

access to a notebook computer to use for academic assignments and communications. These will often, but not always, require taking the computer to class. For hardware and software specifications and additional details, go to the University's [ITP-Choice](#) website.

**Withdrawals:** Withdrawals are subject to approval by the Director of the MBA program. Students who simply stop attending classes in any course without officially withdrawing will be assigned failing grades. Any student who desires to withdraw from the University should contact the Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary University offices.

#### **Enforced Withdrawal from the University.**

A student who fails to comply with the conditions stated for provisional admission may be denied continuation in the program and the School of Graduate Studies.

#### **Course Load.**

Six semester hours will be required of all MBA students in the spring, summer, and fall semesters. In addition, there will be one five-day three semester-hour mini-mester course that will usually be given at the beginning of a cohort.

#### **Change of Schedule.**

A student's schedule may be changed subject only to the approval of the MBA Program Director. (Note: University policy is stated below. The MBA program is a cohort program.) The procedure is as follows:

1. The student obtains a drop/add request form from the respective school to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student makes the change using regular CSU student guidelines for adds and drops.

#### **Official Drop Date. No drop is official until the form is submitted to the Office of the Registrar.**

The date of submission to the Office of the Registrar is the official drop date for grade determination. An F will result if a student ceases to attend class without completely processing a course drop or withdrawal from CSU.

#### **Instructor Drop.**

An instructor may drop a student at any time during the semester for excessive absences, for consistently failing to meet class assignments, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

### **Grading System and Progression Requirements**

#### **Letter Grades**

Grades of A, B, C, D, F, W, and WF are recorded for graduate courses. An incomplete or "I" may be given under unusual circumstances occurring near the end of a course and which affect the student's ability to complete course requirements. Students must request the "I" through formal School of Graduate Studies policy and procedures. Students will receive credit for grades of A, B,

and C only. A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters will be dismissed. Provisionally admitted students who have less than a 3.0 semester grade point average for the first semester will be dismissed. A provisionally admitted student who meets all conditions set in the letter of admission is advanced to Full status at the end of the first semester. The MBA Program Director and the MBA Steering Committee has the option of dismissing a student at any time due to failure to maintain a B average or failure to meet other standards. Students must have a B average (3.0) for graduation.

### **Grade Reports**

Grades are posted on the students' DUCK by the respective faculty at the end of each semester.

### **Removal of an I Grade**

Graduate students receiving the grade of incomplete (I) have one semester (full term) to complete the work required for the course. It is the student's responsibility to contact the instructor of the course for assignments and/or missing work. Once the student has completed all assignments and the instructor has determined that a change of grade is warranted, it is the instructor's responsibility to submit the Removal of Incomplete grade form to the Dean of the Graduate School.

Failure to remove the I grade within the stipulated timeframe incurs an automatic grade of an F for the course.

### **Satisfactory Academic Progress**

In addition to the general guidelines above for progression in the program, minimum standards include qualitative requirements (semester and/or cumulative grade point averages) and quantitative requirements (maximum time frame for completion of degree AND hours attempted versus hours completed).

To remain a student in good standing, degree candidates must earn a minimum grade of "C" in all course work and maintain a cumulative 3.0 grade point average. If not, there is automatic probation for one term. No more than two C's are permitted in the program. All grades count toward the GPA.

The MBA Program Director assesses satisfactory progress requirements at the end of each academic year, which includes summer semesters. *Satisfactory progress requirements are monitored for ALL enrollment periods, including those for which financial aid was not received.*

### **Failure to Meet Satisfactory Progress**

Should a student fail to meet the above standards at the end of an academic year, he/she will be placed on probation and must meet a 3.0 grade point average while on probation. If a student does not meet satisfactory progress and is placed on probation status, there may be consequences with financial aid and the student must seek advice from the financial aid office.

### **Other Elements**

Withdrawals, class drops and grades of "incomplete" are considered non-completed hours when determining satisfactory progress. Repeated courses, non-credit developmental coursework and transfer hours are deducted from the maximum hour limits and progression standards.