

**Disqualification and Appeal****Office of Graduate Studies – June 8, 2005****Endorsed by Graduate Council – June 9, 2005****Revised – November 29, 2016****Endorsed by Graduate Council – December 16, 2016****Revised – February 12, 2018****Endorsed by Graduate Council – June 15, 2018****Disqualification**

Disqualification means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study in their graduate program at the University of California, Davis. A student may be disqualified **ONLY** by the Dean of Graduate Studies and in accord with the procedures outlined below. The term “dismissal” should not be confused with “disqualification.” Dismissal is an administrative action resulting in removal from graduate study based on behavior or conduct.

**Unsatisfactory Progress, Academic Probation and Disqualification**

1. A graduate student is subject to Academic Probation at the end of any term when their grade point average for that term, or their cumulative grade point average, is less than 3.0, calculated on all of the letter graded upper division and graduate courses completed while registered as a graduate student at the University of California. A student who accumulates a combination of more than eight units of “I”, “U” and “F” grades in total will also be placed on Academic Probation. Any student on Academic Probation will be sent a warning letter by the Dean of Graduate Studies or designee informing the student that they are on Academic Probation and of the requirements for returning to good standing.
2. A graduate student is Subject to Disqualification from further registration: (a) if at the end of any term, their grade point average for that term is less than 2.0 in all courses completed in that term; (b) if they have completed two consecutive terms on academic probation; (c) if during their first term on academic probation, they fail to improve their grade point average as stipulated in the Dean’s warning letter; or (d) if after one quarter on Academic Probation because of an excessive number of units of combined “I”, “U” and/or “F”, they fail to make up the required number of such units stipulated in the Dean’s warning letter or accumulate further units of “I”, “U” and/or “F”.
3. The Graduate Advisor may also recommend the disqualification of a student who is not making satisfactory progress toward the degree objective even if their grade point average is above 3.0. Unsatisfactory progress may result from failure of a program’s preliminary or other examination, failure to meet published timelines for completion of the degree, failure to meet deadlines imposed on the individual student or failure to make adequate progress in research or creative work. The Graduate Advisor must first have filed either an unsatisfactory annual or interim progress assessment with Graduate Studies and have sent a letter informing the student of the lack of satisfactory progress, with a copy to Graduate Studies. The student must have been given at least one quarter to remedy the lack of progress identified in the Graduate Advisor’s report except in the case of failure of a program examination.

### **Disqualification Based on Other Reasons**

1. A student who fails the Qualifying Examination for a doctoral degree will be automatically disqualified within 15 days of receipt of the Report of the Qualifying Examination Committee in Graduate Studies. However, grades of “Fail” on the first take of the examination will be reviewed by the Dean of Graduate Studies or designee, in consultation with the Graduate Advisor, prior to disqualifying the student.
2. A student who fails to complete their dissertation within normative [time to degree](#) is subject to disqualification. Prior to the disqualification decision, students will receive written warning and three quarters of enrollment in which to finish the dissertation. Appeals and extensions follow procedures in (GC2000-01).

### **Authority**

Regulation 904 of the Academic Senate of the University of California reads as follows: “Disqualification of graduate students is at the discretion of the Dean of the Graduate Division concerned.” With the advice of the Graduate Council, the Dean of Graduate Studies has adopted the following policies and procedures.

### **Procedures for Recommending Disqualification**

When communicating with a student about the program’s recommendation for disqualification status, the program will notify Graduate Studies concurrently or prior to notifying the student. A program may recommend a student for disqualification, but the act of disqualification is at the discretion of the Dean of Graduate Studies.

Programs will ensure that students are treated with respect by striving to make decisions about recommendations for disqualification in a timely manner after quarterly grades or examination results become available.

### **Procedures for Disqualification**

The Dean of Graduate Studies or a designee, in consultation with the student’s Graduate Advisor, will review the record of any student who has been recommended to the Dean of Graduate Studies for disqualification. Unless there are indications of procedural error or other substantive, mitigating factors to explain the student’s record, the student will then be disqualified. If disqualified from a graduate program, a student is no longer eligible to work toward their current degree objective in that program, but is eligible to apply for a lesser graduate degree, in the case of a doctoral student, in that program or for any graduate degree in another UC Davis graduate program. A student who has been disqualified by the Dean of Graduate Studies has 30 days from the receipt of the disqualification letter to submit a petition to add or change a degree objective. Admissibility to another program is to be determined by the usual program procedures and must include consideration of the factors pertaining to the earlier disqualification.

### **Procedures for Appeal**

A student who has been disqualified may submit an appeal for reconsideration to the Dean of Graduate Studies. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon non-academic criteria, (c) verifiable evidence of personal bias or (d) specific mitigating circumstances contributing to the student's performance. Questions of academic judgment will not be considered as an appropriate basis for submission or consideration of a student's appeal of disqualification. The Dean of Graduate Studies will conduct a review or assign the review to a committee or individual. The review committee or individual will make a recommendation to the Dean as to the disposition of the case and the Dean of Graduate Studies will make the final decision regarding the appeal.

In all cases of student appeals, the student must first submit a written statement of the basis for their appeal and a clear statement of the requested remedy. The student may wish to consult with the Director of Admissions and Academic Services or the Associate Dean for Students in Graduate Studies prior to formulating the appeal. The written statement should include a description of the events that resulted in the disqualification and any other background information the student considers germane to the disqualification issue. In the course of its review, the review committee or individual may also solicit information from faculty, staff and students.

### **Appeal Timelines**

The written appeal should be addressed to the Dean of Graduate Studies and must be received in the Office of Graduate Studies within 30 days from the date of the original disqualification letter to the student. All appeal documents should be emailed to [gs-appeals@ucdavis.edu](mailto:gs-appeals@ucdavis.edu). Upon receipt of the appeal, the Dean of Graduate Studies will normally refer the appeal to the Administrative Committee of the Graduate Council to conduct the review and make a recommendation for final resolution. However, the Dean may render a final decision immediately if the appeal is straightforward, or the Dean may assign an Associate Dean, an individual faculty member, or an *ad hoc* faculty committee, to conduct the review and make a recommendation if the Administrative Committee feels that it is unable to conduct the review.

Graduate Studies will send notification to the student regarding the committee or individual who will be in charge of the review within 15 days of receipt of the written statement initiating the disqualification appeal. In addition, the student will be placed on PELP status automatically pending the final outcome of the appeal.

The committee or individual in charge of the review will provide a report of findings and a recommendation to the Dean of Graduate Studies within 30 days of receiving the charge from the Dean.

The Dean of Graduate Studies shall notify the student of the final decision on the appeal within 60 days of receipt of the written statement initiating the appeal. In reporting the final decision to the student, the Dean will indicate the basis for the decision and the nature of the recommendations of the review committee or individual. The decision of the Dean of Graduate Studies is final in all appeals regarding disqualification. Once the Dean has communicated their decision to the student, the matter is closed to any further review.