



GRADUATE ADMISSION

web site address is www.xavier.edu/graduate_admissions

Health Services Administration Graduate Program	513 745-3687 XUMHSA@XAVIER.EDU
Master of Business Administration Graduate Program	513 745-3525 XUMBA@XAVIER.EDU
Master of Science in Nursing Program	513 745-4392 GOMEZ@XAVIER.EDU
Psychology Graduate Program	513 745-1053 MAYBURY@XAVIER.EDU
Office of Graduate Services (all other graduate programs)	513 745-3360 XUGRAD@XAVIER.EDU

Admission Status

Graduate students who have been admitted to Xavier University are designated as:

1. Degree students - those students officially accepted into a graduate degree program.
2. Non-degree students - those students who have not been officially accepted into a graduate degree program. No more than six semester hours earned while classified as a non-degree student may be transferred to a degree program. Please note: some graduate programs require the director's permission to enroll as a non-degree student. Not all programs offer non-degree studies. Check with the respective office for details.
3. Licensure/Endorsement seeking - those students officially accepted in a licensure/endorsement program.

Admission—Degree Students

Materials for admission to most graduate programs should be sent to the Office of Graduate Services. Master of Business Administration (MBA) applicants should send all materials to the MBA Office. Master of Health Services Administration (MHSA) applicants should send all materials to the MHSA Office. Admission materials for graduate programs in psychology (MA, & PsyD) should be sent to the Department of Psychology. Admission materials for graduate programs in nursing (MSN) should be sent to the Department of Nursing. Non-degree admission is not available for the MBA program.

To be considered for admission, a student must do the following:

1. Submit a completed degree application form. Applications can be obtained from the Office of Graduate Services, the MBA office, the Department of Psychology, The Department of Nursing, or the MHSA Office. The current application fee must accompany the application form.
2. Send one official transcript from all colleges or universities previously attended. The bachelor's degree must have been earned from a regionally accredited institution; three year bachelor degrees are not acceptable for admission consideration.
3. Arrange for applicable official test scores to be sent:
 - a. Master of Business Administration applicants - Graduate Management Admission Test (GMAT);
 - b. Master of Health Services Administration applicants - Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE);
 - c. Master of Science in Nursing applicants - Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) is accepted;
 - d. Occupational Therapy - Graduate Record Exam (GRE);
 - e. Doctor of Psychology and Master of Arts in Industrial/Organizational Psychology and General Experimental Psychology - Graduate Record Exam (GRE) general knowledge required and Psychology Subject Test recom-





mended. Psychology Subject Test required for those without psychology as their major or minor;

f. Other Graduate Programs:

The Miller Analogies Test (MAT) or the Graduate Record Exam (GRE) is accepted for the following programs: The MA program in English requires either the GRE or two academic letters of reference. The MA programs in counseling and theology; the MEd programs; and the MS in criminal justice. In most cases, the test requirement is waived for students who currently hold a graduate degree.

4. A student for whom English is not the primary language may be asked to demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL).
5. Submit other required documents as specified for individual programs.

Credentials received become the property of the University. Notification of acceptance or denial is sent to each applicant as soon as possible after receipt of all required materials. Official acceptance for graduate study is valid for a one-year period from the date of acceptance. Failure to enroll within the one-year period invalidates the acceptance and the individual must be readmitted to the program. Contact the Office of Graduate Services to inquire about readmission.

Admission—Non-degree Students (does not include MBA)


To apply for admission as a non-degree student, one must submit a completed non-degree application form and current application fee to the Office of Graduate Services. Credentials received for admission become the property of the University. Non-degree admission is not available for the MBA program. Non-degree students are subject to the following restrictions:

1. Some courses are not available to non-degree students. Contact the Office of Graduate Services 513 745-3360 for information about specific courses. MHSA courses may not be taken without permission of the director of the Graduate Program in Health Services Administration. Psychology courses may not be taken without permission of the chair of the Psychology Department.
2. Although there is no limit to the number of courses that may be taken as a non-degree student, **no more than six hours taken in non-degree status may be applied toward a graduate degree.**
3. A non-degree student may apply to a degree program by completing the application process for degree status.
4. Non-degree students are subject to all University policies described in the Xavier University Catalog.

TEACHER LICENSURE/ENDORSEMENT ADMISSIONS

The Licensure/Endorsement admission is used for the following programs: traditional Early Childhood, Middle Childhood, Secondary, Special Education, Montessori Early Childhood, School Counseling, Community Counseling, Educational Administration, and Reading. To be considered for admission in one of these licensure or endorsement programs, a student must do the following.

