

course requirements. At the end of the probationary period, a student who achieves a **GPA of at least 2.50** during that period will be accepted into ASB.

- Students who have achieved a **GPA of at least 2.00 but less than 2.30** at **48 credits** will receive written notification of their **right to appeal**. The right to appeal **must be exercised within 30 days of notification**.
2. Returning Ramapo students who have **less than 48** attempted credits (attempted credits include all graded credits) will be treated the same as Ramapo Students with less than 48 credits (Please see item #1 under Ramapo Students).

Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.

All decisions are made 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).

TRANSFER STUDENTS

1. Students **transferring** into Ramapo with **48 or more attempted** credits (attempted credits include all graded credits) who have achieved an **overall GPA of at least 2.50** will be accepted into ASB.
3. Students **transferring** into Ramapo with **48 or more attempted** credits (attempted credits include all graded 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 Ramapo with **48 or more attempted** credits who have achieved a **GPA of at least 2.30 but less than 2.50** will be conditionally accepted into ASB. These students will be granted a **16 credit probationary period**. Admission will be finalized at **the end of the semester** in which **16 graded** credits are completed. The student must achieve a **GPA of at least 2.50** during this probationary period. The 16 credits must be taken at Ramapo College. The **majority** of the 16 credits taken during this period must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a **GPA of at least 2.50** during that period will be accepted into ASB.
 - Students transferring into Ramapo with **48 or more attempted** credits who have achieved a **GPA less than 2.30** will be **denied** admission into ASB and there will be **no possibility of appeal**.
4. Students transferring into Ramapo with **less than 48 attempted credits** will be accepted into ASB as **provisional** business students with a school designation of **"P"**. These students will be automatically evaluated at the end of the semester that 48 or more credits are achieved. They will be evaluated according to the following guidelines:
 - Students who achieve a **GPA of at least 2.50** at **48 credits** will be accepted into ASB.
 - Students who have achieved a **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 graded credits** are

completed. The 16 credits must be taken at Ramapo College. The **majority** of the 16 credits taken during this probation period must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a **GPA of at least 2.50** during that period will be accepted into ASB.

- Students who have achieved a **GPA of at least 2.00 but less than 2.30** at **48 credits** will receive written notification of their **right to appeal**. The right to appeal **must be exercised within 30 days** of notification.

5. Transfer students who meet **all** of the following criteria:

- 48 or more attempted credits (attempted credits include all graded credits)
- GPA of less than 2.50
- Out of school for more than three (3) years

will be accepted into ASB as provisional business students with school designation of **“P”**. Students with a school designation of **“P”** are automatically evaluated at the end of the semester in which an additional **16** credits are achieved. At that time the student will be evaluated according to the following guidelines:

- Students who have achieved a **GPA of at least 2.50** will receive written notification of their acceptance into ASB.
- Students who have achieved a **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 graded credits** are completed. The 16 credits must be taken at Ramapo College. The **majority** of the 16 credits taken during this probation period must be selected from general education or ASB course requirements. At the end of the probationary period, a student who achieves a **GPA of at least 2.50** during that period will be accepted into ASB.
- Students who have achieved a **GPA of at least 2.00 but less than 2.30** will receive written notification of their **right to appeal**. The right to appeal **must be exercised within 30 days of notification**.

Once a student has been denied admittance into The Anisfield School of Business the student may not reapply.

All decisions are made 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).

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 graded credits** are completed. The 16 credits must be taken at Ramapo College. The **majority** of the 16 credits taken during this probation period must be selected from general education or ASB course requirements.
- At the end of the probationary period, a student who achieves a **GPA of at least 2.50** during that period will be accepted into ASB.
- Once denied admission into ASB a 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:

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Revised standard effective: September 1, 2007

* The new Economics requirement applies to all students matriculating on or after September 1, 2007 and students who have matriculated before that date but have not earned any credits toward their degree since September 1, 2004. All other students are grandfathered under the previous requirements which permitted students to declare Economics as their major provided they had a cumulative grade point average of 2.0 or higher.