

Utica College
Academic Standards Committee
Policies and Procedures
Revised May 2014

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Description of the Committee

From the Faculty Senate By-Laws

The Academic Standards Committee shall review and recommend on matters related to academic standards, including but not limited to, academic credit, grading, and academic standing of students. The Faculty Senate may establish a separate committee to review and recommend on matters related to graduate academic standards, including but not limited to, academic credit, grading, and academic standing of students.

Specific Function and Authority: shall initiate, review, and report and recommend to the Faculty Senate admissions standards and procedures, standards governing the transfer of credit from other institutions, standards for honors and probation, regulations affecting any aspect of academic standing such as, but not limited to, attendance, withdrawal, eligibility and advanced credit; review the records of, and take appropriate action on, students having academic deficiencies; review and take action on instances of academic or intellectual dishonesty; and receive, study and/or initiate action in regard to any academic or pedagogical matters that are of concern to the College.

Membership: shall consist of five (5) faculty or professional librarians elected by members of the Faculty Senate; two (2) students selected by the Student Senate; and one (1) graduate student appointed by the Graduate Studies Committee. The Dean of the Faculty (or a representative of the Dean), the Registrar, and the Director of Student Development shall be non-voting members.

Officers: shall elect a chair and a secretary.

Meeting Times

Academic Standards Committee meets from 11:30 – 12:30 on Wednesdays during the semester. In addition, on Wednesdays that are not reserved for Faculty Senate, the time slot from 3:30 – 5:00 is held open for hearings. Meetings to consider probations and dismissals are held after the end of the Fall and Spring Semester. Meetings to consider appeals are customarily held 2 – 3 weeks later.

Minutes and Agenda

Minutes of regularly scheduled meetings of Academic Standards Committee will be posted on the College's server in a dedicated folder.

An agenda will be distributed to members of the committee in advance of the meeting, but not posted on the server.

Neither minutes nor agenda will use the names of students or faculty coming before the committee in person, or who have matters before the committee. Case numbers will be used and a key of the names associated with each case number will be maintained in the Office of Student Success.

Access to the key of names associated with case numbers will be limited to members of the Academic Standards Committee.

New Members

The period of service for members of the academic standards committee runs from August 1st to June 1st with the expectation that committee members will attend the summer meetings to decide on probations/dismissals and appeals. New faculty and student members of the committee are selected during the spring semester of the academic year and are invited to attend the summer meetings as non-voting guests.

Student Participation

Student participation is essential to the proper functioning of ASC. At the first April meeting, current ASC members will propose new student members for the coming year so as to ensure prompt replacement of anyone leaving the committee. As appropriate, the Chair of the Academic Standards Committee, the Dean for Student Success, or the representative of the Dean of the Faculty will notify nominated students and will meet with each interested student for a brief orientation and vetting, as necessary. Nominated students may not be on academic probation and should not be in a class taught by a member of the committee. Nominated students need to be ratified by the student senate.

The graduate student member must be appointed by the Graduate Studies Committee. In the event that a student finds it necessary to resign from the committee, this same procedure will be followed.

Recusal

Any member of the committee who has a substantial involvement in a case brought before the committee shall recuse him or herself from the committee's deliberations of the case. Substantial involvement is a significant level of involvement which could lead to the appearance of a conflict of interest. Examples include being the faculty member who

initially reported a case of academic dishonesty that is being heard by the committee, a member of the committee who is a relative of one or more of the parties bringing a case before the committee, or a member of the committee who is involved in a significant dispute with one of the parties bringing the case before the committee.

Action During the Summer or Winter Break

After the final appeals meeting of the spring semester, committee members are not required to serve until the fall term commences. Committee meetings are not normally scheduled during the winter break. Such committee business as genuinely requires immediate action during these times shall be handled by the Provost, consulting as needed with the Associate Provost, the Dean of Student Success, and the Chair of the Academic Standards Committee. Where possible, sitting members of the committee will also be consulted.

