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Guidelines and Procedures for the Removal of a Student from an Academic Program

The following procedures have been developed in an effort to standardize administrative processes associated with the removal of any graduate student from a program. As such, all requests will be handled by the College of Graduate and Professional Studies (CGPS) using the following process, which replaces all informal or ad hoc procedures deployed by the home colleges. Additionally, the process described below is intended to reduce redundancies and uncertainties associated with varying processes that exist across campus.

Step 1. Programs seeking to remove a student from an academic program should consult the dean of CGPS prior to taking any formal action at the department or program level.

Step 2. Following consultation with the dean and if removal is deemed appropriate, the program will inform the student in writing of his or her status. The written notification must clearly indicate that the student is eligible to appeal to the Graduate Council Appeals Committee for an exception pursuant to catalog copy. The notice must clearly indicate that all appeals must be submitted no later than five (5) business days of notification by the department or program to the Assistant Dean of CGPS. Once the student has been informed, the program will forward a brief memorandum to the dean of CGPS from the Department Chairperson and co-signed by the program coordinator outlining the issues or violations and, where applicable, documenting that remediation attempts have been unsuccessful. When and where safety issues are a concern and remediation may not be practical, the specific incident must be documented by a site supervisor, instructor of record or similarly positioned individual with standing. The student's official notification from the program (i.e., intent to remove) should also accompany the memo to CGPS along with any relevant documentation.

Step 3. After five (5) business days, and only if no appeal has been filed (see Step 4), the dean will issue a memo to the student and appropriate offices including Financial Affairs, Registrar, and the academic program of the effective date and action. Students will be removed from the program for the following term, but not the university per se. In these cases, the students will be assigned "Non-degree: Unclassified" status for all future terms and a hold will be placed on the student's account in Banner by CGPS.

Step 4. If an appeal is submitted by the student within five (5) business days, the committee will be charged with reviewing the case as soon as possible and all associated documentation. As outlined in Step 3, the dean will communicate the committee's decision to all parties.