

Department of Justice Studies
Academic Standards for Graduate Students

I. PREAMBLE

The Department of Justice Studies is committed to helping students make timely progress toward their degrees. Students should meet regularly with the Graduate Coordinator for assistance with planning a course of graduate study. The Graduate Coordinator serves as a resource for graduate students.

II. PROBATION

- A. The Department of Justice Studies defers to university guidelines for placing students on academic probation.
- B. A graduate student may be placed on administrative probation by the Chair of the Department of Justice Studies (after consultation with the coordinator of Graduate Studies and the student's advisor) for failure to progress toward the stated degree objective or other program objective, including:
 - 1. Failure to advance to candidacy within 2 years of beginning the program.
 - 2. Failure to defend a thesis proposal within 5 years of beginning the program.
 - 3. Failure to complete the program within 6 years of beginning the program.
- C. The student shall be advised of probation status before the drop deadline of the following semester and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed. Notification shall occur in writing by the Chair of the Department of Justice Studies.

The Chair of the Department of Justice Studies shall inform the Office of the Registrar and the College of Graduate Studies Associate Dean when students have been placed on or removed from administrative probationary status so that student records can be updated.

- D. When a student is placed on administrative-academic probation, they must work with the graduate coordinator to develop a plan for remediation, including a timeline for completion. The remediation plan must be approved by the Chair of the Department of Justice Studies, who will send a letter to the student documenting the plan.
- E. Without the approval of the Chair of the Department of Justice Studies, a student cannot be advanced to candidacy if they are on administrative probation.

III. REMOVAL FROM ADMINISTRATIVE PROBATION

- A. The Department of Justice Studies defers to university guidelines for removal from academic probation.
- B. A graduate student may be removed from administrative probation by the Chair of the Department of Justice Studies (after consultation with the coordinator of Graduate Studies and the student's advisor) if they:
 - a. Work with the department chair to gain approval to successfully advance to candidacy within 1 year of being placed on administrative probation for failure to advance to candidacy within 2 years of beginning the program.
 - b. Successfully defend their thesis proposal within 1 year of being placed on administrative probation for failure to defend a thesis proposal within 5 years of beginning the program.
 - c. Successfully complete the program within 1 year of being placed on administrative probation for failure to complete the program within 6 years of beginning the program.

IV. DISQUALIFICATION

- A. The Department of Justice Studies defers to university guidelines for disqualification subsequent to academic probation.
- B. A student who has been placed on administrative probation may be disqualified from further attendance by the Chair of the Department of Justice Studies if:
 - 1. The conditions in the remediation plan (or removal of administrative probation) are not met within the period specified; or
 - 2. The student becomes subject to administrative probation for the same or similar reason for which they have been placed on administrative probation previously, although not currently in such status.

When such action is taken the student shall receive written notification including an explanation of the basis for the action.

- C. In the event that a student fails the thesis defense, the student may repeat the thesis defense once. Failure at the second thesis defense will result in disqualification from the program. The thesis committee will specify the time period and/or conditions of the repeated defense.
- D. Students who are disqualified at the end of an enrollment period should be notified by the Chair of the Department of Justice Studies before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. Such notification should include any conditions that, if met, would result in permission to continue in enrollment.

- E. The Chair of the Department of Justice Studies shall inform the Office of the Registrar and the College of Graduate Studies Associate Dean when students have been placed on or reinstated from administrative disqualification status so that student records can be updated.

V. REINSTATEMENT

If the student is administratively disqualified, they may petition for reinstatement. Reinstatement must be based upon evidence that the causes of previous low achievement have been removed. Reinstatement will be approved only if the student is able to provide compelling evidence of their ability to complete the degree. If the candidate is disqualified a second time, reinstatement will normally not be considered.

Master's students should submit a petition requesting reinstatement to the Chair of the Department of Justice Studies. The petition, along with a recommendation from the student's graduate coordinator, will be forwarded to the reinstatement subcommittee (the Graduate Curriculum Committee). The subcommittee will make recommendations to the Chair of the Department of Justice Studies, who has final authority to approve reinstatement. If the student is approved for reinstatement, the Chair of the Department of Justice Studies will send a letter granting reinstatement that specifies the conditions and time frame for achieving good standing. Students must achieve good standing to advance to candidacy and to be eligible to graduate. The Chair of the Department of Justice Studies shall inform the Office of the Registrar and the College of Graduate Studies Associate Dean when students have been reinstated from administrative probationary status so that student records can be updated.

VI. APPEAL PROCESS

Pursuant to S16-16, a student has a right to appeal an academic probation and/or disqualification. The student has a right to discuss probation or disqualification actions at any time with the University Ombudsperson. Students are referred to S16-16 (Section III page 19) for further details on the appeal process, and consult the Associate Dean of Graduate Studies.

Committee approval pending edit suggestion:

Editorial change reviewed and approved by Jeff Honda. Policy approved 4/3/21