

Policies and Procedures for MA and Ph.D. Programs effective September 1, 2014.

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These academic policies and procedures are meant to supplement the more general policies and procedures found in the *Tisch School of the Arts Policies & Procedures Handbook*. Because the MA and PhD programs in Performance Studies are affiliate programs of the Graduate School of Arts & Science (GSAS), however, some academic policies in Performance Studies differ from the more general Tisch School of the Arts (TSOA) policies. Where such differences exist (noted by asterisks below), the policies and procedures found in this handbook take precedence.

1. COURSEWORK AND ASSESSMENT

RULES

*1.1. *Good Standing*: Students are required to maintain a GPA of 3.0 or higher and successfully complete 66 percent of points attempted at NYU, excluding the current semester. Courses with grades of “I”, “N”, “W”, and “F” are not considered successfully completed. Students also must be within time to degree limits (See 3.5).

*1.2. *Grades*: The following grades may be assigned:
Standard Letter Grades (Count in GPA and for credit)

GRADE MEANING

A	A-	B+	B	B-	C+	C	C-	F	P	F	R
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0	*	**	***

* “P” grade (Pass) counts in credit total, but does not factor in GPA

** "F" grade (in graded and Pass/Fail courses) count in credit total and is factored in GPA

*** "R" grade (Audit) does not count toward credit total or GPA

*1.3. *Cumulative GPA*: The cumulative grade point average (GPA) is an essential component of good standing (See 1.1) and is computed in the following way: for each course receiving a standard letter grade or "F" if taken Pass/Fail and counting toward the degree, the GPA value per point is multiplied by the number of points for the course. The sum of these products is divided by the sum of the number of hours for each course taken under the standard grading system. Courses that were graded "P" (taken Pass/Fail), are not considered in the calculation of the cumulative GPA; courses that were graded with an "I" (Incomplete) grade are also excluded from GPA calculation.

1.4. *Completion Rate*: The completion rate is an essential component of good standing (See 1.1). The completion rate is defined by the number of earned hours divided by the number of attempted hours. Courses from the most recent completed semester from which grades are yet to be assigned are excluded.

1.5. *Change of Grades*: Only an incomplete grade, "I", may be changed unless the original grade resulted from a departmental clerical error in recording. No change of grade will be awarded to any student for work submitted after graduating, withdrawing, or being terminated.

1.6. *Incomplete Grades*: An unresolved grade, "I", reverts to "F" one semester after the beginning of the semester in which the course was taken unless an extension of the incomplete grade has been approved by the Office of the Associate Dean for Student Affairs.

1.6.1. At the request of the Chair or Director of Graduate Studies (DGS), and with the approval of the course instructor, the Office of the Associate Dean for Student Affairs will review requests for an extension of an incomplete grade.

1.6.2. A request for an extension of incomplete must be submitted before the end of one semester from the beginning of the semester in which the course was taken.

1.6.3. An extension of an incomplete grade may be requested for a period of up to, but not exceeding, one year

1.6.4. Only one one-year extension of an incomplete may be granted.

1.6.5. If a student is approved for a leave of absence (See Tisch Policies and Procedures handbook) any time the student spends on that leave of absence will not count toward the time allowed for completion of the coursework.

1.6.6. If a student permanently withdraws from his or her program, the department may request that the student be withdrawn from any course in which the student has an incomplete grade at the time of the withdrawal. Such a request may only be filed within one semester of the student's withdrawal.

1.7. *Withdrawal:* The grade "W" represents official withdrawal from a course. A student may petition TSOA in writing to withdraw from a course through the ninth week of classes. Any tuition refund will be in accordance with the published refund schedule for that semester (See Tisch Policies and Procedures handbook).

*1.8. *Final Cumulative GPA:* GPA is final after the degree requirements for coursework have been met. Grades earned beyond those that satisfy the course-work requirements for the degree will not be entered into the computation of the final GPA. The only exceptions to this rule are as follows:

1.8.1. *Retaking Courses:* With permission of the Chair or the DGS, a student may be allowed to retake a course and have only the new grade count toward the GPA. In this case, only the credits for the retaken course will count toward the degree requirement. Permission will be granted for this only when the student can demonstrate that the previously earned grade was the result of factors outside the student's control. A tuition scholarship will not be awarded for courses that are retaken.

