



XAVIER UNIVERSITY
OFFICE OF GRADUATE
STUDENT SUCCESS

XAVIER UNIVERSITY
GRADUATE PROGRAM HANDBOOK
2025-2026 ACADEMIC YEAR

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INTRODUCTION

The purpose of the handbook is to assist students, faculty, and administrators by compiling important Xavier University information and their sources. The Graduate Program Handbook does not replace other official documents, such as **XAVIER UNIVERSITY'S MASTER CATALOG**, which is the official source of the university's academic policies and procedures. It does not supersede the **XAVIER UNIVERSITY'S STUDENT HANDBOOK** (which regulates student conduct), or program-specific documents (e.g., Program Student Handbook), but serves as a supplement to these official documents. Please contact the Office of Graduate Student Success at GRADSUCCESS@XAVIER.EDU or 513-745-3957 if questions arise regarding the Graduate Program Handbook.

SCOPE OF POLICIES, GUIDELINES, AND PROCEDURES CONTAINED IN THE GRADUATE PROGRAM HANDBOOK

The content of the Graduate Program Handbook serves as a supplemental document for use by Xavier University graduate students, academic advisors, program and school directors, deans, associate deans, department chairpersons, and staff.

It is the obligation of every Xavier University student (undergraduate, graduate, traditional, non-traditional, full-time, part-time, on-campus, or off-campus resident) to comply with the policies, guidelines, and procedures within the Xavier University Student Handbook [HTTPS://WWW.XAVIER.EDU/HANDBOOK/](https://www.xavier.edu/handbook/) as a condition of enrollment noting that some aspects of the contents refer to specific student populations. Additional policies, guidelines and procedures may be utilized by offices, colleges, departments or programs within Xavier consistent with the policies in the Student Handbook. In the event of a conflict between those policies, guidelines or procedures and the Student Handbook, the Student Handbook will apply unless otherwise noted herein.

The contents of this Handbook apply to all students who represent Xavier in any capacity where University resources (human or fiscal) support a program, event, or trip (domestic or international). It is within the rights of any faculty member, club or organization advisor, or any person functioning as a University agent and a responsible party for a University-sponsored trip or educational experience (academic or co-curricular) to take prudent action when violations occur based on inappropriate choices that may place a student at risk of harming self or others. This may include ending the experience for the entire group or sending a student back to Xavier at the person's personal expense.

GRADUATE COMMUNITY CONTACTS

OFFICE OF GRADUATE STUDENT SUCCESS

The Office of Graduate Student Success fosters meaningful relationships and serves as a bridge between students and faculty. The office strives to empower graduate students by strengthening their self-assurance, cultivating a strong scholar-practitioner identity, providing a relentless welcome, amplifying the graduate student voice, and connecting students to professional organizations. Through collaboration with graduate programs, Graduate Student Success delivers proactive outreach to assist students in reaching their academic and professional goals.

Whether you are taking classes part-time or full-time, in person or remotely, we encourage you to get involved! Additionally, if you need any resources while on campus, feel free to reach out.

JAMIE KULMEIER, ASSOCIATE DIRECTOR, KUHLMEIERJ@XAVIER.EDU

NIKEISHA BROOKS, ASSISTANT DIRECTOR, BROOKSN@XAVIER.EDU

PAUL FELDKAMP, ASSISTANT DIRECTOR, FELDKAMPP@XAVIER.EDU

STUDENT NEWSLETTER

The Office of Graduate Student Success sends out a newsletter to all enrolled graduate students throughout the year. The newsletter contains information pertaining to events, GSA, and campus resources. The newsletter is sent to student's Xavier email address once a month during the summer and bi-weekly during the academic school year.

BOARD OF GRADUATE STUDIES (BOGS)

The Board of Graduate Studies (BOGS) works to maintain the quality and consistency of graduate education across the university. It resolves redundancies between colleges involving new graduate courses or revisions to existing ones that have been approved by college curriculum committees. BOGS also ensures that appropriate resources are available to support new or revised courses and programs, particularly when they draw upon resources from multiple colleges. In addition, it makes certain that all graduate offerings align with the Mission of the University. Beyond curriculum oversight, BOGS implements and decides upon revisions to the Graduate University Grading Policies, the Graduate University Catalog, and the Graduate Academic Calendar. Membership includes faculty representatives elected from each college as well as several at-large faculty members, the deans or associate deans of the colleges and graduate school, a graduate student representative, and ex officio members such as the University Registrar and the Provost. The Board reports its decisions to the Provost and Faculty Committee while also responding to curriculum and program committees that submit proposals for review.

