Graduate Business Programs uses two grading systems. “Pass/Fail” grading is used in the Executive MBA, the Hybrid EMBA, and the Trans-Global EMBA programs. Traditional “letter” grading is used in the Professional MBA, the Master of Science in Financial Analysis & Investment Management, the Master of Science in Accounting and the Master of Science in Business Analytics Programs.

Executive MBA
Pass/Fail, Marginal Pass, and Honors Grading

Passing Grades
Pass/Fail grading is intended to encourage students to work cooperatively for understanding rather than competitively for a particular individual grade. The grade of “Pass” (P) encompasses the full range of student performance in a course from “satisfactory” to “excellent”. The minimum requirements for the grade of Pass shall meet the following standard:

- Demonstrated proficiency in the subject matter of the course.
- Satisfactory completion of written examinations,
- Timely and satisfactory completion of all other assignments.

Marginal Pass
The Marginal Pass grade appears on the transcript and indicates that the student has met the minimum overall requirements for the grade of pass, but performance in one or more areas nonetheless demonstrates serious weakness. A note of explanation by the instructor is sent to the student and placed in the student's file. Students will be placed on academic probation upon receipt of a.) two Marginal Pass grades or b.) one failing grade and one Marginal Pass grade. If in the subsequent quarter there are no further Marginal Passes or failing grades, then Academic Probation is removed. However, the course which was failed must be repeated successfully before the student is allowed to graduate. Students who accumulate two or more Marginal Performance letters will have their situation taken under review by the Student Performance Review Committee.

Failing Grades
The grade of “Fail” (F) is given to students whose performance falls below an acceptable level for a graduate student. Instructors are encouraged to inform students whose performance in the course puts them at risk of receiving a failing grade as early in the course as feasible. Instructors are also encouraged to write a letter explaining the grounds for a failing grade.

A student who fails a required course must repeat that course with a passing grade in order to graduate. A student who fails a course a second time is automatically dismissed from the program. Any student, who accumulates a second failing grade, even though an earlier failed course may have been successfully repeated, is subject to dismissal after review. Full tuition will be charged for all repeated courses at the rate then prevailing.

Academic Disqualification (EMBA programs)
Students in P/F programs are subject to disqualification if they receive a failing grade in a total of two courses, receiving a failing grade in addition to two marginal pass grades, or if they receive a total of three Marginal Pass grades.
**Honors Grading**
The grade of “Honors” (H) is reserved for truly extraordinary student performance. Honors recognition in a course is given to students whose standard of performance and participation significantly exceeds that expected in the course. In submitting an Honors grade for a student, the instructor shall require the student to meet substantially all of the following standards:

- Unusual skill in and mastery of the subject area.
- Substantial growth in the subject area.
- Notable excellence in written assignment and formal presentations.

In determining whether to assign an honors grade, the instructor should rely primarily on his or her own observation of the student’s performance. An Honors grade in a class should be regarded by both instructor and student as a very special occurrence.

Students who receive five (5) or more Honors grades will be graduated with Honors and this designation will appear on the student’s diploma and final transcript as well as on the Commencement program. Occasionally, however, Commencement proceedings occur a week or two before the end of a student’s program and therefore before final grades have been determined. If a student earns a fifth Honors grade in these circumstances, acknowledgement will be limited to the diploma and final transcript.

A student who is found guilty of an act of academic dishonesty is disqualified from graduating with honors regardless of his or her academic record.

**Professional MBA, MS-FAIM, MS-Accounting, MS Business Analytics**

**Letter Grading**
In Graduate Business programs with conventional grading, the following shall apply:

- A student must achieve a cumulative grade point average of 3.0 (B), as measured at the end of each quarter, to remain in good standing in the program.
- A student who fails to maintain a cumulative grade point average of 3.0 will be placed on academic probation. Failed courses must be retaken when available during the subsequent quarters.
- A student on academic probation shall meet with the Program Director. If necessary, the student may be dismissed from the program.

**Academic Probation/Disqualification/Dismissal**
Graduate students whose cumulative grade point average falls below a 3.0 (B) average at the end of the quarter are placed on academic probation. They are notified of their status in writing by the Vice Provost for Graduate and Professional Studies. Upon notification, students have two academic terms to bring their grade point average up to the 3.0 level. Failure to do so may result in academic disqualification.

For more information on the academic disqualification and the dismissal process please review Academic Policies in the Graduate and Professional Students Handbook at:
http://www.stmarys-ca.edu/graduate-and-professional-studies/graduate-professional-student-handbook

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