

### **3359-60-06.2 Graduate student standards.**

#### **(A) International students.**

- (1) An international student is normally admitted only in the fall, and all credentials should be received by the graduate school by the first of April.
- (2) An international student should access the online graduate application through the graduate school website and submit the required application fee. An official transcript and degree from all institutions and universities attended must be submitted. Original records in languages other than English must be accompanied by exact English translations and certified by the school, U.S. consulate, or other legal certifying authority.
- (3) An international student should submit to the graduate school the declaration and certification of finances, an original statement from the bank showing availability of sufficient funds to cover the cost of the first year of study, and a copy of the passport. The graduate school will prepare the certificate of eligibility (I-20A/B or DS-2019) upon receipt of adequate financial support, copy of the passport, and admission to the university.
- (4) International applicants, United States citizens, and permanent residents whose native language is not English must submit evidence that they have a sufficient level of English to undertake graduate studies at the university of Akron. After submitting acceptable academic credentials and proof of English proficiency, applicants who are fully admitted may enroll in graduate course work and be eligible for university of Akron funded assistantships, fellowships, or scholarships. Prospective teaching assistants must achieve a passing score on the UADEPT (the "University of Akron Developed English Proficiency Test"), or a twenty-three or greater on the speaking component of the internet-based TOEFL (the "Test of English as a Foreign Language").
- (5) Applicants to graduate programs can demonstrate their English proficiency in one of the following ways:
  - (a) A minimum score of five hundred fifty on the paper-based TOEFL, two hundred thirteen on the computer-based TOEFL, or seventy-nine or higher on the internet-based TOEFL. (The following departments require a higher standard of proficiency: English and history require a TOEFL of 580/237/92; and biomedical engineering requires a TOEFL of 590/243/96.) Scores more than two years old will not be accepted; or
  - (b) A minimum score of 6.5 on the IELTS (the "International English Language Testing System"), which is managed by the British council. Scores more than two years old will not be accepted; or
  - (c) Successful completion of a full course of study in the advanced level of ELI (the "English Language Institute") at the university of Akron. ELI is an intensive (twenty hours a week) program in English for academic purposes. The advanced

level course of study is offered every fall, spring, and summer according to the university's academic calendar; or

- (d) Successful completion of twenty-four credit hours of upper-level undergraduate or eighteen credit hours of graduate coursework at a United States university or college in which English is the primary language of instruction. Successful completion is defined as maintaining a 3.0 cumulative grade point average in full-time, continuous studies. Applicants must submit original transcripts of their coursework; or
  - (e) Successful completion of an undergraduate or graduate program at a university outside the United States in which English is the language of administration and instruction. English must be used for all administrative functions and for all areas of instruction (with the exception of foreign language courses) including course lectures, materials, discussions, readings, and writing assignments. Applicants must submit an original official document from the undergraduate or graduate institution certifying that all of the administrative functions and instruction are conducted in English. The document must be signed by an officer of the institution and carry an official seal. The dean of the graduate school at the university of Akron will review the submitted documentation and inform the applicant if he or she has satisfied the English requirement. The decision will be final.
- (B) Non-accredited American school graduates. A student holding a baccalaureate degree from a non-accredited American college or university, if otherwise qualified, is required to complete at least ten semester credits of postbaccalaureate work at a 3.00 level before being considered for admission to the graduate school. The accreditation status of the school at the time of the student's graduation shall apply. A student should consult with the department head in the major field to develop a postbaccalaureate program.
- (C) Grades.
- (1) A student admitted to graduate study under any status at the university of Akron is expected to maintain a minimum 3.00 average (4.00 = "A") at all times. A grade-point average of 3.00 or better is required for graduation. Any student whose average falls below 3.00 is no longer in good standing in the graduate school and considered on probation. No more than six semester credits of "C" grades may be counted toward the degree. In computing cumulative averages, "D" grades are treated as "F" grades. The dean of graduate studies and research, with the approval of the department head, may dismiss anyone who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of "C+" or below. The accumulation of six semester credits of "F" will result in mandatory dismissal. A student dismissed from the graduate school for academic reasons may not be readmitted for one calendar year, and then only if evidence for expecting improved performance is submitted and found acceptable.
  - (2) Official academic records are maintained with a grade-point system as follows:

Grade	Quality Points
"A"	4.0
"A-"	3.7
"B+"	3.3
"B"	3.0
"B-"	2.7
"C+"	2.3
"C"	2.0
"C-"	1.7
"D+"	0.0
"D"	0.0
"D-"	0.0
"F"	0.0

(3) The following grades may also appear on the term grade reports or on the official academic record. There are no grade points associated with these grades.

