

# Masters Regulations and Procedures

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## Academic Standing

### Academic Probation

Whenever the Cumulative Grade Point Average (CGPA) of a student who has graduate status falls below 3.0, and/or the student earns a U (Unsatisfactory) or F (Failure) grade in graduate milestones or thesis coursework, the student will be placed on academic probation.

A student who receives a U (Unsatisfactory) or F (Failure) grade in graduate milestone or thesis coursework will be required to complete an improvement plan to meet graduate milestones or thesis requirements during the subsequent semester. The student must earn an S (satisfactory) or P (Pass) grade in the subsequent semester to be removed from probation status.

### Academic Dismissal

Students will be dismissed from their graduate program whenever any of the following conditions occur:

- Students on conditional status fail to satisfy the conditions of their admission.
- A final grade of less than B is earned in any undergraduate course required in the graduate program as a condition of admission.
- A final grade of less than B is received in any three graduate courses.
- A final grade of U has been received for any two graduate courses.
- A final grade of F has been received for any two graduate courses.
- A final grade of F is received in any course worth 6 credit hours or more.
- The cumulative grade point average has not been raised to at least 3.0 within the first twelve graduate hours attempted after the semester/term in which the student is placed on academic probation.

Academic dismissal is entered on the student's permanent record.

To appeal academic dismissal, the student must submit a petition in writing detailing the existence of any exceptional, mitigating circumstances to the Chair of the academic department with responsibility for overseeing the graduate program or their designee within 30 days of the receipt of the dismissal notice. The College Dean and/or Department Chair or designee will provide his/her decision to uphold the dismissal or recommend a dismissal reversal and notify, in writing, the Senior Vice President for Academic Affairs and Provost or designee, who will review the case and make a final determination of the action to be taken. Such action will be carried out in a timely manner not to exceed 30 days following receipt of the petition by the Senior Vice President for Academic Affairs and Provost or designee. If confirmed, academic dismissal is final.

Students may appeal their academic dismissal from the University only once.

### Dismissal for Cause

The University reserves the right to dismiss a student at any time and without further reason, if the student exhibits the following undesirable conduct:

- Actions that pose a risk to the health, safety, or property of members of the University community, including, but not limited to, other students, faculty, staff, administrative officers, or the student himself/herself.
- Conduct that disrupts the educational process of the University.
- Any other just cause.

## Loss of Master's Status and Readmission

Under certain circumstances (other than graduation), a masters student may lose graduate status and will no longer be considered a student at Embry-Riddle. This can occur when:

- A student voluntarily withdraws from the University.
- A student is dismissed from the University and the dismissal becomes final.
- A student fails to meet the requirement for continuous enrollment. This occurs when a student does not enroll in at least one term in a two-year period.
- A student does not complete the degree requirements of a master's program within seven years of starting the graduate program.
- A student completes a master's program.

Students who fail to maintain continuous enrollment for any reason are required to apply for readmission under the catalog in effect at that time.