Authority Delegated to the Director of Student Success

In time-sensitive matters certain decisions may be made by the Director of Student Success (DOSS) in accordance with well-established precedent and/or electronic consultation with the committee and/or chair. Specific authority delegated by Academic Standards Committee to the (DOSS) includes:

- The DOSS may waive the residency requirement for a student who has fewer than 10 credit hours left to graduate (or 11 if a lab course is involved.)
- The DOSS may instruct the registrar to change a grade of F to WD where there is clear evidence that the student never attended the class beyond the last day of the add/drop period.
- The DOSS may deny a student petition in cases where the petition is either specious or the request is for a non-petitionable matter.
- The DOSS may grant a petition to graduate with honors when a student is within 3 credits of satisfying the requirements.

Office Responsibilities

The Academic Affairs office handles all matters related to academic dishonesty and academic dismissal. The Office of Student Success handles all other student academic appeals including grade appeals, athletic eligibility, and residency waivers.

Authority Delegated to the Dean of Graduate Studies

In time-sensitive matters certain decisions may be made by the Dean of Graduate Studies in accordance with well-established precedent and/or electronic consultation with the committee and/or chair. Actions taken by the Dean of Graduate Studies will be reported to the committee at the

next scheduled meeting. Specific authority delegated by Academic Standards Committee to the Dean of Graduate Studies includes:

- Review of winter and summer session 8 week graduate probation and dismissals.

Probations and Dismissals Meetings

Meetings to consider students for probations and dismissals based on a lack of academic progress are held after the end of the fall and spring semester and before the start of winter or summer classes. Meetings to consider appeals are customarily held 2–3 weeks later.

Prior to the meeting the registrar prepares a series of reports. These are:

- The undergraduate students (including non-matriculated students) whose GPA is below a 2.0
- The graduate students who meet the criteria for a warning letter or dismissal.
- The graduate students who have one or more grades of "Incomplete."

Decisions on students are indicated by a code:

- P1 Probation for an undergraduate student, either for the first time or with a previous semester not having been on probation.
- P2 Probation for an undergraduate student who was also on probation the previous semester
- CP Continuing Probation for an undergraduate student. Although the student earned a semester average of 2.00 or better, the cumulative GPA remains below a 2.00
- D1 First dismissal for an undergraduate student.
- D2 Second dismissal for an undergraduate student
- NR Blocked registration – the student may not register until he or she has met with Director of Student Success.
- NA No Action
- GS A graduate student in good standing.
- G1 First warning to a graduate student
- G2 Second warning to a graduate student
- GC2 Probation for two grades of C
- GF Probation for grade of F
- GInc Warning for grade of Incomplete
- GD Dismissal for a graduate student.
- DP Dismissed by program

The dismissal parameters historically applied to first semester freshmen and transfers are:

- D1 A full-time student with a semester average between 0.00 and 0.50
- NR A full-time student with a semester average between 0.51 and 1.00
- P1 A full-time student with a semester average between 1.01 and 1.99

Part time students who registered for 6 credit hours or fewer and have a GPA between 0.00 and 1.99 typically receive a P1

Continuing undergraduate students are placed on probation when their cumulative GPA falls below a 2.00. Dismissal is considered when their grade point deficiency exceeds 11.0 points. The grade point deficiency is the number of credits with a grade of B a student would need to earn, assuming no other grades drop below a C, to bring the student's GPA up to a 2.00.

Other codes used by the committee include:

- R1 Readmitted after a first dismissal
- R2 Readmitted after a second dismissal
- J Student with a judicial record.

Graduate Student Warning and Dismissal Procedures

A letter of warning will be issued to any student who receives a grade of C or has a GPA of less than 3.0 after having completed 12 (twelve) credit hours. The student will be placed on academic warning. A second letter of warning will be issued to a student who receives a second grade of C. A copy of any letter of warning will go to the student's adviser.

A letter of probation will be issued to any student who receives a grade of F or WF. The student will be placed on probation and must retake the course, or an equivalent course as approved by the program chair, and earn a grade of B or better in the next semester. If the course is not offered in the next semester, the student may, with the approval of the program chair, remain as an active student and take courses appropriate to his/her course of study. However, the student must retake the failed course the next time it is offered and earn a grade of B or better. Failure to achieve a B on retaking the course will result in dismissal from the program. The student is allowed to retake the course only once. Note that replacing the F/WF with a grade of B or better only affects the student's GPA. The F/WF will remain on the transcript and will be considered part of the student's overall record of performance.