- (a) "I" - Incomplete: Indicates that the student has done passing work in the course but that some part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily by the end of the following term, not including summer sessions, converts the "I" to an "F". When the work is satisfactorily completed within the allotted time, the "I" is converted to whatever grade the student has earned. (Note: If instructors wish to extend the "I" grade beyond the following term for which the student is registered, prior to the end of the term they must notify the office of the registrar in writing of the extension and indicate the date of its termination. It is the responsibility of the student to make arrangements to make up the incomplete work. The faculty member should submit the new grade to the office of the registrar in writing.)
- (b) "IP" - In progress: Indicates that the student has not completed the scheduled coursework during the term because the nature of the course does not permit completion within a single term, such as work toward a thesis.
- (c) "PI" - Permanent incomplete: Indicates that the student's instructor and the instructor's dean have for special reason authorized the change of an incomplete ("I") to a permanent incomplete ("PI").
- (d) "W" - Withdraw: Indicates that the student registered for the course but withdrew officially sometime after the second week of the term.
- (e) "NGR" - No grade reported: Indicates that, at the time grades were processed for the present issue of the record, no grade had been reported by the instructor.

- (f) "INV" - Invalid: Indicates the grade reported by the instructor for the course was improperly noted and thus unacceptable for proper processing.
- (4) Any student whose grade-point average falls below 3.00 is no longer in good standing in the graduate school and will be placed on probation. In consultation with the college or department, as appropriate, the dean of the graduate school will dismiss full-time students who do not return to good academic standing within two consecutive semesters (excluding summers) and part-time students who do not return to good academic standing within the attempting of fifteen additional credits.

For the purpose of administration of the full-time and part-time provisions of this policy, full-time and part-time status are determined by the semester in which the student goes on probation. Full-time enrollment constitutes nine or more graduate hours; part-time is less than nine graduate hours. Furthermore, "full-time enrollment" shall be defined as one or more graduate hours for students satisfying one of the following conditions: ~~For doctoral students who are in their final semester of study and have completed all degree requirements except the dissertation, and for international students participating in curricular practical training (CPT) and/or academic training (AT) opportunities of thirty or more hours per week with approval from the international center, one or more graduate hours constitute full-time enrollment.~~

- (a) Doctoral students in their final semester of study having completed all degree requirements except dissertation;
- (b) International graduate students participating in curricular practical training (CPT) and/or academic training (AT) opportunities of thirty or more hours per week with approval from the international center; or,
- (c) Doctoral students in accreditation-mandated internships of thirty or more hours per week with approval from the academic program.

The dean of the graduate school, with the approval of the relevant department head may also dismiss anyone who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of "C+" or below. The accumulation of six semester credits of "F" will result in mandatory dismissal.

A student dismissed from the graduate school for academic reasons may not be readmitted for one calendar year, and then only if evidence for expecting satisfactory performance is submitted and found acceptable.

- (D) Repeating courses. Any graduate course may be repeated once for credit. However, the degree requirements shall be increased by the credit hour value of each course repeated. The hours and grades of both the original and the repeated section shall be used in computing the grade-point average. Required courses in which a "D" or "F" was received must be repeated.

- (E) Transfer students. A graduate student matriculated in the graduate school of another college or university who wishes to transfer to the university of Akron to continue graduate education must be in good standing at the other school.
- (F) Course load. A full load of coursework at the graduate level is nine to fifteen semester credits including audit. For doctoral students who are in their final semester of study ~~and~~ have having completed all degree requirements except ~~the~~ dissertation, ~~and for~~ international graduate students participating in curricular practical training (CPT) and/or academic training (AT) opportunities of thirty or more hours per week with approval from the international center, or doctoral students in accreditation-mandated internships of thirty or more hours per week with approval from the academic program, one or more graduate hours constitute full-time enrollment.
- (G) Registration. The responsibility for being properly registered lies with the student, who should consult with the assigned adviser in preparing a program of courses and/or research. A schedule of courses, hours, class location and registration procedures is obtainable from the registrar.
- (H) Entrance qualifying examinations. The use of examinations to determine admissibility to enter a graduate program or eligibility to continue in one is the prerogative of the departments offering graduate programs. The department has the right to select the examination and minimum acceptable level of performance. Information and procedure may be obtained from the head of the appropriate department.

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Certification:

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M. Celeste Cook  
Secretary  
Board of Trustees

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