

# **Academic Policies**

## **Continuous Matriculation**

The MBA programs are structured so that each class of students progresses through the program as a group. A student who must drop out of the program for any reason will be allowed to re-enter the program with a class of students who have completed the same course work. The agreed tuition cost is maintained only as long as a student remains with the same entrance class. Students joining a new class after an absence will be required to pay the amount being paid by the new class. The degree candidate will be permitted six (6) years within which to complete the degree requirements. Failure to complete the degree in that time period will require a new Program of Study designating the requirements for the degree that exist at that time.

## **Transfer Credits**

A student may transfer up to six credit hours of course material to their Crummer School Program of Study. These transfer credits must be graduate-level courses completed within the last six years from a school accredited by the AACSB International, and the student must have earned a grade of “B” or better. Approval from the Program Director must be obtained prior to enrolling in the course and an outside course transfer form must be completed. Courses may not be taken at another school while enrolled at the Crummer School unless special permission is granted in advance.

## **Scholastic Requirements**

Degree candidates are required to complete all course requirements stated on the Program of Study with a minimum grade point average of 2.85. Any student whose average drops below 2.85 will be placed on probation. If the average drops below 2.5, the student is automatically dismissed.

## **Dean’s List**

Students who complete at least six credits in a given term and who achieve at least a 3.6 grade point average are placed on the Dean’s List for that term.

## **Graduating with Honors**

Students who complete their MBA program with a cumulative grade point average of 3.85 or higher will receive the distinction of graduating with honors.

## **Beta Gamma Sigma**

Students who graduate in the top twenty percent of their class in terms of cumulative grade point average will be inducted into Beta Gamma Sigma (BGS), the leading national business

honor society. BGS status is calculated at the end of the fall term preceding spring commencement; calculations at that time include students who have completed degree requirements 1 (one) term prior to commencement, and those who will be finishing in the term directly following commencement.

### **Grades**

Grades are reported as follows. Grades A, B, and C may be modified by a plus or minus as appropriate:

- A** Indicates consistently excellent work
- B** Indicates work of the quality normally expected of a graduate student
- C** Indicates work that is below the quality expected in graduate study
- F** Indicates work that is unacceptable in graduate level study
- I** Indicates that the student and instructor have signed a written agreement that outstanding work will be completed and the grade changed to A, B, C, or F by the mid-term point of the following term
- W** Withdrawal

**CR, NCR** Credit or No Credit may only be assigned for specifically designated courses.

### **Grading system**

The following quality points are assigned for each terms letter grade:

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	F	0.00
B-	2.67		

### **Grade Appeal Process**

The review process established to ensure a fair hearing in cases of grade disputes is as follows: Students must arrange to meet with the instructor to determine whether an error has been made or the instructor wished to reconsider the grade.

Students who still question their grades after consultation with the instructor should document their reasons for the grade dispute and submit documentation to their Program Director. A faculty committee then submits their decision to the Dean/Associate Dean of the Crummer School who decides all grade disputes. The Dean/Associate Dean's Office will communicate the final decision to the student.

### **Failing Grade Policy**

Should a student receive an F for a core course they must retake that same class until they achieve a passing grade. If the F is awarded in an advanced course the student may retake the same class or choose another advanced course, based on course availability. In both cases the original F will remain on the transcript and be averaged into the student's overall GPA. **In cases where the GPA falls below a 2.5 the student will automatically be dismissed from the program.**

### **Drop/Add & Withdrawal Policy**

A degree candidate is able to add or drop classes up until the first day of the class by filling out an Add/Drop Form. A course dropped in this time frame does not appear on the student's transcript. No course may be added once the class has met without the approval of the instructor. Students may withdraw from classes up until the mid-point of the term by filling out a Withdrawal Form. Students that withdraw from a course in this fashion will receive a grade of "W" on their transcript. The refund policy with specific dates for withdrawal is stated each term on the course schedule. Students enrolled in a course after the mid-point of the term must receive a grade from the professor based on their completion of all course requirements. Students who believe special circumstances exist (i.e. medical, family emergency...) should immediately petition the Program Director. Students who do not attend a class they have registered for will receive a failing grade at the end of the semester. Any students who do not appear on the class roster will be asked to leave the class by the professor. All CMBA drop/adds and withdrawals must be approved by the CMBA Program Director.

### **Program of Study**

The CMBA is an 18 course (53 credits) MBA program. Since the CMBA class moves through the program as a unit, advanced courses are predetermined by the Associate Dean's Office. CMBA students may drop one advanced course to take the following 3 credit hour courses or may take one or more of the following courses as a "course overload":

- Global or Domestic Consulting Project – These courses are faculty facilitated projects that students may apply for. Most projects involve 4-6 students.
- Six Sigma – This course is offered on Saturdays and Sundays.
- Global Research and Study Project (GRASP).

## **Course Overloads**

Corporate MBA or Saturday MBA students may not seek to register for a course overload until all required courses have been completed. Students seeking an overload must have a minimum grade point average of 3.85 and approval from the director of the Corporate and Saturday MBA program is required. These courses may not take the place of any advanced courses which are part of the normal CMBA or SMBA course schedule.

## **Graduation Requirements**

It is the responsibility of each student to make certain that all the course requirements for graduation listed in the Program of Study have been met . If there is any doubt, the Program Office should be consulted prior to the beginning of the last term preceding expected graduation. Degree candidates are required to complete all course requirements with a minimum grade point average of 2.85 or higher in order to graduate. Students must submit to the registrar's office an Intent to Graduate Form prior to the mid point of their next to last term – the Student Records office will communicate these deadlines via email. A student's academic record, including the transcript and diploma, will be withheld until the student account is paid in full

## **Registering for Additional Advanced MBA courses for CMBA/SMBA students:**

Corporate MBA and Saturday MBA graduating students are allowed to register for additional advanced MBA courses, tuition free for the first two terms after their graduation date.

- Courses may be selected from either the Professional or Early Advantage MBA course schedules.
- Prior to registering students need written approval from the Director of the CMBA and SMBA Programs.
- Students will be registered on space available bases.
- CMBA and SMBA students registering for additional advanced courses must follow all of the same guidelines and policies that are in place for all graduate students. These guidelines include, but are not limited to withdrawal polices, grading polices, and the school's academic integrity policy.
- The cost of books, classroom materials, lab fees, and travel expenses must be covered by the student.