A letter of dismissal will be issued to any student who has a GPA of less than 3.0 after having completed 21 (twenty-one) credit hours, or who receives 3 (three) grades of C or lower, or a second grade of F/WF. The

student will be dismissed. This dismissal decision may be appealed to the Academic Standards Committee. Students who wish to appeal should consult with Academic Support Services. A second dismissal is considered to be a permanent separation from the college.

In addition, letters are sent to any graduate student who has a grade of I (incomplete) at the time of the probations and dismissals meeting. This letter explains that it is the responsibility of the student to ensure that the outstanding work is completed in a timely manner, and alerting the student to the fact that, if a grade of incomplete becomes an F, he or she will be dismissed from the program.

Graduate Readmission Criteria

Students who are dismissed for lack of academic progress from a graduate program at UC may apply for admission to UC, to either the program from which they were dismissed or another at the College. However, this is a new application and must be treated as such.

A student who is dismissed from UC for lack of academic progress and who is admitted into UC in the same program must repeat and pass the failed course(s) before taking additional courses.

A student who is dismissed from UC for lack of academic progress and who is admitted into UC in a different program may transfer courses to the new program at the discretion of the department and within the rules in the graduate catalog governing the transfer of courses.

Given the immense amount of overlap between the courses required for different education programs, and the fact that there is a distinction between the degree a student earns and the certification for which they are eligible, the education programs are treated as tracks within a single program. This means that lack of academic progress in any course applies to all tracks.

When a candidate is admitted into a new program within the education department, Utica College courses that were completed as part of the old program automatically transfer to the new program. When calculating cumulative GPA all courses taken at Utica College apply.

Retroactive Satisfaction of Core Requirements

The Utica College catalog says that "Transfer students matriculating with an associate's degree or 57 credits from a 4-year institution will be exempt from Components One and Two of General Education Core." The Academic Standards Committee and the Office of the Registrar have always interpreted that rule to mean that a student may not matriculate into UC with an Associate's degree almost complete and then transfer

courses (from either UC or another institution) into the associate's degree granting institution thereby completing an associate's degree and becoming exempt from general education core. The bottom line is that a student's status vis-à-vis General Education Core is established at the time of matriculation into Utica College.

In the case that a student leaves Utica College, completes an associate's degree, and then reapplies to UC, General Education would be waived. It is the student's status as of the most recent matriculation into UC that counts.

From time to time the Academic Standards Committee hears petitions from students asking to be exempt from this rule. Appeals of this type are dealt with according to the committee's guidelines and consistent with past practices.

Committee guidelines

Appeals to allow a student to achieve an associate's degree after matriculation at UC and therefore be exempt from General Education Core are typically granted only when

- (a) the student is 8 credit hours or fewer away from achieving the degree when they enter UC and
- (b) the degree is achieved within a year of matriculating into UC.

Satisfying these two conditions does not guarantee that the appeal will be granted, but failing to satisfy them will (except in extraordinary circumstances) prejudice the appeal.

Processes and Sanctions for Academic Dishonesty

- When academic dishonesty (cheating or plagiarism) is detected by a faculty member, the faculty member determines the appropriate sanction.
- Sanctions that can be imposed by the faculty member include work assignments (such as repeating a paper) or penalty grades, up to and including the grade of "F for Cheating." Sanctions other than work or grade sanctions must be recommendations on the part of the department to the dean of the relevant academic division.
- The faculty member informs the student in writing using the form letter on the Information for Faculty website at <http://www.utica.edu/academic/intellectualdishonesty.cfm>
- The faculty member submits a copy of the letter to the Office of Academic Affairs with supporting materials.

