

## Revocation of Graduate Degrees

The following process is followed when the Dean of the Graduate School receives a finding of research or other academic misconduct that may warrant revocation of the graduate degree.

1. The Dean of the Graduate School will confer with the Department Chairperson, College Dean and other relevant individuals from the relevant graduate program regarding the proposed degree revocation.
2. If the Dean of the Graduate School determines that degree revocation would be appropriate, the Dean contacts the Director of Libraries to request that the dissertation/thesis not be available in PDF format during the pendency of this process.
3. The Dean of the Graduate School notifies the former student in writing that he/she intends to recommend to the Provost that the graduate's degree be revoked and the process that will be followed. The graduate is notified that he/she may discuss the potential degree revocation with the Dean within a specific period of time, usually within two weeks.
4. The Dean of the Graduate School issues a written recommendation to the Provost regarding revocation of the graduate degree. A copy of the letter is sent to the graduate and the relevant Department Chair and College Dean.
5. The Provost sends a letter to the graduate outlining the recommendation that has been made and providing the graduate with an opportunity to speak or meet with the Provost within a specific period of time, usually within 2 weeks. A copy of the letter is sent to the Dean of the Graduate School and the relevant Department Chair and College Dean.
6. The Provost issues a written recommendation to the President regarding revocation of the graduate degree. A copy of the letter is sent to the graduate, the Dean of the Graduate School, and the relevant Department Chair and College Dean.
7. The President makes a determination regarding the degree revocation. If the President has already issued an opinion regarding the underlying research or other academic misconduct through an established University process, the President will not provide any additional opportunity for the graduate to meet with the President. If the President has not already issued an opinion regarding the underlying research or other academic misconduct, the President will provide the graduate with an opportunity to speak or meet within a specified period of time before a final decision is made.

8. The President notifies the graduate of the decision, along with any steps that will be taken as a result of the degree revocation. A copy of this letter is sent to the Provost, Dean of the Graduate School and the relevant Department Chair and College Dean.
9. The Dean of the Graduate School notifies the Director of Libraries to finalize the removal of the dissertation/thesis from public availability.
10. The Dean of the Graduate School notifies Pro Quest and requests that the dissertation be removed from their files and the abstract from the national abstracts database.
11. The Dean of the Graduate School notifies the Office of the Registrar to revoke the degree, correct the record in SIS, and revise the transcript to state the date of degree revocation.

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Dean of the Graduate School