

Graham School of Management

Policy Handbook

For Graduate Programs

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Graham School of Management Mission

The Graham School of Management of Saint Xavier University is dedicated to preparing undergraduate and graduate students to meet the social, technological, competitive and ethical challenges of providing responsible leadership and effective management in a diverse and changing global society.

The Graham School is also committed to serving business and nonprofit organizations in the Chicago area by providing highly qualified employees, continuing development for employees and knowledge and advice where it can be of assistance.

In pursuing this mission and advancing the University mission and strategic intention, the Graham School will:

- Provide innovative and state of the art academic programs
- Cultivate a knowledgeable faculty with academic and practitioner focus that translates theory into practice
- Create a success-oriented culture in which faculty and administration focus on students and their needs as learners
- Develop a partnership with leaders in Chicago area business and nonprofit organizations for the purpose of strengthening the student experience and mutual support of growth and development of the regional economic community
- Serve as a center for the development of thought and commitment to high standards in the social and ethical management of organizations

Program Format

Our Graduate Programs consist of a Master of Business Administration (MBA) and a Master of Finance (MS). Courses are offered across six terms per academic year: two in the fall, two in the winter/spring, and two overlapping terms in the summer. Classes at our Chicago and Orland Park campus generally meet once per week on a weeknight from 6:30pm to 9:30pm and from 8:30am to 11:30am on Saturdays. Terms are 8 weeks in length. These are accelerated terms. Each week supplemental online work should be expected.

The Chicago Police Department (CPD) meet under the same schedule, except their meeting times are 4:30pm-7:30pm.

The Chicago Bar Association (CBA) classes meet from 5:45pm to 8:45pm.

Application Process

Students wishing to be considered for admission into the graduate programs or any of the graduate business certificate programs through the Graham School of Management (GSM) must complete an online application and provide the required documentation. All documentation should be sent to the Office of Graduate Admission, Saint Xavier University, 3700 W. 103rd Street, Chicago, IL, 60655.

Admission Requirements

Application - Students can complete an application online. Once the application is received, the Office of Graduate Admission (OGA) will create a file and an admission counselor will be assigned. The counselor will let the applicant know what documentation has been received and what is still needed. The OGA will maintain the file until all of the required documents are received.

Professional Statement – All applicants must submit a professional statement. Guidelines for the statement are as follows: “In approximately 200 words (1) explain your reasons for choosing Saint Xavier University to pursue a Graduate Degree in the Graham School of Management and (2) describe any personal accomplishments in support of your candidacy for admission.”

Resume – All applicants must submit a current copy of their resume.

Official Transcripts – Applicants are required to submit official transcripts from all undergraduate institutions sent directly from the Registrar’s Office, as well as any institutions where graduate level work was completed.

Grade Point Average – An undergraduate cumulative grade point average (GPA) of 3.0 out of a 4.0 scale from the degree granting institution is required for regular admission. Students whose cumulative GPA is below 3.0 will be required to provide two letters of recommendation and will be considered for admittance on probation.

Letters of Recommendation – Recommendations are required for applicants whose cumulative GPA is below 3.0. The recommendations must be of an academic or professional nature and should be completed by individuals who can attest to the student’s academic competence, professional skills and character. Recommendation forms can be downloaded from the OGA website.

GMAT Score – Applicants who do not meet the regular admission requirements may be required to submit Graduate Management Admission Test (GMAT) scores for acceptance consideration. The required score will be calculated using the following equation:
Required GMAT Score = 950 – (Cum GPA from degree granting institution multiplied by 200).

