



Saint Xavier
UNIVERSITY

**MASTER OF BUSINESS
ADMINISTRATION
SUPPLEMENTAL HANDBOOK**

2026-2027 EDITION

WELCOME FROM THE DIRECTOR OF MBA PROGRAM

Dear Students,

Welcome to Saint Xavier University! Whether you are a new or continuing student, you are an integral part of our SXU community. It is my privilege to serve as the Director of the MBA Program in the Graham School of Management (GSM) and as your academic advisor.

It is our mission to develop business leaders with personal, professional, and service excellence. At GSM, you have the opportunity to achieve not only academic success but also to continue your personal and professional development.

In the tradition of the Sisters of Mercy, the founders of this University, we will guide you to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.

Our experienced faculty, who deliver a comprehensive, innovative curriculum, are here to help you prepare to serve as leaders in business, whether you are just starting your career or looking to make a change.

I hope you find this student handbook a valuable resource in addressing your questions as an MBA student. If you require assistance, please do not hesitate to reach out to me.

With gratitude,

A handwritten signature in black ink, appearing to read 'J. Christopher Perez', with a long horizontal line extending to the right.

J. Christopher Perez, JD, MBA, MS
Director of MBA Program
Graham School of Management

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INTRODUCTION

This handbook is an important document. It outlines the policies and procedures of the Master of Business Administration (MBA) program. It has been prepared to communicate expectations for obtaining your degree. You are urged to read it carefully and keep it readily available as a reference. Please note that it is the responsibility of the student to be familiar with the contents of this handbook.

To be clear, this handbook is to be used as a guide and not a contract between students and the Graham School of Management (GSM). **Policies and procedures may be updated at the discretion of Saint Xavier University and/or GSM.** In instances where University-wide policies differ from those in the MBA program, the policies of the MBA program will take precedence. It is the student's responsibility to stay informed about current policies and any changes to the handbook.

SAINT XAVIER UNIVERSITY MISSION STATEMENT

View the Saint Xavier University [mission statement](#).

GRAHAM SCHOOL OF MANAGEMENT MISSION STATEMENT

View the Graham School of Management [mission statement](#).

SAINT XAVIER UNIVERSITY CORE VALUES

View the Saint Xavier University [core values](#).

Policy on Non-Discrimination

View the Saint Xavier University [policy on non-discrimination](#).

CHOSEN NAME AND PERSONAL PRONOUN POLICY

View the Saint Xavier University [chosen name and personal pronoun policy](#).

MASTER OF BUSINESS ADMINISTRATION PROGRAM

The Graham School of Management's Master of Business Administration (MBA) provides graduate students with the knowledge and ethical training necessary to lead with confidence in the business industry. While the program incorporates an integrated curriculum that provides both practical application and foundational theory, students also gain experience through internship and mentorship opportunities and receive the guidance and support of expert faculty, GSM alumni and business leaders to help them succeed.

PROGRAM FORMAT

The Graham School of Management offers a high-quality Master of Business Administration. Courses are offered across five terms per academic year: two in the fall, two in the spring and one term in the summer. Our accelerated terms are eight weeks in length. Classes are offered fully online.

PROGRAM OVERVIEW

The MBA is a comprehensive program designed to meet the diverse and changing needs of students and employers. The required MBA common core represents an integrated curriculum providing both practical application and a strong foundation in management theory. Additionally, students complete three courses within a selected major that best address their personal career goals. Students may select from the following majors:

- Artificial Intelligence
- Business Analytics
- Cybersecurity
- Finance
- Fraud Examination and Management
- Healthcare Management
- Management

The Artificial Intelligence, Business Analytics, Cybersecurity, and Finance majors are offered through a partnership with Rize Education. The partnership enables SXU to offer these high-demand programs to students.

MBA Artificial Intelligence Major

Artificial intelligence is transforming how businesses operate, and this specialization prepares future leaders to evaluate, manage, and implement AI solutions effectively. Designed for managers, this specialization builds foundational literacy in topics such as generative AI tools, industry use cases, ethical implementation, and project management. Graduates will be equipped to lead AI initiatives, collaborate with technical teams, and make informed decisions that drive innovation and long-term business value.

