

Graduate Policies

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Student Admission and Registration

The admission process reflects Franklin University's efforts at clearly identifying the performance standards that can help predict student success in graduate level study. The selection criterion for Franklin's graduate programs, as determined by faculty, emphasizes academic ability, contributory work experience, and personal qualities and characteristics. The process for admission provides multiple pathways into the graduate program of choice. These also recognize the diversity of students, their past educational achievements, and professional performance. The graduate admissions pathways are explained below.

Path #1:

Requirements for admission include having earned a bachelor's degree from a regionally accredited institution with a 2.75 GPA on a 4.0 scale (No particular previous course of study is required to apply). The candidate's work history, references, and other personal qualities and characteristics will be considered as well.

Path #2:

If an applicant has earned a bachelor's degree from a regionally accredited institution, but the GPA is below 2.75 (on a 4.0 scale), then an evaluation of the GMAT or GRE scores will be required. The candidate's work history, references, and other personal qualities and characteristics will be considered as well.

GRADUATE GENERAL AND PROGRAM SPECIFIC REQUIREMENTS

All graduate programs require a score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based) or higher on the Test of English as a Foreign Language (TOEFL) or a score of 6.0 on the International English Language Testing System (IELTS) of those who are not U.S. citizens and for whom English is not their first language.

Masters of Science in Marketing & Communications

requires a course in the principles of marketing as an essential foundation for the MCM program. Students who have not completed a principles of marketing course with a grade of C or better will be required to complete MCM 607.

Masters of Science in Computer Science

will determine, on an individual basis, prerequisite requirements, upon the review of the applicant's bachelor's degree courses, work experience, or demonstrated competency in Computer Science

INTERNATIONAL STUDENT ADMISSION

International students who wish to apply to Franklin University for admission as a non-immigrant must submit:

- a completed Graduate Application Form which includes all the necessary information to obtain the I-20 to the Office of International Services and Programs (OISP). For assistance you may contact OISP at oisp@franklin.edu or call 614.947.9515;
- a \$30.00 non-refundable application fee;
- a completed financial statement signed by the financial sponsor. This financial statement must be accompanied by an official statement from the sponsor's bank or financial institution to verify the availability of funds (F-1 status only);
- certification of completion of the equivalent of a United States bachelor's degree, or a three-year bachelor's degree from a non-United States institution that is accredited by the Ministry of Education or equivalent government ministry in the particular country;
- evidence of English language proficiency through official TOEFL or IELTS scores as required by each major program and/or other required testing; In addition to TOEFL and IELTS, Franklin University also uses the ACCUPLACER assessments as an option for Graduate English language proficiency demonstration, with the following requirements: A score of 90 on the Reading Comprehension and five (5) on the Write Placer examination.
- official copies of transcripts and certified translations of all transcripts and course descriptions of all postsecondary coursework; and
- a completed International Student Transfer Form if SEVIS record is held at an United States educational institution other than Franklin University (F-1 status only).

Note: Health insurance coverage is required for all international students with an F-1 visa. Insurance premiums are billed automatically to the student's tuition account. Premiums are due to the Business Office by the first day of 15-week classes, or a late fee is incurred. A waiver of this health insurance coverage may be granted to students who meet the waiver requirements and submit the waiver petition and documentation by the first day of the 15-week classes. Students taking a vacation trimester can retain coverage by completing a bridge application. Spouse and dependent coverage is also available. Forms and additional information regarding this insurance requirement may be obtained from the Office of International Services and Programs.

All nonimmigrant applicants (e.g. H1Bs, Ls, among others) apply through the Office of International Services and Programs (OISP) using the international admissions application.

Individuals who are immigrants (e.g. Lawful Permanent Residents, Political Asylees and Refugees) and wish to apply to one of Franklin University's graduate programs need to contact Graduate Student Services for assistance at 614.797.4700, toll-free 1.877.341.6300, or via email at gradschl@franklin.edu. Immigrant applicants may be required to submit the following items:

- documentation of your legal status in the U.S.; and
- evidence of English language proficiency through official TOEFL or IELTS scores as required by each major program and/or other required testing.

