

Grad Policy Revisions

Policy Issues:

1. Course load policy for thesis students.
2. Academic Probation/Suspension Policy
3. Low grade repeats (how many times can they repeat)
4. Low grade repeats (what happens to the first grade in GPA calculation?)
5. "I" and "IP"

Thesis and Project Requirements

Students who are doing a thesis or project are responsible for following the required process for writing and completing a thesis or project. Students who are writing a thesis should obtain a copy of the "ACU Thesis Guide" from the Graduate School. Plan early, follow guidelines and instructions, and work with your faculty committee to determine completion requirements.

After students begin formal work on a thesis or project, they are expected to continue working on it each semester until it is completed and formally approved, or until they terminate their graduate career at ACU. In order for the thesis or project to remain in an active status, students must enroll in continuation each semester until completion of the thesis. Students must contact the Graduate School to enroll. A maximum of six (6) credit hours will be awarded for the thesis or project. Each subsequent registration will be for zero (0) credit hours, and the student will be charged a continuation fee equal to half of one hour of tuition at the current rate for each semester of continuation. For students who are enrolled in their last semester of coursework, a full load is defined as 3 or more credit hours. Students registered in thesis continuation only, will not be considered full-time students. (see Course Load section for more information).

Students failing to maintain continuous registration must be re-admitted to ACU in order to continue and complete the requirements within the degree time limit, as stated in the current catalog. If a student fails to make progress on their work, the faculty member in consultation with the committee has the right to administratively withdraw the student with a W.

Low Grades

If a student receives a grade of "D" or "F" in a course, these grades will not count toward the student's degree and may constitute grounds for probation or suspension. In addition, students must have a minimum of 3.0 cumulative GPA in order to graduate. Please note, individual departments may have more strenuous policies regarding low grades.

Students will be held accountable to this policy as a minimum but must also adhere to their departmental requirements regarding low grades.

Academic Probation and Suspension

Any student who does not maintain a 3.0 GPA will be placed on academic probation. If during the next enrollment, he or she fails to attain a 3.0 average, he or she may be suspended. Enrollment in a graduate program while on academic probation will not be permitted for more than one 16-week semester. Students admitted on probation must maintain a 3.0 average in at least the first 9 hours of coursework in order to show Satisfactory Academic Progress (SAP) {Need to define- FA: Complete 75% of attempted courses and 3.0}. Failure to do so can result in suspension from the program.

In the case of suspension, a student may re-apply to the Graduate School after a reasonable length of time as determined in each case by the graduate dean and the department. after sitting out of the program at least one 16-week semester. The student must be able to provide evidence as determined by the program director indicating future success. However, re-application does not guarantee admission. The graduate dean, consulting with the department, will decide whether the student should be readmitted, and if so, whether special conditions should be required for readmission. When students are readmitted after suspension, they are placed on probation for one semester and must meet Satisfactory Academic Progress (SAP) requirements to continue to receive financial aid. If they do not make satisfactory progress that semester, they are required to withdraw from school.

Incomplete Grades (Talk to Bradon about "I" and "IP" grades rolling)

Professors may assign a grade of "I" (Incomplete) only when illness or some significant reason prevents the student from completing a course by the end of the semester. An "IP" must be removed during the next 16-week semester following the one for which it was assigned or it will be automatically converted to an "I." Also, an "I" must be removed during the subsequent 16-week semester or it turns into an "F." As long as an "I" grade remains on a student's record, it is counted as an "F" in computing the GPA. Incomplete work cannot be submitted for a grade after one year from the end of the semester in which the student was enrolled in the course. Exceptions are select practicum's — projects, internships, thesis and thesis projects where grades of "IP" remain.

The student is responsible for requesting and completing an "I" when applicable. A student who enrolls in a class and does not attend (or stops attending) but does not officially withdraw will be assigned a failing grade for that class.

Grades (ACU Online Section)

Due to the interactive nature and fixed duration of the online courses, students may not receive "I" (Incomplete) or "IP" (In Progress) grades for online courses. Students unable to complete course requirements must withdraw or receive the grade they have earned without completing the course requirements. Contact the course facilitator and Student Services Advisor if an exceptional circumstance occurs after the withdraw date before the end of the course that prevents successful completion. **If an exceptional circumstance occurs and an "I" is approved and awarded, there must be a plan or action that includes a deadline submitted to the Graduate School.**

Repeating a Course

1. A graduate student may retake a course only one time. The student must specify that the course is a repeat course at the time of registration.
2. If a student withdraws from a "repeated" course, it may be taken again.
3. A record of all occurrences of the course will appear on the transcript. Only the most recent grade will be counted in the cumulative GPA. The ability to retake a course may be limited by curriculum changes or by departmental policies.
4. ~~If the previous grade is a "C" or below, the grade will still count against the maximum number of low grades allowed for the degree.~~