CoB Graduate Student Academic Policies

**Graduate Academic and Professionalism Committee**
The Graduate Academic and Professionalism Committee (GAPC) is appointed annually by the Associate Dean for Graduate and Professional Programs. The GAPC is responsible for issues associated with graduate student academic standing, professional conduct and ethics*, and special requests from students that deviate from normal graduate program operations.

*Pending approval of professional conduct and ethics code

Please note that the Department Chair or their designee serves as the Program Director for all issues associated with graduate students enrolled in stand-alone certificates.

The GAPC generally consists of:
A. Associate Dean for Graduate & Professional Programs
B. One Department Chair/School Director
C. One graduate qualified faculty member that is also a member of Graduate CIT (non-Department Chair)
D. One graduate qualified faculty member (non-Department Chair)
E. Program Director for the student under consideration*
F. For professional conduct violations, a graduate student (not from the same program)

* Please note that three non-voting members of the committee include: Senior Director, Instructional Operations, Technology, and Learner Success; Financial and Operations Officer; and Student Success Coordinator.

**Standards of Work**
For a complete list of academic policies, please see the Graduate Catalog [http://www.catalogs.ohio.edu/index.php?catoid=41](http://www.catalogs.ohio.edu/index.php?catoid=41)

- Students must maintain a cumulative GPA of 3.0 (on a 4.0 scale) in their program of study across the duration of their program. A student earning less than 3.0 in their program of study will be placed on academic probation the following academic term (this includes summer sessions for which you enroll). If the student achieves a cumulative 3.0 GPA in their program of study after the following term, he or she will be removed from probation. If the student’s cumulative GPA is still below 3.0 at the end of the next term, the student’s status will be reviewed by the Graduate Academic and Professionalism Committee A student on academic probation who does not demonstrate satisfactory progress towards the minimum 3.0 GPA will be dismissed from the program.

- Ohio University College of Business policy states that no graduate-level degree will be conferred for a student whose cumulative graduate GPA in their program of study is lower than 3.0.

- Ohio University graduate students must earn a minimum of a C (2.0 grade points) for any single course to count toward graduation credit. Students receiving a grade less than C in any course will be dismissed. Retaking a course is generally not allowed, although the Graduate
Academic and Professionalism Committee does have discretion to allow a retake if meaningful hardship during the term can be substantiated by the student. It should be noted that, in the rare case that a student is permitted to retake the course, the original grade will remain on the student’s transcript (along with the new grade) and both of these grades will be used in the student’s cumulative GPA calculation.

**Appeal Process**
Students may appeal dismissals within 30 days of their dismissal letter. Students will submit letters of appeal to the College of Business Student Success Coordinator will be reviewed by the Graduate Academic and Professionalism Committee. The decision will then be communicated to students.

**Readmission for Dismissed Students**
Students academically dismissed from a graduate program may reapply for admission to the program one year from the time in which they were dismissed. The appropriate program director will review the application in consultation with the Graduate Academic and Professionalism Committee to determine if the student’s circumstances have changed and there is a strong likelihood that the student can successfully complete the program.

**Leave of Absence Policy**
It is not conducive to the learning community for students to leave a graduate program once they start. Students are not normally permitted to leave the program and return as part of a new cohort.

On the rare occasion that an enrolled student does not expect to make progress toward their degree for a period of time due to extenuating personal, medical or professional reasons, a written request for a leave of absence must be submitted to the program director for approval. The request should include a description of the reason for requesting the leave and a plan for return to the program. The request will be reviewed by the Graduate Academic and Professionalism Committee and the decision will be provided to the student in writing.

Students on an approved leave will be responsible for contacting the program director to make plans for reentry. In the case of program changes during the leave, the student may be required to take additional courses, retake courses, or attend additional residencies to satisfy the program requirements. Upon reentry, current tuition and fee rates will be applicable.

Students should also be aware of the leave guidelines set forth by the Graduate College available in the Graduate Catalog found at the following link:
http://www.catalogs.ohio.edu/content.php?catoid=41&navoid=2622#leav_of_abse_poli