

Title:	Effective	Adopted	Revised:
STUDENT PROGRAM DISMISSAL PROCEDURES	Fall 2014		

In June 2014, the Board of Regents of the Nevada System of Higher Education (“NSHE”) adopted Student Program Dismissal Procedures (“SPDP”) which were codified in the NSHE Code (“Code”), Title 2, Chapter 11. Pursuant to SPDP, the University of Nevada, Las Vegas (“UNLV”) Graduate College is permitted to establish its own written policies, procedures, and sanctions for its students that can be used in lieu of the SPDP, so long as the institution and/or individual programs establish written procedures and sanctions for such program dismissals, which are reviewed by the Office of General Counsel and approved by the President of UNLV. In accordance with the authorization granted in the Code, the UNLV Graduate College sets forth the following procedures for dismissing graduate students from their graduate program.

SECTION 1: Definitions.

The term “*academic policies*” is defined as those policies, procedures, and regulations of NSHE, UNLV, Graduate College, department, and/or program.

A “*degree program*” is defined as the student’s approved academic course of study, which outlines the courses the student will complete for their degree in the program the student was admitted into.

A “*department*” is defined as an academic unit housed within a UNLV administrative unit that has and maintains a graduate level programs.

The term “*dismissal/separated*” includes removal from the student’s program along with removal from the Graduate College.

A “*program*” includes, but is not limited to, all graduate programs and certificates, which have special requirements for admission to and/or for progression within that specific course of study. If the program has special requirements for admission or progression, they must be in writing and published on the institution’s website, graduate catalog, or program handbook; or provided in writing to the student upon admission to the graduate program.

A “*student*” is defined as one who is admitted into the Graduate College to pursue an advanced degree in a specific department or program.

SECTION 2: General.

A student may be dismissed/separated from a graduate program for numerous reasons, which may include, but are not limited to, inadequate grades, failure to remain in academic good standing as defined by the graduate program, a lack of professionalism, unethical conduct, failure to comport with professional and/or ethical standards applicable to a particular discipline or graduate program, or failure to comply with other specific graduate program requirements.

Failure to comport with these procedures may result in the student’s loss of his/her right to exercise any appeal to any action taken by the Graduate College.

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SECTION 3: Dismissal/Separation for Academic Reasons after Probation.

3.1 Failure to Make Satisfactory Progress.

- 3.1.1 A student may be placed on probation and then dismissed/separated from their program for failing to make satisfactory progress, which may be indicated by:
- a failure to complete six (6) graduate credits per rolling three semesters (including summer) toward their program;
 - unsatisfactory grades (including incompletes, grades below a B, or withdrawals);
 - failure to consult with their advisor when requested;
 - failure to establish a graduate advisory committee;
 - failure to develop an official, approved degree program;
 - failure to establish the groundwork for an acceptable thesis or dissertation;
 - failure of comprehensive and/or qualifying examinations;
 - failure to meet a department milestone or to pass the culminating experience; and
 - failure to successfully defend a thesis or dissertation prospectus, or to successfully defend a final document.
- 3.1.2 A department may establish their own benchmarks for progress, consistent with degree program requirements and standards in the field.
- 3.1.3 Satisfactory academic progress also involves the graduate student's maintenance of the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student's admission to a program.
- 3.1.4 A departments are required to review the academic performance and progress of graduate students at least once per academic year.
- 3.1.5 If a department determines that a student is not making satisfactory progress toward their degree, it may request the Dean of the Graduate College ("**Graduate Dean**") place the student on probation. A student is placed on academic probation first if he/she receives a failing grade or fails a comprehensive examination or oral defense attempt.
- 3.1.6 The department must document and provide specific requirements and/or conditions, including deadlines, which the student must complete in order for the Graduate Dean to remove him/her from probation.
- 3.1.7 If the Graduate Dean approves the department's request to place the student on probation, the Graduate College will notify the student, in writing, that he/she has been placed on academic probation (the "**Academic Probation Notice**").
- 3.1.8 The Academic Probation Notice shall outline what the student must do and the dates by which he/she must do so in order to return to good standing in his/her program. The Academic Probation Notice shall also inform the student that if the student does not meet the conditions of probation, he/she will be dismissed/separated from their program, contain information about the Graduate College appeal process including a link to the appeal form, and provide the

student with contact information for the Executive Director of Graduate Student Services (“**Director of Student Services**”) for any questions or concerns he/she may have.

- 3.1.9 If the student fails to meet the requirements and/or conditions of probation or violate the terms of his/her probation, he/she will be dismissed/separated from the student’s program and the Graduate College. The student will receive the Academic Probation Notice as identified in Section 3.1.8.
- 3.1.10 At the student’s option, the student may decide to request and attend a review conference to go over the reasons for their dismissal/separation and possible remedies, and/or decide to go straight into the graduate appeal process.
- 3.1.11 The student shall have thirty (30) calendar days from the date of the Academic Probation Notice to submit his/her appeal to their program department. In turn, the program department shall have fifteen (15) calendar days to submit the student’s appeal form to the Graduate College.

