

ACADEMIC PROGRESS

MBKU Grading System

MBKU uses a grade point system to indicate the academic attainment of each student. Under this system, grade points are assigned for each course according to the following scale: 4 grade points for each unit of A; 3 grade points for each unit of B; 0 grade points for each unit of F. No grade points are assigned for courses that were incomplete or for courses that have been audited by the student. A student's grade point average is determined by dividing the total number of grade points earned by the total number of units attempted.

The following grades are used:

Grade	Grading Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.0
F (Failure)	0.0
P (Pass)	0.0

Symbols

Symbol	Definition
AUD	Courses Audited without Credit
E or I	Incomplete
IP	In-Progress Course
W	Withdraw

MS Student Grading

Academic standing of MS students at the University is indicated by the following grades:

Grade	Description
A	Outstanding
B	Average
F	Failing

For the MS in Vision Science program, a minimum passing grade in a course is a B and an overall minimum grade point average of 3.0 is required for graduation. A student will be dismissed if their cumulative grade point average for Master's degree courses is below 3.0 after having been on Academic Probation. The Graduate Committee is responsible for determining a MS student's academic status.

The Graduate Committee meets at the conclusion of each quarter to review students' academic performance. When a student's performance is less than satisfactory for normal advancement to the next quarter, the faculty may recommend probation, retention, retention with condition, dismissal, or a formal indication of concern to the Assistant Dean of Graduate Studies and/or the Dean of Optometry. Decisions of dismissal rendered may be appealed according to procedures described under Academic Dismissal of the SCCO Student Handbook (<https://>

catalog.ketchum.edu/optometry-student-handbook/scco-academic-policies/).

Students can withdraw from the MSVS program at any time. Reinstatement in the MSVS program after withdrawal requires a favorable recommendation from the Graduate Committee.

OD/MS Student Grading

Academic advancement for the MS classes taken by OD/MS students are the same as the MS student section above. In addition to the academic requirements for the MS students, OD/MS students must remain in good academic standing in the OD program. These requirements are listed in the SCCO Student Handbook (<https://catalog.ketchum.edu/optometry-student-handbook/scco-academic-policies/>). For example, Optometry students are placed on probation if their cumulative GPA in the OD program drops below 2.50. A student that is placed on probation in the OD program will need to withdraw from the MS program. In situations not covered by the above rules, if at any time the Graduate Committee determines that the student's academic progress is unsatisfactory they may be dismissed from the program.

A student may appeal one notice of academic dismissal from the MS program. The appeal must be in writing, addressed to the Assistant Dean for Graduate Studies. Students who are dismissed are generally presumed to be dismissed indefinitely. Should a student dismissed for academic reasons be readmitted, they will be placed on academic probation and may be required to meet additional performance criteria as specified by the Assistant Dean for Graduate Studies.

MSVS Audit Policy

MS students may audit OD courses under certain conditions. The maximum number of courses audited per quarter is 1. These courses will not appear in any form on the student's transcript. The student is required to get permission to audit the class in written form from their MS committee Chair, the Assistant Dean for Graduate Studies, and the Instructor of Record for the course to be audited.

Auditing a course typically occurs when a student is either encouraged to repeat courses that were successfully completed or has a personal desire to repeat these courses. The intent to audit courses is to review course information to enhance one's proficiency in the curriculum.

Active MBKU students may audit a course only with the Instructor of Record's (IOR) and Program's consent. Students may not audit a course if they have not completed the prerequisites or if they have previously failed the course. Student participation is at the discretion of the IOR. Enrollment status in that course may not be modified (i.e., changing from auditing the course to receiving credit for the course). Audited courses will not be printed on the transcript.

To audit a course, students must meet the following eligibility criteria:

- The student must be an active student with the University. If the student is on Withdraw with Intent to Return (WIR) or Leave of Absence (LOA), then the student is still considered an active student with the University. Students are not eligible to audit classes if they have been suspended, dismissed, or expelled for academic or disciplinary reasons.
- The student must have completed all required prerequisites.
- The audit request must be approved by the Program and IOR.

To audit an eligible course, the student must complete the Audit Form and submit to Registration & Records at registrar@ketchum.edu for approval. There is no fee for auditing courses.

Audit Form