

Office/Contact: Graduate School

Source: SDBOR Policy 2.9.1; SDBOR Policy 5.5.4

Link: <https://public.powerdms.com/SDRegents/documents/1587739>;

<https://public.powerdms.com/SDRegents/tree/documents/1722934>

Associated Forms: Academic Appeals Reporting Form

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Graduate Student Admission and Progression

NUMBER: 2:26

1. Purpose

This policy establishes the criteria, timeline requirements, and processes for: 1) admission into the graduate school; 2) progr15 0 TdTw 3.40204 0 0 11.04Td(2))Tj0 7BDC(ab)1.iteri1.6 (nd)43.6 (P)17 0 Td(a)-2 (nd)j

cd(ab)1.52g T(a)sTc9-000T.w (38.2256)JEM(C259(s)846 0)TjBDC(c)27Ps(o)1.87 (t)-9 Td(s)Tj0

- i. Remediation Opportunity: a program afforded to a student who has failed an academic exercise where the student shall: 1) be provided feedback regarding the deficiencies of

2.

xii. Any

b. Progression

- i. The student shall remain enrolled for no less than one (1) credit hour each Fall and Spring semester until the program is completed. If a student fails to enroll, the student may be required to re-apply to the program.
- ii. The POS and the Graduate Student Advisory Committee shall be approved by the Director of the Graduate School or designee no later than the semester

be

2. The assessment exercise is supervised by no fewer than two (2) graduate faculty; and
 3. A Remediation Opportunity is offered to each student following each failed attempt.
- vi. Any student with a POS GPA below 3.0 shall be placed on academic probation and must seek advisement from their academic advisor to develop a Program Improvement Plan. The Program Improvement Plan must articulate activities, including a timeline, to attain a POS GPA equal to or above a 3.0, typically within one (1) semester, and be signed by the advisor and student. The Program Improvement Plan should be forwarded to the Director of the Graduate School or designee for review and approval. A student on academic probation who fails to raise the POS GPA to 3.0 or higher within the timeline provided in the Program Improvement Plan may be dismissed from the program.

c. Graduation

- i. Each student is required to apply for graduation to ensure the graduate credential is awarded. Application should be made for each credential sought and completed by dates published by the University.

4. Procedures

- a. All applications for admission to graduate programs will be received by the Graduate School. A completed application is comprised of a completed application form, receipt of all required documents, and payment of the application fee (SDBOR Policy 5.5.4).
- b. After a completed application is received, Program Officials will be notified for review. Program Officials will forward a recommendation for denial, admission, or conditional admission to the Graduate School. The Director of the Graduate School or designee will grant admission, conditional admission, or denial and will notify the applicant in writing.
- c. A request for reconsideration of an admissions decision may be initiated by the applicant and directed to the Director of the Graduate School.

- f. An Annual Evaluation of graduate student progress will be scheduled and conducted by a Program Official, which may include, but not limited to, the Student Advisory Committee Chair, Student Advisory Committee or advisor. A meeting with the student to discuss the Annual Evaluation will be conducted in person or via audio/video technology. The student will be provided a written summary of the meeting no fewer than fourteen (14) calendar days following the meeting. Annual Evaluations will be permanently housed in the department office.

5. Responsible Administrator fanary

The Vi