1.8.2. *Extra Courses:* With the permission of the Chair or the DGS, and of the Associate Dean, students may take as many as two additional departmental courses in order to meet the degree GPA requirement. Permission should only be granted when the reasons for the low GPA were at least partially beyond the student's control and when it is considered likely that taking additional courses will satisfy the degree GPA requirement. A tuition scholarship will not be awarded for extra courses.

*1.9. *Skills Courses:* With permission of the Chair or DGS, doctoral students may take skills building undergraduate courses to support their research. The grades for such courses are not entered into the GPA calculation and course credit will not count toward the graduate degree. These courses are not eligible for tuition scholarship.

1.10. *Transfer Credit:* TSOA programs accept transfer credit from accredited graduate institutions.

1.10.1. A student must apply for transfer credit, for courses taken prior to admission, within the first academic year of attendance as a matriculated student.

1.10.2. Students may transfer credit for courses taken at another institution while matriculated at NYU as long as the Chair or DGS has given written approval for the course(s) to be transferred in prior to the student's enrollment in those courses (See 1.16 for procedure for requesting transfer credit).

1.10.3. Courses for which a degree has already been awarded may not be applied toward a TSOA master's degree.

1.10.4. For doctoral students, when a prior graduate program is comparable to that of the department's master's program requirements, blanket credit equal to the number of credits required for the departmental master's will be awarded. Otherwise each course will be considered separately for transfer credit up to a maximum of 40 points.

1.10.5. A grade below B is not eligible for transfer credit. A grade of P or S will be considered for transfer credit only: (1) if such grades were received for research or reading courses, or (2) with the submission of a written statement from the school issuing the grade stating equivalency of B or better.

1.10.6. If courses are transferred individually, credits will be transferred point for point (e.g., if transfer is requested for a three-credit course at another institution, then only a maximum of three credits will be granted by NYU) up to the maximum amount allowed (See 1.11).

1.10.7. An external credit earned on the quarter system is worth two-thirds of an NYU credit. Individual courses must be rounded down to the nearest half point.

1.10.8. TSOA awards international transfer credit in accordance with current guidelines regarding equivalency as determined annually by Graduate Enrollment Services.

1.10.9. NYU graduate courses taken prior to enrollment in a TSOA program, and not used to earn another degree, are eligible to count toward the degree and will not be counted as transfer credits with regard to the maximum level of transfer credit allowed.

1.10.10. Transfer of credit for individual courses older than ten years for master's students and fifteen years for doctoral students will not be allowed.

1.11. *Residency Requirement and Maximum Transfers Allowed:* A student is in residence at TSOA when the student is actively enrolled in a TSOA program. Only points from NYU sponsored courses earned while the student is in residence at TSOA count toward fulfilling program residency requirements.

1.11.1. *Master's:* MA students may apply to transfer a maximum of 4 credits from accredited graduate institutions to be applied toward an MA degree subject to approval by the Chair or DGS, and the TSOA Director of Graduate Admissions.

1.11.2. *Ph.D.:* 32 points (out of the total of 72 points) must be earned in residence at GSAS. The maximum transfer credit allowed is 40 points.

1.12. *Language Proficiency and Examination:* English proficiency is a requirement of GSAS and Performance Studies.

1.12.1. *English Proficiency:* To demonstrate proficiency, applicants whose native language is other than English must take the TOEFL. Additional testing may be required when a foreign-speaking student first registers in TSOA. TSOA may require a student to register for non-credit English courses that may entail additional expense.

1.12.2. *Proficiency in a Language Other Than English:* Performance Studies requires doctoral students to demonstrate proficiency in one additional language relevant to their area of research.

1.13. *Financial Aid:* Students awarded financial aid will have their academic progress evaluated annually by the NYU Office of Financial Aid. Financial Aid award eligibility is contingent upon making satisfactory academic progress, defined as successfully earning 80% of attempted credits. Students receiving awards from TSOA should consult the Terms and Conditions of Award document for complete information on the award.

