

Grade Policies

Once students are formally admitted into the MSAT, they will be required to maintain a 3.0 gpa.

Specific Graduate School Academic Policies include:

A. Enrollment Requirements (Full Time; Part Time) Full-time graduate course load is defined as six (6) semester hours. Part-time graduate course load is defined as three (3) semester hours. Graduate students will be charged a per- credit- hour rate for Graduate courses regardless of enrolled hours. Graduate students will be considered part-time, and thus eligible for financial aid, at three (3) semester hours.

B. Academic Standing Requirements Graduate students must maintain a 3.0 (B) cumulative grade point average (GPA). Students will be placed on academic probation when the cumulative GPA falls below 3.0. If a student's cumulative GPA for a semester falls below a 3.0, a review by The Graduate School will be conducted and a decision will be made regarding the status. Written notice of academic probation will be sent to the student and to the Graduate Director of the student's academic department. A probationary period consists of twelve calendar months. Students must raise their cumulative GPA to 3.0 or above during the next 12 calendar months in required and elective courses. If the cumulative GPA is not a 3.0 or above at the end of the 12-month period, the student will be dismissed from the program, The Graduate School and the University. A student may be on probation only once during their program of study.

Only grades of C or higher are accepted as successful completion of a degree requirement in all graduate programs, unless a higher grade is required for degree requirements as stated in a specific program's Student Handbook. Grades of B-, C+, and C, while acceptable in meeting graduate degree requirements in some programs, are considered "marginal progress" outcomes. Any such outcome, or a GPA that falls below 3.0, or failure to meet departmental academic standards, warrants an academic advising conversation between the adviser and student, and possibly with the program director or the Dean of The Graduate School. In some cases, students earning a marginal progress in selected courses may be required to repeat courses and achieve a grade of satisfactory progress in these select courses to continue in the program of study. Through the advising process, Otterbein University may direct the student to improve graduate-level academic skills (e.g., through a formal study of writing or use of other academic support resources), to take a reduced academic load, or to take other steps to promote academic success.

C. Grading System: The Graduate school provides academic exploration reserved for students who are committed to the high level of work demanded by masters, doctoral or post masters programs. Graduate students are, therefore, held to a higher standard of achievement than undergraduate students. In order to reflect the minimum levels of achievement necessary to award a graduate degree, the grading scales are considerably different than those applied to undergraduates. Specifically, for graduate courses, "A" level work is exemplary, "B" level work is satisfactory, and "B-" or below work does not meet expectations. Grading policies specific to each program are described in the online graduate catalog. 13 Each student can access his/her grades at the end of each semester on-line via Self Service Banner/Students tab at www.otterbein.edu. A permanent transcript of all course work attempted and grades earned is maintained in the Office of the Registrar.

The following grades from letter-graded courses are included in the calculation of the grade point average (GPA):

A = 100-93% (4.0)
A- = 92-90% (3.7)
B+ = 89-87% (3.3)
B = 86-83% (3.0)
B- = 82-80% (2.7)
C+ = 79-77% (2.3)
C = 76-73% (2.0)
C- = 72-70% (1.7)
D+ = 69-67% (1.3)
D = 66-60% (1.0)
F = 59% and below

The following grades are not included in the calculation of the grade point average (GPA):
F = failing from pass/fail graded course
IP = coursework is incomplete; temporary condition
NR = grade not reported by instructor; temporary condition
P = passing from pass/fail graded course
R = repeated course
S = satisfactory from satisfactory/unsatisfactory graded course
T = transfer credit from another institution
U = unsatisfactory from satisfactory/unsatisfactory graded course
W = withdrawal with permission

Grade Discrepancies: see the Otterbein Graduate Catalog
at <https://www.otterbein.edu/registrar/catalogs> (p. 12)