

Do You Know it All???

Frequently Asked Questions
& Important Policies and Procedures

What are Class Codes?

- ▶ The Class Code system determines your standing
 - For example, a first semester Junior would be a CC5
- ▶ Class Codes are based on the total number of credits a student has earned.
- ▶ Some courses may have Class Code registration restrictions.
 - CC1 0–14.5 Credits
 - CC2 15–29.5 Credits
 - CC3 30–44.5 Credits
 - CC4 45–59.5 Credits
 - CC5 60–74.5 Credits
 - CC6 75–89.5 Credits
 - CC7 90–104.5 Credits
 - CC8 105 and up



The *window policy* permits students slightly short of class standing requirements to enroll for upper-level business courses as follows:
Sophomore standing: 21 credits
Junior standing: 51 credits
Senior standing 81 credits

Can I take a course Pass/Fail?

- ▶ Students who are CC3 or higher may take 1 elective course as a Pass/Fail.

Pass/Fail Option?	Yes/No
Business, A & S, and Unrestricted ELECTIVES	Yes
Gen Ed, Business Core, LSM, or Major Courses	No
Minor Courses	Yes
Honors Courses	No
5 Year Pre-Program Requirements	No
Internships, Directed Studies, Tutorials, SL 120 & 121, or Study Tour Courses	No
Bentley-Sponsored Study Abroad courses	No

Can I take courses at other local institutions?

- ▶ Full-time day students may enroll in courses not offered at Bentley at **Brandeis University** or **Regis College** through a cross-registration agreement among these institutions, subject to permission from the Brandeis or Regis faculty member.
 - Authorization from Jane Ellis (LIN 21, x. 2904) and Patricia Rogers (RAU 111, x. 2297) is required.

Bentley – Brandeis – Regis Exchange



Can I take courses over the winter and summer at another school?

- ▶ The Course Away Policy is a *PRE-APPROVAL* process that you **must** complete PRIOR TO taking the course away in order to get credit at Bentley.
 - Fill out a Course Away form (available in Lindsey 21 and online) and pay attention to the **BACK** of the form for guidelines and restrictions.
 - Attach a copy of your DAS and the Course Description from the school you wish to attend.
 - Return completed form to Lindsey 21 for approval.

What is a 3.7... did I get an A?

Grade	Alphabetical	Numerical
4.0	A	95–100
3.7	A–	90–94
3.3	B+	87–89
3.0	B	83–86
2.7	B–	80–82
2.3	C+	77–79
2.0	C	73–76
1.7	C–	70–72
1.3	D+	67–69
1.0	D	63–66
0.7	D–	60–62
0	F	below 60

I'm not happy with my 2.3 in Calc II. Can I re-take the class?

- ▶ You may only re-take a course that you fail.
 - You can do this for six unique courses.
 - You can only attempt any single course 3 times.
- ▶ If your major or cumulative GPA is below 2.0, you can re-take major classes to raise your GPA so you are eligible to graduate.

What are the GPA Requirements for Graduating with Honors?

Designation	GPA
Summa Cum Laude	3.8 or better
Magna Cum Laude	3.6 – 3.799
Cum Laude	3.4 – 3.599

