

## EPS Plan for Supervising Academic Progress

The EPS Graduate Curriculum outlines the criteria for maintaining satisfactory academic progress. The plan below outline the faculty members responsible for supervision of student progress, the process of determining when performance is inadequate, and procedures associated with probation and the recommendation of dismissal. Policies and procedures not explicitly outlined here will follow the Graduate School of Arts & Sciences Policy on Probation and Dismissal for Academic Reasons (<http://graduateschool.wustl.edu/policy-probation-and-dismissal-academic-reasons>).

### Faculty Roles in the Direct Supervision of Student Progress

A number of faculty members in the EPS department play roles in supervising student progress:

*Department Chair:* The Chair appoints the Director of Graduate Studies, Graduate Studies Committee, and Faculty Examiner, considers appeals of decisions made by the Faculty, and is responsible for the overall direction and operation of the department. If a specific Department representative is unavailable to meet the responsibilities outlined below at a given time, then these responsibilities will be handled by the Chair or a faculty member appointed by the Chair.

*EPS Faculty:* The entire Faculty is responsible for the overall progress of all students in the graduate program and, excepted when noted, decisions regarding probation or dismissal.

*Director of Graduate Studies (DGS):* The DGS supervises the graduate program and serves as the academic advisor for first year students until they select a Major Advisor in their second semester.

*Major Advisor:* Each student is assigned a major advisor that supervises all aspects of their academic progress, including the dissertation research project. Once selected, the Major Advisor is the primary supervisor and mentor of the student.

*Research Advisory Committee (RAC):* The RAC consists of a student's Major Advisor plus two other faculty members, one of which can be from a different department or institution. The RAC forms the core of the oral examination and dissertation defense committee and provides feedback and guidance to the student on course election and the direction and progress of research.

*Faculty Examiner:* The Faculty Examiner serves on the oral examination committees of all students with a purpose of ensuring that similar examination performance results in similar outcomes of the examination.

*Graduate Studies Committee (GSC):* The GSC is composed of four to five members of the Faculty, appointed by the Chair. This committee supervises the modification and implementation of the graduate curriculum and is chaired by the DGS. It reviews petitions for waiving requirements, as outlined in the graduate curriculum, and is also involved in the assessment of student performance.

### **Decision Making in Cases of Inadequate Academic Performance**

Standard of satisfactory academic progress are defined in Section 12 of the EPS graduate curriculum. In cases where these standards are not met by a student, the specific faculty members involved in deciding how to proceed depends on the events associated with recognition of this inadequate performance:

*Semester Review:* The performance of all graduate students is reviewed by the Faculty at the end of fall and spring semesters; this review is led by the DGS. Students are evaluated based on the criteria for satisfactory academic performance set out in Section 12.2 of the curriculum. Cases of poor performances in coursework, teaching assistantships, and key program milestones, such as the first year research project, are addressed by this review.

*Oral Examination:* The oral examination is a key milestone in the second year in the graduate program. Performance on the oral examination is assessed by the RAC and Faculty Examiner.

*Other Cases:* Inadequate performance may be recognized at other times by the Major Advisor, RAC, course instructors, or other faculty members. During the academic year, such cases are first assessed by the DGS and GSC and then brought to the Faculty for review and decision making. During summer periods when the entire faculty does not meet, such cases are handled jointly by the DGS, GSC, and Chair if a decision cannot be delayed until the fall semester.

### **Probation**

Students who do not maintain satisfactory academic progress will be placed on probation by the Department. In most cases, placement on probation will be made by the Faculty or, in summer, the DGS, GSC, and Chair. Failure to receive a Ph.D.-level pass on the initial oral examination, as determined by the student's RAC and the Faculty Examiner, will automatically result in the student being placed on probation; this does not require a decision by the Faculty as a whole. Following the decision to place a student on probation, the Director of Graduate Studies will prepare a letter containing a detailed explanation of the academic performance issues leading to probation and a clear statement of the actions that must be taken in order for the student to return to good standing. The student will also be provided an opportunity to meet with the Director of Graduate Studies for a clarifying discussion. All students placed on probation for a period that will last through the date of the initial oral examination will have the specific requirement to obtain a Ph.D.-level pass of this examination.

The duration of probation will normally be no less than three months and will vary with the nature of the academic performance issue. GPA deficiencies will result in probation through the next non-summer semester. Probation associated with poor performance on an oral examination will extend until the deadline to retake the oral examination, which is always at least three months beyond the initial examination date (see Section 5 of the graduate curriculum). For other deficiencies, the duration will be determined by the GSC in consultation with the student's Major Advisor and will generally be for a full semester. At the end of probation, the Faculty will determine if the student will be returned to good standing, placed on a second consecutive probationary period, or dismissed from the program. Placement on additional probationary

periods will be determined following the Graduate School policy. This decision will also be provided to the student in writing. Note that students may be returned to good standing prior to the end of the probationary period if they have met the requirements of reinstatement.

### **Dismissal**

The Department may recommend to the Dean of the Graduate School dismissal of a student from the EPS graduate program under the following scenarios:

- Immediate dismissal may be recommended by the Faculty in cases of extreme underperformance in courses as outlined by the Graduate School. Extreme underperformance is generally associated with receiving two grades of C or lower in a semester or having three unfinished courses in a semester.
- The Faculty may recommend dismissal from the program if a student fails to meet the requirements of probation.
- The DGS will recommend dismissal from the program if a student fails to secure a Ph.D.-level pass of an oral examination retake, as determined by the student's RAC and the Faculty Examiner. The same recommendation will be made for a student on probation who fails to secure a Ph.D.-level pass of the initial oral exam.

### **Other Policies**

All other procedures regarding probation and dismissal for reasons of academic performance, including stipend support and the appeal process, follow the Graduate School's policy.