

Policy on maintaining status in CNSM Graduate Programs

24 November 2003; Revised 9 February 2004, 10 May 2007 and 15 May 2007

The UAF faculty and Graduate School expect that graduate students are presented every opportunity to prosper in their graduate experience. To that end there are certain obligations for all parties: student, faculty, and administration. A student's primary obligation is to maintain good academic standing. Failure to do so can lead to probation or dismissal from graduate study. Policies herein are based upon established UA and UAF policies, but can contain additional requirements at the CNSM and/or departmental level.

1. Good Standing related to Academic Standards

Within CNSM the requirements for good academic standing are:

1. Maintain a cumulative GPA of 3.0 in courses associated with the degree listed on the approved Graduate Study Plan or Advancement to Candidacy form. Before advancing to candidacy, a cumulative GPA of 3.0 is required based on all courses taken since admission to graduate study. The student must earn at least a grade of B in 400- level courses.
2. Be registered at UAF, for at least one credit each semester, with an exception for part time students in specialized engineering programs. A leave of absence may be obtained via the Graduate School. If the leave of absence is requested, original is filed with the Graduate School and copies must go to the Dean, CNSM and the department file. International students must also be in compliance with the UAF Policy for International Student.
3. Adhere to the Student Code of Conduct.
4. Have a graduate academic advisor (mentor) and a graduate advisory committee no later than the end of the second academic semester, as per explicit requirements of individual departments. The graduate advisor is usually the committee chair. The graduate student is responsible for seeking out and gaining acceptance by a graduate advisor and for the formation of a graduate advisory committee. Approval of the department chair and the college dean are then required. Any additional requirements of individual departments and programs must be met. By the end of the second semester (May 1st) the form, "Appointment of Graduate Advisory Committee" must be submitted to the Graduate School, with copies to the Dean, CNSM and the department file.
5. Have an approved Graduate Study Plan by the end of the second academic semester (as per departmental requirements). No later than the end of the second semester (May 1st), the Graduate Study Plan must be submitted to the Graduate School, with copies to the Dean, CNSM and the department file. Upon completion of all course requirements for the degree, an approved Advancement to Candidacy may be submitted to the Graduate School, with copies to the Dean, CNSM and the department file. The advance to candidacy form must be submitted before the semester of planned graduation.

6. Have completed by May 15th of each year an Annual Report of Progress, with a copy placed in the departmental file and the original submitted to the Graduate School. This is the responsibility of the academic advisor and the advisory committee. Students starting in January need not submit an annual report until May 1st of the next academic year. If a satisfactory annual report is not filed, the student may be placed on probation.

7. Pass all required qualifying and/or comprehensive examinations, as per explicit in departmental policies. It is the responsibility of the academic advisor to submit the "Report of Examination" to the Graduate School, with copies to the Dean, CNSM, the department file, and the student within 15 days of the examination.

2. Probation in CNSM Graduate Degree Programs

Probationary status indicates that the student is not in good standing. When a student is placed on probation, the dean of CNSM and the advisory committee will notify the student of requirements to be met before the student may be returned to good standing. If a student does not return to good standing by the end of two semesters, the student may be dismissed from the degree program.

3. Dismissal from CNSM Graduate Programs

In the event that a student does not maintain good standing through inadequate academic or other performance, the Dean of CNSM can place the student on academic probation or proceed to dismissal. Failure by the student to remove the condition(s) leading to probation will result in dismissal from further studies within the approved UAF degree program.

The UAF policy on dismissal from graduate study states: "If recommended by the department chair, the graduate advisory committee, and the dean of the college or school, and approved by the Dean of the Graduate School, a student will be dismissed because of unsatisfactory performance." Within CNSM, it is policy that "Upon recommendation by the chair of the graduate advisory committee and the departmental chair to the CNSM dean, a student will be placed on probation or dismissed because of unsatisfactory performance." Probationary status is not good academic standing but may be used by CNSM departments in special circumstances (see 2).

Collectively, unsatisfactory performance is deemed as:

1. Failure to secure a graduate academic advisor (mentor) and a graduate advisory committee, per paragraph 1.4 above.
2. Lack of satisfactory progress as judged by the student's graduate advisory committee. This may be established by either 1) less than 3.0 GPA per paragraph 1.1 above, or 2) insufficient progress in research or thesis preparation as documented in writing by the advisory committee to the student, or 3) both 1) and 2) of this paragraph.

3. Exceeding the maximum time requirement for a degree; 7 years for the Masters and 10 for the Ph.D.
4. More than two semesters of probationary status.
5. An established violation of the Student Code of Conduct.
6. Not being registered at UAF (for a minimum of 6 credits per year).
7. Substantive inaccuracies in student's application for admission.

3. Appeal of Academic Decisions

Students wanting to appeal an academic decision (e.g., dismissal) may appeal up to the beginning of the next regular semester. To appeal academic decisions, the student should first address the person who made the decision (Dean of CNSM). If the issue is not resolved to the students' satisfaction, the student should use UAF's formal Appeal Procedure. A student can get advice and answers to questions about the process from the Dean of Student Services. Formal appeals must be made in writing. In the written statement, the student should explain what they wish to appeal, why they are appealing, and how they have previously attempted to resolve the issue. Grades can be appealed using the UAF Grade Appeal Policy and Procedures.