Academic Standards

Grade Point Average

The grade point average (GPA) is determined by multiplying the credit points (for example, B+ = 3.3) by the number of credit hours for each course. Add up the total credit hours attempted, total the credit points and divide the number of points by the number of hours.

Grades of I, IP, NC, NR, W, NP or P are not included in the grade point average. Incomplete grades that are not completed within one calendar year from the quarter the original course was taken are converted to grades of ‘F’ in the GPA. All grades for repeated courses are included in determining the GPA.

Good Academic Standing

Graduate students must maintain a cumulative GPA of 3.0 or higher to be in good academic standing.

Note: GPA Requirements for Sturm College of Law students may be different.

Below 3.0 Grade Point Average

Any student whose overall grade point average falls below a 3.0 is no longer in good academic standing and may be warned, put on probation, suspended or terminated, depending upon the grade point deficiency. It is the program’s responsibility to inform the student of the deficiency, and the student must contact his/her advisor to develop a plan to remedy the academic deficit.

After three consecutive quarters (two semesters) of deficit or, in the opinion of the student’s advisor, department chair and/or dean, the student is incapable of raising his/her GPA to 3.0, or finishing requirements for the degree, the student may be terminated from the program.

Students whose GPA falls below a 3.0 may not be eligible for some types of financial aid. For more information, see Section 8.4 Financial Aid: Satisfactory Academic Progress (SAP) or contact the Office of Financial Aid for details.

Graded Work Accepted for the Degree

In no case may more than one-fourth of the hours accepted toward the degree be grades of “C.” A grade lower than “C-” renders the credit unacceptable for meeting University degree requirements. Grades of “C-” or better qualify for graduate credit but may not count towards the degree. Students should consult with their program to understand unit-specific minimum grade requirements.

Students cannot take more than eight-quarter hours beyond the degree requirements in order to make up grade deficiencies. These additional credit hours should be relevant for the degree and approved by the student’s advisor. Students whose grades are still deficient after taking the additional eight hours are terminated from the degree program.

Note: Satisfactory grades for the Sturm College of Law may be different. Consult the unit for details.

Repeating Courses

Repeatable courses include independent research, independent study, topics courses and music performance courses. Unless it is specifically designated as repeatable, a course in which the student has received a qualifying grade may not be repeated for credit.

If a non-repeatable course is taken again, the regular tuition rate is charged, and the course is counted as part of the total credit load. All grades are counted in GPA calculations. The highest grade received in the repeated course fulfills the degree requirements, but hours earned toward degree requirements are counted only once.

All repeated courses appear on student transcripts. Automated advising tools (e.g. the Academic Progress Report) may show only first grade for the course.

Candidate Status and Completion of Coursework

Advanced degrees are not awarded automatically on completion of the required number of courses or hours of credit, and the candidate’s status is subject to review at any time.

Grade Changes

Grades submitted by instructors at the end of the term are final and are not subject to change by reason of revision of judgment on the part of the instructor. Grades cannot be changed on the basis of a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded, or by retaking the course.
Academic Standards

In the event of a grade error, the faculty member should change the grade using the University’s grade change process. Any correction or appeal of a grade must take place in the term following the one in which the grade was assigned.

The initial reporting of a grade does not require the grade change process; if the grade was not recorded or if the course is listed as IP (In Progress), a memo on departmental letterhead will suffice to report the grade.

*Note:* Some graduate units may have more restrictive policies. Contact the academic unit for details.

Probation

Any student whose overall grade point average falls below a 3.0 will be placed on probation.

It is each program’s responsibility to inform the student of their probationary status. The student must contact his/her advisor to develop a plan to remedy the academic deficit. After three consecutive quarters (two semesters) of deficit, the student must be reviewed for possible termination from the program.

*Note:* Requirements for probationary status for Sturm College of Law students may be different. Students should consult the unit for appropriate procedures.

Suspension

Students may be suspended from the University for academic or behavioral misconduct and may not be permitted to enroll for a period specified as part of the terms of their suspension.

The University will not accept courses completed at another institution while the student is under suspension.

A suspended student who wishes to re-enroll must request readmission through his/her program’s admission office.