- If the student wishes to appeal the sanction, he or she may do so within the time period prescribed and in accordance with the directions on the form letter.
- If the student requests an Academic Dishonesty Hearing, he or she must have all supporting materials prepared and submitted to the Office of Academic Affairs within the time period described in the form letter. If the student chooses to have an advocate, he or she should do so in advance of the hearing.
- Student appeals are directed to the Office of Academic Affairs.
- Academic Affairs notifies the Chair of the Academic Standards Committee and prepares packages of materials for consideration by the committee.
- Appeals packages contain the original letter from the faculty member and supporting materials, together with the student's letter of appeal and any other relevant materials.
- The Academic Standards Committee reviews the materials and can decide to:
 - Render a decision based on the written material,
 - Request additional written materials, or
 - Schedule a hearing for a later date. Appeals hearings are conducted in accordance with the Process for an Academic Dishonesty Hearing.

Repeat Instances of Intellectual Dishonesty

When a student has committed multiple acts of academic dishonesty, as detected by either the faculty member or by the office of Academic Affairs, the Provost will refer the matter to the Academic Standards Committee.

Procedures for handling repeat instances of intellectual dishonesty by the same student are as follows:

1. The faculty member submits a report of intellectual dishonesty to the Office of Academic Affairs.
2. Academic Affairs checks to see if this is a repeat offense. A repeat offense may occur on different assignments in the same class or in different classes.
3. If it is a repeat offense, Academic Affairs informs the student in writing that the materials are being forwarded to Academic Standards Committee for review. See letter in Appendix 1 which includes a solicitation for additional material from the student.
4. Academic Affairs collects relevant material from the faculty member, including syllabi, and assignment sheets.
5. Academic Affairs receives any materials submitted by the student.

6. Academic Standards Committee convenes a meeting to review the cases. The Associate Provost brings the collected material to the meeting.
7. Following the meeting the Chair of the Academic Standards Committee informs the student in writing of the committee's decision.
8. Any appeal of the decision is heard by the Provost. Appeals must be filed by the student within 14 days of the date of the letter from Academic Standards.

Sanctions Other Than Work or Grade Sanctions

- An academic department may feel it is appropriate to recommend sanctions other than work or grade sanctions, for instance suspension or expulsion from the College.
- If the department wishes to recommend such sanctions, the department must make the recommendations in writing to the dean of the academic division.
- If the dean concurs with the recommendation, the dean will forward the recommendations to the Associate Provost.
- The Associate Provost will ask the Academic Standards Committee for a review of the case and make recommendations.
- Until the Associate Provost has decided, the sanctions are recommendations only.

Process for an Academic Dishonesty Hearing

The hearing process is confidential, non-confrontational, and non-adversarial. It is conducted in a manner that seeks to understand the facts and arrive at a just decision. Witnesses before the committee are not permitted to directly cross-examine each other. The Chairperson of the Academic Standards Committee, or appointed designee, presides over the hearing. An audio recording of the proceedings is kept. The procedure is as follows:

1. The Committee is convened and the members independently review the packet of information which has been assembled for them by the Office of Academic Affairs. There is no discussion of the materials at this time. The materials consist of all student records and relevant correspondence and responses as well as any supporting documentation that the student or the faculty member feels is relevant to the case. The student has full and complete access to this information prior to the hearing.
2. After a review of the materials, the student and faculty member are asked to sit with the committee and the hearing commences.
3. The Chairperson explains the intent and purpose of the hearing as well as the procedures that will be followed; the members introduce themselves for the record.

4. The student, who is allowed to bring an advocate from the college community, is offered the opportunity to make a statement for the record.
5. Following the student's statement, the members of the committee may ask the student questions for the purpose of gaining clarity.
6. The Chairperson then asks the faculty member if she or he would like to make a statement.
7. Following the statement by the faculty member, the committee may ask questions of the faculty member.
8. The committee members may ask follow-up questions of either the student or the faculty member at this time.
9. After the members have concluded their questioning, the student and the faculty member are excused. The student is given the opportunity to wait for the committee's decision.
10. After the witnesses have been excused, the committee will deliberate and reach a decision in a manner consistent with committee procedures.
11. Following the decision, the Chairperson and another member of the committee inform the student of the decision in person if the student has elected to wait.
12. A letter to the student from the Chairperson informing the student of the decision will be sent on the next business day, a copy going to the faculty member, the Office of Academic Affairs, and the Registrar.