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is a student-led organization dedicated to enhancing the graduate student experience at Xavier University. GSA acts as an advocacy group for individual and collective concerns relating to issues affecting graduate student life at the University. GSA serves to disseminate information to the graduate student community, provide support to enhance the educational and professional development of its members, and improve the quality of life for all graduate students at Xavier University. Additional information is located on the following webpage: [HTTP://WWW.XAVIER.EDU/GRADUATE-STUDENT-ASSOCIATION/](http://WWW.XAVIER.EDU/GRADUATE-STUDENT-ASSOCIATION/)

The 2025-2026 GSA Executive Board Members are as follows:

President: Jacob Weyler, Master of Health Services Administration

Vice President: Timothy Bamugemereire, Master of Health Services Administration

Treasurer: Kevin Kayongo, Master of Business Administration

Social Chair: Chloe Hamm, Master of Health Services Administration

Solidarity & Kinship Chair: Jacob Walker, Master of Health Services Administration

ORIENTATION

The Office of Graduate Student Success provides multiple orientation opportunities to support newly admitted graduate students, including both online and in-person options.

The Online Canvas Orientation is available to all new graduate students, including those studying fully online, approximately two weeks before the start of each semester, spring, summer, or fall. Students receive an invitation via their Xavier email to join the Canvas orientation page, which guides them through key steps to acclimate to Xavier University. If an invitation is not received or access issues arise, students can contact the Office of Graduate Student Success at GRADSUCCESS@XAVIER.EDU. More information is available on the graduate student orientation webpage: [HTTPS://WWW.XAVIER.EDU/GRADUATE-ADMIT](https://www.xavier.edu/graduate-admit).

In addition, newly admitted students are invited to the in-person Graduate Student Orientation, held once a year in August, with a virtual option available for those unable to attend on campus. At this event, students hear from University leadership, meet fellow graduate students from across programs, connect with program faculty in breakout sessions, and network with staff from various campus offices to learn about available resources. Registration begins in the summer. Questions about either the online or in-person orientation can be directed to the Office of Graduate Student Success.

ORIENTATION TO XAVIER'S MISSION AND IDENTITY FOR GRADUATE STUDENTS

A brief online video is available to introduce graduate students to Xavier's rich heritage as a Jesuit Catholic university at [HTTPS://WWW.XAVIER.EDU/MISSION-IDENTITY/XAVIERS-MISSION/ORIENTATION-TO-XAVIERS-MISSION-AND-IDENTITY-FOR-GRADUATE-STUDENTS-CONTENTPAGE](https://www.xavier.edu/mission-identity/xaviers-mission/orientation-to-xaviers-mission-and-identity-for-graduate-students-contentpage). Many other online and campus resources are available on the Center for Mission and Identity's Website ([HTTPS://WWW.XAVIER.EDU/MISSION-IDENTITY/](https://www.xavier.edu/mission-identity/)), including strategic mission plans, future retreats, and programs for all students, faculty, and other members of the Xavier community.

GRADUATE COMMUNITY ACADEMIC RESOURCES

Students' primary academic support is offered by their respective program representatives, including academic advisors and instructors. Additionally, the Office of Academic Support provides free academic support for *all* Xavier students, including tutoring, supplemental instruction sessions, and study groups. Additional information may be found on their website [HTTPS://WWW.XAVIER.EDU/ACADEMIC-SUPPORT/INDEX](https://www.xavier.edu/academic-support/index). In addition, many other Xavier University offices are dedicated to providing academic resources. Some of those offices are highlighted in this section of the handbook.

