

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 proven to have committed academic/research misconduct or other ethical violation.

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

Other: (Programs may have discipline-specific policies stipulating reasons for dismissal. A violation of an institutional policy, including, but not limited to, Title IX or Code of Student Conduct may also warrant dismissal.)

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 3.0 GPA on the first 9 hours of graduate-level coursework.

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

- A GPA of 3.0 was not achieved. (Individual programs may implement more rigorous standards.)
- The student did not earn the required improved grade on a retaken course.
- The student failed to meet other remediation criteria.

Student failed to show acceptable improvement in research/scholarly progress after probationary semester(s).

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

- The student earned a grade of C- or below that could not be retaken because the one allowable retake was used to replace a prior low grade.
- The student earned the seventh hour of C+ or below that could not be retaken because the one allowable retake was used to replace a prior low grade.

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:

Graduate Director/Coordinator:

Graduate Director/Coordinator:

School Director:

School Director:

College Dean:

College Dean:

Dean, Graduate School:

Degree Auditor:

Date:

Date: