
**Homewood Schools
Academic Probation and Academic Dismissal Policy for Graduate Students
(effective February 2007)**

Each program is expected to publish its own policies and standards with respect to academic standing. At the end of each semester, all full-time Homewood graduate programs are expected to review the academic records of their students to evaluate academic progress. Students who fail to attain a program's minimum level of performance may be placed on academic probation or dismissed using the procedures outlined below. In making these decisions, particularly that of dismissal, the program will take into consideration extenuating circumstances beyond the student's control.

Academic Probation: As soon as a program determines that a graduate student has failed to meet minimum academic requirements, it may place that student on academic probation. This must be done with a formal letter and requires a meeting between the student and his/her faculty advisor or the departmental director of graduate studies. A student may be placed on probation at any time of the year, but it would normally occur following either the fall semester (with a letter mailed in January) or the spring semester (with a letter mailed in June). The letter should clearly outline the student's academic shortcomings, indicate the corrective measures necessary to remain in the program, and state the length of the student's probationary period. Any funding ramifications for the student should be included as well. A copy of the letter should be forwarded to the cognizant Dean (the Dean for Research and Graduate Education in the School of Arts and Sciences or the Associate Dean for Academic Affairs in the School of Engineering) as well as the Office of Student Financial Services. The probationary period must span at least four months and would typically end at the completion of an academic semester.

Academic probation is regarded as a warning rather than an academic censure. Students on probation are eligible to participate in all aspects of student life. However, departments reserve the right to limit certain program-related activities (e.g., service on a committee).

Within one month following the conclusion of the stated probationary period, the program must inform the student of his/her status based upon whether the student has met the requirements as stated in the probation letter. The options are as follows: (a) remove the student from probation (b) extend the probationary period, or (c) dismiss the student.

Academic Dismissal: If the decision is to dismiss the student, this must be done with a formal letter citing the reason for dismissal and requires a meeting between the student and his/her faculty advisor or the departmental director of graduate studies. This letter should contain information regarding the readmission process, if deemed appropriate. A copy of the letter should be forwarded to the cognizant Dean, the Office of the Registrar, the Office of Student Financial Services, and the Office of International Students and Scholars Services (if appropriate). Academic dismissal will be noted on the student's transcript at the request of the

program and with the approval of the cognizant Dean. A student may appeal this decision, first to the Program Chair and then to the cognizant Dean.

Dismissal Without Probation: A student may be dismissed without a formal probation period under three circumstances: (1) if he/she meets the conditions for dismissal based on coursework as stated by the academic program in its department handbook or on its website; (2) if he/she fails an oral or written examination for which successful completion is necessary to continue in the program (as stated in the program's degree requirements), or if he/she fails to meet any condition resulting from a qualifying or GBO exam; or (3) if he/she is found to have committed academic or research misconduct and expulsion is the outcome of the deliberations as outlined in the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students, the KSAS Policy on Integrity in Research or the WSE Procedures for Dealing with Issues of Research Misconduct. Under these circumstances, programs are expected to follow the same procedures for Academic Dismissal cited above. In addition, students are also subject to immediate dismissal on non-academic grounds in accordance with the Homewood Procedures for Handling Allegations of Misconduct by Full-Time and Part-Time Graduate Students as well as applicable policies at http://www.jhu.edu/news_info/policy.

Academic Dismissal Consequences: When a student is dismissed from the university, several consequences follow:

- The Office of the Registrar cancels the student's registration for the next semester and authorizes a refund of tuition paid for that semester.
- Notation of dismissal may be placed on the student's transcript at the request of the program and with the approval of the cognizant Dean.
- The Office of Student Financial Services suspends financial aid to the student and work-study aid.
- The Office of International Student and Scholar Services performs duties as required by U.S. federal regulations regarding persons not eligible to study at the university.

Readmission Following Dismissal: The terms for readmitting a student who has been dismissed for academic reasons are established by individual departments. The readmission process should be described in the dismissal letter, if deemed appropriate. Students who have been dismissed should discuss the readmission process with their advisor.