

Dismissal or Discontinuation Form

The University of Southern Mississippi
Graduate School

118 College Drive #5024 Hattiesburg MS 39406

This PDF form is fillable. Handwritten copies will not be accepted.

Submit completed form to degree auditor via email.

Date: _____

Student Name (First, Middle, Last):

Student ID:

College:

School:

Degree:

Emphasis:

Protocol for dismissing a student:

(1) Following a termination review with the student, the School Director will submit this dismissal form including all appropriate signatures to the Degree Auditor. A letter articulating the reason(s) for dismissal, addressed to the Dean of the Graduate School, must be attached, as indicated below. These items must be sent electronically as a PDF file with signatures via email to the Degree Auditor.

(2) Upon receiving notice of the dismissal form, the Dean of the Graduate School will send the student an official letter of dismissal. In the letter, students will be informed of their right to appeal the dismissal and be directed to drop all classes (current and future). This letter will be sent to the student by certified mail through the U.S. Postal Service and by email using the student's official USM email address.

The following dismissal reasons REQUIRE a memo:

Student was determined to have committed academic/research misconduct.

Student violated the Code of Student Conduct and required disciplinary action. (Dismissal follows adjudication through the Dean of Student's Office.

Student failed to demonstrate professional competency and/or exhibited conduct inappropriate to the profession.

Other:

The following dismissal reasons DO NOT REQUIRE a memo:

Student-initiated discontinuation from a graduate program.

Student was admitted conditionally and did not achieve the minimum required GPA on the first 9 hours of graduate level coursework.

Student did not return to good academic standing following the probationary semester(s).

Student failed to show acceptable improvement in research/scholarly progress after probationary period.

Student earned a grade (or grades) which made it impossible to return to good academic standing, thus rendering graduation impossible.

Student exceeded the time limit for the program without earning a degree.

Student failed a qualifying exam, comprehensive exam, or defense, twice.

Required Approvals:

Name

Signatures

Advisor:

Advisor:

Graduate Director/Coordinator:

Graduate Director/Coordinator:

School Director:

School Director:

College Dean:

College Dean:

Dean, Graduate School:

Degree Auditor:

Date:

Date: