Academic Dismissal Policies and Procedures

The Graduate School, Georgia Regents University

Article 1. Academic Standards

(a) Each degree program will publish standards of academic progress that its enrolled students must meet.

Article 2. Definitions

(a) Dismissal – The permanent termination of a student's right to continue enrollment in a degree program because the student has failed to meet published academic standards of that program. Re-enrollment requires that the student apply for admission as a new student consistent with established admissions requirements and policies of the degree program. However, dismissed students should not expect to be re-admitted.

(b) Time limits and days – Unless otherwise noted in these policies and procedures, days specified as time limits are defined as normal business days of Georgia Regents University regardless of whether classes are in session. Weekends and official holidays of Georgia Regents University are excluded.

Article 3. Authority

(a) The Academic Standards Committee (ASC) has the authority to recommend to the Dean the dismissal of any student who does not make satisfactory academic progress through the curriculum. The ASC shall not recommend the dismissal of any student until the student has been provided an opportunity for a hearing before the ASC. Within The Graduate School Studies, the Dean has final authority regarding a student’s dismissal.

(b) Nothing in these policies and procedures shall be interpreted in such a way as to prevent the Dean of The Graduate School from exercising discretion to grant extensions of time or exceptions to these policies and procedures when to do so would serve the best interests of the student or the institution.

Article 4. Academic Standards Committee

(a) ASC serves as an advisory committee to the Dean. The ASC is responsible for providing a fair and impartial review of student performance and for providing the student with a forum to address concerns of The Graduate School regarding his or her performance and problems. The ASC will carry out these responsibilities through a hearing process.

(b) The ASC is composed of one representative of each academic program and is chaired by the Vice Dean of The Graduate School. The ASC is appointed by the Dean of The Graduate School for term beginning with each Fall Semester and concluding with a review of student performance through the following Summer Semester. The conduct of hearings for dismissal as a result of student
performance for Summer Semester is the responsibility of the prior academic year’s ASC.

(c) The Dean shall also appoint one member of the ASC to serve as the Vice Chair. For all business before the ASC, in the absence of the Chair or in the event of a potential conflict of interest, the Vice Chair will serve in place of the Chair.

(d) The Chair of the ASC will serve as the presiding officer at academic dismissal hearings except in cases when the Chair cannot be present. If the Chair cannot serve as presiding officer, the Vice Chair will preside. In the event that either the Chair or Vice Chair is unable to preside over a hearing, the Dean may appoint another member of the ASC or another university administrator. The presiding officer shall not vote in matters presented during a hearing. The presiding officer shall direct the hearing in accordance with ASC rules and standards, and will rule on any requests made by any participant.

(e) At least three voting members must be present for a dismissal hearing.

Article 5. Student Rights

Prior to being dismissed for academic reasons, students who fail to meet the standards for continued enrollment in a degree program have the right to:

(a) An opportunity for a hearing before a faculty hearing panel of the ASC;

(b) A minimum of five days written notice of the time, date, and location of any hearing to be held;

(c) Written notice of the standards of academic performance the student has failed to meet and the aspects of the student’s performance that constitute that failure;

(d) Written notice of the final decision of the Dean; and

(e) An opportunity to appeal the Dean’s decision to the President of Georgia Regents University.

Article 6. Selection of Hearing Panels for Dismissal Hearings

(a) The panel for each dismissal hearing will be composed of members from the ASC.

(b) The ASC is composed of one faculty representative from each of the School’s academic programs. At the beginning of each Fall semester, the Dean selects three members of the ASC for each hearing panel. At least three committee members will not be assigned to a specific hearing panel, and will serve as alternate panel members at large instead. Cases will be assigned to each hearing panel by the Dean.

(c) An alternate member will serve in place of another panel member if that member is directly involved with a student’s dismissal recommendation. The departmental representative and the student will have the right to request an alternate be seated to replace any panel member for cause. The presiding officer shall rule on all such requests.
Article 8. Confidentiality and Impartiality

(a) To the extent allowed by law, the privacy and confidentiality of the students and all participants of the hearing will be respected. The matter under consideration is not to be discussed outside of the hearing or afterwards.

Article 9. Hearing Panel Procedures

(a) It is the responsibility of the presiding officer to conduct the hearing in a manner that is fair and impartial to the student and the departmental representative.

(b) All witnesses should be placed under oath to provide accurate, truthful, and complete information to the hearing panel. The oath may be administered by a notary public or other official with the authority to administer oaths.
Article 10. Responsibilities of the Dean

(a) The Dean may implement the hearing panel’s recommendation or modify the recommendation. At his or her discretion, the Dean may dismiss the student or
continue the enrollment of the student as a regular student, a special student on an altered curriculum, or as a student on academic probation.

(b) The Dean shall advise the student in writing of his/her decision within five days of receiving the written recommendation of the hearing panel. The written notice to the student shall inform the student of the student’s right to appeal the Dean’s decision to the President of Georgia Regents University.

(c) The student may continue to attend class during the time an appeal is active within Georgia Regents University unless the Dean’s final decision letter notifies the student that she/he is prohibited from attending class.

(d) The Dean's decision is final for The Graduate School.

Article 11. Student Appeals Process

(a) Students have five days after receipt of the Dean’s written decision to appeal to the President of Georgia Regents University. Appeals to the President must be presented in writing to the Office of the President and must state reasons why a different decision is warranted.

(b) If a student appeals the Dean’s decision, the Office of the Dean shall provide a copy of the hearing record, including all documents and any audio recording(s), to the appropriate appeal body. The original recording and original documents shall remain in the Office of the Dean.

(c) The President’s review of the appeal shall consist of an examination of the documents that comprise the record of the hearing and the student’s written appeal. The President, at his or her discretion, may request a conference with the student and any other party, the President deems appropriate.

(d) Within five working days of receiving the student’s appeal, the President will provide the student, the Dean, and the academic department in written notification of his/her decision.

(e) The President’s decision represents MCG’s final decision. No student may attend class, clinic, or lab after his/her dismissal has been upheld by the President.

(f) If the student is not satisfied with the President’s decision, the student has the right to appeal to the Board of Regents in accordance with Board Policy within twenty days of receipt of the President’s decision.

Approved by SGS Graduate Council
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Updated to reflect name changes to Georgia Regents University and The Graduate School; 2014