

Graduate Studies: Academic Standards – Probation, Suspension and Appeal Scholastic Standards

To be in academic good standing and to earn a graduate degree, a student must have a cumulative grade point average (GPA) of at least 3.0. While some courses may be used for graduate credit with a grade of C, courses with grades of D, F, I, and U may not be used for graduate credit. For each graduate program, students may earn a course grade of C up to two times. If a third C is earned in a graduate program, the student may be dismissed from the graduate program.

Graduate Program Holds

The associated Dean of the Division places a hold on the student's registration for two reasons:

Conditional Admission

Dependent upon specific program requirements, the Dean of the Division may provide a conditional admission. In such cases a hold will be placed on next semester registration for GPA review prior to further enrollment.

Academic Warning/Probation

If the student's cumulative GPA falls below 3.0 during program enrollment, the Dean of the associated Division must monitor student grades at the end of each semester until the student returns to good standing. The student must work with the academic advisor to create a plan for success in the associated program.

Dismissal from Graduate Studies

Graduate students may be suspended or dismissed from MSU if they fail to meet the program academic standards.

Graduate Student Appeals

Graduate students who are dismissed from the graduate program should follow the appeal process specific to each graduate program. Once graduate students have exhausted their graduate program appeal process they have the right to appeal to the University. The burden of proof by a preponderance of the evidence is on the graduate student making the appeal.

Should a graduate student choose to appeal, the process for appeal is as follows:

1. ***Provide a typewritten letter of appeal*** detailing the reasons for the academic performance, no later than 4:00 PM on the date indicated on the MSU website under

Academic Standing. The submission date is a hard deadline, non-negotiable and no exceptions will be considered.

2. Email the appeal letter to: MASU.AcademicAffairs@mayvillestate.edu or mail to the Office of Academic Affairs, 330 3rd Street NE, Mayville, ND 58257.
3. If there are any questions concerning this process, please contact the Office of Academic Affairs at (701) 788-4711.

If a student does not exercise their right to appeal the suspension, he or she will be eligible to reapply for admission to the University at the conclusion of at least one calendar year from the date of the suspension or dismissal. A suspended student who returns after completing the suspension time period may be readmitted on probation and is not required to follow the appeal process.

This academic appeal process is NOT associated with the financial aid suspension appeal. Students are to contact the Office of Financial Aid at Financial.Aid@mayvillestate.edu regarding any possible financial disqualification or warning action associated with a financial aid suspension.

Refer to current Academic Standards Committee

Graduate Courses

Courses approved at the 500 level and higher may be taken for graduate credit and used to satisfy course requirements on the student's graduate plan of study. Courses that are considered continuing education, correspondence, extension, or a workshop are not acceptable credit within a graduate program of study.

Courses that a student has used to fulfill the requirements of a baccalaureate degree may not be used on that student's graduate plan of study.

Continuous Enrollment

Students are required to register for at least one graduate level credit each until all degree requirements are completed (including review and approval of thesis, paper, or dissertation). A student may request a Leave of Absence through the program Dean if graduate studies must be interrupted.

Time Limitations

Graduate credit for any course work that is more than seven (7) calendar years old at the time of the final course or examination cannot be used to satisfy a master's degree program.

Transfer of Credit

All graduate credits used to meet the requirements of a master's degree must be approved by the program administrator, and/or the Dean of the associated graduate program. Graduate students may petition (in writing) for a transcript review by the Dean of the associated graduate program if a transfer of graduate credits from another institution is sought. A maximum of 9 semester hours of graduate credit may be transferred to satisfy program or plan of study requirements upon review and approval of program faculty.

Approval for transfer of graduate credits will be based on the following criteria:

- College-level course work from regionally accredited colleges or universities is eligible for acceptance in transfer;
- must carry only grades of A or B on a 4.0 scale;
- must have been earned within a 7-year period at the time of the graduate program completion;
- must be graduate level;
- must not be a continuing education, correspondence, extension, or workshop course;
- must not be internship, individual study, special problem, or research (disquisition) courses, or courses graded Pass/Fail or Satisfactory/Unsatisfactory;
- must not have been used to fulfill the requirements of a baccalaureate degree; and
- must be verified by an official transcript.

It is the responsibility of the student to provide official transcripts of graduate courses taken elsewhere to MSU.

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Sponsor: Vice President for Academic Affairs