1. Submit a completed licensure/endorsement application form. Applications can be obtained from the Office of Graduate Services. The current application fee must accompany the application form.
2. Send one official transcript from all colleges and universities previously attended. The bachelor's degree must have been earned from a regionally accredited institution.
3. Before you may be considered for the traditional Early Childhood Licensure Cohort you must be admitted into the Master of Education program. Meet with an advisor to determine any prerequisite courses that might need to be taken before consideration is made for the early childhood cohort group that is selected during the spring semester each year.
4. To be considered for the licensure programs in early childhood education, secondary education, Montessori, middle childhood or special education, you must first meet with an advisor in that program.

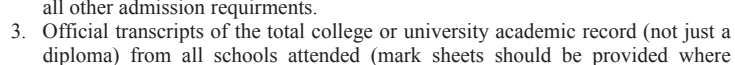
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5. To be considered for the School Counseling or Community Counseling licensure program you must also submit a 500 word statement of purpose and a resume.
 6. A student for whom English is not the primary language may be asked to demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOFEL).
 7. A statement of moral character must be signed and notarized
 8. Some programs also require three letters of recommendation.

Credentials received become the property of the University. Notification of acceptance or denial is sent to each applicant as soon as possible after receipt of all required materials. Official acceptance for a licensure program is valid for a one-year period from the date of acceptance. Failure to enroll within the one-year period invalidates the acceptance and the individual must be readmitted to the program. Contact the Office of Graduate Services to inquire about readmission.

Admission—International Students

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To apply for admission, the student must submit the following items to the appropriate graduate admission office. Credentials received for admission become the property of the University.

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1. An international student application form.
 2. Evidence of proficiency in the English language. A Test of English as a Foreign Language (TOEFL) score of 550, or a computer based test score of 213, for graduate students is required. Students who want to improve their English skills can enroll in Xavier's English as a Second Language (ESL) program. To enter graduate degree programs, graduate ESL students need to obtain a TOEFL score of 550 (or a computer based test score of 213) and an average of "B" in ESL courses; and meet all other admission requirements.
 3. Official transcripts of the total college or university academic record (not just a diploma) from all schools attended (mark sheets should be provided where pertinent). Transcripts must have original signature and institution seal. Attested or "true" copies are not acceptable unless certified by an authorized official. An official evaluation of undergraduate transcripts by the World Education Service placing the foreign education into the American system.
 4. Recommendation letters are required by some programs.
 5. Graduate Management Admissions Test (GMAT), Graduate Record Exam (GRE), or other necessary test scores (see previous page).
 6. Certified English translation accompanying all documents not issued in English.
 7. (a) All documents must be received by the appropriate admission office for an admission decision to be made and hence for an I-20 form to be issued.
(b) a separate statement from an official source to show that the student or sponsor is able to meet the expenses.

All documents must be received by the appropriate admission office before a Form I-20 will be issued. International students who have been admitted to the University must meet the University's campus housing requirement (see Residence Life). Prior to the start of classes, students must submit immunization records and personal health history. International students must have health insurance equivalent to what is offered through Xavier University.

Graduate Reactivation

A degree-seeking graduate student who previously attended Xavier and has not been registered for one full academic year must notify the Office of the Registrar or the appropriate admission office before attempting to register for classes again and continuing in the course of study. Applicants who want credit for coursework taken at another university during their absence from Xavier must submit an official transcript to their respective program director for credit review.



See the entry under Transfer Students below for time limitations on the acceptance of coursework. Students are reactivated under the current catalog year, unless an exception is made by the dean.

Students suspended from Xavier or from other institutions for poor scholarship will not be eligible for reactivation before the lapse of at least one fall or spring semester. In all cases, reactivation and the conditions for such will be determined by the dean of the appropriate college. All prior financial obligations must be settled with the Office of the Bursar prior to reactivation.

Transfer Students

Master's Degree

A maximum of six semester hours (or the equivalent) of graduate work completed at another accredited graduate school prior to initial admission to Xavier University may be transferred with the permission of the program director, the chair and the dean. In some cases, exceptions are made to the maximum number of transfer hours. Coursework that is part of a previously earned graduate degree is not accepted for transfer credit. Courses in which grades of "A" or "B" (3.000 or higher) are transferable. Credit earned through correspondence or television courses is not accepted. Decisions regarding transfer credit are made at the time of admission to degree seeking status.

A consortium of AACSB accredited Jesuit business schools has a reciprocity agreement stating that the majority of MBA credits taken by a student may be transferred into or from one consortium member to another, up to half of the core curriculum of any program. Contact the MBA Office or visit WWW.JEBNET.ORG for details.