Appendix 1 – Probation/Dismissal Letters to Students

Undergrad P1 Letter (First time on probation)

Date:
Name
Address

ID#

Re: Academic Probation – P1

Dear ,

The Utica College Academic Standards Committee has reviewed your academic record and has placed you on **Academic Probation** because your cumulative average is below 2.0. This probation, due to the serious deficiencies in your scholastic performance, requires that you must achieve at least a 2.0 average by the end of the next semester at Utica College in order to continue as a matriculated student. You may not take any courses under the pass/fail option, and you should not incur any incompletes for the semester. Failure to meet these conditions and demonstrate academic improvement is likely to result in your dismissal from the College when the Committee again reviews your record next semester.

Students on probation are limited to 12 credit hours. If you are currently registered for more than 12 credit hours in the upcoming semester, you must make an appointment with your academic adviser to decide which credits you will drop.

It is our sincere hope that you will be able to meet these probationary requirements and place yourself in good academic standing this semester. Toward this end, please make an appointment with a staff member in the Office of Student Success at (315) 223-2555.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice-President for Academic Affairs

cc: Registrar's Office
School Dean

Undergrad Probation – P2 (Second time on probation)

Name:
Address:

ID#

Re: Probation – P2

Dear ,

The Utica College Academic Standards Committee has reviewed your academic record and you remain on **Academic Probation** because your cumulative average is still below 2.0. This probation, due to the serious deficiencies in your scholastic performance, requires that you must achieve at least a cumulative 2.0 average by the end of your next semester. You may not take any courses under the pass/fail option, and you should not incur any incompletes for the semester. Failure to meet these conditions and demonstrate academic improvement is likely to result in your dismissal from the College when the Committee again reviews your record next semester.

Students on probation are limited to 12 credit hours. If you are currently registered for more than 12 credit hours in the upcoming semester, you must make an appointment with your academic adviser to decide which credits you will drop.

It is our sincere hope that you will be able to meet these probationary requirements and place yourself in good academic standing this semester.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice-President for Academic Affairs

cc: Registrar's Office
School Dean

UNDERGRADUATE NR LETTER (Blocked Registration)

Date

Name
Address

ID#

RE: Blocked Registration –NR

Dear ,

The Academic Standards Committee has reviewed your academic record and has blocked your registration. Before you are allowed to attend classes again at Utica College you must speak with Mr. Richard Racioppa, Director of Student Success, to discuss your academic performance last semester **and whether or not you should continue your studies at this time. If you are permitted to continue at Utica College, there may be conditions placed on your study here.** Even if you have already scheduled courses for next semester, you will not be allowed to attend classes until you have met with Mr. Racioppa.

In preparation for this conversation, please email Mr. Racioppa regarding your desire to continue at Utica College. The College expects its students to maintain acceptable standards of academic progress. In your letter, therefore, indicate any extenuating circumstances that might explain your poor academic performance and how you plan to do better next semester. He must receive your letter or email by **12:00 noon on Wednesday, January 15, 2014**. You may email him at rraciop@utica.edu. Please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

After you have sent the letter, please call the Office of Student Success at (315) 223-2555 and make an appointment to meet with Mr. Racioppa. Additionally, severe deficiencies in your academic record may have caused you to lose financial aid. If you have questions or concerns about this, contact the Student Financial Services Office at (315) 792-3179.

Please give this important matter your careful and urgent attention.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President for Academic Affairs

cc: Registrar's Office
Director for Student Success

UNDERGRAD CONTINUED PROBATION LETTER

Date:

Name:

Address:

ID#

RE: Continued Academic Probation

Dear

The Utica College Academic Standards Committee has reviewed your academic record and you officially remain on **Academic Probation**. We noted the improvement in your scholastic performance and urge you to continue your efforts to remove your academic deficiencies.

However, because your cumulative average is below 2.0, you must achieve at least a cumulative 2.0 average by the end of your next semester. Continued probation also requires that you may not take any courses under the pass/fail option, and you should not incur any incompletes (grades of "I") for the semester. Failure to meet these conditions may result in your dismissal from the College.

