

UCI - Close as I found  
to "Academic Probation"

## VI. ACADEMIC STANDARDS FOR STUDENTS

### A. *Progress Toward Degree*

#### 1. Satisfactory Progress

A graduate student is expected to maintain satisfactory progress toward an approved academic objective as defined by the faculty of the program, and in accordance with policies of the Graduate Council and the University. It is important that the academic record of the student be assessed each quarter to confirm satisfactory progress. The academic unit should inform the Graduate Division by contacting the Enrolled Student Affairs Officer, A. Anderson, (Ext. 41244) of any action taken with regard to a student's academic record, and should provide copies of any related correspondence between the department/program and the student.

Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. Criteria for determining satisfactory progress toward degree is outlined below. Student records should be reviewed with special attention to the following criteria:

- **GPA** - the student must maintain at least a 3.0 cumulative grade point average.
- **Normal Time to Degree** – the student must advance to candidacy and complete the degree within the limitations established by UCI's Graduate Council (March 2004). A student exceeding the maximal time to degree shall be deemed not to be making satisfactory progress toward their degree; moreover, they shall not be eligible to receive University resources (e.g., financial aid, TA-ships, housing, etc.). Normal Time to Degree for each graduate program is listed in the *General Catalogue* and on the Graduate Division website
- **Grade Reports** - all I, W, or NR grades should be reviewed and appropriate action taken as needed.
- **P/NP** - no courses graded "Pass" are to be included as part of the advanced degree program, nor are they to be considered as satisfying academic criteria for University-administered fellowships and academic appointments/employment.
- **Enrollment Units** - students must be enrolled for at least 12 graduate or upper-division units of credit each quarter, including credit for supervised teaching and research, unless part-time status or an academic leave of absence has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment in eight (8) or fewer units of credit toward the degree is expected each quarter.
- **Distribution of units** - the number of upper-division and graduate-level units of credit completed toward degree requirements each quarter should be at least eight and no more than 16 units, unless an exception has been approved..
- **Residency** - time in residence prior to advancement to candidacy for the Ph.D. or professional doctorate degree should be within acceptable limits (ordinarily, no more than four years).

#### 2. Unsatisfactory Progress

A graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment, fellowship support or other awards.

##### a. Criteria for Determining Unsatisfactory Progress

- An overall grade point average below 3.0; or

- A grade point average below 3.0 in two successive quarters; or
- Fewer than 24 units completed and applicable toward the advanced degree requirements in the last three quarters; or
- Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program; or
- Failure to pass a required examination in two attempts; or
- Failure to progress academically within the Normal Time to Degree framework specified for the student's graduate program; or
- The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

**NOTE:** Unsatisfactory academic progress may be determined on the basis of explicit requirements such as those outlined above. However, the professional judgment of the faculty, upon review of all graduate work undertaken by the student, is paramount, and the faculty of a particular academic unit may establish more restrictive criteria for satisfactory academic progress.

b. Notice of Unsatisfactory Progress

It is very important to give students an early warning of potentially unsatisfactory progress. Faculty advisors must be direct and clearly communicate orally and in writing with students demonstrating academic difficulties at the earliest possible time, and must keep a written record of all such communications. Notices of potential unsatisfactory progress must be sent in writing to the student; a copy must also be retained in the academic unit files and another copy sent to the Graduate Dean (120 Aldrich Hall). **The written communication must include specific details on areas that require improvement, provide an outline and a timeline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement.** The purpose of the notice of potential unsatisfactory progress is to provide the student with a period of time (usually at least one academic quarter) in which to make the necessary improvement in their academic status, and successfully complete their graduate study.

If requested by the academic unit to do so, the Graduate Dean will also send a notice of potential unsatisfactory progress to the student.

3. Academic Disqualification (Amended by Graduate Council 10/27/2011)

After consultation with the student's academic unit faculty, the Graduate Dean may disqualify a student because of unsatisfactory academic progress as determined by any of the factors noted in this section. Graduate students who fail to make satisfactory academic progress must be officially disqualified from the university in writing by UCI's Graduate Dean after consultation with the student's academic unit faculty. However, in those cases where the student and the academic unit mutually agree that the student will terminate their status as a graduate student (e.g., a decision to end graduate study with a Master's Degree or a decision to withdraw from graduate study for other reasons), then the academic unit and/or student may independently notify the other of this mutual agreement. In all such cases, the Graduate Division must receive a copy of this documentation between the department and graduate student. (120 Administration, Attention: Enrolled Student Affairs Officer, Andrea Anderson).

Upon written recommendation of academic disqualification to the Graduate Dean from the program faculty, the student's academic record is reviewed carefully by the Graduate Dean in

consultation with the student's faculty graduate advisor. The student shall have the right to present his/her case to the Graduate Dean in writing during the review phase. Issues pertaining to judgments potentially based on non-academic criteria, and/or any specific mitigating circumstances affecting academic performance would be addressed with the student at this stage. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's unsatisfactory record, the Graduate Dean notifies the student in writing of the intent to disqualify. The notification will state that the student has 30 calendar days to appeal the decision based on criteria explicitly stated in the notification. Student appeals will be considered only if based upon specific criteria as follows: (1) procedural error; (2) apparent personal bias; or (3) discrimination on the basis of race, gender, or handicap not pertaining to required academic performance. Students are also given the option of withdrawing from their program, which results in a "W" on their transcript, rather than a disqualification notation.

a. *Due Process Requirements*

To ensure that a decision to disqualify a student from an academic program is just, certain basic "due process" requirements must be met:

1. Departmental and program policies must be clearly stated in writing, and a copy provided to all students in the program upon acceptance into the graduate program or within the first few weeks of the student's first quarter of enrollment in classes.
2. Information on University and campus policies affecting graduate students must be provided to all students in the program. Most of these can be found on the UCI Website and the *UCI General Catalogue*.
3. Academic standards must be uniformly applied.
4. Modification of a program's policies undertaken to improve its offerings or to exercise its educational responsibilities must be submitted to the Graduate Council for approval in accordance with Academic Senate policy.
5. Students must be promptly informed of any such modifications as described above, and should be allowed, whenever appropriate and feasible, to complete work under standards operative at the time of their initial enrollment in the program. Academic units should contact Graduate Division Student Affairs Officer Andrea Anderson, (Ext. 41244) to determine the appropriateness of requiring enrolled students to meet new standards.
6. Grades must accurately reflect a student's performance in each course, including research units.
7. An attempt must be made to discover if a student lacks the academic qualifications to complete a degree program as early as possible in the student's academic career.
8. The student must be given early written notice of potentially unsatisfactory academic progress and a specific period of time in which to correct all deficiencies. The written notice must also state the outcome should the student fail to correct the deficiencies by the stated deadline(s).

b. *Student Appeals*