Doctor of Psychology

Students accepted into the doctoral program who already hold a master's degree in a field akin to clinical psychology, may expect a portion of the previous graduate work to be credited toward fulfillment of the doctoral degree requirements. The allowable number of transferable credit hours may vary. In all cases a minimum of 72 hours of the required 114 must be completed at Xavier University.

Petitions for transfer of credit will be granted with the recommendation of the Department Chair and approval of the Dean of the College of Social Sciences. Courses taken more than six years prior to entering the doctoral program will normally not be accepted for transfer.

Courses Taken at Other Institutions

Graduate credit completed at another university is not transferable toward a graduate degree at Xavier once the student has begun a graduate program at Xavier.

Exceptions to this policy may be made when:

1. a student is permanently transferred to another city by family obligations.
2. a student is specifically directed by the program director, chair or dean to take a course not available at Xavier.
3. Up to six semester hours of graduate course work obtained in the Greater Cincinnati Consortium of Colleges and Universities may be applied to a master's degree taken at Xavier, with the advanced written permission of the program director or dean.

As a matter of policy, the official academic record lists only those graduate courses from other universities which apply toward an advanced degree or pertain to certification.

Undergraduate Enrollment in Graduate Courses

A currently enrolled Xavier University undergraduate student may begin graduate course work in certain areas of study, excluding the MBA and psychology (M.A. and Psy.D.) programs, as a non-degree graduate student if the student is within 12 hours of completing the undergraduate degree. The student must be in good academic standing and must obtain written approval from the appropriate dean and program director. The student must complete the non-degree graduate application for admission and return it to the appropriate admission office with the written permission attached.

All graduate courses taken will be for graduate credit only; the credit hours completed for graduate credit may not count toward the student's undergraduate degree. No more than 6 credit



hours taken as a non-degree graduate student may apply toward a graduate degree. Some courses are not available to non-degree graduate students.

NOTE: Students enrolled in the "Accounting 150 Credit Hour Program" should consult their department for exceptions to these policies.

Veterans' Education

Xavier University is approved for the education and training of veterans and their eligible dependents under all existing public laws. Requests for information should be referred to the Director of Veterans' Educational Benefits, Office of the Registrar, Xavier University. Xavier is a Servicemembers Opportunity College (SOC). The toll free number for DVA and SOC information is 1-800-368-5622.

Reservation of Rights

Xavier reserves the right to modify its graduation and other requirements as deemed necessary from time to time. The University will attempt to comply with the requirements published in the catalog for the year a student initially registers, provided the student continues in attendance without interruption of more than a year. Students who interrupt their attendance by more than a year and who later return must meet curricular requirements as determined by their dean.

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GRADUATE SCHOLARSHIPS AND FINANCIAL AID

The Office of Financial Aid's purpose is to provide the best possible service and information to students financing a Xavier education.

The office is located in Schott Hall, 1st floor. Office hours are Monday-Friday 8:30 a.m. - 5:00 p.m., and Saturdays by appointment, 513 745-3142.

XUFINAID@XU.EDU

WWW.XAVIER.EDU/FINANCIAL_AID

Standards of Academic Progress

The Higher Education Act of 1965, as amended, required Xavier University to develop and enforce standards of satisfactory academic progress prior to awarding any federal financial aid funds to students. Standards of satisfactory academic progress were established to encourage students to *successfully complete* courses for which federal financial aid is received, and to progress satisfactorily toward degree completion. *Successful completion* of a course is defined as receiving one of the following grades: "A," "A-," "B+," "B," "B-," "C+," "C," or "S."

The standards apply to the following financial aid programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Stafford Loan, and Xavier funds. These financial aid standards of academic progress are separate from, and in addition to, academic standards required by the University for continued enrollment.

The criteria used to determine academic progress are grade point average, annual completion rate, and maximum time frame for completion of educational objective. At the end of spring semester the Office of Financial Aid reviews students' progress during the previous three semesters. All periods of enrollment are reviewed, including semesters during which no financial aid was received.

Qualitative Requirement - Grade Point Average

Students must maintain a cumulative GPA of at least 2.800.

Quantitative requirement - Annual Completion Rate

Graduate students must successfully complete a minimum of 67% of the credit hours attempted each academic year (attempted hours are hours for which a charge was incurred, excluding audited hours). The academic year begins with summer semester and ends with spring semester.

Maximum Time Frame for Completion of Educational Objective

Graduate students must complete their degree program within 150% of the published length of their degree program. For example, if a major requires 120 credit hours to graduate, a student could not receive financial aid beyond 180 credits attempted (including transfer hours) whether or not financial aid was received for those credits.

