# 5.6.2 Dismissal for Academic and Professional Reasons: Implementation

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## Jump To:

1. Dismissal

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### PROCESS STEPS | RESPONSIBILITY
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1. Identifies the appropriate departmental committee to consider the student’s academic standing. This may be the department’s committee of the faculty or other committee authorized to act on the department’s behalf, such as the departmental graduate studies committee. | Department

2. Where possible and as early as possible, warns the student, in writing, of the situation and deficiency. A detailed explanation of the reason for the warning should be provided. | Committee

3. Provides a response to the committee, explaining circumstances and identifying any necessary actions to achieve satisfactory progress. | Student

4. Considers extenuating circumstances communicated by the student. | Committee

5. Decides the question of dismissal by majority vote of the committee (with at least three faculty members participating in the committee’s deliberation), and communicates the decision to the student in writing. | Committee

6. Places a summary of department discussions, votes, and decisions in the student’s file. | Department

7. Provides students the opportunity to examine their department files, if requested, and provides students with information on their rights to appeal under the [Student Academic Grievance Procedures](#). | Department

8. Provides a copy of the notification to the student (see step 5, above) to the Office of the Registrar to document the dismissal. | Department
9. Processes the dismissal, which is notated on the transcript.

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Links