MBA Business Analytics Major

Business Analytics equips MBA students to use data as a strategic asset, combining practical technical skills with a leadership mindset. Students learn to interpret and communicate complex data insights, manage analytics projects, and apply tools like Python and spreadsheet modeling to support decision-making. With a focus on real-world applications, this program prepares graduates to lead data initiatives across industries, bridge the gap between technical and executive teams, and foster a data-informed culture within their organizations.

MBA Cybersecurity Major

Cybersecurity threats pose significant risks to modern organizations, and this specialization prepares managers to lead comprehensive security initiatives. This program emphasizes strategic risk management, regulatory compliance, and organizational security governance. Students will develop expertise in information governance, network architecture

evaluation, risk assessment, and executive-level incident response, enabling them to protect organizational assets while supporting business objectives.

MBA Finance Major

Financial expertise is fundamental to effective business leadership, and this specialization prepares managers to make sophisticated financial decisions in complex market environments. This program combines traditional financial analysis with emerging trends, including fintech, sustainable finance, and alternative investments. Students will develop expertise in managerial finance, capital markets, valuation techniques, and cutting-edge financial innovations, enabling them to lead financial strategy and drive organizational growth.

MBA Fraud Examination and Management Major

The Fraud Examination and Management major provides students with data-driven decision-making skills, investigative techniques, and an in-depth understanding of how technology can prevent fraud. The graduate concentration in fraud examination and management is designed to prepare students to meet the rapidly growing demand for professional fraud examiners.

MBA Healthcare Management Major

Designed for clinical practitioners, healthcare managers, and career changers, an MBA in Healthcare Management teaches individuals to apply business principles in a healthcare setting. Graduates are prepared for leadership roles across a variety of healthcare industries, including insurance, pharmaceutical development, and medical technology.

MBA Cybersecurity Major

Management provides leadership and direction for any organization. The Management major allows students to pursue a range of courses in leadership, decision-making, human resources, law, diversity and inclusion, and other contemporary topics.

MASTER OF BUSINESS ADMINISTRATION PROGRAM LEARNING OUTCOMES

The MBA program learning goals were developed and approved by GSM faculty in May 2024.

Goal #1: Graduates understand ethical principles and social sustainability.

- 1.1 Students demonstrate the ability to understand ethical principles and frameworks and apply them in a business context to propose ethical solutions.
- 1.2 Students can evaluate the societal impact of organizational activities on environmental and social sustainability.

Goal #2: Graduates apply effective communication using business knowledge.

- 2.1 Students demonstrate the ability to leverage appropriate technology to communicate business findings or solutions in a written or oral format.
- 2.2 Students demonstrate an awareness of interpersonal differences and collaborate with others [in teams].

Goal #3 (Analytical Problem Solving): Graduates demonstrate the ability to analyze complex situations, utilizing appropriate quantitative methods and technology.

- 3.1 Students demonstrate the ability to perform analysis related to complex business problems using quantitative methods and appropriate technological tools.
- 3.2 Students can apply business knowledge to real-world scenarios to create solutions to business problems.

APPLICATION PROCESS AND ADMISSION REQUIREMENTS

Prospective students wishing to be considered for admission into the Graham School of Management's graduate degree programs or any of the graduate business certificate programs must complete an online application (www.sxu.edu, keyword: **Application**) and provide the required documentation, as outlined below.

Once the application is received, the Office of Graduate Admission will create a file, and an admission counselor will be assigned to each applicant. The counselor will let the applicant know what documentation has been received and what is still needed. The Office of Graduate Admission will maintain the file until all of the required documents are received.

All documentation should be sent to:

Saint Xavier University
Office of Graduate Admission, 3700 W. 103rd Street
Chicago, IL 60655

ADMISSION REQUIREMENTS AND REQUIRED DOCUMENTATION

Official Transcripts

Applicants are required to submit official transcripts from all undergraduate institutions sent directly from the registrar and from 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 a degree-granting institution is required for regular admission. Applicants whose cumulative GPA is below 3.0 may be required to submit a current copy of their resume and will be considered for admission on probation. Students whose undergraduate degree is not in a business discipline or who do not have at least nine (9) credit hours of business courses may also be required to submit a resume and a personal statement. Such students may also be required to enroll in a no-fee zero-credit-hour refresher course and a guide on basic business principles prior to enrolling in their first semester of courses.