Additional Requirements for International Students – In addition to the requirements stated above, international applicants must provide the following documentation:

1. Official transcript evaluation of undergraduate and graduate coursework from colleges/universities attended outside the U.S. Students must request a course-by-course evaluation from one of the following:

- ECE (Educational Credential Evaluators)
 - WES (World Education Services)
2. Official results of the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) For consideration, applicants taking TOEFL must score a minimum of 80 on the Internet-based exam, 550 on the paper-based exam, or 213 on the computer-based exam. Saint Xavier's institution code is 1708.
 3. Official results of the GRE or GMAT. Preferred combined GRE score of 300, with a **minimum score of 150** on the Verbal section and 4.0 on the Writing section. Preferred combined GMAT score of 950 - (Cumulative GPA from degree granting institution multiplied by 200).
 4. Notarized Affidavit of Support (PDF) form completed by sponsor(s) to demonstrate an international applicant's ability to afford tuition and living expenses while pursuing his/her degree.
 - Valid no later than six months upon receipt.
 - Applicants can use more than one sponsor but each sponsor must complete separate Affidavit of Support.
 5. Notarized bank letter showing the student has financial sponsorship in the amount of \$29,000. The amount listed on the bank letter must match what is listed on the Affidavit of Support form from each sponsor. The bank letter must be written in English by the sponsor's bank or must be translated into English. The bank letter must be signed and stamped by bank official.
 6. A photocopy or facsimile of the identification page and expiration page of the student's passport and the student's current F-1 visa (if applicable), the I-20 form from the student's current institution, and the I-94 form documenting the student's original entry into the country. Copy of I-151 or I-551 for U.S. Permanent Residents.

Application Review – Once all of the required documentation has been received, the admission counselor will forward the file to the Graham School of Management for review. All files are reviewed by the executive director and the assistant dean or another administrator/faculty member. Applicants who do not meet the regular admission requirements will also be reviewed by the dean. Cumulative undergraduate GPA, undergraduate business courses, graduate courses completed, time elapsed since completion of previous coursework, professional statement, letters of recommendation, work experience and current position are all items that are taken into consideration during the application review.

Admission Decision – When the file is reviewed, an admission decision is made. Applicants will be notified of their admission decision in writing. The decision types are explained below:

Admit Regular (ADREG) – applicants who meet the 3.0 cumulative GPA requirement and display good writing skills may be admitted with regular status to the program.

Admit Conditional (ADCON) – applicants who begin the application process while they are completing their undergraduate degree may be admitted to the program conditionally. Official transcripts are required at the time of application and a second final set must be provided once the degree is posted. Students may take classes for one semester while the school is waiting for the official final transcripts.

Admit Probation (ADPRO) – applicants who do not meet the minimum GPA requirement for regular admission but have a cumulative GPA from their degree granting institution of a 2.5 or higher out of a 4.0 scale may be admitted on probation. Students admitted on probation must receive grades of “B” or higher in their first two 500 level courses. Failure to meet this requirement may result in dismissal from the program.

Deferred Decision (APDDF) – applicants who do not meet the regular admission requirements may be required to provide additional documentation, such as GMAT test scores, to be considered for admission. In these cases the admission decision is deferred and the file is returned to the GOA until requested documentation is received.

Denied Program (DNPR) – applicants who show academic deficiencies may be denied admission to the program. Denied applicants are not allowed to register for classes and may not reapply to the same program for at least one year.

Registration Policies and Procedures

New Students – Along with their acceptance letter, newly admitted students will receive a curriculum checklist for the program to which they have been admitted. In the letter they are asked to contact the Graham School of Management to schedule an individual advising appointment. During the appointment students will receive an orientation folder and register for classes. If a student is unable to schedule an advising appointment, they can register for classes by completing a registration form. The registration form may be scanned and emailed or faxed to the associate or executive director. It must have the student's signature on the form or it will not be processed. After the initial registration, students will have access to register themselves via the Self-Service system for future terms however the advisors will be available to assist students with academic planning and registration.

Returning Students – Returning students have the ability to register themselves for courses each term via the Self-Service system. Students are required to have completed all of the prerequisites prior to enrolling in a particular course. Students should refer to their curriculum checklist or the catalog for the year in which they started for a listing of prerequisites. If the student has been out of classes for more than a year, he or she will be asked to complete a new application online.

