

### GRADING

Credit for degree purposes is limited to graduate courses passed with grades of C- or higher. Students must maintain a grade point average of 3.0 at all times to remain in good standing. Grades below C- are used in computing the average, even though credits do not count for degree purposes.

### PROBATION AND SUSPENSION

In this policy, the word "student" means a graduate student in the Drake University College of Business and Public Administration. The "cumulative Grade Point Average" refers only to credits taken at Drake University. Completed hours include hours for which a student has earned a letter grade but do not include the marks of "W" (Withdraw), "I" (Incomplete), or "IP" (In Progress).

The provisions of this probation and suspension policy are grounded in the philosophy that any graduate student enrolled in the College of Business and Public Administration should:

1. Maintain a level of academic performance that demonstrates that he or she can reasonably expect to attain the 3.00 cumulative Grade Point Average (GPA) necessary for graduation,  
**AND**
2. Progress at a rate that permits graduation within five years of enrollment.

**Probation:** If, after nine hours of enrollment in graduate program core courses or electives, a student's GPA falls below 3.00, the student is placed on academic probation, and a letter to that effect is mailed to the student by the Assistant Dean of Graduate Programs. A student placed on academic probation must provide the Assistant Dean of Graduate Programs with an academic plan for improvement of his/her GPA before the student will be allowed to register for additional graduate coursework. The academic plan must describe in detail the student's course of action for raising his/her GPA to the required 3.0 within the next nine hours of enrollment.

A student is removed from probation when he/she has a cumulative grade point average of 3.00 or above.

**Suspension:** If a student placed on probation does not raise his/her GPA to 3.0 or above within the probation period described above, the student is suspended from his/her graduate program. The student is prohibited from enrolling in graduate classes in The College of Business and Public Administration.

A student who is suspended from a graduate program in the College of Business and Public Administration may petition for reinstatement to a program of study after one semester. The petition for reinstatement must be made in writing to the Assistant Dean of Graduate Programs. The Graduate Curriculum Committee of the College of Business and Public Administration will consider the petition. The Assistant Dean of Graduate Programs will notify the student in writing regarding the Graduate Curriculum Committee's decision.

### **ACADEMIC DISMISSAL DUE TO LOW GRADES**

Students who are otherwise in good standing (3.0 or higher grade point average) but have received a grade lower than a C- in a course must retake the course in which this grade was received at the first available offering. If upon retake of the course an acceptable grade (C- or higher) is not achieved, the student will be dismissed from their program of study. The student may appeal the dismissal decision in writing to the Graduate Committee and, upon their review of the student's complete graduate record, their decision will be final.

### **INCOMPLETE GRADE REPORT**

A grade of "Incomplete" for any graduate course in the College of Business and Public Administration converts to an "F" if the course requirements are not completed within the time period allowed after the incomplete grade is earned. It is the student's responsibility to take the initiative to maintain contact with the professor to ensure timely completion of required course work prior to the deadline.

### **REPEATING COURSES**

Any course in which a grade of "C+" or below was earned may be repeated one time only. A maximum of two courses may be repeated in a student's graduate program. Only the highest grade earned shall be used in computing the student's cumulative grade point average.

### **ENROLLMENT VALIDATION**

Students are required to validate their enrollment by attending the first class meeting of each course on their schedule. Failure to attend the first class or to make prior arrangements with the professor may result in the student being dropped from that course.

## **TRANSFER OF CREDIT**

Graduate course credit hours may be considered for transfer provided they are: (1) earned within five years prior to completing the Drake Graduate Program, (2) of at least a “B-” grade, (3) approved by the Assistant Dean of Graduate Programs, and (4) directly related to your Graduate Program.

- MBA, MFM, and MACC: A maximum of 9 semester hours of in-residence graduate course credits from an AACSB-accredited graduate business school.
- MPA: A maximum of 12 semester hours of in-residence graduate course credits from an accredited graduate school.

## **TIME LIMITS**

All requirements for the College of Business and Public Administration graduate degree programs must be met within five years of the end of the student's first semester of enrollment in core or elective courses. Under special circumstances, a one-year extension for completion without additional course requirements may be granted by the Assistant Dean of Graduate Programs, but only upon written request of the student. A written request must be submitted to the Assistant Dean of Graduate Programs prior to the expiration of the student's five-year time limit.

## **GRADUATION - DEGREE REQUIREMENTS**

In order to qualify for the MBA, MFM, MACC, or MPA degree, candidates must

1. complete all foundation courses with grades of “C-” or better, if required (MACC and MFM only),
2. complete all required courses with at least a 3.0 GPA within the approved time limit (five-year time limit for all programs),
3. and have no more than two grades in the C range (C+/C/C-) in core and elective courses (excluding foundation courses for MACC and MFM).

All students who plan to complete degree requirements at the close of the term must file a Graduation Application. The Graduation Application should be completed by planned December graduates by October 15, and by planned May and August graduates in by February 15. The online form is available through the Student Services tab on BlueView.

Students on track to graduate in May or August who have completed the Graduation Application are invited to participate in the Drake University May commencement ceremony. August and December

graduates who have completed the Graduation Application are invited to participate in the Drake University December commencement ceremony. Graduation applications received after the dates listed above will be accepted for inclusion in the commencement ceremony only if space allows. Official garb is required for students participating in the commencement ceremony.

After all requirements are complete, degrees are generally posted to the transcript within four weeks of the end of the semester. Diplomas mail out about eight weeks after the final grades are posted.

Students are urged to check their college graduation requirements with their advisor to make sure all requirements are completed on time.