

Grading System

Letter Grade		Grade Point Average
A		4.0
A-	Satisfactory	3.7
B+	Performance	3.3
B		3.0
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B-		2.7
C+	Unsatisfactory	2.3
C	Performance	2.0
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F	Failing	0.0
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I	Incomplete	
L	Non-Evaluative Grades	
W	Withdrawal	

“I” (incomplete) indicates a failure to complete the course requirements. The “I” grade is given, at the instructor’s discretion, only if the student has completed at least half of the course requirements successfully at the end of the semester. An incomplete grade is maintained for thesis credit until the thesis or dissertation is completed and defended. All master’s degree requirements normally must be completed within five years. All doctoral degree requirements normally must be completed within seven years.

The College requires an Incomplete Form to be completed by the instructor of the course. Upon completion, the form is returned to the Registrar’s Office.

Course Numbering System

Graduate Level

500-599	CAS Introductory Level Study (faculty permission required)
600-899	Graduate Courses
900-999	Graduate Directed Study Course (faculty permission required).

Academic Standing and Academic Dishonesty

Each semester, the appropriate Departmental Committee or Director of each Graduate Program will review the records of Graduate students believed deficient in any of the following areas:

1. Cumulative grade point average below 3.0
2. A grade of “F” in a class
3. Excessive grades below the “B” level
4. Excessive “Incomplete,” “W” or “L” grades
5. Violation of Professional or Ethical Standards
6. Academic Dishonesty or Plagiarism
7. Failure to make satisfactory progress toward the completion of the degree

After reviewing the student’s record, the appropriate Departmental Committee or Director of each Graduate Program may choose to take one of the following actions. Written notification of the action taken should be delivered to the student in a timely fashion.

1. Probation
2. Dismissal
3. Limit the number or nature of courses
4. Set a grade point average requirement
5. Require a leave of absence
6. Remove from degree candidacy
7. Take no action

A student may appeal this decision in writing to the Dean of the College within 30 days of receipt of the notice of action taken by a Department. The Dean will then make a final determination based on an investigation, or a hearing with the student. (Please consult the departmental listings for the specific guidelines and procedures of each graduate program.)

Re-Admission to Suffolk University

Students re-entering after an absence of one year or more should request a special re-entry form from the Graduate Admissions Office.

For further information on any graduate programs offered at Suffolk University, please contact the Graduate Admissions Office, 8 Ashburton Place, Boston, MA 02108-2770, (617) 573-8302. Fax Number (617) 305-1733, E-Mail: grad.admission@suffolk.edu

Pass (“P”)/Fail (“F”) Option

Practica, internships, theses and designated field experiences are taken on a pass/fail basis. Exceptions to this policy are only at the discretion of the respective Program Directors.

A Pass (“P”) grade may be applied toward fulfilling degree credits, but will not be applied toward the cumulative grade point average.

Transfer Credit

In all cases, students should consult individual departments for the requirements of a particular program. Unless otherwise stated, the general rule is that a maximum of 6 graduate credits from an accredited institution in the field of specialization will be transferable towards a master’s degree at Suffolk University. Courses offered for transfer credit must have a minimum grade of “B,” and must not have been part of another earned degree.

A maximum of 24 graduate credits will be transferable toward a doctoral degree and must have a minimum grade of “B.”

Students requesting transfer credit should see their respective program director and file such requests within the first semester of a graduate program at Suffolk University.

Residency Requirement

Students are required to complete a minimum of 30 graduate credit hours at Suffolk University.

Academic Dishonesty and Plagiarism

Plagiarism is considered egregious, particularly for Graduate students. Suffolk University insists upon the highest standards of academic integrity in all student work, both written and oral. Penalties for cheating and plagiarism are severe, including possible suspension or expulsion. A full discussion of the responsibilities of students in this matter can be found in the Student Handbook.