1.13.1. *Eligibility:* Doctoral students are eligible for financial aid consideration if their enrollment is within seven years of their first term of enrollment in the program (or 10 years in the case of those who also took their MA at TSOA) and are in good standing (See 1.1). Eligibility can be extended by up to an additional two years by approved leave of absence, and unusual academic circumstances beyond the student's control. Requests for consideration of an extension are submitted by the Chair or DGS to the TSOA Associate Dean along with request for extension of time to degree (See 2.5).

ADMINISTRATIVE PROCEDURES

1.14. *Change of Grade:* All grade changes for courses taken from the summer 2011 term forward must be submitted electronically. Any changes of grade for prior terms must be done with a change of grade form signed by the course instructor and Chair and submitted to the Office of Student Affairs.

1.15. *Extension of Incomplete:* If a student fails to complete the requirements for a course in which she has received an "I" grade within one semester following the semester in which the course was taken, the student may request an extension of her time limit for an additional semester (a total of ONE year after the semester in which the course was attempted). The Chair or Director of Graduate Studies (DGS), and the Office of Student Affairs must review the request. It is the department's responsibility to notify the student of the outcome in a timely manner.

*1.16. *Transfer Credit:* Requests to transfer credit earned prior to matriculation in TSOA must be made within the first year of matriculation. Requests to transfer credits earned outside of NYU after enrolment in TSOA must be accompanied by a memo from the Chair or DGS, including an explanation of the relevance of the course to the student's

current program and an assurance that the course was not available at NYU or, for doctoral students, through relevant consortia programs.

1.16.1. All requests must be accompanied by an official transcript, and translation if necessary, from the institution where credit was earned. If the request is for credits earned while the student was enrolled in an undergraduate program, the transcript must explicitly state that the credits were not used for the undergraduate degree. If it does not, a letter from the undergraduate institution registrar stating that the credits were not used toward the undergraduate degree must be submitted.

1.16.2. If the Master's degree is more than ten years old the request for transfer must be accompanied by a supporting letter of explanation from the department Chair or DGS. This will be treated in the same way as in the cases of requests for validation of superannuated coursework (See 2.7), and should be sent to the Director of Academic Services in the Office of Student Affairs.

1.16.3. Requests for transfer of credit from foreign universities should be sent for evaluation to the TSOA Office of Graduate Admissions.

1.16.4. Requests for transfer of credit from American and Canadian universities should be sent to the Director of Academic Services in the Office of Student Affairs.

2. ENROLLMENT

RULES

2.1. *Enrollment*: Students must maintain continuous enrollment in their programs from the time of matriculation to graduation. To maintain enrollment in a degree program a student must enroll in that program each fall and spring semester until that degree is granted. There are three ways to maintain enrollment:

2.1.1. Register for at least one credit;

2.1.2. Enroll in Maintenance of Matriculation;

2.1.3. Take an approved official leave of absence (See Tisch Policies and Procedures handbook).

*2.2. *Maintenance of Matriculation*: Payment of the Maintenance of Matriculation fee (or the award of a fee waiver) and the University Registration and Services Fee entitles students to use the libraries and other research facilities, consult members of the

faculty, participate in University activities, and use the University Health Services for emergency treatment of an injury or illness.

2.2.1. If the student has attempted enough credits for the degree, registration for Maintenance of Matriculation is required during each fall and spring semester until the degree is conferred. Students who have completed coursework may maintain matriculation only up to the specified time limit of their degrees (See 2.4). Students beyond the specified time to degree must secure the permission of the Office of the Associate Dean for Student Affairs to extend time to degree (See 2.5) in order to continue to maintain matriculation.

2.2.2. A student who has not attempted enough credits for the degree may only enroll in Maintenance of Matriculation with the approval of the Director of Graduate Studies and the Office of the Associate Dean for Student Affairs. These semesters count toward time to degree.

*2.3. *Waiver of the Maintenance of Matriculation Fee:* A Maintenance of Matriculation waiver covers the required University Registration and Services Fees unless the waiver is given retroactively beyond one year. Only students who are in good standing (See 1.1) will be considered for waivers of Maintenance of Matriculation fees.

2.3.1. For funded doctoral students, waivers of Maintenance of Matriculation fees are awarded based on the terms and conditions of the Corrigan Fellowship program in consultation with the Associate Dean for Student Affairs.

