

**LEHMAN COLLEGE  
OF THE  
CITY UNIVERSITY OF NEW YORK**

**OFFICE OF GRADUATE STUDIES**

**GRADUATE PROGRAMS & POLICIES CHANGE**

1. **Type of Change:** Update Policy and Procedure

2. **From:**

**[ LOW GRADE POINT AVERAGE**

Graduate students whose cumulative Grade Point Average (G.P.A.) falls below 3.0 will be placed on academic probation. Students on academic probation have one semester in which to raise their G.P.A. to 3.0. During this probationary period, students who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. Any student whose G.P.A. remains below 3.0 at the end of the probationary period will be dropped from the College. To be allowed to continue, graduate students dropped from the College following a semester of probation must file a successful appeal with the Graduate Studies Committee. Graduate students with 9 or more graduate credits completed, and whose G.P.A. falls to 2.50 or lower (2.70 or lower in some programs), can continue in their graduate program only upon successful appeal to the Graduate Studies Committee. Such appeals must be accompanied by a letter of support from the academic department. ]

3. **To:**

**GOOD ACADEMIC STANDING AND PROBATION**

All graduates students, regardless of matriculation status, are expected to make appropriate academic progress and maintain a 3.0 (B) cumulative average or better in their courses. Grades of B-, C+, and C, while considered meeting course completion requirements, are considered marginal progress outcomes. Students earning a marginal progress grade in selected courses may be required to repeat and achieve a satisfactory progress grade in these select courses to continue in the program of study. (See specific program course descriptions for requirement details.) Students may also be asked by their academic adviser to take fewer courses until the GPA is improved.

Matriculated and non-matriculated students in special funded programs need to contact the program coordinators for details regarding their eligibility and continuation requirements.

Graduate students enrolled in a degree program will be placed on academic probation when the overall GPA falls below 3.0. Students, with 9 or more graduate credits completed, whose G.P.A. falls to or below a 2.50 (2.70 or lower in some programs) will not get granted a probation period. Continuation in the program is granted only upon successful appeal to the Office of Graduate Studies. A letter of support from the academic department must accompany such appeals.

When a student is on academic probation, a probation indicator is placed by the Office of Graduate Studies. The probation indicator prevents the student from registration until appropriate academic advisement takes place. Once an appropriate plan is in place, the Office of Graduate Studies will lift the probation indicator temporarily so that the student may register for the current term. The probationary indicator will be replaced for future registration(s) until the cumulative GPA is raised to 3.0 or above.

A student may be on probation only once during their course of study. A probationary period consists of up to three registered academic terms; the semester in which low grades were earned and the following two semesters of enrollment. A graduate student placed on probation must raise their GPA to 3.0 or above during the next two semesters of enrollment and must take courses that satisfy the degree curriculum.

Students on academic probation may not take the comprehensive examination, or submit a thesis unless specific approval is granted by the academic department. Students may not improve their GPA by taking courses outside of the program, unless these courses are approved by the academic department in writing and count toward the degree curriculum. Graduate students on academic probation are not issued a graduate degree or advanced certificate.

### **CONTINUATION AND DISMISSAL**

If the cumulative GPA remains below 3.0 at the end of the probation period, the student will be dismissed from the College. The decision to dismiss is not taken lightly and involves discussion between the academic department and the Office of Graduate Studies. Once a decision to dismiss is made, notification of dismissal is sent by the Office of Graduate Studies. Graduate students who have been dismissed at the end of the probationary period will be allowed to continue in their program only upon successful appeal to the Office of Graduate Studies. The appeal must contain a written letter of support from the program adviser or Chair in the academic department.

**4. Rationale:**

Concise clarification is needed regarding good academic standing, probation, continuation, and dismissal. The current policy "Low Grade Point Average" does not outline all of the instances and details that occur when graduate students are placed on probation. The proposed changes summarize the procedures for: instances of insufficient academic performance; grant programs that may have separate guidelines; the updated registration stops known as "service indicators;" the office responsible for monitoring probation & dismissal; graduation restrictions; curriculum restrictions; and the appeal process for students on probation or who have been dismissed.

**5. Date of Graduate Studies Committee approval: May 2, 2012**