LIBRARY

The Library offers all graduate students a personal librarian to help students with research assignments. Need to complete a research paper but do not know where to start? Searching for books and/or articles? Your personal librarian is listed on the following webpage:

[HTTPS://WWW.XAVIER.EDU/LIBRARY/ASK-A-LIBRARIAN/INDEX](https://www.xavier.edu/library/ask-a-librarian/index)

The library also offers a Graduate School Library Research LibGuide for research assistance by program.

[HTTPS://LIBGUIDES.XAVIER.EDU/C.PHP?G=1267386&P=9297203](https://libguides.xavier.edu/c.php?g=1267386&p=9297203)

Find library hours, books, and articles, reserve a study room, and rent a laptop and other resources on the library website at

[HTTP://WWW.XAVIER.EDU/LIBRARY/STUDENTS/](http://www.xavier.edu/library/students/).

LIBRARY CITATION GUIDES

The library has compiled useful online and print resources to assist with AMA, APA, MLA, and other citation style guides.

[HTTPS://WWW.XAVIER.EDU/LIBRARY/SERVICES/LEARNING-RESEARCH-SCHOLARSHIP/CITATION-STYLE-GUIDES](https://www.xavier.edu/library/services/learning-research-scholarship/citation-style-guides)

WRITING CENTER

The James A. Glenn Writing Center, located in the Conaton Learning Commons, Room 400, provides free services for all Xavier University students, faculty, and staff, assisting with both class-related and non-class-related writing projects.

The mission of the Writing Center is to support writers in becoming stronger, more independent writers. Rather than functioning as a simple proofreading or copy-editing service, the Center offers one-on-one tutoring sessions, typically an hour long, in which tutors engage writers in conversations designed to increase awareness of their rhetorical choices and help them identify patterns of strengths and weaknesses. Tutors assist at every stage of the writing process: understanding assignments, generating ideas, drafting, organizing, revising, editing (including sentence structure, grammar, and punctuation), and integrating, citing, and documenting sources in the appropriate disciplinary format.

Appointments can be made by phone, email, or in person. While scheduling in advance is recommended, walk-in appointments are available if a tutor is free. The Writing Center offers both in-person and online appointments. On campus, students have access to a small computer lab and resource library; online, the Center provides tip sheets and links to additional resources.

The Writing Center is open Monday/Wednesday, 9:00 a.m.–7:00 p.m., Tuesday/Thursday, 9:30 a.m. – 6:30 p.m. and Friday, 9:00 a.m.–3:00 p.m. For questions about services, contact Director Rebecca Todd at TODDR@XAVIER.EDU or 513-745-2093.

More information is available at XAVIER.EDU/WRITINGCENTER

ACADEMIC INTEGRITY AND CITING SOURCES

All members of the Xavier University community are motivated and inspired by Xavier's Jesuit and Ignatian traditions. These traditions ask us all to see knowledge and engagement through this lens. As such, these policies and procedures reflect these attributes and are guided by the spirit of these traditions and heritage. Additionally, the language of the policy and the procedures for reporting and addressing issues of academic integrity are designed to be clear and accessible, with the goal of providing consistency and transparency for all, including students, staff, and faculty.

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon the integrity of the written and spoken word. Accordingly, violations of academic integrity will not be tolerated at Xavier University. These include cheating, plagiarism, the falsification of records for academic gain,

collusion, copyright infringement, or abuse of physical or intellectual property. More information on Xavier's Academic Integrity policies can be found here: [HTTPS://WWW.XAVIER.EDU/ACADEMIC-INTEGRITY/INDEX](https://www.xavier.edu/academic-integrity/index).

Dr. Renea Frey, Xavier's Writing Program Director and Assistant Professor in the English Department, has provided a useful and informative guide to maintaining academic integrity in your writing, including guidance for using quotations, paraphrasing a source, and summarizing a source. The guide also gives advice to avoid plagiarism, evaluate sources, and determine when citation is not necessary. Access the guide at: [HTTPS://WWW.XAVIER.EDU/WRITINGCENTER/LIBRARY-GUIDES](https://www.xavier.edu/writingcenter/library-guides).

Additional Writing Guides and links to online resources are available on the following student resource page: [HTTPS://WWW.XAVIER.EDU/WRITINGCENTER/TIPSHEETS-AND-RESOURCES-PAGE](https://www.xavier.edu/writingcenter/tipsheets-and-resources-page).