TRANSFER STUDENT GUIDELINES

- Applicants from regionally accredited institutions of higher education (or institutions recognized as candidates for accreditation) may be granted transfer credit based on an evaluation by Franklin University of official transcripts and course descriptions sent directly to the University's Graduate Admission and Services Office from all colleges previously attended. Normally, credit will be accepted for comparable graduate courses completed with a grade of "B" or higher and completed within the timeframe established for the subject area in question. Eight hours of transfer credit, up to two courses, may be used in the MBA Program, the MCM Program and the MSCS Program.
- Transfer students must meet University Graduate School residency requirements; that is, they must earn a minimum of 30 graduate credit hours at Franklin University for MCM and 32 graduate credit hours at Franklin University for both MBA and MSCS programs.

REGISTRATION

Graduate Academic Advisors automatically register graduate students for classes each trimester. A Program Plan will be completed by the student within the first trimester of study. The Program Plan will be the basis of student registration. The Plan will be kept on file in the Graduate Admission and Services Office, and students will be registered for classes as outlined in their Program Plan.

An approved copy of the schedule and fee statement will be forwarded to students each trimester. If there are problems connected with registration, students must contact the appropriate Graduate Academic Advisor to make the necessary changes. Registrations or additions of courses are not accepted without the instructor's permission after the class has met the first time. The Graduate Academic Advisor will drop or change a student's schedule through communication with the student.

Students with prior financial balances or financial aid "holds" must clear these problems prior to registration.

Academic Policies

GENERAL DEGREE AND RESIDENCY REQUIREMENTS

Degree Requirements

To be awarded a master's degree, students must:

- successfully complete all courses required in the specific master's degree program;
- maintain a minimum cumulative grade point average (GPA) of 3.00;
- meet the Franklin University residence requirement;
- complete the payment of all requisite tuition and fees; and
- not be under disciplinary dismissal due to academic dishonesty or a violation of the Student Code of Conduct.

RESIDENCY

MBA and MSCS students must earn in residence at Franklin University at least 32 of the 40 required credit hours. MCM students must earn in residence at Franklin University at least 30 of the 38 (40 if they must take MCM 607) required credit hours. Transfer credit awarded based on experiential learning shall not count toward the residence requirement at Franklin University.

ACADEMIC CREDIT AND COURSELOAD

Students should plan academic loads in consultation with a Graduate Academic Advisor.

Academic load is designed as follows:

- Full-time: 6 or more credit hours
- Half-time: 3-5 credit hours
- Less than half-time: 1-2 credit hours

RATE OF PROGRESS

As evidence of satisfactory progress toward a master's degree, students must complete all requirements for the degree within five years.

GRADE REPORTS

Grade reports normally are mailed within one week after the end of each session or grade period (a grade period is defined as any period in which a grade is earned, i.e., 3, 6 or 12 weeks depending on the length of the course). No grades will be released by telephone.

Graduate Grades

The purpose of grading is multi-fold: to provide feedback on how well a student is doing relative to meeting course requirements, and to chronicle the student's academic development for appropriate recognition. It is the expectation that our graduate students master each course taken. We consider the grade of "B" (3.0) or higher as representing this "mastery" criteria. The following grades are used to calculate a graduate student's grade point average (GPA) and to meet the above stated standards at Franklin University:

A	4.0 points
A -	3.7 points
B +	3.3 points
B	3.0 points
B -	2.7 points
C	2.0 points
F or IF	0 points (Failure)
Z	Administrative Withdrawal 0 points (Failure)

The following grades and symbols are used but do not affect the grade point average:

I.....	Incomplete must be completed within 30 days after the beginning of the next trimester. In a Pass/No Credit course, an Incomplete converts to "NC" after the deadline. In a letter-graded course, an Incomplete converts to "IF" after the deadline. An "IF" is calculated in the GPA. (See "Withdrawal from a Course" for additional information.)
P	Pass — calculated only in hours earned
NC	No credit
NZ.....	Administrative Withdrawal (for courses taken P/NC)
W	Withdrawn from a course
CK.....	Credit granted after the Forgiveness Policy.
CR.....	Grades of "C" are changed to "CR" and not calculated in the GPA if a student has retaken the identical course for credit.
FK	Credit granted after the Forgiveness Policy.
FR.....	Grades of "F" are changed to "FR" and not calculated in the GPA if a student has retaken the identical course for credit.
ZK.....	Credit granted after the Forgiveness Policy.

GRADE FORGIVENESS POLICY

The Grade Forgiveness Policy was designed to be used only by former students whose previous academic performance at Franklin University was extremely poor (as determined by a cumulative GPA lower than 3.0), but who wish to return to the University. Usually, persons seeking permission to use the Grade Forgiveness Policy have not been students at Franklin University for several years. However, occasionally it is appropriate for permission to be granted to students who have no break in attendance. Students interested in further information should contact their Graduate Academic Advisor or the University Registrar no later than 30 days prior to the start of the trimester in which they request the policy to be implemented.

The policy gives Franklin University students a one-time opportunity to have their GPA recalculated. C, Z and F grades in graduate courses may be forgiven by changing them to a CK, ZK or FK grade by approval of the Chair of the graduate program. This removes them from the GPA calculation, but leaves them on the record. The acceptable reasons for this shall be in the following cases:

- The program has been changed and the student cannot retake a course to receive a passing grade, as that course number is no longer offered. Instead, the student has a passing grade in a new course that has replaced the old course. In this case it is reasonable to remove the grade of the old course from the GPA calculation by changing it to CK, ZK or FK.

- The student has failed an elective course and the Chair approves the substitution of an alternate elective (providing the program has defined electives). The old grade can be removed from the GPA by changing to CK, ZK or FK.

In any other case, the approval for changing a grade may be done with the approval of the Provost. Documentation of the change shall be sent to the Graduate Academic Advisor and placed in the student's file for historical record. Questions regarding financial aid and veterans benefits should be directed to the Financial Aid office.

GRADING GUIDELINES

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments and activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Students work is assessed according to the guidelines below.

Course-level Grading Guidelines:

A	95 – 100% of the total possible points.
A-	90 – 94% of the total possible points.
B+	87 – 89% of the total possible points.
B	84 – 86% of the total possible points.
B-	80 – 83% of the total possible points.
C	70 – 79% of the total possible points.
F	<70% of the total possible points.

ASSESSMENT (ASSIGNMENTS & ACTIVITIES) GRADING GUIDELINES

Grade: A

Guidelines: Superior Graduate Performance (exemplary work that greatly exceeds requirements)

Typical Factors

All main points are clearly and precisely stated and contain a high degree of mature, creative and fully developed expression of ideas; no noticeable or distracting grammatical, typographical or spelling errors; completed work highly exceeds stated requirements; demonstrates superior level and type of expression; displays strong evidence of highly organized thought process.

Business Example

Communicates the highest level of mastery. Project worthy of highlighting in your professional portfolio. Professor would be honored to recommend you to do this type of work for a high-quality organization. Members of the executive staff who review the project are highly interested in your work and may want to create (if one does not exist) an advanced position in their area for you on the spot.

Grade: A-

Guidelines: Excellent Graduate Performance (greatly exceeds requirements)

Typical Factors

All main points are clearly and precisely stated and contain evidence of innovation and creativity; minor grammatical or spelling errors; assignment demonstrates well above average and appropriate level and type of expression.

