

The Anisfield School of Business
2.5 GPA Standard for the following majors:

Accounting Business Administration
Economics International Business
Information Technology Management

ASB FRESHMEN:

- Incoming freshmen who indicated Accounting, Business Administration, Economics, Information Technology Management or International Business as their major will be accepted as provisional business students. These students will be automatically evaluated at the end of the semester in which they complete **48 GPA hours**. They will be evaluated according to the following guidelines:
- Students who have achieved a cumulative Ramapo GPA of at least 2.50 at “48 GPA hours”¹ will receive written notification of their acceptance into ASB.
- Students who have achieved a cumulative Ramapo GPA of at least 2.30 but less than 2.50 at 48 GPA hours will be notified by certified letter that they will be placed on automatic probation for ASB for 16 credits. The probation period will last through the end of the semester in which 16 GPA hours are completed. The 16 credits must be taken at Ramapo College and must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a Ramapo GPA of at least 2.50 for the credits taken during that period will be accepted into ASB.
- Students who have achieved a cumulative Ramapo GPA of at least 2.00 but less than 2.30 at 48 GPA hours will be notified by certified letter that they have not been accepted into ASB, and of their right to appeal that decision. The right to appeal must be exercised within 30 days of notification.
- Students who have achieved a cumulative Ramapo GPA less than 2.0 will be notified by certified letter that they can no longer major within ASB and to see an advisor in the Center for Student Success to choose another major. Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.

STUDENTS TRANSFERRING INTO ASB FROM OTHER COLLEGES/UNIVERSITIES:

Note: Students will not be allowed to transfer into ASB if they need fewer than 32 business credits (8 ASB courses) to complete the degree requirements.

1. Students transferring into ASB with **48 or more accepted transfer credits** who have achieved an **overall GPA** of at least 2.50 will be accepted into ASB.

¹ GPA hours can be determined by looking at the students current degree evaluation which can be accessed through web for students: <http://www.ramapo.edu/webresources/webstudent.html>

2. Students transferring into ASB with 48 or more accepted transfer credits who have not achieved an overall GPA of at least 2.50 will be evaluated by Admissions according to the following guidelines:
 - Students transferring into ASB with 48 or more accepted transfer credits who have achieved an overall GPA of at least 2.30 but less than 2.50 will be placed on automatic probation for ASB for 16 credits. The probation period will last through the end of the semester in which 16 GPA hours are completed. The 16 credits must be taken at Ramapo College and must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a Ramapo GPA of at least 2.50 for the credits taken during that period will be accepted into ASB.
 - Students transferring into ASB with 48 or more accepted transfer credits who have achieved an overall GPA of at least 2.00 but less than 2.30 will be notified that they have not been accepted into ASB, and of their right to appeal that decision. The right to appeal must be exercised within 30 days of notification.
 - Students transferring into Ramapo College with 48 or more accepted transfer credits who have achieved an overall GPA less than 2.0 will be notified that they can not major within ASB and to see an advisor in the Center for Student Success to choose another major. Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.
3. Students transferring into ASB with less than 48 accepted transfer credits will be accepted as provisional business students. These students will be automatically evaluated at the end of the semester in which they complete **48 or more credits (sum of GPA hours and accepted transfer credits)**, with **at least 16 Ramapo credits**. They will be evaluated according to the following guidelines:
 - Students who have achieved a cumulative Ramapo GPA of at least 2.50 will receive written notification of their acceptance into ASB.
 - Students who have achieved a cumulative Ramapo GPA of at least 2.30 but less than 2.50 will be notified by certified letter that they will be placed on automatic probation for ASB for 16 credits. The probation period will last through the end of the semester in which 16 GPA hours are completed. The 16 credits must be taken at Ramapo College and must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a Ramapo GPA of at least 2.50 for the credits taken during that period will be accepted into ASB.
 - Students who have achieved a cumulative Ramapo GPA of at least 2.00 but less than 2.30 will be notified by certified letter that they have not been accepted into ASB, and of their right to appeal that decision. The right to appeal must be exercised within 30 days of notification.
 - Students who have achieved a cumulative Ramapo GPA less than 2.0 will be notified by certified letter that they can no longer major within ASB and to see an advisor in the Center

for Student Success to choose another major. Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.

STUDENTS TRANSFERRING INTO ASB FROM OTHER MAJORS AT RAMAPO COLLEGE (including students who initially transferred to Ramapo into schools other than ASB):

Note: Students considering transferring into ASB from other majors at Ramapo College should do so as soon as possible. Space is very limited within ASB and therefore admission is not guaranteed. In addition, students will not be allowed to transfer into ASB if they need fewer than 32 business credits (8 ASB courses) to complete the degree requirements.

