Grading System
The grading system consists of the following grades; the numbers assigned to each grade appear on the student’s transcript.

• A 4.00
• A- 3.67
• B+ 3.33
• B 3.00
• B- 2.67
• C+ 2.33
• C 2.00
• C- 1.67
• D 1.00
• F 0.00 Failure

Note: A failure is not removable from the record, though credit can be obtained by repeating the course with a passing grade.

Academic Standing
Students are expected to earn grades of C or higher for all courses taken at the business school. However, an overall Grade Point Average (GPA) of 3.0 is required for graduation. Only two grades of D are accepted for a degree, and these must be offset by B, B+ or A. Any student who receives more than two grades of F will be dismissed from the program. Students must repeat all required courses in which a grade of F is received.

Each term, the academic advising staff reviews every student’s academic progress and standing. Students whose work falls below the required 3.0 will be placed on academic probation for a period of terms. If, at the end of the probationary period, a student has not raised his or her index to the required level, he or she may be dismissed from the program.

The following symbols are also entered on student records:

INC: Incomplete.
Indicates that a course requirement has not been met. Changed to F unless resolved by the deadline specified in the academic calendar.

ABS: Absent from Final Examination.
Indicates that the student was absent from the final examination. Changed to F unless resolved by the deadline specified in the academic calendar.

W: Withdraw.
Indicates withdrawal from a course with permission.

AUD: Audit.
Indicates registration for a course with no degree credit.

NGR: No Grade Reported.
Changed to F unless resolved by the deadline specified in the academic calendar.

Incomplete (INC)
A grade of INC is given to a student who has met all the requirements of a course, except for completion of certain assigned papers or reports that the student has been compelled to postpone for reasons beyond his or her control. These reasons must be satisfactory to the instructor. The missing coursework and the course grade must be submitted within 45 days of the last scheduled day of examinations. Failure to do so will result in an F. Students are advised to confirm with the instructor that a grade change has been submitted to the academic advisor. Grades will not be changed after the deadline.

Deferred Examinations (ABS)
A student who has been prevented by illness or other serious circumstance from taking the final examination will receive an ABS on his or her grade report for the term provided that: (1) the student has, prior to the examination, informed the instructor, preferably in writing, of the reason for the absence; and (2) the instructor judges the student’s attendance and progress during the term to be satisfactory. A grade of ABS must be removed within 45 days of the last scheduled day of examination; otherwise, the grade automatically becomes an F. Students are advised to confirm with the instructor that a grade has been submitted to the academic advisor the deadline. Grades will not be changed after the deadline. Students are sent corrected grade reports by Enrollment Services.

Change of Grade
The deadlines for changing an INC or ABS grade are stated in the preceding sections. The deadline for any other grade change is 60 days from the issue date printed on the student’s grade report.