2.3.2. A waiver of the Maintenance of Matriculation fee may be granted to a student who will be away from campus for an extended time doing scholarly research or fieldwork that is required for the completion of degree or certificate requirements. A letter documenting the requirements and expressing the department's support must accompany this request to the Associate Dean for Student Affairs. A student must be TSOA financial aid eligible to be considered for a doctoral research waiver. A maximum of four semesters may be approved for this purpose.

2.3.3. No requests for waiver of maintenance of matriculation fees will be considered for master's students.

*2.4. *Time To Degree:* To remain in good standing (See 1.1) students must complete their degrees within specific time limits:

2.4.1. Any master's degree must be completed within 5 calendar years after the date of first enrollment in that master's program.

2.4.2. Where the Ph.D. student earned their M.A. degree in another program; the Ph.D. degree must be completed within 7 calendar years after the date of first enrollment in the Ph.D. program.

2.4.3. Where a Ph.D. student has earned their MA degree at the department in which they are taking their doctorate; the Ph.D. degree must be completed within 10 calendar years after the date of first enrollment in that Ph.D. program.

2.5. *Extension of Time to Degree:* The Associate Dean for Student Affairs will consider requests endorsed by the department beyond the limits stated above for students who are making clear progress toward the degree. Only one request for extension of time to degree per student per degree program will be considered. This request must include a detailed plan for the completion of the degree with tangible goals that the student must meet during each semester of extension requested. Should the student not meet one or more of these goals, the student will be terminated from his or her program. While TSOA expects that any such extension should not exceed one year, extensions for a longer period will be considered as long as the department includes reasonable justification for the need of the additional time. The department will be responsible for warning the student of the deadline for completion of all requirements for the degree.

2.5.1. No requests for extension of time to degree will be considered if the student has outstanding incomplete grades.

2.5.2. No requests for extension of time to degree will be granted by the Associate Dean of Student Affairs until after the department has issued the student a probation letter that outlines the timetable of completion that has been agreed upon between the student and the Chair of their department.

2.6. *Readmission:* Any student who has not enrolled for two or more consecutive semesters, exclusive of summer, is considered to have withdrawn and must apply for readmission to TSOA.

2.6.1. All requests for readmission must be approved by the Associate Dean for Student Affairs.

2.6.2. Readmitted students are responsible for filling out a new application for admission as directed by the Office of Student Affairs and for paying the application fee.

2.6.3. Re-admitted students are responsible for payment of the Maintenance of Matriculation fees and University Registration and Services fees for all lapsed semesters. Students will not be permitted to register for the current term until these fees are paid.

2.6.4. Time to degree (See 2.4) calculation begins with the first semester of the student's initial registration. The Office of the Associate Dean for Student Affairs will exercise discretion in extending the time limit for readmitted students.

2.6.5. All lapsed semesters count toward time to degree (See 2.4).

2.6.6. Students who have been previously readmitted to the same degree program will not be considered for a second readmission.

2.6.7. Students past time to degree will not be readmitted if all required coursework, exams and any other degree requirement other than the thesis have not been completed.

2.6.8. Students with coursework that cannot be revalidated (See 2.7) will not be readmitted.

2.6.9. No degrees will be conferred unless all delinquent fees have been paid.

2.7. *Course Work Validation:* The following lists the TSOA minimum requirements for course work validation. Departments may set more stringent standards.

2.7.1. *Master's:* At the time of completion of all requirements for any master's degree, course work greater than five years, but less than ten years old must be validated by the department and approved by the Associate Dean for Student Affairs. No course work older than ten years shall be validated.

2.7.2. *Ph.D.* At the time of completion of all requirements for the Ph.D. degree, course work of greater than ten years but less than fifteen years old must be validated by the department and approved by the Office of the Associate Dean for Academic and Student Affairs. No course work older than fifteen years shall be validated.

2.8. *Full-Time:* The following are the requirements for full-time status and full time equivalence during any of the fall semester, spring semester, or the summer.

2.8.1. *Full-Time Status:* A student must be enrolled in at least twelve points of coursework in any fall or spring semester unless the program the student is in is registered to have a lower amount count as full time. In the summer semester, a student must be enrolled in a total of twelve points over all that year's summer semester terms. Students taking the last credits needed for the degree in any semester are also considered to have full-time status even if they are only taking one point in that semester.

