

GST Academic Policies

Attendance

Students are expected to maintain good attendance throughout the semester. In one semester, 1 absence per course is allowed. Two absences will lower the final grade by one full letter, and 3 absences may require that the course be dropped. In the event that a student misses a class, he or she is responsible for the activities of that class period. Make-up exams are given solely at the discretion of the professor and are not guaranteed.

Grading

The following grade values are assigned for each credit:

97-100 = A+ =4.000

93-96 = A =4.000

90-92 = A- =3.667

87-89= B+ =3.333

83-86= B =3.000

80-82= B- =2.667

77-79= C+ =2.333

73-76= C =2.000

70-72= C- =1.667

68-69= D+ =1.333

66-67= D =1.000

65= D- = 0.667

Below 65 = F = 0.000

INC = Incomplete

Students must maintain a minimum grade-point average (GPA) of B (3.0) to remain in good academic standing

Incompletes

Students receiving an "Incomplete" (INC) for a course must complete all course requirements within the subsequent academic term in order to be able to register for courses thereafter. "Incompletes" must be completed within **one year** or the grade will automatically convert to a grade of F and the student will receive no credit for the course.

Probation/Dismissal

Students whose grade-point average (GPA) falls below 3.0, or who receive a grade of D or lower in any course or grades of C in two courses, are automatically placed on academic probation. This may be grounds for dismissal from the program. Students on probation may address the program chair in writing within two weeks of notification regarding their status to appeal their case.

Bridge Course Passing Grade Policy:

Students must earn a B or better in each bridge course and each Language Arts class to be eligible for entry into any of the three concentrations of the Master of Science in Information Systems program or the Master of Arts in Web and Multimedia Design program.

Scholarships:

A 3.0 undergraduate GPA or its equivalent is required to apply for scholarships. If you are not awarded a scholarship upon your initial enrollment to the program, you may reapply for a scholarship for the Fall of the following academic year if your GPA in the program is at least 3.0.

Scholarships must be renewed annually, each Fall. A new scholarship application must be submitted by the student to apply for scholarship renewal. A student whose cumulative GPA falls below 3.0 is not eligible for scholarship renewal but may reapply for the Fall of the following academic year

Graduation

Students who expect to graduate should discuss their status with their advisor within one semester prior to the anticipated graduation date, complete an Application for Graduation, and pay the graduation fee. **Students must maintain a 3.00 grade-point average (GPA) to be eligible for graduation from any of the programs of the Graduate Division.**

Candidates for degrees within the period September through June may participate in that school year's commencement exercises. **Participation in the commencement exercises does not necessarily mean that a student has graduated. Graduation is certified officially by the Office of the Register only after auditing the student's record for completion of all degree requirements.**