

**University of Arizona, Department of Communication**  
*Criteria for Satisfactory Academic Progress in the Graduate Program*

- *All students are subject to the requirements, rules, regulations, and deadlines specified in the Department of Communication's Graduate Handbook. Failure to follow those guidelines will constitute unsatisfactory academic progress. All students will receive a copy of that handbook on entry.*
- *All students are subject to all rules and regulations of the University of Arizona Graduate College. Details may be found at [www.grad.arizona.edu](http://www.grad.arizona.edu). Failure to follow those guidelines will constitute unsatisfactory academic progress.*

## **ACADEMIC PROGRESS AND GRADUATE EVALUATION**

Below are standards for adequate academic progress in the graduate program in Communication and the consequences of failing to meet those requirements.

1. The three core courses (600, 661, 671) and at least one of the required theory courses (609, 610, 620, 669) should be successfully completed by the end of the first year of enrollment in the graduate program. Failure to do so, unless required courses were unavailable, will result in faculty review of the student's progress and possible dismissal from the program.
2. "Successful completion" means that no incomplete grades are outstanding, that the student has earned no grade below B in the core or required courses, and that the student has not withdrawn with a failing grade from any course. If the student earns a 'C' or below in any core or required course, the course must be repeated.
3. Failure to remove incomplete grades in a timely fashion will be regarded as lack of satisfactory academic progress.
4. All courses to be counted toward the minimum hours requirements must carry a grade of B or better (P or S for courses that have grade options of S,P,C,D,E,I,W; e.g., 900 Research, 699 Independent Study).
5. Earning a WF or a grade below B in any two courses taken as part of a student's graduate coursework, or a question of academic misconduct, will invoke a faculty review of the student's academic progress and possible suspension or dismissal from the program. Because funding is contingent on making satisfactory academic progress, it is likely to be revoked under such circumstances. Continuation or reinstatement of funding will depend on the outcome of subsequent faculty reviews and the availability of funds.
6. Earning a WF or a grade below B in any three courses taken as part of a student's graduate coursework will result in dismissal from the graduate program. Students dismissed from the program may apply for (re)admission to the program only after a period of at least one year has transpired. Such applications will be evaluated in a manner consistent with the review of all other candidates during the application period.
7. Academic misconduct (e.g., plagiarizing, cheating, collusion) may result in suspension or dismissal from the program.

8. To be regarded in good academic standing (making adequate progress) in the M.A. program, the thesis or comprehensive exams shall be completed by the end of two years as graduate student.
9. For doctoral students to be considered in good academic standing and making adequate progress, comprehensive exams must be passed by the beginning of the 6th semester in the program.
10. The dissertation proposal should be successfully defended at the end of the 6th semester. To be considered in good standing, successful completion of the dissertation proposal defense *must* occur by the beginning of the 7<sup>th</sup> semester.
11. Successful completion of the final dissertation defense should occur within the timeframe identified on the proposal defense form (and no later than the 8<sup>th</sup> semester).
12. Failure to submit an approved guidance committee and department program of study within the timeframe specified for the degree may constitute lack of satisfactory academic progress.

The faculty will meet at the end of the spring semester to formally review the progress of all graduate students. Additional reviews will be scheduled as necessary.

Students who fail to make satisfactory academic progress are subject to conversion to non-degree seeking student status.

### **SPECIFIC GUIDELINES RELATING TO GRADUATE TEACHING APPOINTMENTS**

Student's reappointment each semester and/or continuation in the program is contingent on:

1. Satisfying requirements for satisfactory academic progress
2. Receiving satisfactory evaluations from one's supervisors

As a general policy, applications for assistantship/associateship appointments will be considered according to the following priorities: 1) continuing graduate students in good standing, 2) first-year doctoral students, 3) first-year master's students and/or fourth-year doctoral students who can fill special department need.