Incomplete Grades

Incomplete grades affect the completion rate, but not the grade point average.

Multiple Retakes - Repeated courses effect academic progress as follows:

Cumulative Grade Point Average - Only the most recent grade counts in the student's CGPA.

Annual Completion Rate - When a course is repeated it will be counted as *attempted hours*.

Maximum Time Frame - A course that is repeated is only counted once as *attempted hours*.

Remedial and ESL Course Work

Remedial courses and ESL courses are treated the same as other courses for satisfactory academic purposes. If a student who was enrolled in remedial course work does not maintain the minimum academic standards and he or she requests an appeal, the financial aid appeal committee will take into consideration the courses in which the student was enrolled.



Transfer Hours

Transfer hours count only toward the overall maximum time frame calculation. Transfer hours have no effect upon the cumulative grade point average.

Changes of Major/Degree Program

Students who change majors or change degree programs are still held to the 150% maximum time frame rule. All credits attempted from the first major/degree will count as attempted hours for the new major/degree. The 150% maximum limit will be measured based on the number of credits required for the new major/degree.

Timing of Reviews

Current financial aid recipients will have their academic progress reviewed at the end of the academic year. New financial aid recipients (i.e., those students who had never previously applied for aid) will have their academic progress reviewed when the Office of Financial Aid receives the results of the Free Application for Federal Student Aid.

At the time of the review students who are not meeting the minimum requirements will be placed on financial aid suspension for the following school year.

Financial Aid Suspension

Students who are placed on financial aid suspension are ineligible for financial aid for the following school year (summer through spring), unless an appeal is approved (see appeal process). During the suspension year students may attend Xavier at their own expense.

Reinstatement of Eligibility

- Students who choose to attend Xavier during the suspension year at their own expense will not be automatically eligible for financial aid. At the end of the suspension year, students must be meeting the academic standards in order to regain eligibility for the following year.

Appeals

Students on financial aid suspension may appeal the loss of aid if extenuating circumstances prevented the students from making satisfactory progress. Circumstances which are considered extenuating are those that are unusual and/or unforeseen at the beginning of the year, such as: injury or illness of the student, death of a close relative, or other situations which were unexpected and beyond the student's control. Allowances can also be made for students who have a documented disability. Appeals should be made in writing to the Financial Aid Committee, in care of the Director for Financial Aid. Students are notified by mail of the results of their appeal. The possible appeal results are listed below.

Approved Appeals – Approved for that aid year

Students are eligible for financial aid for that academic year. At the end of the academic year their academic progress is reviewed. Eligibility for the upcoming year is contingent on meeting satisfactory progress requirements.

Approved Appeals – Conditional Status

While on conditional status, students must successfully complete every credit attempted. Therefore, financial aid eligibility for each consecutive semester is contingent upon the student successfully completing (receiving grades of "A," "A-," "B+," "B," "B-," "C+," "C," or "S") his or her prior semester. Grades of "W" are not considered to have been successfully completed. If a student does not successfully complete a semester, financial aid is forfeited for all remaining semester in the financial aid year.

Denied Appeals – Reinstatement of Eligibility

- Students who choose to attend Xavier during the suspension year at their own expense will not be automatically eligible for financial aid. At the end of the suspension year, students must be meeting the academic standards in order to regain eligibility for the following year.



GRANTS AND ASSISTANTSHIPS

Xavier University offers a limited number of scholarships (graduate study grants) and graduate assistantships. Part-time or full-time graduate students may apply for graduate study grants, available for MA in Community and School Counseling, MEd, MS, and licensure programs. Students must submit a new application each year to be considered for a graduate study grant. Graduate assistantship positions, offering tuition remission and an hourly wage, are available in many departments. Graduate assistantship positions are posted each February and October. Other positions are posted as they become available. Contact the Office of Graduate Services for specific information and applications.

MBA, MHSA and Psychology graduate students should contact their respective admission offices for information on graduate assistantships and scholarships within those departments or programs.

FEDERAL PROGRAMS

Graduate students applying for the following federal financial aid programs must meet these requirements:

1. Be a U.S. citizen or an eligible non-citizen.
2. Maintain satisfactory academic progress.
3. Be enrolled on at least a half-time basis (4.5 semester hours or more in summer, fall or spring) as a regular student in an eligible program.
4. Must not be in default on any federal loan or owe a refund on a federal grant.
5. Must have demonstrated financial need as determined by the Free Application for Federal Student Aid (FAFSA).
6. Not have been convicted of an offense including either the possession or sale of illegal drugs.

