

Academic Termination

A graduate student is terminated upon accumulating grades of F in two courses, accumulating nine credits of unsatisfactory grades in graduate courses (C's or F's), or failing to make satisfactory progress toward degree. The notation of academic termination is affixed to the graduate student's official record. A student who is terminated may not take additional course work at the university unless a new graduate program application has been submitted and the applicant has been admitted to graduate study (see University Catalog policy AP.6.6.3).

Request for Exception to Academic Termination

Termination from a graduate program is considered a serious action by the Costello College of Business (CCB). The college's faculty recognizes that sometimes extenuating circumstances beyond a student's control may justify granting an exception to the academic termination policy.

1. Students eligible for termination may submit a written request for an exception to policy to the CCB Director of Graduate Academic Services (DGAS). Students should complete the [graduate termination appeal form](#) and include the required attachments in the request submitted to the DGAS. The exception request must be received within 5 business days of the academic termination notice. If a student does not submit an exception request by this deadline, the student will be terminated from the college.
2. All requests for an exception received within 5 business days will be forwarded to the Chair of the SBUS Graduate Policy Committee (GPC). The Chair will communicate the request to the SBUS Graduate Academic Appeals Committee (GAAC). The CCB GAAC is comprised of three faculty members from the GPC. If a member of the GAAC has a potential bias related to the request, e.g., has taught the student, that member shall recuse himself and another member of the GPC shall be selected to serve in his place.
3. The committee will make an assessment as to whether extenuating circumstances beyond the student's control justify granting an exception to the academic termination policy. Extenuating circumstances are extraordinary, beyond a student's control, and provide a reasonable basis for justifying the student's academic performance. Reasons related to professional responsibilities are NOT considered extenuating circumstances (e.g., new job, additional responsibilities).
4. In-person meeting: In person meetings are not granted for Academic Exception Requests.
5. Once a decision is made, the CCB GAAC will send their decision and rationale to the GPC Chair and the DGAS, who will notify the student of the outcome in writing.
6. All requests for exception to termination policy that are approved by the CCB GAAC must also be approved by the Associate Provost for Graduate Education (APGE). The DGAS will submit the documents reviewed by the academic appeal committee and rationale to the APGE.

7. If a request is denied, the student has the option to appeal the denial within five business days to the APGE. Appeals are submitted by the student directly to the APGE (geappeal@gmu.edu.). More information on Graduate Education processes can be found here: <https://graduate.sitemasonry.gmu.edu/studying-here/graduate-policy-resources/graduate-academic-exceptions>.

Approved by GPC on 10/22/2019

Approved by Legal Counsel on 10/21/2019