APPLICATION REVIEW

Once all of the required documentation has been received, the admission counselor will forward the file to GSM for review. The graduate program director and the GSM director review all files.

Cumulative undergraduate GPA, undergraduate business courses, graduate courses completed, time elapsed since completion of previous coursework, work experience and current position are all items that are taken into consideration during the application review. Applicants with a BBA and a minimum 3.0 GPA are eligible for automatic admission.

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 into the program.

Admit Conditional (ADCON)

Applicants who begin the application process while they are completing their undergraduate degree may be admitted into 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, or have a meeting with the GSM graduate director or dean to be considered for admission. In these cases, the admission decision is deferred, and the file is returned to the Office of Graduate Admission until requested documentation is received.

Denied Program (DNPR)

Applicants who show academic deficiencies may be denied admission into 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 GSM 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 to the graduate program director or faxed to the graduate program director. It must have the student’s signature on the form, or it will not be processed. After the initial registration, students will be able to register themselves in the Self-Service system for future terms; however, the graduate program director 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 complete 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, they 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 initial class meeting and then register for the class in the Office of Records and Registration. 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 midterm 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 a nominal registration fee.

Alumni who audit a course must pay any and all fees associated with the course.

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.

Financial Hold

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

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 and approval from the GSM graduate program director.

Students may request to take a course out of sequence with its prerequisite in certain circumstances. Requests should be directed to the graduate program director. 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.

Add/Drop Policy

A student who wishes to add or drop a class must do so either online through the Self-Service system or in the Office of Records and Registration. 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 Registration). It is the student's responsibility to take all actions 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 GSM 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 fail to drop courses within 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 Office of Records and Registrations (for academic-related reasons). Students requesting a refund must be current with financial obligations to the University at the close of the term before the refund request. The respective reviewing office will consider the circumstances surrounding the request and notify the student in writing of the result.

Repeating a Course

When a course is repeated, only the higher grade is computed in the GPA. Credit may be earned only once per course. A repeated course will be designated as such on the transcript. A course may be repeated once. In certain circumstances, students may petition the graduate program director to take a course for a third time; however, financial aid, including student loans, is not available for a third-time course.

Stop-Out Policy

Admitted students in good academic standing who "stop out" for up to two consecutive 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 graduate program director to have their records 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.

DEGREE COMPLETION AND GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

1. Successful completion of 30 hours of graduate study.
2. Maintenance of a cumulative grade-point average of 3.0 with no grade lower than a C.
3. Petition and approval for graduation by established deadline.

For current students in Saint Xavier University's Master of Business Administration (MBA) program, please view the [MBA Planning Calendar](#) for course rotations and the PDF version of the [SXU Academic Catalog](#) for the year you entered the program to see any requirements.

MASTER OF BUSINESS ADMINISTRATION PROGRAM REQUIREMENTS

The MBA degree requires a total of ten (10) courses and thirty (30) credit hours total. The following required seven (7) courses make up the MBA core.

- ACCT 520: Accounting for Management Decisions (3)
- BANA 530: Operations and Technology Management (3)
- ECON 540: Managing in a Global Economy (3)
- FINC 521: Managerial Finance (3)
- MGMT 550: Managing Business Ethics and Social Responsibility (3)
- MKTG 560: Marketing Management (3)
- MGMT 590: Strategic Management and Policy (3)

In addition to completing the seven required courses, students choose a set of three major courses (nine credit hours) from one of the following majors:

ARTIFICIAL INTELLIGENCE	BUSINESS ANALYTICS	CYBERSECURITY	FINANCE
MGMT 532 MGMT 533 MGMT 534 Optional: MGMT 535	BANA 537 BANA 538 BANA 539 Optional: MGMT 534	BANA 545 BANA 546 BANA 547 Optional: MGMT 548	FINC 565 FINC 566 FINC 567
FRAUD EXAMINATION AND MANAGEMENT		HEALTHCARE MANAGEMENT	MANAGEMENT
ACCT 513 ACCT 515 ACCT 561		MGMT 585 MGMT 587 MGMT 588	MGMT 501 MGMT 507 MGMT 574

