which the student was dismissed. In order to appeal a dismissal, a student must submit a letter (electronic submissions are required) that outlines the rationale for the appeal to the Office of Academic Affairs. The Graduate Policies and Appeals committee will consider the appeal and make a recommendation to the Vice President for Academic Affairs. The VPAA will make the final decision and communicate with the student.

Please note: Students in the MSPAS program will follow the policies and procedures as outlined in the PAS Student Handbook.

Progression in the EDD doctoral program requires that students successfully pass a comprehensive examination. The comprehensive evaluation should be completed prior to enrollment in the Research Proposal course. Students must have committee members approved by the program director in the semester prior to comprehensive exams.

The EDD Doctoral Committee comprised of CSM faculty and outside members prepared at the doctoral level, will determine the satisfactory completion of the comprehensive examination. The expectations of the comprehensive evaluation include the following items:

1. The faculty of the EDD program prepares the exam with input from the committee chair. The examination will take place virtually.
2. The exam will assess the extent to which the student meets the core competencies of the program of study.
3. The exam is not limited to the content of a single course but rather covers the entire program of study and integrates concepts from a variety of topics.

4. Failure to pass the comprehensive examination will result in dismissal from the program.

Academic Appeals Process for Graduate Programs

Academic Appeal exists to provide the student with a means to appeal a specific academic decision that the student considers unwarranted, unjust or capricious.

If the matter is related to grades, final course grades only are subject to appeal.

It is the responsibility of the instructor to inform students of course requirements, evaluate students fairly on the basis of the academic performance, encourage free and open discussion, inquiry and expression in the classroom, and identify methods of evaluation/grading that will be used for the course.

It is the responsibility of the student to inquire as to course requirements when in doubt, maintain the standards of academic performance established by the professor, and to follow the appeal process if it is believed that her/his academic rights have been violated.

Pre-Appeals and Appeals Processes for a Student Academic Appeal

Pre-appeal process for an Academic Appeal:

As the *pre-appeal* process precedes the formal appeal process, it must be conducted in a timely manner. The formal appeal process, should the student make that choice, must be started with the submission of the appeals form (see below), no later than seven days after the official posting in Self Service of the final course grade related to the matter of the appeal.

1. Discuss the matter of appeal with the instructor, if applicable. If the matter of the appeal is not resolved.
2. Discuss the matter of appeal with the appropriate Program Director. If the matter of the appeal is not resolved.
3. Discuss the matter of appeal with the Associate Dean for the course. If the matter of appeal is then not resolved, the student may choose to submit a written appeal (forms are available in the Academic Affairs Office, Walsh 166 or MyCSM > Forms > Student Forms > Student Academic Appeal Application) to the office of Academic Affairs. Should the student make that choice, the Associate Dean will be able to guide the student to the formal appeal process.

Formal Appeal Process for an Academic Appeal

If the matter of appeal is then not resolved through conversation with the instructor, program director or Associate dean, the student may file a written appeal (forms are available on MyCSM, Resources, Division of Academic Affairs, Academic Forms) and submit to the office of Academic Affairs.

A student who wishes to make an appeal related to an academic matter must begin the process by completing and filing the appeal form no later than seven days after the official posting in Self Service of the final course grade related to the matter of the appeal. The student has the burden of proof for the academic appeal and as such, may submit relevant materials related only to the matter of the appeal.

Graduate Policies and Appeals Committee action

It is the responsibility of the Graduate Policies and Appeals Committee to evaluate each case confidentially and fairly. Upon request by the chairperson of the Graduate Policies and Appeals Committee, the office of academic affairs will notify the party whose decision/action is being appealed and schedule a hearing in which both parties have an opportunity to state their perspective of the case. Academic appeals are not a legal proceeding, therefore legal counsel is not permitted at the academic appeal hearing. The Graduate Policies and Appeals Committee will make a recommendation to the Vice President for Academic Affairs who will make the final decision.

The Vice President for Academic Affairs will notify the student of the final decision.