3.2 Graduate College Appeal.

- 3.2.1 Within ten (10) calendar days of receipt of the student’s appeal, the Graduate Dean will review the student’s appeal and provide the student with written notification of the status of the appeal, including but not limited to rendering, a decision. The Graduate Dean may, in his/her sole discretion, refer the appeal to the Graduate Appeals and Legal Issues Committee (“**GALIC**”) for additional review and recommendations. Referrals to GALIC may be necessary if the issue(s) at hand are complex, the appeal claim or documentation is unclear, the reviewer recommendations are at odds, and/or the proposed remedies are contradictory. The Graduate Dean’s ultimate determination of the student’s appeal shall be made on the basis of whether it is more likely than not that the student engaged in behavior or actions related to the program that warrant program dismissal/separation.
- 3.2.2 If the appeal is sent to GALIC, the student will be notified, in writing, of the Graduate Dean’s decision to set it for panel discussion, which will include but not limited to, the date, time, location of the panel meeting, and the student’s ability to have a single advisor with them for support. Note, however, the advisor is a non-participating individual who is present solely to support the student and has a non-speaking/non-participatory role with the panel.
- 3.2.3 GALIC is comprised of Graduate Coordinators from various departments around campus and one student representative from the Graduate & Professional Student Association. The panel meeting allows the student to present(s) his/her case before the GALIC and answer any questions panel members may have. The student will then be dismissed and representatives from the respective program will be called to explain their perspective and reasoning, and answer committee questions. The committee will have up to fourteen (14) calendar days to deliberate and provide the Graduate Dean with a recommendation(s).

- 3.2.4 The Graduate Dean shall consider the GALIC report and recommendation(s) but need not follow it and render a final decision within fourteen (14) calendar days of receipt of the GALIC report on the student's appeal.
- 3.2.5 The Graduate Dean will notify all parties, in writing, of the decision, which is final, and not subject to appeal or other recourse.

SECTION 4: Dismissal/Separation for Academic Reasons Without Prior Probation.

- 4.1 In rare instances, a student may be recommended for separation for poor academic performance or failure to sufficiently progress in his/her program without being placed on probation under the following circumstances:
 - 4.1.1 when a student earns two or more grades below a B (or B-, depending on the individual program requirements) in the same semester when the requirement is clearly laid out in the approved graduate program handbook and/or Graduate Catalog;
 - 4.1.2 when a student has failed some significant academic milestone (i.e., an oral defense of his/her final document), resulting in their failure to adequately progress in his/her program;
 - 4.1.3 when a student refuses to engage with his/her advisor or graduate coordinator, fails to respond to requests to submit mandatory paperwork, and/or fails to show up to mandatory student meetings, which results in his/her failure to progress in his/her program;
 - 4.1.4 when the academic reason for failing to progress is non-enrollment; or
 - 4.1.5 when a sanction is issued by the Office of Student Conduct ("OSC") resulting from a student conduct issue.
- 4.2 For those instances described in 4.1.1 - 4.1.3, the student is subject to the same procedures as outlined in Section 3 for students who have not met the terms of their probation and are therefore being recommended for program dismissal/separation.
- 4.3 For those instances described in 4.1.4 (non-enrollment), the student is subject to the procedures as outlined in Section 5 below.
- 4.4 For those instances described in 3.1.5 or relating violations of the UNLV Student Conduct Code ("**Conduct Code**"), the student is subject to the procedures as outlined in Section 6 below.

SECTION 5: Dismissal/Separation for Non-Enrollment.

- 5.1 Pursuant to the Academic Policies of the Graduate College, all students are required to be enrolled in six (6) graduate-level credits per calendar year (i.e., across rolling three semesters: fall, spring, summer) (hereinafter "**Continuous Enrollment Policy**").
- 5.2 Any student in violation of the Continuous Enrollment Policy is subject to dismissal/separation.
- 5.3 Any student in violation of the Continuous Enrollment Policy will be notified in writing that his/her failure to register for the minimum number of credits per rolling three (3) semesters is in violation of the Academic Policies; and as such, subject to dismissal/separation from his/her program.

- 5.4 The student shall have fourteen (14) calendar days to set up a review conference with a Graduate College representative to address the reasons for his/her proposed dismissal/separation; and, if relevant, the option of an approved leave of absence.
- 5.5 At the review conference, the student must notify the Graduate College representative if he/she will be submitting an appeal, pursuant to Section 3.2 above, to prevent the dismissal/separation. If the student indicates he/she will be filing an appeal, the Graduate College will place a hold on his/her MyUNLV account to preclude the student from registering for courses in future semesters until the Graduate Dean has issued a final decision. No dismissal/separation will occur until the appeal process has been completed.
- 5.6 If the student does not opt for a review conference pursuant to Section 3.1.9, give notice of their intent to file an appeal pursuant to Section 3.2, or fails to appear for his/her review conference, the Graduate College will commence dismissal/separation of the student from the program.
- 5.7 Any student dismissed/separated pursuant to this section shall have the right to appeal for reinstatement within thirty (30) days of the Graduate College's Notice of Separation.
- 5.8 A registration hold will remain on the student's MyUNLV account. Should the student exercise their right to appeal for reinstatement, the registration hold will remain on his/her account and will not be removed until the Graduate Dean has issued a final decision on his/her appeal.