Notes:

1. Please refer to the [Course Catalog](#) for course descriptions.
2. Courses may be taken in any sequence with the exception of MGMT-590, which should be taken in the final semester of their studies.
3. See please view the [MBA Planning Calendar](#) for course rotations

Curriculum

Students must complete all of the courses required for their program as stated on their program checklist/academic plan that coincides with the catalog under the year they are admitted into the program. A minimum of 30 semester credit hours are required.

Core Requirements

The MBA core provides a comprehensive context for the program. All MBA students are required to take the seven (7) core courses. For specific core requirements, students should refer to their program checklist/academic plan or the catalog for the year they were admitted into the program.

Major Requirements

In addition to the foundation and core requirements, students must complete an area of concentration to meet MBA degree requirements. Major courses consist of three (3) 500-level courses. For specific major requirements, students should refer to their program checklist/academic plan or the catalog for the year they were admitted into the program.

Pursuing More Than One Major

Students may pursue more than one major in the MBA program. Students wishing to pursue multiple majors must notify the Director of the MBA Program in writing.

Changing Declared Major

If a student wishes to change their declared major, they may do so by submitting a request in writing to the Director of MBA Program.

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 1 and must be submitted by March 15. May graduation petitions are available after August 1 and due by October 15.

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 Registration. 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 to any graduate program, except for dual degree programs, which have a seven-year completion limit. For time extensions beyond the five-year limit, the student must submit a written request for an extension to the graduate program director.

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.

Acceptability of Transfer Courses

A maximum of six (6) 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 graduate program director or GSM director.

Exceptions may be granted at the discretion of the graduate program director or the GSM director. While hours may transfer and be counted as either elective or equivalent credit, cumulative GPAs do not transfer between schools.

A petition for the award of transfer credit must be initiated by the student in writing and sent to the graduate program 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 graduate program 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 GPA.

SPECIAL PROGRAMS AND EDUCATIONAL OPPORTUNITIES

4 + 1 BBA-MBA Programs

GSM offers a program that allows qualified undergraduate students to complete both the Bachelor of Business Administration (BBA) and the Master of Business Administration (MBA) degrees in a five-year period. Students admitted into this program will be allowed to take specific MBA courses during their senior year while concurrently enrolling in BBA courses. Students must work closely with their undergraduate academic advisor and the director of the graduate program to ensure timely completion and to maximize financial aid opportunities.

Internships

Internships provide a practical work setting where a student intern can apply and test specific management models and techniques, develop new administrative skills, and explore 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 Director of the MBA Program two terms before the term of the desired placement. Depending on the position's applicability 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 to develop an internship plan and successfully fulfill all 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. GSM offers an 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

View the SXU Graduate Academic Policies and Procedures listed in the [Course Catalog](#).

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 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 discontinued. If a course is being discontinued, an appropriate course substitution will be offered.

Students who “stop out” of the University after up to two semesters must contact the graduate program director to have their

records 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 in effect at the time of their readmission.

Course Load

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

Academic Integrity

View information about [academic integrity](#).

A commitment to academic integrity is at the heart of Saint Xavier’s mission as an intellectual community -- “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. 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 also 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: 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;
 - Changing the wording of a source slightly, but still incorporating all the ideas of the source without indicating the source;
 - 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; or

- 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 the Course Grade Grievance Procedure section.

Responsible and Acceptable Use of Generative Artificial Intelligence (AI)

View information about Saint Xavier University’s [policy for responsible and acceptable use of AI](#).

Approved by Faculty Senate 5/6/2025.

Attendance and Class Absences

View information related to [class absences](#).

The MBA program is a fully online asynchronous program. While there are no required class meetings, students are expected to engage in all aspects of the online course activities, including but not limited to the following:

1. Read the course syllabus at the beginning of the term and be aware of assignments and deadlines;
2. Monitor their SXU email accounts for important notices and messages from the course instructor;
3. Participate in discussion boards as a means of increasing learner-learner interaction, sharing knowledge and experiences, and building community;
4. Login to the course Canvas site regularly, keep up with course material, and complete assignments by their deadline; and
5. Seek assistance from the course instructor when questions arise regarding course topics. It is expected that students are prepared, having read and/or watched all assigned reading and audio/video materials.

