



EAST TENNESSEE STATE
UNIVERSITY

Graduate School Retention Standards Policy

Responsible Official: Provost

Responsible Office: Graduate School, College of
Graduate and Continuing Studies

Policy Purpose

The purpose of this policy is to provide the retention standards for graduate students.

Policy Statement

I. Academic Good Standing.

To remain in academic good standing, a graduate student (degree or non-degree seeking) must maintain an overall grade point average of 3.0 (B) or better on all graduate work attempted. In order to graduate, students must have a minimum 3.0 grade point average overall and in the program of study. Some programs may have additional requirements to remain in good academic standing or for graduation.

II. Academic Probation.

When a student's cumulative grade point average falls below 3.0, the Dean of the Graduate School will, after consultation with the program, place the student on academic probation.

If the student does not achieve a 3.0 cumulative grade point average at the conclusion of one probationary semester, the Dean of the Graduate School and appropriate college/department/program officials will determine whether the student should be dismissed from graduate study at ETSU or continue on probation. Students whose performance results in a GPA so far below 3.0 as to make it mathematically impossible to attain an overall GPA of 3.0 after one semester of probation may be subject to immediate dismissal without a probationary term.

No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester, a student will be dismissed from graduate study if their cumulative grade point average is still below at 3.0. A student will be removed from probationary status upon attaining a cumulative 3.0 grade point average.

When an “I” converts to an “F” after one calendar year, the GPA is adjusted retroactively; consequently, a student may be subject to dismissal without a probationary term.

III. Dismissal.

Students may be dismissed from the Graduate School for academic or research misconduct, serious professional misconduct or ethical violations, failure to meet conditions of admission, failure to meet a requirement of the program, or for exceeding the allowed number of probationary semesters. A program may recommend dismissal to the Dean of the Graduate School for student breaches of professional conduct or ethics as stated in program handbooks or other documents, academic or research misconduct, or failing to meet program requirements stated in program handbooks.

IV. Reinstatement.

Students who have been dismissed from the Graduate School for academic reasons and wish to be reinstated must send a written request for reinstatement to the chair of the department or program. The request must include the reasons why reinstatement should be considered.

The department will review the request for reinstatement and make a recommendation to the Dean of the Graduate School. If the request is denied at the department level, the student may send a written appeal to the Dean the Graduate School. The Dean Graduate School will make the final decision in accordance with policies established by the Graduate Council.

V. Incomplete Grades.

A grade of “I” (incomplete) indicates that a student was passing the course at the end of the semester, but due to circumstances beyond the student’s control, was unable to complete the course requirement. It also indicates that the student has received consent from the instructor to complete the work for which an “I” is assigned. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An “I” grade must be removed no later than one calendar year from the time the grade is awarded. Time extension requests for removal of “I” grades must be submitted to and approved by the Dean of the Graduate School before the allotted time expires. An “I” grade not removed under the guidelines noted above will be converted to an “F.” When an “I” grade converts to an “F” after one calendar year, the GPA is adjusted retroactively; consequently, a student may be subject to dismissal without a probationary term. A student cannot withdraw from or drop a course after a grade of “I” has been assigned or after one year has elapsed. To remove an “I” grade, the student must complete the work independently and must not register for the course a second time or attend the same course at a later time in order to complete the course requirements.

VI. Repeating a Course.

If a student chooses to repeat a course, all grades earned are computed in the grade point average pursuant to the Graduate School Policy on Calculation of Graduate GPA. The grade earned on the repeat does not replace the original.

VII. Class Attendance.

All students are required to follow the ETSU Attendance Policy, as well as department and college attendance policies. Departmental class absence policy is subject to approval by the dean of the school/college.

At the beginning of the course, each faculty member must provide a written statement governing attendance policy (including laboratory/clinical sessions where applicable) for the course so that all students may be fully informed of their attendance responsibilities, including penalties that may be imposed for failing to meet those responsibilities.

If a student is not in attendance during the class meeting in which the class attendance policy is discussed, it is the student's responsibility to ascertain the policy in that class.

Authority: Authority: Focus Act, Tenn. Code Ann. § 49-8-203, et. seq.

Defined Terms

N/A

Policy History

Effective Date: 03/24/2017

Revision Date: 01/2020

06/30/2021

Procedures

The procedures related to academic probation, dismissal, reinstatement, and change of program are as follows:

I. Academic Probation.

The procedure for review and notification of academic probation is as follows:

- A. After final grades have been posted each term, the Graduate School will run grade reports and identify students whose grade point averages fall below a 3.0.
- B. Graduate specialists will consult graduate coordinators with the names of students in the respective program with GPAs below 3.0 regarding probation.
- C. Graduate specialists will advise the Dean of the Graduate School of the program's recommendation for each student.
- D. Pursuant to this policy, the Dean will make the final determination to place a student on academic probation and notifies the Registrar.
- E. The Graduate School will notify the student in writing of their academic probation.

II. Dismissal.

The procedure for review and notification of dismissal is as follows:

- A. Dismissal due to Grade Point Average.
 - 1. After final grades have been posted each term, the Graduate School will run grade reports and identify students who were previously placed on probation whose grade point averages fall below a 3.0.
 - 2. Graduate specialists will consult with the graduate coordinators with the names of students in the respective program with GPAs below 3.0, previous semesters of probation (if applicable) regarding dismissal.
 - 3. Graduate specialists will advise the Dean of the Graduate School of the program's recommendation for each student. Pursuant to this policy, the Dean makes the final determination to dismiss the student and notifies Registrar.
 - 4. The Graduate School will notify the student in writing of their dismissal.
 - 5. The Graduate School will notify the Registrar of the dismissal and the reason for it.
- B. Dismissal due to Misconduct.
 - 1. The program makes a recommendation for dismissal to the Dean of the Graduate School pursuant to this policy for student breaches of professional

conduct or ethics as stated in program handbooks or other documents, academic or research misconduct, or failure to meet program requirements stated in program handbooks.

2. The Dean will review the recommendation and make a determination on dismissal.
3. The Graduate School notifies the student in writing of their dismissal.
4. The Graduate School notifies the Registrar of the dismissal and the reason for it.

III. Reinstatement.

The procedures for requesting, the review of, and notification of reinstatement is as follows:

- A. The student submits a written request for reinstatement to the chair of the department or program.
- B. The department will review the request for reinstatement and make a recommendation to the Dean of the Graduate School.
- C. The Dean of the Graduate School will make a determination on reinstatement.
- D. The Graduate School will notify the student and the Registrar in writing of the decision.

Procedure History

Effective Date: 1/20/2020

Revision Date: 06/30/2021

Related Form(s)

[Change in DegreeWorks](#)

[Change in Program, Option, Concentration, Catalog](#)

Scope and Applicability

Primary: Academic

Secondary: Students