1. Students transferring into ASB with **48 or more credit hours (sum of GPA hours and accepted transfer credits)**, with **at least 16 Ramapo credits** who have achieved a cumulative Ramapo GPA of at least 2.50 **at time of transfer** will be accepted into ASB.
 - Students who have achieved a cumulative Ramapo GPA of at least 2.50 will be accepted into ASB.
 - Students transferring into ASB with 48 or more credit hours who have achieved a cumulative Ramapo GPA of at least 2.30 but less than 2.50 will be notified by certified letter that they will be placed on automatic probation for ASB for 16 credits. The probation period will last through the end of the semester in which 16 GPA hours are completed. The 16 credits must be taken at Ramapo College and must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a Ramapo GPA of at least 2.50 for the credits taken during that period will be accepted into ASB.
 - Students transferring into ASB with 48 or more credit hours who have achieved a cumulative Ramapo GPA of at least 2.00 but less than 2.30 will be notified by certified letter that they have not been accepted into ASB, and of their right to appeal that decision. The right to appeal must be exercised within 30 days of notification.
 - Students transferring into ASB with 48 or more credit hours who have achieved a cumulative Ramapo GPA less than 2.0 will be notified by certified letter that they can not major within ASB and to see an advisor in the Center for Student Success to choose another major. Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.
2. Students transferring into ASB with less than 48 credit hours (sum of GPA hours and accepted transfer credits) but less than 16 Ramapo credits will be accepted as provisional business students. These students will be automatically evaluated at the end of the semester in which they complete 48 or more credit hours, with at least 16 Ramapo credits. They will be evaluated according to the following guidelines:

- Students who have achieved a cumulative Ramapo GPA of at least 2.50 will receive written notification of their acceptance into ASB.
- Students who have achieved a cumulative Ramapo GPA of at least 2.30 but less than 2.50 will be notified by certified letter that they will be placed on automatic probation for ASB for 16 credits. The probation period will last through the end of the semester in which 16 GPA hours are completed. The 16 credits must be taken at Ramapo College and must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a Ramapo GPA of at least 2.50 for the credits taken during that period will be accepted into ASB.
- Students who have achieved a cumulative Ramapo GPA of at least 2.00 but less than 2.30 will be notified by certified letter that they have not been accepted into ASB, and of their right to appeal that decision. The right to appeal must be exercised within 30 days of notification.
- Students who have achieved a cumulative Ramapo GPA less than 2.0 will be notified by certified letter that they can no longer major within ASB and to see an advisor in the Center for Student Success to choose another major. Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.

READMITTED STUDENTS (students returning to Ramapo after interrupting study at Ramapo for two or more consecutive semesters):

- Students who are readmitted to Ramapo College must follow the GPA requirements in effect at the time of their readmission.

The Anisfield School of Business
2.5 Grade Point Average (GPA) Standard Appeals Procedure

A student who is denied admission to The Anisfield School of Business (ASB) degree program because of a low GPA may appeal as follows:

Submit a letter of appeal to The ASB Appeals Committee if there are extenuating circumstances. Extenuating circumstances may include any factors which adversely affect a student's performance.

The letter of appeal is addressed to The ASB Appeals Committee and delivered to the Program Coordinator. The letter should describe specific circumstances the student believes justify the appeal. The Program Coordinator will assemble the respective documentation and will present this information to The Committee. The student will not address The Committee in person. The decision of The Committee is final and is conveyed to the student by certified letter.

Appeals Process:

- A student must be in good academic standing (at least 2.00) in order to submit an appeal.
- The Appeal must be submitted within 30 days of notification that admission to The Anisfield School of Business has been denied.
- The ASB Appeals Committee may grant a probationary period which will last through the end of the semester in which 16 GPA hours are completed. The 16 credits must be taken at Ramapo College and must be selected from general education or ASB course requirements.
- At the end of the probationary period, a student who achieves a Ramapo GPA of at least 2.50 for the credits taken during that period will be accepted into ASB.
- Once a student has been denied admittance into The Anisfield School of Business the student may not reapply or re-appeal.
- The decision to grant a probationary period is based on the student's record at the time of the decision. Any changes made to the student's record after the decision is made will not change the decision (e.g. replacement and incomplete grades).

PROGRAM COORDINATOR:

Kim McDonough, ASB227, ext. 7376

Revised standard effective: February 1, 2016