Auditing a Course - A student wishing to audit a course instead of taking it for credit must obtain written permission from the instructor of the course at the first class meeting and then register for the class in the Office of Records and Advising. A student wishing to change from audit to credit must do so within the first three weeks of class. Students changing from credit to audit must do so no later than Monday of mid-term week and must secure the written permission of the instructor. There is a fee charged to audit a course. Alumni of Saint Xavier University are entitled to audit credit courses free of charge, however there is nominal a registration fee. Alumni who audit a course must pay any and all fees associated with the course.

Financial Hold - Students on financial hold will receive a message on Self-Service when they attempt to register online. Students will not be allowed to register until the hold is resolved through the Office of Student Financial Services.

Admission Hold – Students may not be allowed to register for a particular term based upon their admission status. Students admitted conditionally have one semester to provide a final official transcript which shows the date their baccalaureate degree was conferred. Failure to provide the final transcript will prohibit their ability to register for subsequent terms.

Prerequisite Requirements – Students must complete the required prerequisites before registering for a particular course. Students who register for a course without completing the prerequisites will be dropped from the course without prior notice. Students may request to take a course out of sequence with its prerequisite in certain circumstances. Requests should be directed to the executive director and must be made in writing noting the reason for the request. Students will be notified of the decision in a timely manner. Taking a course out of sequence does not preclude the student from needing to take the stated prerequisite.

Repeating a course – When a course is repeated, only the higher grade is computed in the grade point average. Credit may be earned only once for a given course. A repeated course will be designated as such on the transcript. A course may be repeated once. In certain circumstances students may make a petition to the executive director to take a course a third time, however financial aid, including student loans, is not available when taking a course for the third time.

Stop Out Policy – Admitted students in good academic standing who “stop out” for one or two semesters will be able to register for classes online via the Self-Service system. Students who return after more than two semesters must contact the executive director to have their record reactivated. Students who have been out for more than two years may be required to reapply to the program by completing the online application and will be subject to the curriculum requirements and policies for the academic year of reapplication.

Add / Drop Policy – A student who wishes to add or drop a class must do so either online with the Self-Service system or in the Office of Records and Advising. Students are directed to retain a copy of all online transactions for their records. A nominal schedule adjustment fee is charged beginning with the opening day of the semester. A class may be dropped without academic penalty until the 3/4 point of the semester or term (dates to be determined and published on Self-Service each semester by the Office of Records and Advising). It is the student's responsibility to take all action necessary to withdraw from a class. A grade of "W" will appear on the record for any class dropped after the institutional refund date.

Refund Policy – The graduate classes offered through the Graham School of Management fall under the 10 calendar day refund policy. If a student drops a course within 10 calendar days of the start of the class, the student is entitled to a full tuition refund. The University does not refund tuition for students who have failed to drop courses during the prescribed time period. Students may petition for a tuition refund exception due to extenuating circumstances by submitting a written request to the program director who will forward the request to the Director of Records and Registration Services (for academic-related reasons), or to the Assistant Vice President for Student Affairs (for a health-related reason). Students requesting a refund must be current with financial obligations to the university at the close of the term prior to the refund request. The respective reviewing office will review the circumstances surrounding the request and notify the student, in writing, of the result.

Off Campus Programs

Chicago Police Academy Program – The Graham School of Management is proud of its affiliation with the Chicago Police Department (CPD) in offering classes at the Chicago Police Academy located at 1300 W. Jackson Blvd in Chicago. CPD students complete the same application procedure and admission process as other students in the program. CPD students have the use of textbooks included with their registration. Book distribution will be during the first week of class. Textbooks must be returned at the end of the semester to avoid additional charges. Classes meet from 4:30pm to 7:30pm.

Downtown Location – The Graham School of Management offers courses at the Chicago Bar Association (CBA) building located at 321 S. Plymouth Count in Chicago. This program allows students to complete their MBA core courses at the CBA location. Classes meet from 5:45pm to 8:45pm.