Federal Work-Study Program (FWS)

The Federal Work-Study Program provides jobs for students who demonstrate financial need. Earnings for this program are funded by the federal government and the University. The student's total FWS award depends on the student's financial need, the amount of money the University has for the program and the aid the student has from other programs.

Federal Perkins Loan

The Perkins Loan is a low-interest loan to assist students with financial need. Recipients are selected by the institution. Repayments begin on a monthly basis within nine months after the borrower ceases to be at least a half-time student.

Federal Stafford Loan (subsidized)

A Stafford Loan is a low-interest loan made to college students by commercial lending institutions. The student pays an origination fee and insurance premium but the federal government pays the interest while the student is enrolled in college as at least a half-time student. Interest and repayment start six months after the borrower ceases to be at least half-time.

Federal Stafford Loan (unsubsidized)

Similar to the subsidized Stafford, except the student is responsible for interest payments while enrolled. Eligibility is not based on financial need.

OTHER FINANCIAL AID

Veterans' Educational Benefits

Xavier University is approved for the education and training of veterans and their



dependents under all existing public laws. Requests for information should be referred to the Director of Veterans' Educational Benefits, Office of the Registrar, Xavier University. Xavier is a Servicemembers Opportunity College (SOC). The toll free number for VA and SOC information is 1-800-368-5622.

Tuition Payment Plans

Several payment plans, ranging from installments to Employer Reimbursement, are available through the Office of the Bursar. For further information, contact the Office of the Bursar at 513 745-3435.

HOW WITHDRAWING FROM SCHOOL AFFECTS FINANCIAL AID

Federal Aid

When a student completely withdraws (both officially and unofficially) from Xavier before completing the term, federal regulations require that the University determine whether any of the student's federal aid, other than Federal Work Study, has to be returned. Federal aid includes the Federal Subsidized and Unsubsidized Stafford Loan, and Federal Perkins Loan. A student "earns" federal aid based upon the length of time he or she remained enrolled for the semester. The amount of federal aid earned is in direct proportion to the percentage of time the student completed. The percentage of time completed is calculated by dividing the number of days in the semester by the number of days completed. If a student completed more than 60% of the semester, all federal aid is considered earned.

To determine the number of days completed, Xavier identifies the date the student withdrew from the University. The date of withdrawal for students who officially withdraw is the date that the student begins the withdrawal process. To begin the withdrawal process, the student must notify the appropriate college dean in person or in writing. A student who "unofficially" withdraws (stops attending all classes without notifying the University) is considered to be withdrawn as of the midpoint of the semester.

In those cases where federal aid must be returned, the University and the student share the responsibility. Xavier will notify the student in writing of his or her responsibility to return any federal aid. Federal grant funds must be returned immediately after the student is notified by the University. Until the student returns the federal grant money, he or she is ineligible for further federal assistance should he or she return to Xavier or transfer to another school. Federal loan funds are returned under the terms of the student's promissory note.

Federal aid that is considered "unearned" is returned in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Perkins Loan

In some cases, the return of federal aid may cause a balance due on the student's account. The student must contact Xavier University's Student Account Office to arrange for payment of the amount due.

Xavier University Aid and State Aid

Students who withdraw prior to the end of Xavier University's published refund schedule, may receive a reduction in charges. If a reduction of charges occurs, the student's Xavier University funds and state funds may also be reduced. Xavier and state aid are reduced by the percentage at which the student's charges were reduced.

In some cases, the reduction of Xavier University funds and state funds may cause a balance due on the student's account. The student must contact Xavier University's Collection Office to arrange for payment of the amount due.

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GRADUATE ACADEMIC POLICIES AND REGULATIONS

General Policies

The policies listed here affect all graduate students. Some degree programs have special policies which are specified within individual program descriptions. Refer to the "registration" section of the catalog for general registration policies which affect both undergraduate students and graduate students.

No more than six credit hours taken as a non-degree graduate student may apply toward a graduate degree. Some courses and/or programs are not available to non-degree graduate students.

Classification and Enrollment Status of Graduate Students

1. Full-time: summer, fall or spring - attempting 9 or more semester credit hours.
(Selected programs, have semesters designated full-time regardless of hours attempted.)
2. Part-time: summer, fall or spring - attempting up to 8.5 semester credit hours (half time is 4.5 to 8.5 semester credit hours; there is no three-quarters time).

Graduate Grading System

Plus/Minus grading is applicable to all courses numbered 500 or above unless a departmental policy dictates otherwise. The "+" (plus) increases a letter grade by .33, and "-" (minus) decreases a letter grade by .33.

