



Saint Xavier
UNIVERSITY

**MASTER OF BUSINESS
ADMINISTRATION
SUPPLEMENTAL HANDBOOK**

2025-2026 EDITION



PROGRAM FORMAT

The Graham School of Management offers a high-quality Master of Business Administration (MBA). Courses are offered across six terms per academic year: two in the fall, two in the spring and two overlapping terms in the summer. Classes at our Chicago campus generally meet once per week on a weeknight from 6:30 to 9:30 p.m. Our accelerated terms are eight weeks in length. Students should prepare to have supplement online work during the eight weeks. Classes are also offered fully asynchronously online.

APPLICATION PROCESS AND ADMISSION REQUIREMENTS

Prospective students wishing to be considered for admission into 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 admittance 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 guide on basic business principles prior to enrolling in their first semester of courses.

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. Applicants 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. Notarized Affidavit of Support Form completed by sponsor(s). This form demonstrates an international applicant's ability to afford tuition and living expenses while pursuing their degree.

- Valid no later than six months upon receipt.
 - Applicants can use more than one sponsor, but each sponsor must complete a separate Affidavit of Support.
4. 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 GSM for review. All files are reviewed by the graduate program director and the GSM director.

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 3.00 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 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 have access to register themselves via 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 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, 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 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 a nominal 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 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.

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 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.

Repeating a Course - When a course is repeated, only the higher grade is computed in the GPA. 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 for 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 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.

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 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 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 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 prior to the refund request. The respective reviewing office will consider the circumstances surrounding the request and notify the student in writing of the result.



DEGREE COMPLETION AND GRADUATION REQUIREMENTS

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 concentration in the MBA.

Changing Declared Major - If a student wishes to change their concentration area, they may do so by

submitting a request in writing to the graduate program 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 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 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 graduate program director.

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 transfer credit must be initiated by the student 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.

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

4 + 1 BBA-MBA Programs - GSM offers a program that allows qualified undergraduate students to complete both the Bachelor of 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 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 graduate 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. 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 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 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 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 - 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 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.

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 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:

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

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., Arts and Liberal 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 the supporting documents to the faculty member so that the faculty member can respond to the grievance. The mediator is expected and encouraged to converse with the student, the faculty member, and any other individual that might 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, 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, 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 would be notified of the outcome at the conclusion 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, faculty member and 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 need to 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 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 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 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 communicate in writing their agreement to the ad hoc committee chair, their immediate administrative superior, and the student within five business days of receipt of the letter. 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, 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 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.

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.

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.

Graduation Petition - Students must complete a graduation petition when they are planning to graduate. August and December graduation petitions are available on the mySXU portal under the Self-Service menu 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.

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 into the Graham School of Management as a candidate for a Master of Business Administration (MBA) degree.
- 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 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) is 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.