Degree Completion and Graduation Requirements

Curriculum – Students must complete all of the courses required for their program as stated on their curriculum checklist / academic plan which coincides with the catalog under the year they are admitted to the program. A minimum of 39 semester credit hours are required.

Foundation Requirements – The foundation modules are required for all GSM graduate students who do not have prior undergraduate business courses and are prerequisites for corresponding core classes. Each one credit hour module is designed to provide students with information they need to be successful in the graduate courses and is offered in a four week time period in both in-class and online formats. Students may receive a course waiver for a foundation class if they have completed equivalent undergraduate course work within the last five years with a grade of “C” or better or received passing grades for the equivalent College Level Examination Program (CLEP) tests. Foundations and equivalencies are as follows:

<i>Foundation Module Requirement</i>	<i>Undergraduate Course Equivalency</i>	<i>CLEP Test</i>
ACCT 401 Accounting Foundations	Principles of Accounting 1 (Financial)	*
ECON 402 Economic Principles	Principles of Macroeconomics, and Principles of Microeconomics	* *
FINC 403 Financial Principles	Principles of Finance	NA
MGMT 404 Management Foundations	Principles of Management	*
MKTG 405 Marketing Foundations	Principles of Marketing	*
ECON 406 Statistical Foundations	Business Statistics	NA

Based upon their training requirements, CPD students who are sworn officers will receive an automatic course waiver for MGMT 404 Management Foundations.

Core Requirements – The MBA core provides a comprehensive context for the program. All MBA students are required to take the nine core classes. Students may receive a course substitution for a particular core class if they have completed an undergraduate degree in that subject area. The core classes and the corresponding undergraduate degree requirements for a substitution are as follows:

<i>MBA Core Requirement</i>		<i>Undergraduate Degree</i>
MGMT 500	Management Theory	BBA, BA or BS in Management
ECON 510	Managerial Economics	BBA, BA or BS in Economics
ACCT 520	Managerial Accounting	BBA, BA or BS in Accounting
FINC 521	Managerial Finance	BBA, BA or BS in Finance
MGMT 530	Operations and Technology Management	Substitution Not Available
MGMT 540	Global Environment of Business	BBA, BA or International Business
MKTG 560	Marketing Management	BBA, BA or BS Marketing
MGMT 570	Business Ethics and Governance	Substitution Not Available
MGMT 590	Strategic Management	Substitution Not Available

Concentration Requirements – In addition to the foundation and core requirements, students must complete an area of concentration to meet to MBA degree requirements. Concentrations consist of four (4) 500-level courses. Many of the concentrations consist of three (3) required courses plus one (1) open graduate business elective. For specific concentration requirements, students should refer to their program checklist / curriculum plan or the catalog for the year they were admitted to the program.

Pursuing More Than One Concentration – Students may pursue more than one concentration in the MBA. Courses from one concentration may count as open electives towards another concentration area.

Changing Declared Concentration – If a student wished to change their concentration area, they may do so by submitting a request in writing to the associate or executive director.

Graduation Petition – Students must complete a graduation petition when they are planning to graduate. August and December graduation petitions are available on Self-Service after January 1st and must be submitted by March 15th. May graduation petitions are available after August 1st and due by October 15th. Petitions will be available on Self-Service until the petition deadline. Students wishing to petition after the deadline must complete a

graduation petition form and submit it to the Office of Records and Advising. There will be a \$100 late fee for petitions submitted after the deadline.

Time Limit – A student must complete all degree requirements within five years from the date of admission into any graduate program except for the dual degree programs, which has a time limit for completion of seven years. For time extensions beyond the five-year limit, the student must initiate the request in writing for an extension and submit it to the executive director.

