

## **Educational Leadership & Policy Academic Standards Committee Bylaws**

Good academic standing means that a student is making acceptable progress towards a graduate degree and is eligible to register and pursue academic coursework at this university leading to a graduate degree or certificate. All graduate students are expected to remain in good academic standing throughout the entire course of their degree programs.

The ELP Academic Standards Committee will determine whether a student is not in good academic standing, the course of action a student should pursue to be considered in good academic standing and evaluate student compliance with the terms of probation. The Academic Standards Committee will be established annually by a departmental vote and approval of the Chair of the ELP department. It will consist of the one faculty from each area of the Department, one of whom will serve as the committee chair, and ELP department staff (assistant to the chair and/or academic advisor, or equivalent).

An academic review will take place when one or more of the following occurs:

1. A student receives a grade of U, D, or F in any graduate course.
2. A student receives a grade of I in two or more graduate courses.
3. A student's overall program Grade Point Average (GPA) falls below 3.0;
4. A student fails their respective program comprehensive exam or equivalent;
5. A student fails to produce an acceptable dissertation proposal within 18 months after successfully passing their comprehensive exam or equivalent.
6. A student studying for a master's degree who is at risk of failing or fails to satisfy all requirements for the degree within four years of matriculation or by the date of an approved extension, or a student studying for an EdD who is at risk of failing or fails to satisfy all requirements for the degree within four years after matriculation or does not pass the proposal defense within one year after completing other coursework, or a student studying for a doctorate degree who is at risk of failing or fails to satisfy all requirements for the degree within seven years of matriculation or by the date of an approved extension.
7. A student who fails to satisfy all requirements for the degree by the conferral date specified on the Application to Candidacy (ATC) form (Ph.D. only).
8. A student who is exhibiting concerning academic behaviors outside of the above. This can include, but is not limited to, significant changes in performance, failure to rectify incomplete grades, or inconsistent/untimely follow through on communication/expectations with advisor.

It is the responsibility of the faculty advisor to routinely and actively monitor the academic progress of their students. When a student becomes subject to an academic review, the

ASC will confer with the student's advisor. The student and/or their representative will have the opportunity to discuss their case with the Academic Review Board.

If a member of the ASC is the advisor of a student being reviewed and there may be a conflict of interest, then they will be replaced for that student's case by another faculty member from the same Department Area, in consultation with the program coordinator and the department chair.

If it is determined that the student is to be placed on probation, monitoring, or warning, the ASC will set the terms of academic probation. The ASC chair will notify the student in writing of the terms of the probation. If a student does not meet the terms of probation within the period stated by the Academic Standards Committee, the student can be terminated from their degree program, following university policies and guidelines. Appeal may be taken to the committee for purposes of showing extenuating circumstances.

### **University at Buffalo Graduate School Standards for Academic Probation**

Any graduate student who receives a grade of U or F in any course, including lab work or informal credit (e.g., independent study, research, dissertation guidance, etc.); or who indicates a lack of ability as determined by the director of graduate studies or student's academic advisor, must receive an immediate academic review. Upon completion of the academic review, the director of graduate studies may place the student on academic probation.

Any student who is not in good academic standing as defined above or who is otherwise determined to be making unsatisfactory academic progress must be placed on academic probation. A probationary letter must be issued to the student (with a copy to the advisor, if applicable) indicating the conditions that must be met and outlining an appropriate period of time in which to regain good academic standing. The outcome that will result if the conditions are not met must also be included in the probationary letter.

In general, academic review takes place at the end of each fall and spring semesters. After review, the department must issue probation letters (in late-December/early-January for fall, and/or in late-May for spring) to the appropriate students. Probation letters must indicate the terms of the probation and the pathway toward its removal. After the specified period outlined in the probation letter, the student must be sent another letter to either remove the probationary status or issue a second probationary letter with new conditions for regaining good academic standing, or to dismiss the student from the program.

### **Definitions and Additional Information:**

For a full list of The Graduate School policies (e.g., definitions and processes regarding academic dismissal, academic probation, academic standing, reinstatement after dismissal), visit: <https://www.buffalo.edu/grad/succeed/current-students/policy-library.degree-requirements.html#title-1>

The Students' Advocacy program assists students with University-related questions or concerns. If you are having an academic or non-academic issue and are unsure where to go or what to do, our Students' Advocate can assist you in understanding University policy, direct you to the right resource or connect you with the right people on campus. If you are facing a University-related issue, the Students' Advocate is a good place to start.

More information can be found here: <https://www.buffalo.edu/studentlife/who-we-are/departments/conduct/students-advocate.html>

### ***Incomplete Grades***

For all graduate-level courses, an interim grade of incomplete (I) may be assigned if the student has not completed all requirements for the course. A grade of I can be assigned only if the student has a passing average in course requirements already completed and successful completion of unfinished coursework could result in a final grade better than the default grade. The instructor shall provide the student specification, in writing, of the requirements left to be fulfilled. An interim grade of I shall not be assigned to a student who did not complete assignments due to non-attendance in the course.

Assignment of an incomplete grade is at the discretion of the instructor. The instructor must specify a default grade when the I grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. The default grade can be A-, B+, B, B-, C+, C, C-, D, F, S or U.

The default grade shall become the grade of record if the I grade is not replaced by a permanent grade 12 months after the close of the term in which the I was assigned according to the following chart:

<b>Courses Taken in (Semester):</b>	<b>Will default in 12 months on:</b>
Summer	Aug. 31
Fall	Dec. 31
Winter	Jan. 31
Spring	May 31

If an extension to the incomplete timeframe is sought, the above chart indicates the due date for the corresponding Petition for Incomplete Extension form to be filed with the Graduate School.

When assigning an incomplete grade, the instructor may set an earlier deadline for completion of the outstanding course requirements. If an earlier date for completion is set, the instructor shall inform the student thereof in writing.

Any course graded with incomplete that will count toward a graduate degree must be changed to a permanent grade before that degree is conferred. At any time prior to the default date, a student may elect to change the I grade to the default grade using the Grade Retrieval Form.

### ***University at Buffalo Student Grievance Policy and Procedure***

The University at Buffalo Student Grievance Policy and Procedure provide a sequence of steps for the orderly and expeditious resolution of grievances initiated by graduate students. While recognizing and affirming the established principle that academic judgments and determinations are to be reached solely by academic professionals, it is the Graduate School's intention to secure, to the maximum extent feasible, equitable treatment of every party to a dispute. To that end, those who oversee the grievance process are charged to pay heed not only to issues of substantive fairness, but also to issues of procedural integrity.

Definition of Academic Grievance: An Academic Grievance is a formal complaint regarding an academic decision or action, such as a grade, course requirement or program dismissal. An academic grievance shall include, but is not restricted to, a complaint by the graduate student:

- that they have been subjected to a violation, misinterpretation or inequitable application of any of the regulations of the university, the Graduate School, a college or school or department or program; or
- that they have been treated unfairly or inequitably by reason of any act or condition that is contrary to established policy or practice governing or affecting graduate students at the University at Buffalo.

The full outline of the student grievance process can be found here:

<https://www.buffalo.edu/grad/succeed/current-students/policy-library.html>