SECTION 6: Dismissal/Separation for Violation of UNLV's Student Conduct Code.

All issues relating to a student's alleged violations of the Conduct Code are processed through the OSC and not the Graduate College. The Graduate College does not dismiss/separate students from his/her program as a finding of responsibility for violations of the Conduct Code. The Graduate College does, however, dismiss/separate a student from his/her program upon direction from OSC, after all Conduct Code hearings, appeals have been completed, and OSC advises it that the sanction imposed against the student is dismissal/separation from his/her program.

SECTION 7: Failure to Matriculate and/or Failure to Meet Admission Requirements – Revocation of New Student Admission Offers.

- 7.1 Failure to Matriculate.
 - 7.1.1 In accordance with Academic Policies, offer of admission letter, and letter of admission, graduate students must enroll and matriculate in courses for the semester in which they are admitted.
 - 7.1.2 Failure by the student to do so is deemed a violation of a condition of their admission and subject to separation from the Graduate College.
 - 7.1.3 A failure to matriculate is not considered a "dismissal" from a program at UNLV since the student never commenced his/her program or complied with the conditions of admission, and has no enrollment in the newly admitted program. As such, the Graduate College will rescind its offer of admission to the student, in writing, and invited to reapply to the Graduate College if he/she wishes to gain admission into a program in the future.

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7.2 Provisional Admissions.

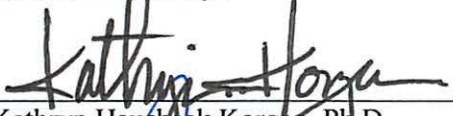
- 7.2.1** A student provisionally admitted pending submission of outstanding documentation (i.e., missing transcripts, test scores, letters of recommendation, etc.) as outlined in the student's admission offer and letter of admission may have their offer of admission rescinded for failing to provide the appropriate documentation by the required due date.
- 7.2.2** At least ten (10) calendar days prior to the deadline for submission of the outstanding documentation, a Graduate College representative will contact the student, in writing, reminding him/her of their provisional requirements and the deadline. The Graduate College representative will also remind the student that failure to provide the Graduate College the outstanding documentation could result in the Graduate College rescinding the offer of admission to the student. The Graduate College representative will also offer to meet with him/her, prior to the deadline, to discuss the outstanding documentation.
- 7.2.3** Failure by the student to provide the outstanding documentation by the deadline is deemed a violation of a condition of his/her provisional admission and subject to separation from the Graduate College. A Graduate College representative will notify the student, in writing, that they have failed to fulfill the requirements of his/her provisional admission and will be separated from the Graduate College. The Graduate College representative will also offer to meet with the student prior to his/her separation for failing to submit required materials.
- 7.2.4** The student's failure to meet the conditions of his/her provisional admission will result in revocation of the offer of admission and separation from the Graduate College. The student will be notified in writing of the revocation along with their right to appeal the revocation to the Graduate College within thirty (30) calendar days of the notice of revocation. The student will also be informed and invited to reapply to the Graduate College if he/she wishes to gain admission into a program in the future.

SECTION 8: Readmission to the Graduate College.

- 8.1 Dismissed/separated students have the right to submit a new application to the Graduate College and their program of choice at any point, so long as they have not been previously dismissed/separated from two (2) UNLV programs.
- 8.2 For students who have been dismissed/separated from two (2) UNLV programs, he/she must submit a petition to the Graduate College explaining the reasons for the prior program dismissals/separations and why he/she would like to reapply for graduate admission. The Graduate Dean will review the petition and render a decision within twenty-one (21) calendar days of receipt of the petition based on the specific facts and circumstances of the student's case. The Graduate Dean's decision is final and not subject to review and/or appeal.

UNIVERSITY OF NEVADA, LAS VEGAS

Recommended by:



Kathryn Hausbeck Korgan, Ph.D.
Interim Dean Graduate College

DATED: 22nd Day of Sept., 2014.



John V. White
Executive Vice President and Provost

DATED: 24th Day of October, 2014.

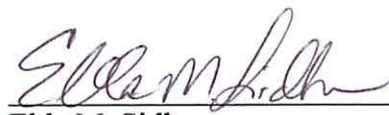
Approved by:



Donald D. Snyder
President

DATED: 28th Day of October, 2014.

Approved as to Legal Form:



Elda M. Sidhu
General Counsel

DATED: 22nd Day of Oct., 2014.