Acceptability of Transfer Courses – A maximum of nine (9) semester hours may be accepted for transfer credit in the graduate programs. Acceptance of transfer credit is contingent upon the following:

- 1) The hours were in graduate level coursework at an accredited institution;
- 2) The credit was earned with a grade of A or B;
- 3) The course was taken within five (5) years prior to application for transfer to the graduate programs, and
- 4) The course has been approved by the dean or executive director of the program. Exceptions may be granted at the discretion of the dean or executive director. While hours may transfer and be counted as either elective or equivalent credit, cumulative grade point averages do not transfer between schools.

A petition for transfer credit must be initiated by the student and sent to the executive director. Once enrolled in a program at Saint Xavier University, students are generally not permitted to take graduate courses at another institution. Students must petition the executive director for written permission to do so. Only grades of B or better are transferable; such credits are not considered in the computation of the cumulative grade point average.

Acceptance of Saint Xavier University Credit – Courses completed five (5) or more years prior to admission will not be accepted as partial fulfillment of the degree requirements in any graduate program.

Special Programs and Educational Opportunities

Dual Degree Programs –In cooperation with the School of Nursing, the GSM offers a Master of Science in Nursing (MSN) / Master of Business Administration (MBA) dual degree program. In cooperation with the School of Arts and Sciences, the GSM offers a Master of Applied Computer Science (MACS) / Master of Business Administration (MBA) dual degree program. These programs allow the curriculum from either the MSN or MACS to be counted as the concentration area in the MBA. Applications for the dual degree program are reviewed by both departments and admission decisions are made independently. Students must complete all of the required courses in their respective program, the MSN or the MACS, in order to meet the MBA requirements. If a student decides to change from the dual degree program to the traditional MBA program, they will be required to complete one of the concentrations offered through the GSM.

4 + 1 BBA-MBA Programs – The GSM offers a program that allows qualified undergraduate students to complete both the Bachelor of Administration and the Master of Business Administration degrees in a five year period. Students admitted to this program will be allowed to take specific MBA courses during their senior year while concurrently enrolled in BBA courses. Students must work closely with their advisor to ensure timely completion and to maximize financial aid opportunities.

Internships – Internships provide a practical work setting in which a student intern can apply and test specific management models and techniques, develop new administrative skills, and consider potential career paths. Students interested in pursuing internships are encouraged to do so. If a student would like to receive credit for an internship, the student must complete the internship application and submit it to the program director two terms prior to the term of the desired placement. Depending on the applicability of the position to the curriculum and the availability of a faculty coordinator, the application may be approved. If approved the student must work with the faculty coordinator in developing an internship plan and successfully fulfill all of the requirements outlined in the Student Internship Handbook.

Study Abroad – The opportunity to gain first-hand experience of business operations in foreign countries can be of great value to an MBA student. The GSM offers international travel experience. The trips typically coincide with the scheduled graduate spring break to minimize conflict with other courses. Other study abroad opportunities may be available through the Center for International Education. Students interested in these opportunities should contact the program director for more information.

Academic Policies

General – Full-time and part-time graduate students enrolled in a continuous program must adhere to the respective program requirements stated in the catalog at the time of their admission to the University. If any change in the program occurs during the continuous enrollment, students may elect to follow the new program requirements. The only exception to this practice occurs when external agencies change requirements and require a definite time frame for implementation, or if a course is being discontinued. If a course is being discontinued, an appropriate course substitution will be offered. Students who stop out of the university for two or more consecutive semesters must adhere to the program requirements in effect at the time of their readmission.

Course Load – Six (6) semester hours of coursework per semester are considered a full graduate load for all graduate business programs, and three (3) hours of coursework per semester are considered a part-time graduate course load.

Academic Integrity - A commitment to academic integrity is at the heart of Saint Xavier's mission as an intellectual community, dedicated, in the words of the University Philosophy Statement, to "the examination of fundamental questions of human concern, respectful

dialogue in the context of diverse points of view and experience, as well as the search for truth and justice.” For faculty and students alike, the scholarly enterprise requires clear and rigorous argument, acknowledging the sources of our ideas, the quality of the evidence that supports them, and taking responsibility for the errors we have made.