2.8.2. *Full-Time Equivalence:* Working on research, examination preparation, as a Research Assistant, internships, and/or coursework totaling 40 hours per week for the duration of the fall or spring semester or the entirety of the summer is required for a student to claim full-time equivalence for that semester or summer.

2.9. *Half Time:* The following are the requirements for half-time status and half-time equivalence during the fall, spring, or summer semesters:

2.9.1. *Half-Time Status*: A student must be enrolled in at least six points of coursework in any fall or spring semester. For the summer, a student must be enrolled in a total of six points over all that year's summer semester terms.

2.9.2. *Half-Time Equivalence*: Working on research, examination preparation, as a Research Assistant, internships, and/or coursework totaling 20 hours per week for the duration of the fall or spring semester or the entirety of the summer is required for a student to claim half-time equivalence for that semester or summer.

2.10. *Maximum Time Allowed in Full-Time Status and Equivalence*: The maximum amount of time allowed for a student to be considered full-time is as follows:

2.10.1 Master's students: three years.

2.10.2. Ph.D. students: seven years.

2.10.3. A student combining an advanced certificate and a degree program or two-degree programs is eligible only for the maximum of the two numbers, not the total of the two.

2.11. *Consortia*: TSOA is a participating member in several consortia including, but not limited to, the Inter-University Doctoral Consortium (IUDC), and NYU-Poly Consortium.

2.11.1. TSOA abides by all rules as stated in the consortium agreement documents.

2.11.2. Students must be in good standing (See 1.1) to participate in any consortium.

2.11.3. Credits earned as part of the established TSOA consortia do not satisfy the in-residence requirement (See 1.11).

2.11.4. Students taking courses at other institutions must abide by the rules of those institutions with regard to completion of coursework.

ADMINISTRATIVE PROCEDURES:

2.12. *Extension of Time to Degree Requests*: After the candidate has been placed on probation, the Chair or DGS should submit a letter to the Office of the Associate Dean for Student Affairs providing a detailed plan for the completion of the degree and stating reasons for the recommendation of an extension of the time limit.

2.12.1. The department will be responsible for informing students of decisions regarding approval or denial of requests for extension of time to degree.

2.12.2. The department will be responsible for warning the student of the deadline for completion of all requirements for the degree, as approved by the Associate Dean for Student Affairs.

2.12.3. The department must request the Office of Student Affairs' validation of all superannuated coursework for a student who has been granted an extension of time to degree (See 2.7 and 2.13).

2.13. *Course Work Validation Requests:* The department should send a memorandum to the Office of Student Affairs endorsing validation of superannuated coursework.

2.14. *Full-Time or Half-Time Equivalence:* Students must submit in writing a request for full-time or half-time equivalency, which must be approved by a student's advisor or DGS. This should be documented in the student's file. The advisor, DGS, or Graduate Administrator can enter an appropriate value in SIS. This action should be completed no later than the end of the third week of the semester, and must be done for each semester the full- or half-time equivalency is granted. A department does not need to enter any change in SIS when a student is registered for 12 or more points.

2.15. *Consortium Grades:* Consortium partner schools exchange transcripts after the end of each semester. All recording of grades for consortium courses will be done through the Office of Student Affairs. Students may not submit transcripts directly. Students are responsible for notifying the Office of Student Affairs when they have completed any consortium course that was not completed prior to the exchange of transcripts.

3. GRADUATION

RULES

3.1. *Credit Requirements:* Performance Studies requires 34 points of approved credit for a Master's degree and a minimum of 70 points of approved credit for the Ph.D. degree.

3.2. *Ph.D. Dissertation Committee:* The Dissertation Committee must be composed of at least five members, three of whom must be full-time members of the TSOA or FAS faculty. From the whole committee, three must be designated as core members. The core consists of the advisor, who chairs the committee, and two other members. The core members are generally the committee members who approved the dissertation proposal.