Grading Policy

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 GPA.

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, one (1) credit hour represents one hour of class or two to four (2 to 4) 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:

<i>Grade</i>	<i>Percentage Range</i>	<i>Description</i>	<i>Grade-Points</i>
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Acceptable	2
D	60-69	Poor	1
F	Below 69	Failure	0

I	-	Incomplete	0
P	-	Pass-D or better	0
R	-	Repeat	0
W	-	Withdraw	0
X	-	Student did not attend	0
CI	-	Course in Progress	0

Incomplete Grades

A student may request an incomplete grade from an instructor if there is a legitimate reason acceptable to the instructor and the student is making satisfactory progress at the time. The student and instructor agree on the requirements and the time limit for completing the course. The Office of Records and Registration then enters the agreed-upon date. Requirements must be completed no later than the tenth week of the following semester (fall or spring). Failure to meet the stated requirements will result in an automatic grade of F. If a student carries more than one incomplete grade into the following semester, their course load should be reduced. Evaluation of academic standing is made from the grade reports at the end of each grading period and will not be deferred until work is completed on courses in which there was an incomplete.

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 graduate program 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.

Course Grade Grievance Procedure

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; or 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 workload associated with the course; or objections regarding the style or quality of the instructor's teaching.

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 email. 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., College of Liberal Arts and Education) 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 and supporting documents must be submitted to the GSM director's office. The grievance should

be filed in the GSM director's office within the first 20 business days after the completion of Step 1.

Note: The grievance forms will be housed in the GSM director's office of the Graham School of Management.

Once the grievance form is received by the GSM director, the formal course grade grievance process begins, and the GSM director sends the paperwork to a mediator selected by the GSM director 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 GSM director.

The student can provide a written appeal of the mediator's decision to the GSM director if applicable. The GSM director will either uphold the mediator's decision or grant the appeal and begin Step 3. The GSM director will send official notification of the decision to the student, the faculty member, the faculty member's immediate administrative superior and the mediator.

Eligible Course Grade Grievance

If the student submits a grievance that is eligible to be resolved under this course grade grievance policy, the mediator should inform the student of the course grade grievance process.

The mediator sends a copy of the student's grievance form and supporting documents to the faculty member for a response. The mediator is expected and encouraged to converse with the student, the faculty member, and any other individuals who may need to be included to help resolve the grievance. The mediator is encouraged to bring those specifically involved in the grievance together when the mediator believes such a meeting will help resolve the issue. The mediator has the latitude to request documentation and set deadlines for receipt of such documentation as deemed necessary.

If the grievance is resolved, the mediator describes the resolution on the grievance form and distributes copies of the completed form to the student, the faculty member, the faculty member's immediate administrative superior and the GSM director.

If the grievance is not resolved, the mediator indicates "not resolved: requires an Ad Hoc Committee review" on the grievance form and copies the student, the faculty member, the faculty member's immediate administrative superior, and the GSM director. At that point, the mediator is no longer involved. As a courtesy, the mediator will be notified of the outcome upon completion of the process.

Step 3: Ad Hoc Course Grade Grievance Committee

The role of the Ad Hoc Course Grade Grievance Committee is to make a final decision on all course grade grievances that are not successfully resolved at the mediation level. The Ad Hoc Course Grade Grievance Committee will hereinafter be referred to as the Ad Hoc Committee.

Structure of the Ad Hoc Committee

Formation of the Ad Hoc Committee

The dean will form an Ad Hoc Committee (only after Step 2 has been completed) within 10 business days of receiving the grievance form. Within these 10 business days, the GSM director will send the provost a notice of the committee formation and will send each committee member the following:

- Written notice of the committee formation, date of the formal charge, date by which the committee should have its

- recommendation formulated, names and contact information of committee members;
- Copy of the grievance file that was established at the mediation level;
- Written description of the Ad Hoc Committee function, timeline and process, as excerpted from the faculty and student handbooks.