The efforts of students to cultivate these academic skills and intellectual virtues in turn require formative evaluation, accurately and justly assessing student progress. In order to achieve this, instructors must be certain that students’ work is their own, and that all records of accomplishment are authentic and reliable. In this context, when students misrepresent their knowledge or abilities, they are more than simply breaking the rules of academic conduct. Such behavior undermines not only the student’s own academic progress, but the integrity of academic evaluation itself. For that reason, it may result in failure for the assignment, failure for the course, suspension from the University, or permanent dismissal from the University.

The principles of academic integrity should govern all forms of academic work, from the content of papers, projects and presentations to one’s conduct before and during examinations. These principles — and thus the very possibility of honest evaluation — can be jeopardized by a number of actions, including but not limited to:

Cheating on an examination, including but not limited to using cheat sheets, unauthorized materials, copying from peers, or obtaining copies of tests through unauthorized means;

Unauthorized collaboration with one’s peers on assignments, exams, projects or presentations;

Plagiarizing, which may include:

- Copying phrases or sentences word for word from a source without enclosing the copied words in quotation marks and indicating the actual source; or
- Changing the wording of a source slightly, but still incorporating all the ideas of the source without indicating the source; or
- Altering the wording significantly but still incorporating the main ideas from other sources without indicating, through standard forms of documentation, which sources have been used, thereby implying that the ideas are one’s own;
- Unacknowledged and unauthorized resubmission of work completed in other courses;

Using unauthorized or falsified instruments of identification with the intent of academic fraud; Supplying false academic records (transcripts, grade reports, etc.) to any official of the university;

Forging, altering, or making unauthorized use of University records or documents; Hindering one’s peers by removing, misplacing or defacing library or other instructional materials.

Faculty and administrators who discover such violations should compile evidence sufficient to document the incident and may impose penalties appropriate to their purview. When the offense and proposed penalty entail suspension or dismissal from the University,

the violation must be addressed in consultation with the appropriate dean and the provost. Students who believe they have been wrongly accused and penalized may initiate a Course Grade Grievance, as described in Course Grade Grievance Procedure section

Grading Policy – In order to be eligible for a master’s degree in any graduate program, a student must have completed all coursework with at least a 3.0 cumulative grade point average. A course in which a grade of “D” is earned will not meet degree requirements.

The amount of work accomplished by a student is expressed in credit hours. In general, 1 credit hour represents one hour of class or two to four hours of laboratory work a week for a semester. Variations from this general plan of equivalence are typical in such instructional modes as seminars, independent study and credit-by-examination. The quality of work is indicated by grade points:

Grade	Description	Grade-Points
A	Excellent	4
B	Good	3
C	Acceptable	2
D	Poor	1
F	Failure	0
I	Incomplete	0
P	Pass-D or better	0
R	Repeat	0
W	Withdrawal	0
X	Student did not attend	0
CI	Course In Progress	0

Grade Grievance - An eligible course grade grievance results from an allegation of improper academic evaluation. Improper academic evaluation includes evidence of instructor error in calculating or reporting a final grade; evidence that the evaluation criteria noted in the syllabus were not followed; evidence that the evaluation criteria noted in the syllabus were not followed consistently when grading students in the same class. Academic evaluation that is not eligible includes dissatisfaction with the evaluation criteria noted in the syllabus; dissatisfaction with the level of difficulty or work load associated with the course; objections regarding the style or quality of the instructor's teaching.

Step 1: Resolution at the School Level - A student who wishes to question a final course grade is expected to discuss the matter first with the course instructor within the first 20 business days of the term subsequent to the term in which the disputed course grade was awarded. This discussion can take place in person, in writing, or via University e- mail account. It is anticipated that, in most cases, this discussion will suffice and the matter will not need to be carried further. Schools and colleges that have departmental chairs (e.g.,

Arts and Sciences) will require students to meet with the chair of the department prior to Step 2.