Students on probation are limited to 12 credit hours. If you are currently registered for more than 12 credit hours in the upcoming semester, you must make an appointment with your academic adviser to decide which credits you will drop.

It is our sincere hope that you will be able to meet these probationary requirements and place yourself in good academic standing this semester. Toward this end, please make an appointment with a staff member in the Office of Student Success at (315) 223-2555.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice-President for Academic Affairs

cc: Registrar
School Dean

UNDERGRAD D1 LETTER (First Dismissal)

Date:

Name
Address

ID#

RE: Academic Dismissal

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record, and your grades for the past semester as well as your total academic record do not meet our expected standards. As a result, the Committee has determined that you may not continue as a student at Utica College at this time.

Under the policy approved by the Faculty Senate, any matriculated Utica College student dismissed for academic reasons will not be permitted to take any courses at Utica College until at least one regular semester has elapsed without enrollment. After that period of time, you are eligible to apply for readmission. If you are currently enrolled in a course that has already begun, your registration will be cancelled. Information pertinent to conditions of dismissal and readmission may be found in the Utica College catalog. Please note, dismissal from the college voids your right to reside in campus housing and precludes your membership/participation in any clubs, groups, or athletic teams as listed under the Student Activities section of the Utica College catalog.

If you elect to apply for readmission after the designated time period, it is our sincere hope that you will be prepared and committed to work to your academic potential. Readmission, however, is not automatic, and it would be helpful to your application if you can provide evidence of successful coursework at another institution. Please understand that studying at another institution is not a requirement for readmission.

If you paid for the student health insurance in the fall, your student health insurance coverage will be expiring on January 31, 2014, as you were charged for only the first 6 months of coverage. You may extend your health insurance by contacting Haylor, Freyer and Coon at 1-800-289-1501 by January 31, 2014.

If you wish to appeal this decision, your appeal must be submitted in writing to this office prior to **12:00 p.m. on Wednesday, January 15, 2014**. The Academic Standards Committee will then review the written material you submit and render a final decision. The review process does not require you to appear before the Committee. If you submit an appeal, you will be notified of the outcome of your appeal, in writing and by e-mail to your UC e-mail address. You may e-mail me at provost@utica.edu or fax your letter to 315-792-3702. If you e-mail me please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

If you have any questions about your situation, please feel free to contact my office.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President for Academic Affairs

Attachment: transcript

cc: Registrar
Director for Student Success
Program Chair or Director
Academic Advisor

UNDERGRAD. D2 LTR (Second Dismissal)

DATE:
NAME
ADDRESS

ID#

RE: Second Academic Dismissal

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record. As you are aware, you did not meet the stipulation of "better than a 2.0 average" stated in your last probation letter. The Committee, therefore, has recommended your dismissal from Utica College. Inasmuch as you have been readmitted once and this will constitute your second dismissal from the College, you will not be permitted to re-enroll. Please note, dismissal from the college voids your right to reside in campus housing and precludes your membership/participation in any clubs or groups as listed under the Student Activities section of the Utica College catalog.

If you paid for the student health insurance in the fall, your student health insurance coverage will be expiring on January 31, 2014, as you were charged for only the first 6 months of coverage. You may extend your health insurance by contacting Haylor, Freyer and Coon at 1-800-289-1501 by January 31, 2014.

In very rare instances, this decision may be appealed. If you have any additional information which the Committee did not have access to at the time it made this determination, and which you feel could have influenced their decision, you may submit an appeal to me in writing to this office. It must be received no later than **12:00 noon on Wednesday, January 15, 2014**. You may e-mail me at provost@utica.edu or fax your letter to 315-792-3702. Please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

If you have any questions about your situation, please feel free to contact my office.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice-President for
Academic Affairs

cc: Registrar
Director of Student Success
Program Chair or Director
Academic Advisor

SPECIAL ACADEMIC GPA WARNING- G1

DATE

NAME AND ADDRESS

ID# 000

RE: Special Academic Warning – G1

Dear M :

The Academic Standards Committee has reviewed your academic transcript and has determined that your status as a graduate student at Utica College is currently at risk.

