

***Policy for Ph.D. student academic progress, unsatisfactory academic standing, and academic probation and dismissal from Biomedical Engineering doctoral program***

*4.7 Deficiencies in academic progress of doctoral students*

Students should periodically meet with their advisers to discuss their academic performance and progress toward the degree. Graduate programs should immediately notify students in writing when their performance falls below an acceptable level. In response to a student's academic deficiencies, the Graduate School may take any of the following actions:

- place a note of "unsatisfactory academic standing" on the student's academic record
- place a continuing student on academic probation;
- require a student to withdraw from the University; or
- not confer a degree or certificate.

*4.7.1 Unsatisfactory academic standing*

The Graduate School will place a notation of "unsatisfactory academic performance" on the academic record at the end of the term in which a student's cumulative GPA falls below 3.0 on a 4.0 point scale. The following situations will also lead to "unsatisfactory academic performance".

- Ethical or legal violations are reported.
- The student fails to pass the qualifying exam.
- The annual PhD student evaluation form filled by the student and the adviser indicates "unsatisfactory progress".
- There are serious concerns regarding the student's performance and his/her capability to completing his/her dissertation.

The program will notify Rackham OARD when it determines that a student's performance is unsatisfactory. The unsatisfactory academic performance may be a basis for placing a student on academic probation (*section 4.7.2*).

A student with unsatisfactory academic performance may not advance to candidacy and will not be awarded a degree or graduate certificate, and may change programs and transfer credits only with permission of the admitting program.

*4.7.2 General expectations and benchmarks for satisfactory progress*

- The student passes the qualifying exam within 2 years after matriculation with a Bachelor degree or within 1 year after obtaining a relevant M.S. degree.
- The annual PhD student evaluation form filled by the adviser indicates "satisfactory progress".
- The student meets the milestones outlined in the annual PhD student evaluation form filled by the student and the adviser in the previous year, including manuscript preparation and conference abstract submission.

- The student meets with the dissertation committee for a data meeting at least once a year.

#### *4.7.3 Academic probation and dismissal of doctoral students for academic reasons*

Academic probation is normally required before a program may recommend that a doctoral student be dismissed for academic reasons. As an exception, and only with advance notice to students.

As of the 2019 Winter Term, BME will implement program-level policy for academic probation and dismissal that is consistent with the following guidelines. BME is responsible for communicating this policy to all doctoral students and faculty and for applying this with equity and fairness, taking into account accommodations for disabilities. Academic probation will be noted on the student transcript. The probation policy document will be published on BME website and included in the BME graduate handbook.

*Placing a student on academic probation.* The advisor or graduate chair may recommend that a student be placed on academic probation. The decision to place a student on probation must be made by a faculty group of three persons to include, the graduate chair, the advisor, and another faculty (the concentration academic advisor or a faculty on the student's dissertation committee).

*Length of the probationary period.* The probationary period may be no 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.

*Notifications.* The graduate chair must notify the student and Rackham OARD in writing before the probationary period begins, explaining the reasons and conditions of probation; the start and end dates of the probationary period; funding support (see below); conditions, if any, for returning to satisfactory standing; and options for appeal (see below). A student who has been placed on probation may request a leave of absence from Rackham or withdraw (*sections 2.2.2, 2.2.3*). The leave or withdrawal will stop the clock on the probationary period, which resumes when the student returns to active status or is reinstated. The leave of absence shall be due to medical or personal reasons independent of the probation, but not shall not be taken solely to stop the clock on the probation period. Probation will remain in effect until the conditions are remedied or the student is dismissed.

*Funding a student on probation.* The level of funding prior to probation should be continued through the probationary period. The funding for the probation period shall be arranged by the student's advisor in discussion with the graduate chair.

*End of the probationary period and dismissal.* At the end of probation, and upon the recommendation of the graduate chair and the consent of the Graduate School, a student may either be returned to good academic standing or determined to be not in good academic standing and dismissed from the program. The decision to dismiss a student must be made by the faculty group of at least three persons to include, the graduate chair, the advisor, and another faculty (the concentration academic advisor or a faculty on the student's dissertation committee). The graduate chair must notify Rackham OARD of a recommendation for dismissal.

*Failing the qualifying exam* – If a student fails the qualifying exam, his/her qualifying exam committee may suggest a second chance for the student to re-take the exam. If the qualifying exam committee does not suggest the re-take or the student fails the second qualifying exam, the student will be dismissed without probation at the end of the term during which the qualifying exam is taken. The student will be supported at a stipend level through the end of the term in which the QE is failed. If less than two months remain in the term then support will continue at the stipend level for a total of two months, however, students will not be registered in the following term so that tuition is not charged.

*Option to appeal academic probation or dismissal.* Students must be notified of options to appeal academic probation or dismissal. The program should constitute a separate committee of review to consider appeals. The separate committee will be the BME graduate education committee not including the faculty on the faculty group to put the student on probation. Students may use the Graduate School's Academic Dispute Resolution process only for procedural issues of fair and equal treatment under the policy of the program, and not to appeal the academic reasons for the decision.

Students who fail to meet standards of academic or professional integrity or who have been found responsible for violations of other University standards of conduct may be dismissed in accordance with separate procedures described in Rackham Academic and Professional Integrity Policy (*section 11*).