

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
F		0.0
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I	Incomplete	
L	Non-Evaluative Grades	
W	Withdrawal	

Graduate Warning

A graduate warning is issued:

- if the student's grade point average falls below a 3.0 ("B") for the first time or
- a student receives a cumulative total of two "C" grades with a grade point average above 3.0

Subject to Dismissal

- A graduate warning has previously been issued and the student's cumulative grade point average falls below 3.0 (B),
- An F grade with a GPA of above 3.0

Dismissed

- An F grade with a GPA of below 3.0
- Two F grades
- A student may retake one graduate course where an F grade has been received. The new grade will be included in his/her GPA. The original F will remain on the transcript, but will not be included in the GPA. Only **one** course with an F grade may be retaken during the student's graduate program. If a second F is received, the grade will remain on the transcript and be included in the GPA.

"I" (incomplete) indicates 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 and there is a reasonable expectation that all course requirements can be completed in one academic year.

The "I" grade in the Sawyer School converts automatically to an "F" after one calendar year, unless the instructor submits a grade or officially extends the incomplete.

The Sawyer School of Management requires an Incomplete Form to be completed by the student and the instructor of the course. Upon completion, the form is returned to the Registrar's Office.

Normally, degree requirements should be completed within five years.

Course Numbering System

Graduate Level

600-899	Graduate Courses
900-999	Graduate Directed Study Course (faculty permission required)

Re-Admission to Suffolk University

Students re-entering after an absence of one semester or more should request a special re-entry form from the Graduate Admissions Office. Re-entry is on a space available basis.

For further information on any graduate programs offered at Suffolk University, please contact the Graduate Admissions Office, 20 Beacon Street, Boston, MA 02108-2770, (617) 573-8302. Fax Number (617) 523-0116.

E-Mail: grad.admission@suffolk.edu