

ACADEMIC STANDING PROCESS

Academic Standing	Details of Academic Standing	First Action Taken by Office of Graduate Studies (OGS)	Action Needed By Student	Additional Action Taken by Office of Graduate Studies (OGS)	Academic Standing on Transcript	Notes
Satisfactory Academic Progress	Cumulative GPA \geq 3.0 and/or PRG grades	n/a	n/a	n/a	Good Standing	n/a
First Occurrence of Unsatisfactory Performance (Strike 1)	Cumulative GPA < 3.0 or PRU (Unsatisfactory Progress) grade for research or Unsatisfactory Progress recommendation by department	Letter sent by Dean of Graduate Studies to the student, department, advisor, and International Office (if applicable) notifying the student of his/her probationary status	Student meets with advisors, but no action needed with OGS	n/a	Academic Probation	
			If PHD, student may drop from PHD to MS by submitting Degree Level Change form	Drop PHD and change program to MS	Good Standing	<ul style="list-style-type: none"> If academic probation is due to a GPA issue, then GPA remains on the transcript and student will need to obtain a cumulative GPA \geq 3.0 by the end of the first semester as MS student or be placed on academic probation again as a first occurrence.
			Student submits Withdrawal from Grad School form to OGS	Withdraw student from CSM	Academic Probation	<ul style="list-style-type: none"> If student reapplies for the same degree program in the future, the previous academic standing still stands. If student reapplies in a different degree program, then academic standing starts over at good standing, but previous cumulative GPA remains.
Second Occurrence of Unsatisfactory Performance (Strike 2)	Cumulative GPA < 3.0 or 2nd PRU or Unsatisfactory Progress or any combination of the above	Letter sent by Dean of Graduate Studies to the student, department, advisor, and International Office (if applicable) notifying the student that he or she is subject to discretionary dismissal	Students creates remedial plan, to be approved by advisor and department head and submits it to OGS no later than 10 business days from the date of official notification	Remedial Plan Approved - OGS will send conditions of approval	Academic Probation	<ul style="list-style-type: none"> Academic Probation will always remain on transcripts.
			If PHD, student may drop from PHD to MS by submitting Degree Level Change form	Drop PHD and change program to MS	Good Standing	<ul style="list-style-type: none"> Student may be given an opportunity to revise and resubmit Remedial Plan for approval. Once dismissed, student cannot withdraw to avoid "Academic Dismissal" on transcripts. If student reapplies for the same degree program in the future, the previous academic standing still stands.
			Student submits Withdrawal from Grad School form to OGS	Withdraw student from CSM	Academic Probation	<ul style="list-style-type: none"> If academic probation is due to a GPA issue, then GPA remains on the transcript and student will need to obtain a cumulative GPA \geq 3.0 by the end of the first semester as MS student or be placed on academic probation again as Strike one. If student reapplies for the same degree program in the future, the previous academic standing still stands. If student reapplies in a different degree program, then academic standing starts over at good standing, but previous cumulative GPA remains.
			Student does not submit plan within 10 business days from the date of official notification	Student Dismissed	Academic Dismissal	<ul style="list-style-type: none"> If student reapplies for the same degree program in the future, the previous academic standing still stands.
Not meeting Remedial Plan (Strike 3)	Third time of any combination of GPA < 3.0 or PRU or Unsatisfactory Progress or any combination of the above	Letter sent by Dean of Graduate Studies to the student, department, advisor, and International Office (if applicable) notifying the student of mandatory dismissal	Student can appeal for extenuating circumstances	Appeal Approved - OGS will send conditions of approval	Academic Probation	<ul style="list-style-type: none"> Academic Probation will remain on transcripts
				Appeal Denied	Academic Dismissal	<ul style="list-style-type: none"> Once dismissed, student cannot withdraw to avoid "Academic Dismissal" on transcripts. If student reapplies for the same degree program in the future, the previous academic standing still stands.
			If PHD, student may drop from PhD to MS by submitting Degree Level Change form	Drop PHD and change program to MS	Good Standing	<ul style="list-style-type: none"> If academic probation is due to a GPA issue, then GPA remains on the transcript and student will need to obtain a cumulative GPA \geq 3.0 by the end of the first semester as MS student or be placed on academic probation again as Strike one.
Other Conditions Resulting in Mandatory Dismissal	Failure to successfully defend thesis after 2 attempts or Failure to be admitted into candidacy - To dismiss, departments must notify OGS in writing	notifying the student of mandatory dismissal	Student submits Withdrawal from Grad School form to OGS	Withdraw student from CSM	Academic Probation	<ul style="list-style-type: none"> If student reapplies for the same degree program in the future, the previous academic standing still stands. If student reapplies in a different degree program, then academic standing starts over at good standing, but previous cumulative GPA remains.
			Student does not submit appeal within 10 business days from the date of official notification	Student Dismissed	Academic Dismissal	<ul style="list-style-type: none"> Once dismissed, student cannot withdraw to avoid "Academic Dismissal" on transcripts. If student reapplies for the same degree program in the future, the previous academic standing still stands.