A = Exceptional	VF = Failure to officially withdraw
A-	W = Official withdrawal
B+	M = Incomplete, changed when grade is assigned. (see Clearance of Incompletes)
B = Good*	AU = Audit - no credit or grade earned
B-	S = Passing/Satisfactory, credit earned
C+	U = Not passing/Unsatisfactory, no credit earned
C = Minimal**	NC = No credit earned, non-graded course
F = Failure	

* minimum for credit in courses below 500 level

** minimum for credit in courses 500 level and above

No grade change can be made later than the 15th calendar day after the beginning of the next academic semester (fall or spring) except in the case of a resolved Grade Grievance. "S"/"U" grades are given in certain pass/fail courses, in place of letter grades. The grade of "S" does not equate with letter grades and is transferable to other universities only upon their approval.

Quality Points

The quality point is the unit used to measure student achievement in a course. The number of quality points received for any course is equal to the number of points attached to the grade received multiplied by the number of quality hours yielded by the course. Quality points are computed as follows:

A = 4.00 quality points per credit hour	C+ = 2.33 quality points per credit hour
A- = 3.67 quality points per credit hour	C = 2.00 quality points per credit hour
B+ = 3.33 quality points per credit hour	F = 0.00 quality points per credit hour
B = 3.00 quality points per credit hour	VF = 0.00 quality points per credit hour
B- = 2.67 quality points per credit hour	U = 0.00 quality points per credit hour

The student's term grade point average (GPA) is computed by dividing the total number of quality points by the total number of quality hours in that term. "W", "M", "AU", "S" and "NC" grades are not calculated into quality points, nor quality hours and therefore do not affect the GPA. The cumulative GPA is based on all terms at Xavier.



The semester hours in courses in which an "S" grade is earned will count toward the University's minimum requirement of 30 semester hours for graduation with a master's degree. However, if the grade earned is "U" (Unsatisfactory), both the credit hours and the quality points are computed into the student's cumulative grade point average.

Course Numbering

Courses are numbered in the following way:

- 100 to 199 - undergraduate lower division courses, for undergraduate credit only.
- 200 to 499 - undergraduate upper division courses; selected courses are open to graduate students for graduate credit. Some degree programs in the College of Arts and Sciences and the College of Social Sciences accept none or a limited number of such courses. The graduate program in the Williams College of Business and the graduate program in Health Services Administration accept no undergraduate level courses for graduate credit.
- 500 and above - graduate level courses for graduate credit only; open to graduate students only.

Credit Hours, Semester

A semester credit hour is equivalent to fifteen class hours per term. A weekly two- or three-hour period of laboratory work is considered equivalent to one credit hour. The credit hours for work in internships, practicums and student teaching vary.

The number of credit hours which each course carries is provided in the course description section of this catalog. The courses are listed in numerical order within the various departments.

Excess Credit Hour Course Load

The following maximum course loads may only be exceeded with permission from the student's dean even if the additional hours are to be taken for audit. Excess hours carry additional fees, unless departmental policy requires the excess.

1. Fall or spring - 15 hours
2. Summer - 7 hours each session, not to exceed 14 hours for the entire summer.

Special courses such as workshops, institutes, tutorials, independent study, and courses graded on a satisfactory/unsatisfactory basis are available and may be applied toward a graduate degree. However, a student's degree program may not include more than six semester hours of such special course work.

Prerequisites

When selecting courses, students must adhere to required prerequisites and special course restrictions established by the colleges and academic departments. Prerequisites must be passed with the minimum acceptable grade before subsequent courses may be taken.

Auditing Courses

Any graduate student wishing to audit a course may do so. An audited course does not carry credit or earn a grade. Regular tuition rates apply. If audit requirements are not met a "W" grade may be assigned. Psychology courses may not be audited.

Incomplete Work

Grades of "M" (Graduate Incomplete) should be cleared within four weeks after the last day of the term in which the course was taken. This time limit may be extended but may not exceed a period of one year from the end of the term.

If the student is deferred for graduation due to a grade of incomplete, he or she may be eligible for the original date of graduation. Work must be completed, graded, and recorded within thirty calendar days of that term's graduation date.



Class Attendance

Reasonable attendance at all class meetings of courses for which a student has registered is expected of students as a condition for the granting of academic credit. Lack of reasonable attendance as determined by the individual faculty member is reason for denial of credit for a course and possible course failure. Students should consult the class syllabi for current policy regarding attendance, grading procedures, etc., by individual faculty members.

Academic Standing

Actions regarding academic warning, academic dismissal, and academic reactivation will be noted on the student's permanent academic record.