3.2.1. The following are considered members of the full-time faculty of TSOA or FAS for the purpose of service on the Ph.D. dissertation committee:

3.2.1.1. Any individual currently designated by TSOA or FAS as tenured or tenure-track faculty;

3.2.1.2. A tenured or tenure-track faculty member who accepts a position elsewhere for up to five years from the date the faculty member severs ties with TSOA or FAS;

3.2.1.3. A retired faculty member granted emeritus status;

3.2.1.4. A tenured or tenure-track faculty member of TSOA or FAS who left TSOA or FAS as the result of the discontinuation of the student's doctoral program;

3.2.1.5. A TSOA Arts Professor or Teacher (any rank), subject to approval by Chair or DGS; and

3.2.1.6. An NYU faculty member holding a primary appointment outside TSOA or FAS who has been approved by the relevant TSOA department or program as an associated or affiliate faculty member.

3.2.2. All Dissertation Committee members must have a scholarly record that is germane to the dissertation.

3.2.3. A student may have a Dissertation Committee of more than five members if so approved by the DGS.

3.2.4. A student may have co-advisors if so approved by the DGS.

3.2.5. The DGS must approve all members of the Dissertation Committee. Should the Director of Graduate Studies also be the advisor and committee Chair, the Chair must approve all members of the Dissertation Committee.

3.2.6. Where circumstances require that the dissertation advisor be other than a member of the full-time faculty of TSOA or FAS, the department must seek the Office of the Associate Dean of Student Affairs' approval.

3.3. *Approval for Defense:* Prior to the scheduling of a doctoral dissertation defense, the core committee members must approve the dissertation for defense. The Chair must provide signed authorization of this approval. Approval for the defense does not constitute approval of the dissertation.

3.4. *Successful Defense:* A successful defense requires that no more than one vote of disapproval from the dissertation committee on the oral defense is cast.

3.5. *Graduation Date:* The official NYU graduation dates occur in September, January and May each year. Students are responsible for knowing and following all TSOA and University graduation procedures and deadlines.

ADMINISTRATIVE PROCEDURES

3.6. *Check Sheets*: Check sheets are prepared by the Office of the Registrar for each student who has applied for graduation. Departments are responsible for the following:

3.6.1. The check sheet is sent to the department for review. Additions or changes are to be noted on the check sheet or in a separate memo to the Office of the Registrar, Degree Audit and Graduation Services.

3.6.2. The department must notify the Office of the Registrar, Degree Audit and Graduation Services that the student is ready to graduate. A notation of "yes" or "no" in the upper right-hand corner of the check sheet suffices.

3.6.3. The Chair or DGS must sign and date the check sheet.

3.6.4. A copy of the check sheet must be returned to the Office of the Registrar, Degree Audit and Graduation Services by the deadline indicated. It should be accompanied by appropriate documentation where necessary or requested by the Registrar (e.g., comprehensive exam results, thesis reader sheets [doctoral, masters] language qualification reports, waivers, validation of coursework, outstanding fees, etc.).

3.6.5. The department must retain a copy of the check sheet for the student's file.

3.7. *Dissertation Committee Members not Part of the Full-Time Faculty of FAS or TSOA*: The Director of Graduate Studies (or Chair, See 3.2.5) must approve any committee members who are not members of the full-time faculty of FAS by signing the Outside Dissertation Reader Approval Form. A C.V. for the outside reader must be attached and the form and C.V. must be made part of the student's permanent file and a copy must be forwarded to Degree Audit along with all other required material.

3.8. *Approval for Doctoral Defense Procedure*: Approval for defense is indicated with the completion of the Doctoral Thesis Reader Sheet, which must be submitted to the Office of the Registrar, Graduation Services.

3.9. *Doctoral Oral Defense Procedure*: The vote and approvals of a defense must be indicated on the Doctoral Thesis - Oral Defense Form, which must be submitted to the Office of the Registrar, Graduation Services.

3.10. *Applying for Graduation*: It is the student's responsibility to apply for graduation and it is recommended that students apply for graduation no later than the beginning of the semester in which all program requirements are expected to be completed. Waiting to receive end of term comprehensive exams, thesis or final project results before applying for graduation may result in a delay in graduation. Refer to the specific deadlines for the completion of requirements for each graduation available in the Graduation Deadlines Calendar.

