

Graduate Student Probation Policy #35-04 (2024)

Policy Title: Graduate Student Probation Policy

Policy Type: Administrative

Policy Number: Graduate Studies Policy #35-04 (2024)

Approved: 05/02/2024

Responsible Office: School of Graduate Studies and Research

Responsible Executive: Office of the Provost and Vice President for Academic Affairs

Applies to: Graduate Students

POLICY STATEMENT:

This policy establishes the policy for probationary status for graduate students who fail to make the minimum grade requirements.

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DEFINITIONS:

Academic probation: failure to maintain a cumulative grade point average of 3.0.

Graduate Council: The Graduate Council is responsible for academic matters pertaining to graduate education at Norfolk State University. Thus, the Council is responsible for establishing and recommending policies, regulations, and procedures for graduate degree programs. It aims to ensure the effective coordination of graduate programs and the maintenance of high-quality graduate education.

CONTACTS:

The Dean of the School of Graduate Studies and Research officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research.

STAKEHOLDERS: Graduate Council, Graduate Faculty, Graduate Students

GRADUATE STUDENT PROBATION POLICY

A cumulative grade point average (GPA) of 3.00 (“B”), from semester to semester, is required to maintain good academic standing as a graduate student and meet the requirements for a graduate degree.

Any student who fails to maintain a 3.00 GPA will be automatically placed in probationary status and must, within the next 12 credit hours (including mini-terms), elevate their GPA to 3.00 in order to remain in the graduate program.

Grades in all courses taken as a graduate student are used in determining whether a student has met the GPA of 3.00 (“B”) requirement to remain in good academic standing. Students whose GPA falls substantially below 3.0 may be suspended or dismissed (see table below), based on guidelines established by the academic program and approved by the Graduate Council.

A student who believes the probation or suspension was due to an error in a grade assigned should follow the Grade Appeal Process listed in the Graduate Catalog.

Probation and Suspension Thresholds for Graduate Students who have completed at least 6 graduate semester hours at NSU.

| Cumulative GPA in Graduate Courses at NSU | Good Academic Standing | Academic Probation | Academic Suspension (For 1 year) | Dismissal (For 4 years) |
|--|-------------------------------|---------------------------|---|--------------------------------|
| 3.0 and above | Automatic | | | |
| 2.60 - 2.99 | | Automatic | | |
| 2.0 - 2.59 | | Automatic | Possible | |
| Below 2.0 | | | Automatic | Possible |

Students who have been suspended for a year, upon re-admission, will be advised by their Graduate Program Coordinator/Director (GPC/GPD) on how to improve their GPA. They will be required to do so within the next completed 12 credit hours. The GPC/GPD will inform the student of the courses required to be repeated to improve their GPA.

Students who have been dismissed from their program and wish to return will be required to submit an application for admission as a new graduate student. All prior grades will be suppressed.

PUBLICATION:

1. Communicate the policy in writing, electronically or otherwise to the University Community including Deans, Department Chairs, Graduate Council, and Graduate Students.
2. Submit the policy to the President’s Office for inclusion in the online Policy Library within 14 days upon approval;
3. Post the policy in the Graduate Catalog which will be posted on the Graduate School’s website.

4. Educate and train all stakeholders and appropriate audiences on the policy content as necessary including new students at New Student Orientation for Graduate Students.

REVIEW SCHEDULE:

- Next Scheduled Review: 02/01/2027
- Approval by President's Cabinet: 05/02/2024
- Revision History:
- Supersedes: Graduate Catalog policy

RELATED DOCUMENTS:

[Graduate Catalog 2016-2018](#)

FORMS

There are no forms associated with this policy and procedures.