Upon confirmation of willingness to serve by the three ad hoc committee members, the GSM director will formally charge the committee with the task of reviewing the case and coming to a conclusion. The conclusion must be decided within 25 business days of the formal charge of the committee. The GSM director will inform the student and the faculty member's immediate administrative superior in writing about the committee formation and timeline.

The Ad Hoc Committee will consist of three tenured or tenure-track full-time faculty members whose primary responsibility is teaching and who have no conflicts of interest with the case at hand (at least one member of the committee must be a tenured faculty member). These full-time faculty members must be within the discipline of the course grade being grieved, or in programs where there are few or no full-time, tenure-track, or tenured faculty. The GSM director will select faculty from within a closely allied field or within the school in which the grade is being grieved. One of the three members must be within the discipline or a closely allied field. The chair of the Ad Hoc Committee must be a tenured faculty member and will be designated as chair by the GSM director.

Guidelines for the Ad Hoc Committee

Operation of the Ad Hoc Committee

The Ad Hoc Committee chair will convene the committee as soon as possible after each member receives the charge and grievance file. Committee members will review the file and meet to discuss the merits of the matter. The chair of the committee will appoint someone with the sole responsibility of keeping minutes of meetings, and such minutes will become part of the grievance file. The committee will deliberate and achieve a simple majority decision as to its recommendation regarding the course grade in question.

The Ad Hoc Committee may or may not permit new information from those specifically involved in the grievance.

Those specifically involved in the case may also request permission to submit new information pertinent to the case. The Ad Hoc Committee responds to the party as to whether or not the committee will allow the new information to be sent. If allowed, the Ad Hoc Committee may set deadlines for receipt of new information. All communication between the committee and the parties involved will be in writing.

Decisions of the Ad Hoc Committee are to be determined by the simple majority.

Outcome of the Ad Hoc Committee

Ad Hoc Committee Confirms Grade

Within 25 business days of receiving the charge, the chair of the Ad Hoc Committee must submit a letter to the student, faculty member, faculty member's immediate administrative superior and the GSM director. The letter must include:

- Date of the report.
- Validation of adherence to the timeline.
- Facts of the case as considered.
- Rationale for keeping the original grade.

- Names of committee members and each member's original signature on the letter.

If a simple majority of the Ad Hoc Committee has determined that the grade stands, the process ends.

Ad Hoc Committee Requests Grade Change

Within 25 business days of receiving the charge, the chair of the Ad Hoc Committee must submit a letter to the faculty member, faculty member's immediate administrative superior, and the GSM director. The letter must include:

- Date of the report.
- Validation of adherence to the timeline.
- Facts of the case as considered.
- Rationale for recommendation for grade change.
- Names of committee members and each member's original signature on letter.
- Recommendation of the committee.

If the faculty member agrees with the recommendation of the Ad Hoc Committee to change the grade, the faculty member will, within five business days of receipt of the letter, communicate in writing their agreement to the ad hoc committee chair, their immediate administrative superior, and the student. Within these same five days, the faculty member will initiate the grade change following the established procedure. The Ad Hoc Committee chair will contact the dean and the Ad Hoc Committee members regarding the grade change.

If the faculty member does not follow the recommendation to change the grade, the instructor's administrative superior and/or the chair of the Ad Hoc Committee will provide the dean with the rationale to change the grade and forward all documents in the grievance file to the GSM director for the GSM director's review. After reviewing the file, the GSM director will notify in writing the student, the faculty member, the faculty member's immediate administrative superior, the registrar, the Ad Hoc Committee members, and the provost of the final and binding decision and rationale for either changing or not changing the grade.

If the GSM director decides a grade change is warranted, the GSM director will be noted as the individual assigning the grade. The GSM director will follow appropriate internal procedures to change the grade.

Upon conclusion of this process:

- All copies of grievance files should be given to the dean.
- Approved meeting minutes should be included in the file.

Special Extenuating Circumstances

Additional Timeline Guidelines

If at any point during the process the student does not adhere to the established deadlines, the grievance shall be considered denied.