Step 2: Mediation- If the student grievance is not resolved through discussion with the instructor, the student may submit a Course Grade Grievance Form (hereinafter referred to as the "grievance form"), along with any documents that the student believes support the grievance. The grievance form is available in the dean's office. This form and supporting documents must be submitted to the dean's office. The grievance should be filed in the school, in the office of the dean in which the course is being offered within the first 20 business days after the completion of Step 1. Once the grievance form is received by the dean, the formal course grade grievance process begins and the dean sends the paperwork to a mediator, selected by the dean for the case (a mediator may serve more than once). The mediator has 15 business days from receipt of the grievance form in which to complete Step 2. If the mediator determines that a student grievance is not eligible to be resolved under this course grade grievance policy, the mediator indicates "Ineligible" on the grievance form, completes the rationale section, and distributes copies of the form to the student, the faculty member, the faculty member's immediate administrative superior and the dean.

The student can provide a written appeal of the mediator's decision to the dean if applicable. The dean will either uphold the mediator's decision or grant the appeal and begin Step 3: Ad Hoc Grade Grievance Committee. The dean will send official notification of the decision to the student, the faculty member, the faculty member's immediate administrative superior and the mediator. For more information regarding the Ad Hoc Grade Grievance Committee please refer to the Saint Xavier University Graduate Course Catalog.

Repeating a course – When a course is repeated, only the higher grade is computed in the grade point average. Credit may be earned only once for a given course. A repeated course will be designated as such on the transcript. A course may be repeated once. In certain circumstances students may make a petition to the executive director to take a course a third time, however financial aid, including student loans, is not available when taking a course for the third time.

Academic Standing – Graduate students are required to maintain a cumulative grade point average of 3.0 to remain in good academic standing. At the end of each semester, students' cumulative grade point averages are reviewed. Students falling below a 3.0 are subject to dismissal.

Academic Probation - Students whose cumulative grade point averages have fallen below 3.0 will be placed on academic probation. Students placed on probation will be notified in writing. They will have one semester to raise their grade point average to or above 3.0. A student may be granted an extension if the grade point average deficiency is related to a single course and that course isn't being offered during the next semester.

Academic Dismissal and Appeal - If a student's cumulative grade point average is below the required 3.0 for two semesters, the student will be academically dismissed from the program. Students will receive notice of their dismissal in writing. Students may appeal

this decision by submitting a letter of appeal to the executive director. In the letter, students must explain all contributing factors that they would like taken into consideration. They must also outline a academic success plan stating how they will be successful in raising their GPA if their appeal is granted. Appeals will be reviewed on a case by case basis.

Graduation Petition – Students must complete a graduation petition when they are planning to graduate. August and December graduation petitions are available on Self-Service after January 1st and must be submitted by March 15th. May graduation petitions are available after August 1st and due by October 15th. Petitions will be available on Self-Service until the petition deadline. Students wishing to petition after the deadline must complete a graduation petition form and submit it to the Office of Records and Advising. There will be a \$100 late fee for petitions submitted after the deadline.

Petition for Certificate – Students who believe they have met the requirements for earning a certificate should contact the executive or associate director and request that their records be reviewed for certificate completion. Once required coursework is verified, a certificate will be issued to the student and line noting the certificate completion will be added to their university transcript.

Scholarships / Assistantships – The Graham School of Management receives a small appropriation of funding for graduate programs which is divided between merit based scholarships; need-based “Sisters of Mercy” scholarships; and graduate assistantships.

GSM Sisters of Mercy Scholarship - Following the spirit and mission of the Sisters of Mercy, this scholarship is designed to assist current students in difficult financial situations. Scholarship can only be applied to tuition. Students must maintain a “B” average to be eligible for the scholarship. Scholarship amount will vary based on the individual student situation and availability of funds. Applicants must meet the following criteria to be considered.

Be admitted to the Graham School of Management as a candidate for a Master of Business Administration (MBA) degree, Master of Science (MS) degree, or a graduate certificate program.

