GRADING SYSTEM AND ACADEMIC STANDING

Effective for students entering the M.B.A. program May 1994, or later, the following five tiered grading system is used:

- Distinction (DS)
- High Performance (HP)
- Performance Standard (PS)
- Low Performance (LP)
- No Credit (NC)

M.B.A. students do not receive a numeric or letter grade, quality point average, or class ranking. The grade of "Distinction" represents only exceptional work and the grade of "High Performance" represents work of commendable nature. Therefore, it is suggested that grades of "Distinction" be limited to 15% of enrollment in Core courses, 18-20% in elective courses, and that grades of "High Performance" and "Distinction" in combination not exceed 50% of total enrollment in Core courses, 50-60% in elective courses. Additionally, the faculty suggests that a range of 5% to 10% is an appropriate average distribution for the grade of "Low Performance" in Core courses. In elective courses, the appropriate average distribution for the LP grade would be nor more than 5%, recognizing that many times the appropriate distribution for a course would be 0%.

There is no established basis for translating descriptive grade terms to conventional letter grades or grade point averages, and an attempt to make such a translation from the accompanying transcript would be inappropriate and may be misleading. However we recognize that in certain cases, outside parties may need to do so for comparison purposes. Comparable graduate programs employing the letter grade system typically consider a grade of B to be passing work. Our (PS) grade represents the expected performance standard and would therefore clearly indicate that a student is achieving at this level. Descriptive definitions of the grades are outlined below.

**Distinction** (DS)
An honors grade recognizing work of exceptional quality as evidenced by total mastery of all concepts and techniques. The student stands clearly above the class and is able to integrate and apply concepts and techniques and consistently demonstrate initiative and creativity response to assigned work.

**High Performance** (HP)
Work of a very good quality as evidenced by a solid mastery of all course concepts and techniques. The student shows consistent initiative in responding to assigned work and meets or exceeds all of the instructor's performance expectations.

**Performance Standard** (PS)
Work of good quality as evidenced by a solid mastery of most course concepts and techniques. The student shows initiative in responding to assigned work and meets all of the performance expectations.

**Low Performance** (LP)
Work of below standard or marginally acceptable quality. The student's mastery of the subject material is uneven and there may be some difficulty in understanding and appropriately applying concepts and techniques. However, overall performance meets the instructors minimum performance expectations.

**No Credit** (NC)
Work of unacceptable quality. The student demonstrates little understanding and great difficulty in applying concepts and techniques. The student fails to meet the instructor's minimum performance expectations.

**Satisfactory/Unsatisfactory (S/U)**
Lead Week modules are graded on a Satisfactory/Unsatisfactory basis. A grade of Unsatisfactory (U) is considered the same as a grade of No Credit (NC) and will be counted as a No Credit grade in the continuation standards. No other courses may be taken on a S/U basis.

**Auditing**
Students currently enrolled in the MBA program may audit classes with permission of the instructor. Any class that had a waitlist at the end of drop/add may not be audited. Classes audited, whether MBA or College classes, do not satisfy any degree requirements. Students have two weeks from the first day of the semester to change a class to or from an audit status. To switch to audit status, bring permission of instructor to the Goizueta Registrar's office or the MBA Program Office. Students must pay for all courses that are audited at the same rate as for courses in which they earn credit. Any officially audited course is counted in determining full/part time status. A mark of AU is recorded on the student's transcript.

Incomplete (I)
The notation I (incomplete) is recorded when a student has been granted permission by an instructor to defer the final exam or another part of the course work. Such permission is granted only for illness or other emergency and must be secured from the instructor in writing, with a copy provided to the Business School registrar. If the I is not resolved by the end of the following semester (or within twelve months if the student is no longer enrolled), a grade of NC will replace the I.

Withdrawal (W, WF, WU)
The notation W (withdraw) is recorded when a student withdraws with the instructor's permission prior to the end of the term. Withdrawal from a course must be requested on a formal drop/add slip signed by the instructor and submitted to the Business School registrar. After the official drop/add period, a student may withdraw from a class with the instructor's permission at any time prior to the beginning of the final examination period for the term. During the first 6 weeks of the withdrawal period, the instructor will assign a grade of either W (withdrawal) or WF (withdrawal failing), depending on the student's academic performance prior to withdrawal. Withdrawal from a course must be requested on the official withdrawal form signed by the instructor and submitted to the Associated Director of Academic Services (Business School Registrar). During the fall and spring semesters, students who wish to withdraw from all courses for which they are enrolled are eligible for a refund depending upon the date of withdrawal. During the summer semester only, students who wish to withdraw from one or more courses are eligible for a partial refund. Financial aid awards which pay part or all of the student's charges are prorated accordingly. Generally, tuition refunds decrease by 20% per week, during the fall and spring semesters, beginning the first day of the second week of the semester. For example, students who wish to withdraw during the first week of classes will receive 100% refund. Thereafter, refunds of 80%, 60%, 40%, or 20% are given, respectively, during the second, third, fourth, and fifth week of enrollment. There are no refunds after the fifth week of the semester. Summer semesters have similar refund schedules determined on a prorated basis. The specific dates related to refund percentages change each semester; therefore, students are instructed to refer to the official refund schedules that are available from the office of the Associate Director of Academic Services.