

# PROGRAM LEVEL ACADEMIC GOOD STANDING POLICY

All undergraduate and graduate students are expected to maintain each semester the required minimum GPA and/or course grade requirements set forth by their respective program of study (if applicable). Each program may have additional benchmarks that must be met to progress within the program of study. The student should refer to the program's description in this Catalog and to the program's student handbook (if applicable) for clarification for what is required to maintain their status within the program.

At the end of each semester, the program directors will compile a list of students who are deficient in meeting academic or clinical/professional achievement requirements. Utilizing the review process established by their program, the student will be notified via email of their status in the program. Deficient students may be: a) placed on probation; b) suspended; or c) dismissed. Students placed on probation remain in their program but in order to progress, must meet the performance standards specified in their probation notification letter.

If a deficient student believes their final grade was determined in an arbitrary, capricious or prejudicial manner, the student may appeal the final grade by following the Procedure to Appeal a Final Grade (<http://catalog.qu.edu/university-policies/procedure-appeal-final-grade/>). Only final grades may be appealed. If the grade appeal process results in a recalculated grade that removes all of the student's academic and/or clinical professional achievement deficiencies, then the sanction of probation, suspension or dismissal is removed. Students who are no longer suspended or dismissed may continue to progress in the program in the semester following the conclusion of the grade appeal process.

If a student is placed on suspension or dismissed, and the student believes there were errors in facts considered by their program or would like to explain extenuating circumstances affecting their academic performance, the student may appeal the suspension or dismissal.

If a suspended or dismissed student believes both that 1) their final grade was determined in an arbitrary, capricious or prejudicial manner, and 2) there are errors in the facts considered by their program or extenuating circumstances, then the student must first follow the Procedure to Appeal a Final Grade (<http://catalog.qu.edu/university-policies/procedure-appeal-final-grade/>). If after the conclusion of the grade appeal process the suspension or dismissal still stands, then the student may proceed with appealing the suspension or dismissal.

## Appeals Process

1. If the student's program has a student handbook or other document outlining a departmental level appeals process, the student should appeal the suspension or dismissal by following the guidelines outlined in their program's student handbook or document. Appeals at the departmental level must be submitted in writing within five business days of the student being sent via email a suspension or dismissal notice from their program. The appeals hearing date/time will be determined by the department based upon programmatic guidelines and the student will have the opportunity to attend if the student chooses. Students are responsible for checking their Quinnipiac email account even during examination and vacation periods. Excuses for not checking the mailbox, email account, or delays in mail delivery are not acceptable reasons for postponement

of any deadline in the process. Following the departmental hearing, if the suspension or dismissal still stands, the student may appeal the sanction to the dean of their school.

2. If the student's program does not have a student handbook or other document outlining a departmental level appeals process, the student should appeal the suspension or dismissal directly to the dean of their school.
3. Appeals to the dean must be submitted in writing within five days of the receipt of the final decision from the department. Appeals to the dean should be based on errors in the facts considered by their program or extenuating circumstances. Upon hearing the appeal, the dean may decide to:
  - a. Concur with the program's initial decision. In this case the initial decision is final.
  - b. Send the matter back to be reconsidered by the program.
  - c. Change the sanctions decided by the program by decreasing or increasing the sanctions. In this case the dean's decision is final.
4. If the decision is upheld and the student is dismissed, the student is encouraged to contact the Office of Career Development (<http://catalog.qu.edu/general-information/student-resources-services/career-development/>) in their school to discuss alternative programs and career paths. After a period of at least one year, dismissed students who have demonstrated academic achievement elsewhere may file a new application for admission to Quinnipiac. Permission to reapply does not guarantee readmission to Quinnipiac or to the program from which the student was dismissed.
5. No parents, family members, attorneys or any other third parties are permitted to attend or participate in any academic hearing.