

CENTER FOR THE STUDY OF HIGHER EDUCATION

Criteria for Satisfactory Academic Progress

The following policies apply to all Higher Education MA and PhD Students:

1. At least one of the three core courses (601, 617, and 650-Finance/696c-College Access) should be successfully completed by the end of the first year of enrollment in the graduate program. Failure to do so, unless required courses were unavailable, will result in faculty review of the student's progress and possible dismissal from the program¹.
2. "Successful completion" means that no incomplete grades are outstanding, that the student has earned no grade below B in the core or required courses, and that the student has not withdrawn with a failing grade from any course. A C or below in any core or required course will result in faculty review of the student's progress. Two or more Cs may result in dismissal from the program.
3. Failure to remove incomplete grades within one academic year (or within the time allowed under an extension approved by the Graduate College) will result in the grades becoming "E"s and will be regarded as a lack of satisfactory academic progress.
4. Earning a WF or a grade below B in any two courses taken as part of a graduate student's program of study, or a question of academic misconduct, will invoke a faculty review of the student's academic progress and possible dismissal from the program. Because funding is contingent on making satisfactory academic progress, it is likely to be revoked under such circumstances. Continuation or reinstatement of funding will depend on the outcome of subsequent faculty reviews and the availability of funds.
5. Academic misconduct (i.e., plagiarizing, cheating) may result in dismissal from the program.
6. To be regarded in good academic standing and making adequate progress, the MA thesis or comprehensive exams must be passed by the end of two calendar years after initial enrollment as a graduate student in the program (not including non-degree) unless a student obtains an approved Leave of Absence.
7. Students who fail their comprehensive or oral exams may repeat their exam once if the committee determines that the result was a marginal pass/fail.
8. Faculty will annually review students' progress and notify individuals who fail to make satisfactory academic progress. Students who fail to make satisfactory academic progress are subject to dismissal from the program. Dismissed students will receive a written notification that explains the reason(s) for their dismissal. Students will have the opportunity to appeal their decision by providing a detailed letter to the faculty that explains a) any unusual circumstances for their lack of satisfactory progress and b) a timeline of steps that will be taken to ensure success

¹ Students who are dismissed from the program will be converted to non-degree status.

- in the program. The appeal letter to the faculty must be received within three weeks from the date of the written notification. Any appeals after three weeks will not be considered. Faculty will inform students of the appeal decision within two weeks from the date that the letter is received.
9. Dismissed students who have successfully appealed will be closely monitored. Failure to make academic progress a second time or failure to abide by the timeline of steps in their appeal letter will result in dismissal from the program without a second opportunity to appeal.
 10. Students who were dismissed from the program and who earned a 3.0 cumulative GPA may apply for readmission to the program only after a period of at least one year has transpired. Such applications will be evaluated in a manner consistent with the review of all other candidates during the application period.

The following policies apply to Higher Education PhD Students ONLY:

1. For doctoral students to be considered in good academic standing and making adequate progress, comprehensive and oral exams must be passed by the end of six semesters in the program, unless a student obtains an approved Leave of Absence.
2. To be considered in good standing, doctoral students must successfully complete Research Design (602) with a B or better in order to proceed with the dissertation.
3. Doctoral students who earn a C or below in Research Design must retake the course the next time HED 602 is offered (usually the following year) unless the student obtains an approved waiver from the advisor and Director. HED 602 is not repeatable for credit. Students who earn a C or below in both Research Design classes are subject to dismissal from the doctoral program.
4. To be considered in good standing, successful completion of Research Design and the dissertation proposal should occur no later than the end of the semester following the successful completion of comprehensive exams.
5. Successful completion of the final dissertation defense should occur within the timeframe identified on the dissertation proposal defense. Failure to maintain the timeline identified on the proposal defense form will invoke a faculty review of the student's academic progress and possible dismissal from the program.
6. Doctoral students have no more than 7 years to complete their degree after initial enrollment as a graduate student in the program unless a student takes an approved leave of absence or a petition is approved by the advisor and Director.