Academic Warning

A student whose cumulative GPA falls below 2.800 in courses taken for graduate credit will be "WARNED." The dean will send this warning to the student and will also send a statement of dismissal policy. Such notification will be sent at the end of each semester so long as the student remains in this status. Some programs require a minimum of 3.000.

Academic Dismissal

Any student whose cumulative GPA is below 2.800 in courses taken for graduate credit and whose next semester graduate course GPA is also below 2.800 is subject to dismissal from that program. Some programs require a minimum of 3.000. Consult the program director for information.

Any student who earns two unsatisfactory grades ("C" or "F") in courses numbered below 500; or "F" in courses numbered 500 or above) is subject to dismissal from that program.

Xavier University reserves the right to dismiss a student for reasons of poor scholarship, academic fraud, or misconduct. Actions regarding Academic Dismissal will be noted on the student's academic record.

Non-academic Dismissal

Xavier University reserves the right to dismiss a student if, in the judgment of University officials, such action would be in the physical, mental, emotional, or moral best interests of the student or is considered necessary for the welfare of the University.

Academic Honesty

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission documents, and the falsification of any academic record including letters of recommendation.

All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from the University. The dean of the college in which the student is enrolled is to be informed in writing of all such incidents, though the teacher has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and chair should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule in the matter. As a final appeal, the academic vice president will call a committee of tenured faculty for the purpose of making a final determination.

Grade Grievance Procedure

Students may appeal final grades if they believe that the grade given was unfair. The student must be able to provide some evidence of the lack of fair treatment in order to file a formal grievance, and must follow the Grade Grievance Procedure when filing such an appeal.



Disciplinary Action

Xavier University expects the conduct of its students on and off campus to be in accordance with the standards of society. All students are expected to abide by the rules of conduct specified in the Code of Student Conduct, and the Student Handbook. A student violating any University regulation will be subject to disciplinary action. In minor cases, the appropriate staff member (usually from the Office of Residence Life or Student Services) will take action after consultation with the student.

Serious cases of misconduct will be presented before the Associate Vice President for Student Development/Dean of Students (AVPSD/DS) or the University Disciplinary Board. The AVPSD/DS or the Board, after hearing a case in accordance with established procedures, will determine the penalty, if any. The AVPSD/DS and/or the Board have the power to suspend or expel any student found to be in serious violation of any University regulation. Academic credits for courses in which the student is currently enrolled may be lost by a student who is dismissed or expelled from the University before the end of the semester. Refer to the current Student Handbook for discipline procedures.

Disciplinary records are confidential and are maintained by the Office of the Vice President for Student Development for a period of three to five years. The University may choose to notify parents of disciplinary action taken against a student.

Academically related discipline problems will be addressed through the appropriate department chair, dean and academic vice president.

Xavier University reserves the right to dismiss a student if, in the judgment of University officials, such action would be in the physical, mental, emotional or moral best interests of the student or is considered necessary for the welfare of the University. A student also may be required to withdraw for reasons of poor scholarship, failure to remove academic probation, or misconduct.

Program Requirements

Specific requirements of the master's and doctoral programs are described in this catalog. Though advising services are available to assist all students, the student is responsible for following the procedures and completing the steps required for the program. Requirements of graduate programs, both procedural and substantive, may be waived only by written request of the student and/or program director concerned and must have the written approval of the dean of the appropriate college. Additional information may be found in the program fact sheets (available in the Office of Graduate Services).

At least sixty percent of course work toward a graduate degree must be courses offered for graduate credit only, i.e., numbered 500 or higher and not open to undergraduate students. The remainder must be in approved upper division courses numbered 200-499 taken for graduate credit. (Grade of "A" or "B" must be earned for credit in courses below 500 level.) All MBA coursework must be graduate level MBA courses; all MHS and PsyD coursework must be graduate level.

Xavier University Institutional Review Board (IRB)

Xavier has established an Institutional Review Board (IRB) for the protection of human subjects participating in research conducted by or on students, faculty or staff of the University. This includes research performed at Xavier under contractual arrangements with outside research organizations. In these cases, such contracts are subject to review and the research protocol portion of the contract is subject to Xavier IRB review.

The Xavier IRB is guided by the ethical principles set forth by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in [Ethical Principles and Guidelines for the Protection of Human Subjects of Research: The Belmont Report](#).

In addition, the IRB attempts to insure compliance with the requirements set forth in Title 45, Part 46 of the [Code of Federal Regulations](#).

