



NORTHWOOD UNIVERSITY

Academic Standards

INTRODUCTION

The DeVos MBA Program is unique in design. Each course builds upon previous courses. Through the cohort programs, the participatory case method builds a strong colleague relationship and support system with classmates. Further, the program has specific and aggressive educational goals which must be accomplished in an accelerated learning environment. A high degree of commitment is expected of each student to maximize personal and professional growth. Because of the high expectations of this program and its accelerated requirements, the need for special attention to academic standards and student performance reviews is important.

ACADEMIC INTEGRITY

Academic honesty and integrity are fundamental to the educational process of The Richard DeVos Graduate School of Management. Academic dishonesty includes:

- Submitting the work of another, as one's own, without proper authorization
- Allowing one's own work to be submitted, in part or total, as the work of another, without proper authorization
- Completing any assignment for another student, without proper authorization
- Allowing any assignment to be completed for oneself, in part or total, by another, without proper authorization
- Interfering, in any way, with the resources or work of another person
- Fabricating or falsifying data or results

If an instructor, administrator, or another official of the Graduate School discovers a case of academic dishonesty, the culpable student may receive a failing grade on the assignment or for the course. The Director of Graduate Academics will be notified of this incident in writing and will determine whether the circumstances also warrant dismissal.

A student who receives a failing grade based on a charge of academic dishonesty may appeal directly to the Director of Graduate Academics. The Dean is the final arbiter of all academic appeals.



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ACADEMIC PROBATION

A cumulative grade point average (CGPA) will be calculated for each student at two intervals during their academic program (see the chart below for the timing of these intervals for each program). At the time of the first interval audit, students not maintaining a CGPA of 3.000 will be placed on academic probation. If the student entered the program on probationary status and they do not maintain a CGPA of 3.000, they will be academically dismissed from the program at the completion of the semester in which this first interval audit occurs. At the second interval audit, a CGPA will again be calculated. If the CGPA at this point is below a 3.000, any student who has already been on academic probation will be academically dismissed. At the completion of the program, a CGPA will again be calculated. The student must achieve a CGPA 3.000 for the awarding of the MBA degree.

In addition, receiving an F in any course will result in immediate academic dismissal.

| Program | Program Length | First Interval Audit | Second Interval Audit |
|-----------------|----------------|----------------------|-----------------------|
| Full-Time MBA | 12 months | 5 classes | 10 classes |
| Switzerland MBA | 10 months | 5 classes | 10 classes |
| Evening MBA | 27 months | 4 classes | 8 classes |
| Specialty MBA | 30 months | 5 classes | 10 classes |

Appeals should be directed, in writing, to the Director of Graduate Academics of the DeVos Graduate School of Management.

To help ensure successful completion of the MBA program, it is highly recommended that students actively monitor their cumulative grade point average and seek mentoring, if needed, from Program Center Managers, Faculty, or the Director of Graduate Academics.

COURSE AUDIT

To audit a course, a student must notify the DeVos Graduate School registrar and indicate s/he wishes to audit the course rather than receive academic credit. Registration to audit a course is at the discretion of the Director of Graduate Academics subject to the following:

1. Students must pay the tuition assessment for the course, which is the same as if it were taken for academic credit;
2. Students may not normally change from audit status after registering for the course. Exceptions may be permitted during the term with the written recommendation of the instructor and the written approval of the Dean.

The student is responsible for meeting the faculty member’s expectations for class preparation and assignments.

Grades are not given for audited courses, no credit is received, and audited courses do not meet any DeVos Graduate School degree requirements. A letter of “X” is reported on the student’s transcript when the course is completed.



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COURSE COMPLETION

A grade of incomplete may be earned for unfinished course work and is at the discretion of the faculty. The student must satisfactorily complete all work required by the instructor within 90 days of the end of the course or the time line determined by the faculty member. Circumstances requiring an extension of this period need approval by the Director of Graduate Academics prior to the expiration date. Failure to meet these requirements will result in the student receiving an "F" for the course.

LEAVE OF ABSENCE

A leave of absence must be requested by a student when personal circumstances interfere with their ability to make satisfactory progress toward degree completion. A leave of absence is requested from and granted by the Director of Graduate Academics. If a student is granted an immediate leave of absence during a semester, the student must withdraw from all courses enrolled. A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program. Re-entry into the program may require modifications to original programs of study, if the MBA program has been modified.

WITHDRAWAL POLICY

All graduate programs are lockstep, cohort based programs. Individual classes may not be dropped. Students may only withdraw completely from the program. Students who wish to withdraw from their program must officially begin the process prior to:

- 8 Week Course: Friday of Week 6
- 16 Week Course: Friday of Week 12

GRADE APPEAL STATEMENT

The graduate school recognizes that the faculty member is responsible for the evaluation of the student's course work and is the sole judge of the grade received by the student in that class. If a student disagrees with the grade received, it is his/her responsibility to formally contact the faculty member and registrar, by correspondence, to request a grade review within thirty days of the posted grade. The faculty member will correspond to the student and the registrar the results of the grade review and a decision. If the student is not satisfied with the decision, s/he can formally request, via correspondence, a mediation meeting with the Director of Graduate Academics.

Correspondence should include the reason for the request for mediation, reasons why you disagree with the faculty member's decision and copies of the documentation submitted to the faculty member. The Director of Graduate Academics will set up a meeting, acting as mediator not arbitrator, between the faculty member and student. If the two parties are mutually satisfied, the Director of Graduate Academics will submit documentation to the student file indicating this decision.

If it has not been resolved to the student's satisfaction, the final step is for the student to submit a letter of appeal requesting a formal and definitive decision from the Director of Graduate Academics. This correspondence must clearly state why the student believes that a resolution cannot be reached among the two parties. The Director of Graduate Academics will formally submit a decision based on the mediation meeting and submitted materials. The grade review is considered to be closed once this decision has been made.



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GRADUATION REQUIREMENTS

Successful completion of the MBA program requires a cumulative grade point average of 3.000 or greater for all course work. In order to receive a diploma, transcript or any confirmation of program completion, accounts receivables have to be at a zero balance.

To maintain satisfactory progress in the program, students are expected to enroll in the prescribed course schedule each semester. All course work requirements must be completed within five years of the student's program start date.

PERFORMANCE REVIEWS

Frequent feedback to students is essential to assure that all students are able to grow and develop to the maximum degree possible. Following the completion of each semester, each student's performance will be evaluated by the Academic Standards Committee to assess achievement in the program, including strengths and capabilities, problems the student must address, and progress toward successful completion of the program. On at least an annual basis, faculty will provide each student the opportunity for feedback on academic performance and developmental progress toward management capability. This review will include a complete evaluation of the student's overall performance and development within the program with focus on unique developmental needs and opportunities. Any deficiencies or difficulties will be identified and suggestions for appropriate corrective action will be provided. Responsibility for requesting feedback resides with the student.

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