Business Example

Communicates a high level of competence. Project worthy of inclusion in your professional portfolio. Professor would write a positive recommendation to others on your behalf to do this type of work for a high-quality organization. Members of the executive staff who review the project become interested and would consider placing you on a fast track for an advanced position in their functional areas.

Grade: B+

Guidelines: Above Expected Graduate Performance (somewhat exceeds requirements)

Typical Factors

All main points were covered and well supported; relatively few grammatical, typographical or spelling errors; finished assignment demonstrated above average and appropriate level and type of expression.

Business Example

Communicates above average competence. Could be included in a professional portfolio. Work clarifies action taken on behalf of an employer's request. Your immediate superior, upon reviewing the project, believes that you can rationally support your decisions and choices. Your supervisor may be interested not only in your work, but might consider creating a new, or expanding the current, position for you to specifically perform this or similar type of work.

Grade: B

Guidelines: Expected Graduate Performance (meets all requirements)

Typical Factors

All main points covered; relatively few noticeable and distracting grammatical, spelling and typographical errors; assignment demonstrated average and appropriate level and type of expression.

Business Example

Communicates an average level of competence. Work may or may not qualify for inclusion in a professional portfolio highlighting your skills and abilities. Work provides specifically what was asked for. Your capabilities, as demonstrated by this work, will ensure a measure of confidence in your ability to meet the performance needs of the organization.

Grade: B-

Guidelines: Somewhat Below Expected Graduate Performance (does not meet some requirements)

Typical Factors

Some main points missing; some organizational and structure problems exist; meets some stated requirements; several grammatical, spelling and typographical errors; assignment demonstrates below average and appropriate level and type of expression.

Business Example

Communicates below average level of competence. Work does not qualify for inclusion in a professional portfolio highlighting skills and abilities. Work lacks required components. Would not succeed in moving beyond the current position in organization without further development.

Grade: C

Guidelines: Clearly Below Expected Graduate Performance (does not meet many requirements)

Typical Factors

Some main points are incomplete, while others are missing; major grammatical, spelling and typographical errors; evidence of disorganized thought process.

Business Example

Demonstrates inability to perform in a competitive work environment. Work does not qualify for any reference pertaining to skills and abilities. Work would justify assigning challenging projects to another employee.

Grade: F

Guidelines: Greatly Below Expected Graduate Performance (meets few or no requirements)

Typical Factors

Highly disorganized work; poor use of English, large number of grammatical, typographical and spelling errors; evidence of disorganized thought process.

Business Example

Not acceptable.

Grade: I

Guidelines: Incomplete (missing one or more course requirements)

Typical Factors

Family emergency or some other unexpected occurrence prevented submission of a required assignment.

INCOMPLETE GRADES IN PREREQUISITE COURSES

Graduate students must successfully complete courses that are prerequisites to other courses; a grade of Incomplete (I) is not sufficient for continuation to the second course. This rule may be waived only by written permission of the Program Chair, with the consent of the faculty member whose course is involved.

RETKING A COURSE FOR CREDIT

Any graduate student receiving a "C" (this will include "C+", "C" and "C-") or lower, in any course, will be required to retake and complete that course with a "B" (this will include "B+", "B" and "B-") or better, before moving on to another course.

Upon completion of a repeated course, only the cumulative GPA will be recalculated. Credit for the course will be given only once.

This policy does not, at any time, supersede the required minimum academic standards for continued enrollment as defined in the Bulletin.

ACADEMIC STANDARDS**PROBATION AND DISMISSAL**

Graduate students must maintain a minimum cumulative grade point average (GPA) of 3.00. Any graduate student whose cumulative GPA falls below 3.0 at the end of any grading period (a grade period is defined as any period in which a grade is earned, i.e., 3, 6 or 12 weeks depending on the length of the course) will be placed on probation and may be scheduled for counseling. Any student who fails to attain a cumulative GPA of 3.00 within one grading period of enrollment following academic probation will be subjected to academic dismissal.