3.11. *Ph.D. Dissertation Information Packet*: A candidate for a Ph.D. degree must read the Doctoral Dissertation Submission Guidelines at <http://gsas.nyu.edu/page/grad.life.dissertation.html> and submit the forms from the *Ph.D. Dissertation Submission Packet* to the GSAS Office of Academic and Student Affairs. The on-line packet outlines the procedures and deadlines for preliminary and final submission of the dissertation, including necessary forms, payment, typography and pagination. Students should be aware that GSAS deadlines precede University deadlines.

3.12. *Proof of Degree Completion*: Any student requiring proof of degree completion either before or after that student's official graduation date must request such verification from the Office of the Registrar.

4. ACADEMIC PROBATION AND TERMINATION

RULES

*4.1. *Academic Probation*: If a student's academic performance falls below the standard for "good standing" (See 1.1); the Department must place the student on academic probation. A student who has not met stated program requirements may also be placed on probation by the Department

4.1.1. *Notification of Academic Probation*: Departments are required to provide written notification to the students of their probationary status as soon as possible. The notification must inform a student of the grounds for this determination, the specific steps that must be taken to return to good standing, the means by which the student's performance will be evaluated and the penalty that will be imposed if these requirements are not met. If the student is notified within the first two weeks of a semester, the student may be required to complete all requirements by the end of that semester. If notification occurs after the first two weeks of a semester have been completed, the student has until the end of the next full semester (including summer) to complete all requirements. Where the probation letter includes a proposed timetable for completion it will be at the discretion of the Associate Dean for Student Affairs whether and how long to extend the time to the completion of degree beyond these time frames (See 2.4). Students on probation are not eligible for waivers of maintenance of matriculation fees or non-medical leaves of absence.

4.2. *Termination Resulting from Failure to Satisfy Terms of Academic Probation*: Students on academic probation who do not satisfy the stated terms of probation may be formally terminated from the graduate program by the Department or the Associate Dean for Student Affairs.

4.3. *Termination Resulting from Failure to Meet Program Requirements*: Students may be terminated by the Department or the Associate Dean for Student Affairs at any time for failing to meet stated program requirements that were in effect at the time of the student's admission.

4.4. *Right to Appeal Academic Probation or Termination:* Students have the right to appeal an academic probation decision, the criteria set for the reversal of academic probation or a termination issued by the Department within thirty (30) days of the receipt of the notification of termination or probation. Students wishing to appeal must file a written appeal to the Department by submitting the appeal to the Chair. This appeal must include the grounds for the appeal, specifying departmental or TSOA rules, or procedures which have not been followed; describe the facts and evidence in support of the appeal; indicate what remedy is sought; provide a brief history of the attempts to resolve the academic probation; and identify any individuals who may be contacted for relevant information. The Chair, in his/her discretion, may determine whether to interview individuals identified by the students, other TSOA faculty and administrators and/or the student in order to decide the appeal. The Chair will make all reasonable efforts to provide the student with a written final determination within four weeks of the date the letter of appeal was received. In the event this deadline cannot be met, the Chair will notify the student of the reason for the delay in writing.

4.5. *Right to Appeal to the Associate Dean for Student Affairs:* If the student is not satisfied with the determination reached by the Department, the student may file a written appeal with the Associate Dean for Student Affairs of TSOA within two weeks of the receipt of the written determination from the department. This appeal must include the same items as listed in Section 4.4 as well as what departmental or TSOA policy was not followed in the departmental appeal. The Associate Dean's review will be limited to consideration of whether departmental or TSOA policy was followed at the departmental appeal and whether the determination reached by the department is supported by the record presented on the appeal. The Associate Dean should provide a written final determination within two weeks of receipt of the full submission on appeal.

4.6. *Right to Appeal to the Dean of TSOA:* If the student is not satisfied that the procedures were properly and fairly executed by the Associate Dean, the student may appeal the Associate Dean's determination to the Dean of TSOA within two weeks of receipt of the Associate Dean's decision. The Dean will review only the process resulting in the Associate Dean's finding to determine if it was fair and impartial and followed the rules and policies of TSOA. No new information beyond what was reported to the Associate Dean will be considered. The Dean will render a written decision to the student within thirty (30) days of receipt of the appeal. The Dean's decision shall be final for TSOA and its departments.