You are being placed on Academic Warning because your GPA has fallen under a 3.0. In order to remain an active student at Utica College and to graduate, you will need to maintain a GPA of 3.0 or better. Failure to maintain a GPA of 3.0 by the end of next semester may result in your being dismissed from the College.

The committee wishes the best for you and hopes that you will show improvement. If you have any questions, please contact the Graduate Studies Office at 315-792-3335 for information and assistance.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President for
Academic Affairs

cc: Registrar
Assistant Registrar
Academic/Faculty Adviser
Graduate Studies Office

ACADEMIC WARNING – G1, G2

DATE:

NAME AND ADDRESS

ID#:

Re: Academic Warning – G2

Dear :

The Academic Standards Committee has reviewed your academic transcript and has determined that your status as a graduate student at Utica College is currently at risk.

In order to remain an active student at Utica College you need to avoid earning grades below a C+.

The committee wishes the best for you and hopes that you will show improvement. If you have any questions, please contact the Office of Graduate Studies at (315) 792-3335 for information and assistance.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President
for Academic Affairs

cc: Registrar
Assistant Registrar
Graduate Studies Office
Academic/Faculty Adviser

ACADEMIC PROBATION – GC2 (Probation with 2 grades of C)

DATE:

NAME:

ADDRESS:

ID#

RE: Academic Probation –GC2

Dear

The Academic Standards Committee has reviewed your academic transcript and determined that your status as a graduate student at Utica College is currently at risk.

You have been placed on academic probation because you have received two grades of “C.” Please be aware that earning another grade of “C” or a grade of “F” will result in your dismissal from the College. You should also be aware that you must maintain a GPA of 3.0 or higher to remain in good standing.

The committee wishes the best for you and hopes that you will show improvement. If you have any questions, please contact the Office of Graduate Studies at (315) 792-3335 for information and assistance.

Sincerely yours,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President
for Academic Affairs

cc: Registrar
Office of Graduate Studies
Assistant Director of Student Financial Services
Counseling, eLearning
Program Director
Faculty Adviser

ACADEMIC PROBATION – GF (Probation 1 grade of F)

DATE:

NAME:

ADDRESS:

ID#

RE: Academic Probation -GF

Dear

The Academic Standards Committee has reviewed your academic transcript and determined that your status as a graduate student at Utica College is currently at risk.

Because you have received a grade of “F,” you have been placed on probation and must retake (course), or an equivalent course as approved by the program chair, and earn a grade of B or better in the next semester. If the course is not offered in the next semester, you may, with the approval of the program chair, remain as an active student and take courses appropriate to your course of study. However, you must retake the failed course the next time it is offered and earn a grade of B or better. Failure to achieve a B on retaking the course will result in dismissal from the program. You are allowed to retake the course only once.

The committee wishes the best for you and hopes that you will show improvement. If you have any questions, please contact the Office of Graduate Studies at (315) 792-3335 for information and assistance.

Sincerely yours,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President
for Academic Affairs

cc: Registrar
Office of Graduate Studies
Assistant Director of Student Financial Services
Counseling, eLearning
Program Director
Faculty Adviser

GRADUATE INCOMPLETE LETTER (GInc)

DATE:

NAME
ADDRESS

ID#
RE: Incomplete Grade

DEAR ,

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record and note that there is at least one grade of "I" (incomplete) on your transcript as of this date.

The committee feels it appropriate to remind you that it is your responsibility to ensure that the outstanding work is completed and that this grade be converted to a credit-bearing letter grade as soon as possible.

You should also be aware that, should that grade of "I" become a grade of "F", you may be dismissed from the College in accordance with the Utica College graduate retention policy.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President for
Academic Affairs

cc: Registrar

GRADUATE DISMISSAL:

DATE:

NAME
ADDRESS

ID#000
RE: Academic Dismissal -GD

Dear M :

The members of the Utica College Academic Standards Committee have carefully reviewed your academic record, and your grades for the past semester and your total academic record do not meet our expected standards for graduate studies. As a result, the Committee has recommended your dismissal from Utica College.

