

## **ACADEMIC PROBATION AND DISMISSAL**

Students should meet with their advisors regularly to discuss their academic performance and progress toward the degree. The ChE Graduate Program will notify students in writing when performance falls below an acceptable level. The Graduate School may take any of the following actions when a student's academic performance is deficient:

- place a continuing student on academic probation;
- require a student to withdraw from the University; or
- not confer a degree or certificate.

### **Unsatisfactory Academic Standing**

In accordance with its published policy, the Chemical Engineering Graduate Program may place a student on academic probation if the student has not maintained satisfactory academic standing. The following situations indicate unsatisfactory academic progress.

- 1) GPA falls below 3.0
- 2) Failure to pass the Doctoral Candidacy Exam (DCE)
- 3) Failure to pass the Thesis Proposal Exam (TPE)
- 4) The annual PhD student evaluation form completed by the student and the advisor indicates "unsatisfactory progress", or when the advisor otherwise notifies the student and the graduate program
- 5) The student leaves his/her research group without securing a new dissertation advisor
- 6) There are serious concerns regarding the student's performance and/or ethical behavior

The Graduate School will place a notation of "below minimum academic requirements" on the academic record at the end of the term in which a student's cumulative GPA falls below a B (3.0 on a 4.0 point scale). Upon the recommendation of the ChE Graduate Program committee, and with the consent of the Graduate School, a student will be given an opportunity to correct the academic deficiency and return to good standing.

<https://rackham.umich.edu/policy/section3/>

In the case of failure to pass the DCE or the TPE, students can petition the ChE Graduate Program to retake the exam. If approved, students must successfully complete the exam within six months to achieve satisfactory progress. Only one retake of the exam is allowed. If a student fails to pass the retake exam, the student will be dismissed from the program.

### **Appeal to retake the DCE or TPE**

Student should first meet with the graduate program chair to learn the deficiencies on the exam. The appeal should include plans for improvement as recommended by the examining committee. The ChE Graduate Program committee will make the decision whether to approve the appeal and notify the student within three days after receiving the student's request.

### **Program Benchmarks for Satisfactory Progress**

In addition to passing the DCE and the TPE, students are expected to:

- Meet regularly with research advisor

By end of second year-

- form dissertation committee

By end of third year-

- Present talk or poster within UM (ChE department, Engin. College, etc.)
- Submit manuscript for publication in a peer-reviewed journal or develop research work plan for the next academic year that will likely lead to a manuscript submission in that time frame
- Meet with dissertation committee members (optional)

By end of fourth year-

- Hold data meeting or otherwise meet with dissertation committee and submit the data meeting form to the graduate program

Any time prior to defense (all required):

- Serve as GSI in a ChE class
- Deliver a talk at an external meeting (e.g., AIChE, ACS, MRS, etc.)
- Have at least one first-author publication in a refereed journal

<https://che.engin.umich.edu/graduate/current-students/>

### **Placing a Student on Academic Probation**

When an advisor has notified the student and the ChE Graduate Program that a student is not making satisfactory academic progress, the Graduate Program requires the following:

Advisor and student

- 1) meet to discuss the unsatisfactory progress
- 2) document steps for student to get back on track to making satisfactory progress
- 3) send an email to the graduate program listing the agreed-upon action plan/research goals and the time line. The time line should be no longer than three months from the then-current date. The plan should be submitted within two weeks.

The ChE Graduate Program will review the plan and determine the terms of the probation.

The Graduate Chair will follow up with a written notification to the student and the Rackham OARD. The notification will include:

- explanation and conditions of probation
- start and end dates of probation
- funding support
- conditions for returning to satisfactory standing
- options for appeal, if any

### **Appeal Process**

The student should submit documentation explaining the reasons for lack of progress and include the planned benchmarks to return to satisfactory academic progress. The Graduate Program Committee will make the decision whether to approve the request and notify the student within three days.

A student who has been placed on probation may request a leave of absence from Rackham or withdraw. The leave or withdrawal will stop the clock on the probationary period, which

resumes when the student returns to active status or is reinstated. Probation will remain in effect until the conditions are remedied or the student is dismissed.

### **Length of the Probationary Period and Funding**

The probationary period will not be shorter than two months of the fall or winter term and ordinarily conclude at the end of that term. For a student placed on probation within two months of the end of the fall term, the probationary period will extend into the winter term for a total of at least two months. For a student placed on probation within two months of the end of the winter term, the probationary period may include the spring or summer half-terms or the following fall term, for a total of at least two months. A student may be placed on probation starting in the spring or summer half term for a minimum of two months and does not need to be enrolled during these half terms.

The student's research advisor is expected to maintain funding during the probation period when the student is working toward making satisfactory progress, as a student in his/her research group. When a student voluntarily leaves a research group, it is the student's responsibility to secure new advisor support on a funded project as soon as possible so that there is no gap in funding. If a gap in funding occurs, the student may be asked to hold a GSI position.

### **End of the Probationary Period and Dismissal**

At the end of probation, and upon the recommendation of the ChE Graduate Program and the consent of the Graduate School, a student may either be returned to good academic standing or dismissed from the program. The decision to dismiss a student will be made by the graduate program committee. The graduate chair will notify Rackham OARD of a recommendation for dismissal.