Termination

A student will be recommended for termination from his/her graduate program for the following reasons:

- the student maintains a GPA lower than 3.0 for three consecutive quarters (two semesters)
- in the opinion of the student’s advisor, department chair and/or dean, the student is incapable of raising his/her GPA to 3.0 or finishing requirements for the degree
- a department can document that a student will not be returning
- the time limit for completing provisions has expired
- the time limit for completion for the degree has expired
- the request for an extension of time has been denied
- the student wishes to change to another degree program outside of the college, school, or department in which s/he is currently enrolled
- severe academic or behavioral misconduct
- violation of the Honor Code

If the student chooses to reapply to a program after being terminated, the time limit to complete the degree may not automatically be reset, and there is no guarantee a student will be readmitted, even if s/he reappplies.

*Notes:* Some programs may have more stringent policies. Contact the unit for details.

Requirements and procedures for termination for Sturm College of Law students may be different. Students should consult the unit for appropriate procedures.

Mandatory Withdrawal Policy

A student will be subject to mandatory withdrawal if the Associate Provost for Graduate Studies or his/her designees, in consultation with appropriate university administrators, has probable cause to conclude that the student has engaged or threatens to engage in the following:

- poses a significant danger of causing imminent physical harm to others
- impedes the lawful activities of other members of the campus community,
- reasonably demonstrates an inability to maintain academic progress at the University
- fails to comply with a request for mental health evaluation after exhibiting behavior that poses imminent self-harm.

Except in emergencies (see *Mandatory Interim Emergency Withdrawal Policy*) at least seven days advance notice will be given to the student if s/he may be subject to mandatory withdrawal. The time and place of the informal hearing will be included in the notice.
The student may be asked to undergo a physical or psychological evaluation to assist the Associate Provost in his/her determination. A student who does not complete a requested evaluation may be withdrawn pursuant to the emergency policy.

After at least seven days, an informal hearing will be held, wherein

- The Associate Provost or his/her designee and the Director of Health and Counseling Services will review any physical or psychological evaluation that they may have and give the student the opportunity to review and discuss that evaluation.
- The student may be accompanied by medical or mental health professional, faculty member, or another person of his/her choice who may serve as an advocate.
- A decision regarding continuance or withdrawal from the University will be made by the Associate Provost or his/her designee.
- A statement of reasons will be made and filed with the student’s record for any decision requiring a student’s mandatory withdrawal from the University. This statement will include the requirements for re-admission to the University. These requirements may include a mandatory period of separation from the University to allow for treatment and recovery. Record of the withdrawal will be released only under circumstances described by the Federal Educational Rights and Privacy Act (FERPA)

**Mandatory Interim Emergency Withdrawal**

An interim emergency withdrawal may be implemented immediately by the Associate Provost for Graduate Studies or his/her designee if any of the following conditions are felt to be present:

- the student’s behavior poses a significant danger of causing imminent physical harm to others, or
- the student suffers an accident or illness that gravely disables him/her, or
- the student is impeding the lawful activities of other members of the campus community

A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Associate Provost or his/her designee within 48 hours from the effective date of the interim withdrawal in order to discuss the following issues only:

- the reliability of the information concerning the student’s behavior, and
- whether or not the student’s behavior poses a significant danger of causing imminent physical harm to others, or of impeding the lawful activities of other members of the campus community.

A student subject to such an interim withdrawal may be asked by the Associate Provost or his/her designee to release and submit the following information prior to continuing his/her educational program and/or returning to campus:

- Written statement by an appropriate licensed health care provider, including:
  - A description of the problem(s) that led to the student’s interim withdrawal, including diagnoses, and indicating that the student, at the time of evaluation by the health care provider, is medically able to resume study at the University.
  - In addition, the health care provider must list any medications prescribed for the student, any side effects that may affect the student’s ability to attend and complete classes, whether any prescribed medications require monitoring, and the name of the treatment provider designated to monitor the medication.
- The student must sign a HIPAA-compliant consent form for release of the information by the provider.
- Submit a completed Treating Health Care Provider Questionnaire form provided by the University.
- The name of a health care provider who is providing continuing treatment and/or may be contacted in an emergency.
- Releases of information signed for DU’s Health and Counseling Center and the Associate Provost’s office to consult with each other and with the treatment provider.

After reviewing the information, the Associate Provost or his/her designee may decide:

- to readmit the student
- to readmit the student pending the informal hearing, or
- to continue the withdrawal pending the informal hearing.

**Administrative Withdrawal**

Students are administratively withdrawn from courses that are canceled by the University.

Canceled courses are deleted from the student’s record and tuition charges reversed, if appropriate. Students are notified of the cancellation by the college, school or department responsible for offering, and subsequently canceling, the course.