

**Policy – Academic Standards for Doctoral and Masters Students**  
**School of Graduate Studies**  
**Approved, as amended, by SGS Executive Council, December 14, 2017**  
**Approved by SGS Graduate Faculty on December 20, 2017**

**Rationale:** In keeping with expectations of the AAU, SGS has a policy that all doctoral students must maintain at least a 3.0 GPA. As described in the GSNB catalogue:

The standard of work required is left largely in the hands of the student's program committee. It is expected, however, that students will maintain a 3.0 or higher grade-point average and that no more than 9 credits offered in partial fulfillment of the requirement for the doctorate, and for which letter grades have been given, shall bear grades of C or C+.

But the current policy for master's students is not as clear. As per the GSNB catalogue:

Candidates for the master's degree normally are expected to earn grades of B or better in their coursework. No more than 9 credits (fewer in some programs) bearing grades of C or C+ may be used in meeting the requirements for a master's degree.

Moreover, there has been an official practice in GSBS (and an unofficial practice in GSNB) of allowing students to repeat courses and only count the grade of the repeated course in their GPA.

The following policies tighten and clarify the academic standards expected of both doctoral and master's students in SGS.

*As always, graduate programs may develop stricter policies and practices than those required by SGS, but not more lenient ones.*

**The following policies apply to all graduate students, both doctoral and master's:**

**Grade Point Average (“GPA”)**

SGS students will be evaluated on a regular basis to determine if they have achieved satisfactory levels of academic progress. Satisfactory academic progress will require that students who have attempted 12 or fewer credits have earned a GPA of at least 2.5; those who have attempted 13 or more credits must have earned a GPA of at least 3.0. No more than 9 credits of coursework bearing grades of C or C+ may be used to meet degree requirements (exceptions will be considered for courses taken in the medical and dental schools).

**Academic Warning Policy**

All students are expected to achieve satisfactory levels of academic and research proficiency. Each program shall clearly inform students of the criteria for satisfactory academic progress. Students who have a GPA below 3.0 will receive a written academic warning notice from their graduate program; students performing below satisfactory levels of proficiency as outlined by the

program may also receive a written warning notice. The written warning, from the program, states the problem(s), outlines those measures needed for improvement and sets a deadline for compliance. Letters informing students of an academic warning will be sent within 30 calendar days of the end of the semester. A copy of all such warning letters will be sent to the Senior Associate Dean in the School of Graduate Studies.

### **Repetition of Course Policy**

Matriculated and non-matriculated students are only allowed to repeat up to three courses, each no more than once, during their enrollment. Courses repeated while in a non-matriculated status will count towards the repetition regulation for those students who progress to matriculated student status. Repetition of any course results in both the original grade and the new grade appearing on the transcript; however, with the addition of an E prefix, the original grade is not calculated into the student's cumulative grade point average. Students repeating a course, including courses from which they withdrew, must re-register for the course and are subject to paying tuition for that course.