The Xavier University Professional Review Board (PRB)

A number of programs offered by the University qualify graduates to stand for certificates to practice professions involving vulnerable individuals (children, the ill, the mentally or physically





challenged). Besides having academic knowledge and skills, they must also have the capacity to serve and help their future clients through intimate human contact.

Rarely, when a student is found by their program or department to lack interpersonal skills necessary for activity as a professional, this Review Board, made up of certified, practicing professionals, serves as the student's appeal source. Instructors may also appeal to the Board if they are dissatisfied with their department's or program's lack of concern about an individual student's behavior.

Minimum Grade Point Average to Graduate

The minimum grade point average required for graduation from all graduate degree programs is as follows:

<u>College of Arts & Sciences</u>	<u>GPA</u>
MA English	3.000
MA Theology	2.800
<u>College of Social Sciences</u>	
MA Community Counseling	3.000
MA School Counseling	3.000
MA Psychology	3.000
MEd	2.800
MHSA	3.000
MS Criminal Justice	2.800
MSN	3.000
MOT	3.000
PsyD Psychology	3.000
<u>Williams College of Business</u>	
MBA & XMBA	3.000

In addition, two unsatisfactory grades, as stated in the Academic Dismissal section, shall be grounds for dismissal.

Student Progress

No more than six years may elapse between enrolling in a degree program and completion of work for the degree. Certain programs may impose shorter progress requirements. Candidates for the master's degree who fail to complete all requirements within six years after enrolling must apply for reactivation. Candidates for the doctoral degree who fail to complete all requirements within eight years after enrolling must apply for reactivation. A petition must be submitted to the appropriate college dean before proceeding. Reactivated students are held to program requirements in place at the time of reactivation. The dean may impose certain stipulations as a condition for reactivation.

Application for Degree and Graduation

Students initiate the process of graduation by completing a Graduation Application, available online and from the Office of the Registrar. It is recommended that the student meet with the academic advisor or program director before registering for the final term of work to ensure that all degree requirements will have been met by the end of that term. Utilize the Degree Audit Report, "OnCourse," available online and at the Office of the Registrar to assist you with your graduation check out.

The student must submit a Graduation Application form to the Office of the Registrar before the deadline published in the semester Schedule of Classes. A graduation fee will be charged. If the requirements for the degree are not completed at the time specified on the application, the student must submit a new Graduation Application form. The graduation fee is a onetime charge, per each



degree awarded.

Degrees are granted three times each year: in August for those completing programs during the summer, in December for those completing programs in the fall semester, and in May for those completing programs during the spring semester. Commencement exercises are held each May for graduates from the entire previous academic year.

Students whose degree requirements are completed, graded, and recorded within thirty calendar days of that term's graduation date may receive a diploma dated for that term.

Students must have satisfied all financial obligations to the University before the diploma or academic transcript can be released.

Multiple Master's Degrees

A student may earn from Xavier University only one graduate degree of the same type, e.g., MBA or MHSA, although more than one Master of Arts or Master of Science degree may be obtained in more than one subject or field. An MEd in Human Resource Development or Sport Administration may be earned in addition to another MEd degree. There may not be any overlap in courses used for multiple master's degrees. If two programs require a common course, a substitute must be approved for one of the degree programs. (Note that exceptions to this rule may be a part of the design of dual-degree programs.)

Comprehensive Examinations

Comprehensive examination requirements vary according to each program and are found in the program descriptions in this catalog. A student who fails the comprehensive examination may appeal to the program director to repeat the examination during a subsequent term (only one examination attempt is permitted during the summer). A second failure will result in dismissal from the program.

Thesis/Dissertation

Thesis/dissertation requirements vary according to program and are found in the program descriptions in this catalog. The thesis/dissertation required for a degree should embody the results of the applicant's research in some problem of the major subject, and must at each stage be under the direction of an appropriate faculty member appointed by the chair.

Student Responsibility

It is the responsibility of the graduate student to become informed about all regulations and procedures required by the program and by the University. **In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not given by an advisor or other authority.** The program director should be consulted concerning requirements, deficiencies, the planning of a program, and special regulations.

Any falsification of information on the application, transcripts, recommendations (where required), or test scores will be sufficient cause for disqualification for admission or dismissal if the individual has been admitted. All tuition and fees paid and graduate credit earned are forfeited under such dismissal.

Reservation of Rights

Xavier reserves the right to modify its graduation and other requirements as deemed necessary from time to time. The University will attempt to comply with the requirements published in the catalog for the year a student initially registers, provided the student continues in attendance without interruption of more than a year. Students who interrupt their attendance by more than a year and who later return must meet curricular requirements as determined by their dean.

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