If you wish to appeal this decision, you need to submit a letter to the attention of the Academic Standards Committee accompanied by any information which might influence this decision. Your appeal must be received by this office **no later than 12:00 p.m. on** . You may e-mail me at provost@utica.edu or fax your letter to 315 792-3702. If you e-mail me, please use your Utica College e-mail account, as the College's spam blockers often intercept e-mails from commercial accounts.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Vice President for
Academic Affairs

cc: Registrar
Office of Graduate Studies
Assistant Director of Student Financial
Services Counseling, e-Learning
Faculty Adviser
Program Director

Intellectual Dishonesty Reporting Letter

To: *Student*

From: *Faculty member*

Re: Academic Dishonesty

Date: *Date*

On *(date)* in *(class)* you committed the following act of intellectual dishonesty *(details of student action)*:

As a result of your actions, you will receive/are asked to *(details of action)*

A copy of this letter is being sent to the Provost. If this is the first letter that the Provost has received about you, no further action will be taken, although the letter will remain in your file. If this is a repeat offense, the Provost will refer the case to the Academic Standards Committee for further review. It is possible that the committee may recommend a more severe penalty than that assigned above.

If you wish to appeal this sanction you may do so in writing to the Academic Standards Committee, but you must appeal before the end of next semester. Before doing so, you are encouraged to consult a counselor in the Academic Support Services Center, who will provide assistance in preparing your appeal and advice about the choice of an advocate from within the College community should you wish one. The Academic Support Services Center is located in room 109 Hubbard Hall, (315) 792-3032.

Your appeal to the Academic Standards Committee must be made in writing and addressed to the Academic Standards Committee, c/o The Office of Academic Affairs, Utica College, 1600 Burrstone Road, Utica, NY 13502. You may also request to be heard in person. A hearing may be granted at the discretion of the Committee, which has the responsibility to ensure the equitable treatment of all parties. In situations where appearing before the committee would constitute a hardship, you may request an audio or web-based hearing, or may designate an advocate to appear for you at a hearing.

Notification of Multiple Offenses of Intellectual Dishonesty

Dear _____:

On _____, you received a letter from Professor _____
_____ regarding cheating/plagiarism of your (exam, report, paper etc)
in (Course) for which you received a grade of _____ for the course/paper/exam. You
also received a letter from Professor _____ dated _____ for
cheating/plagiarism in your (course) for which you received a grade of _____ for the
_____.

As this is two offenses of intellectual dishonesty, I am referring this matter to the
Academic Standards Committee for further review. If you feel you have additional
materials that the Committee should review, please send them to me at the above address
no later than 14 days from the date of this letter. Please be advised that the Committee
may recommend a more severe penalty than that assigned above.

Sincerely,

Judith A. Kirkpatrick, Ph.D.
Provost and Dean of the Faculty

cc: _____, Chair, Academic Standards Committee
_____, Dean of Student Success
_____, Faculty Advisor

Post Review of Multiple Offenses of Intellectual Dishonesty

Dear _____:

In accordance with the policies contained in the Utica College catalog, the Office of Academic Affairs forwarded to the Academic Standards Committee reports of your multiple instances of academic dishonesty.

The committee has determined that the following penalties, in addition to those imposed by the faculty member, are appropriate:

Sanction

Please note that you may not withdraw from the course in order to avoid the grade of "F for Cheating."

If you wish to appeal this decision you may do so in writing to the Provost. Your letter of appeal must be postmarked within 14 days of the date of this letter.

Before filing an appeal, you are encouraged to consult a counselor in the Academic Support Services Center, who will provide assistance in preparing your appeal. The Academic Support Services Center is located in room 109 Hubbard Hall, (315) 792-3032.

Your appeal to the Provost must be made in writing and addressed to Provost, c/o The Office of Academic Affairs, Utica College, 1600 Burrstone Road, Utica, NY 13502.

Chair, Academic Standards Committee

Cc: Academic Support Services
Office of the Registrar
Relevant Faculty Member