The mediator, GSM director, or chair of the ad hoc committee can request additional time due to unforeseen circumstances (for example, the chair of the ad hoc committee may encounter difficulty coordinating the schedules of the committee members). The necessity for such flexibility is solely intended for the purpose of providing a fair and equitable process. The GSM director must approve any deviations in the timeline, and those specifically involved in the grievance must be notified in writing of the timeline adjustment and the rationale.

Deviations from policy: Special circumstances may require deviations from the provisions and guidelines of the course grade grievance policy. In such cases, the GSM director should determine adjustments necessary to best ensure a just outcome and one that follows as closely as possible to the spirit of expeditious and thorough implementation of the established policy.

The Course Grade Grievance Procedure for graduate programs is also available at www.sxu.edu, keyword: Academic Catalog.

Academic Standing

Graduate students are required to maintain a cumulative GPA of 3.0 to remain in good academic standing. At the end of each semester, students' cumulative GPAs are reviewed. Students falling below a 3.0 are subject to dismissal.

Academic Probation

Students whose cumulative GPAs 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 GPA to or above 3.0. A student may be granted an extension if the GPA 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 GPA 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 graduate program director. In the letter, students must explain all contributing factors that they would like taken into consideration. They must also outline an 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.

EVALUATION OF ACADEMIC FACULTY

At the end of the term, you will receive an email asking you to submit an evaluation of the course from courseevaluations@sxu.edu. Your input is very important to the University as a whole and to our department. We take your comments very seriously, and we use them to improve the course and program.

SCHOLARSHIPS / GRADUATE 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. Scholarships can only be applied to tuition.

Students must maintain a "B" average to be eligible for the scholarship. The scholarship amount will vary based on the individual student's situation and the availability of funds. Applicants must meet the following criteria to be considered.

- Be admitted into the Graham School of Management as a candidate for a Master of Business Administration (MBA) degree.
- Be able to document financial need due to loss of job, unexpected medical expenses, etc.
- File a Free Application for Federal Student Aid (FAFSA).
- Submit a letter to the graduate program director stating their current financial situation and explaining how the Master of Business Administration (MBA) degree will enhance their career goals.

Graduate Assistantships

Graduate assistantships are beneficial to both the graduate student and the academic or administrative unit. Through an assistantship, graduate assistants receive experience related to their fields of study or experience at a professional level that may include utilizing research methods, project management, and organizational communication skills. Students should contact the Office of Financial Aid for information regarding graduate assistantships.

GSM AWARDS AND RECOGNITIONS

The Graham School of Management recognizes student accomplishments and contributions through various awards, which are presented annually at our awards banquet.

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 20% of their class and have completed 20 hours in the MBA 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.

STUDENT RESOURCES AND SUPPORT SERVICES

CAREER DEVELOPMENT CENTER

View information about Saint Xavier University's [Career Development Center](#).

CENTER FOR ACCESSIBILITY RESOURCES

View information about Saint Xavier University's [Center for Accessibility Resources](#).

In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and Title III of the Americans with Disabilities Act of 1990, as amended, Saint Xavier University determines and provides reasonable accommodations on a case-by-case basis for qualified students who have demonstrated a need for these services. All accommodation requests are the responsibility of the student. If you have a diagnosed disability and/or suspect that you have a disability, please contact the staff in the Center for Accessibility Resources as soon as possible.

Eligibility for Accessibility Resources

View information about [eligibility for accessibility resources](#).

Procedures for Requesting Accommodations

View information about [procedures for requesting accommodations](#).

CENTER FOR LEARNING AND STUDENT SUPPORT

View information about Saint Xavier University's [Center for Learning and Student Support](#).

INFORMATION TECHNOLOGY SUPPORT

View information on [Information Technology support](#).

MULTICULTURAL STUDENT RESOURCES

View information about [multicultural student resources](#).

PUBLIC SAFETY

[Public Safety](#) is committed to the highest quality of protective services in order to maintain and improve our unique educational environment and quality of life. The campus is patrolled **24 hours a day** by state-certified armed police officers with county-wide jurisdiction and additional trained security staff.

Non-Emergency	773-298-4400
Emergency	773-298-3911