Must be able to document financial need due to loss of job, unexpected medical expenses, etc.

File a Free Application for Federal Student Aid (FAFSA).

- Students must submit a letter to the Executive Director of Graduate Programs stating their current financial situation and explaining how the Master of Business Administration (MBA) degree, or Master of Science (MS) degree will enhance their career goals.

GSM Graduate Assistantships - Graduate assistantships require a student to work 15 hours per week for 10 weeks, either as a faculty research assistant or an administrative assistant. Assistantship scholarships cover tuition for the current per term.. These positions require high scholarly achievement, high proficiency in writing and an attention to detail. Strong organizational and “people” skills are also required. Applicant personal statements should outline any previous research experience the student has as well as any office and clerical experience. Applicants must meet the following criteria to be considered for an assistantship position.

Be admitted to the Graham School of Management as a candidate for a Master of Business Administration (MBA) degree, Master of Science (MS) degree, or a graduate certificate program.

Have an undergraduate GPA of 3.5 **or** complete at least one semester of graduate level courses with a cumulative 3.5 GPA.

File a Free Application for Federal Student Aid (FAFSA).

Submit a personal statement stating your qualifications and goals for the assistantship.

Top candidates will be contacted for a personal interview prior to selection.

In their personal statement, applicants should describe your goals in the graduate program as well as your goals for the future. In addition, the statement should focus on qualifications and goals for becoming a graduate assistant. Applicants may wish to include such matters as academic background, professional work experience, or special skills, talents, or personality traits. Through the statement, the committee should gain a sense of the applicant as an individual with distinctive attributes and/or experiences that set them apart from other applicants.

GSM Awards and Recognitions – The GSM recognizes student accomplishments and contributions through various awards which are presented annually at our awards banquet.

Academic Achievement Award – Graduating students who have maintained a 3.75 or higher grade point average will receive this award. The recipients of this award receive a certificate of achievement and a Graham School of Management medallion to be worn at graduation.

Beta Gamma Sigma (International Honors Society in Business) – The purposes of Beta Gamma Sigma (BGS) are to promote higher scholarship in training for business and to recognize and reward scholastic attainment in business subjects. Students who are in the

top twenty percent of their class, have attained a GPA of 3.85 or better, and have completed 24 hours in the MBA or MS program are eligible for membership. Criteria reviews will be conducted annually and students meeting the membership requirements will be invited to join. Eligible students who are interested in joining must complete the application and pay the membership dues by the stated deadline. Inductions into BGS are conducted each year at the awards banquet.

J.K. Hwang Award - This award is named for the late associate professor who taught at the Graham School of Management when it was founded. During those early years of the Graham School of Management, he set the standard and helped to create culture of high dedication to our students. Has Professor Hwang embodied the highest standard for teaching, this award is presented each year to the student who embodies the highest standard for learning. Criteria include academic success displayed through grade point average as well as a consistent display the core values of the university. Students are nominated by their professors and selected by the awards committee.

Outstanding Student Service Award – This award is presented each year to the student who best illustrates the spirit of service. The virtue of service is embodied in all aspects of the university and is highlighted as one of our eight core values. The spirit of service is an integral part of what we do in the Graham School of Management both in and out of the classroom. It is service that adds value to our success and gives meaning to our motto “Success with Purpose.” Students are nominated by faculty and staff of the Graham School of Management and selected by the awards committee.

GSM Student Organizations – The Graham School of Management supports and encourages student participation in extracurricular activities, especially in areas related to business.

Business Student Association (BSA) – This organization is dedicated to providing programs and events catering to those interested in various aspects of business. Some goals include: Providing students with exposure to different career choices; Assisting students in career preparation; Organizing community service projects; presenting networking opportunities with alumni and members of the business community. These goals are achieved through various activities including speakers, field trips, presentations and formal and informal social gatherings. It is also the intent of the BSA to serve as the parent organization of many college chapters of professional organizations. BSA is open to all students in good academic standing regardless of major.