ADDITIONAL GRADUATE COMMUNITY RESOURCES

ACADEMIC INFORMATION

Registration, grades, degree audit, financial aid, textbook requirements, and class schedules are listed under "Self Service" on the Student Hub at [HTTPS://WWW.XAVIER.EDU/STUDENTS/](https://www.xavier.edu/students/). Textbooks for courses are now available through Barnes & Noble College at [HTTPS://WWW.BNCOLLEGE.COM/](https://www.bncollege.com/).

ACADEMIC AND HOLIDAY CALENDARS FOR 2025-2026

2025 – 2026 ACADEMIC CALENDAR

The 2025 – 2026 academic calendar is found at

[HTTPS://WWW.XAVIER.EDU/REGISTRAR/CALENDARS/ACADEMIC-CALENDAR-2025-2026](https://www.xavier.edu/registrar/calendars/academic-calendar-2025-2026) **(Please note that some cohorts and online programs' academic calendar may vary based on program and student needs. Please contact your program director for additional information.)**

ACADEMIC HOLIDAY CALENDAR 2025-2026

The academic holiday calendar is found at [HTTPS://WWW.XAVIER.EDU/REGISTRAR/CALENDARS/ACADEMIC-HOLIDAY-CALENDAR](https://www.xavier.edu/registrar/calendars/academic-holiday-calendar)

Please note that the academic holiday calendar is subject to change and may vary depending on program requirements and location (e.g., offsite with different holiday schedules, etc.). Xavier University offices remain open if there are no classes unless otherwise noted on the calendar (i.e., University Closed).

BENEFITS

ATHLETIC TICKETS

Beginning in the fall of 2023, full-time graduate students receive free tickets to Xavier sporting events by showing their student ID, including men's and women's basketball games, as well as volleyball and soccer matches. For men's basketball games, students receive an email from Athletics with instructions on how to reserve their tickets in advance. Students also get a 25% discount on men's basketball games, while baseball games are free to all students. Please show your OnePass at the entrance for all athletic events. More information is available at [HTTPS://XAVIER.EVENTUE.NET/LIST/MBB](https://xavier.eventue.net/list/mbb).

COMMITTEES WITH GRADUATE STUDENT OPPORTUNITIES

Graduate students may serve on several university committees. Some opportunities are listed below.

- Board of Graduate Studies
- Campus Safety Committee
- Parking Committee
- University Harassment Hearing Board
- University Planning and Resourcing Council
- College of Nursing Curriculum Committee

Additional information regarding committees at the university is at [HTTPS://WWW.XAVIER.EDU/EMPLOYEES/FACULTY/COMMITTEE-GROUPS](https://www.xavier.edu/employees/faculty/committee-groups).

To apply to serve on a University committee, please use this link: [HTTPS://CGLINK.ME/2CD/S81999](https://cglink.me/2cd/s81999)

FINANCIAL SUPPORT

ACADEMIC RESEARCH AND CONFERENCE FUND

The GSA Academic Research and Conference Fund was created to aid graduate students in their journey toward leadership development and academic growth. This fund seeks to reduce the associated costs and financial barriers of conducting research, attending and presenting at conferences, as well as other academic involvement opportunities. Rewards are only available for the Fall and Spring Semesters. The amount of funding awarded is based on need.

Applications are to be submitted via email with the subject line of GSA Fund Application (minimum of 20 business days before the event). The application and email address are available at:

[HTTPS://WWW.XAVIER.EDU/GRADUATE-STUDENT-ASSOCIATION/PROFESSIONAL-FUNDING](https://www.xavier.edu/graduate-student-association/professional-funding)

GRADUATE ASSISTANTSHIPS

Limited graduate assistantships are available to accepted degree-seeking graduate-level students who do not receive other Xavier University finances (i.e., grants, scholarships, tuition remission, or discounts). Applicants must be accepted into a degree-seeking program at Xavier University to be considered for a graduate assistantship. Students

in non-degree programs, students accepted provisionally to degree programs, and students in the application process are not eligible for graduate assistantships.

Appointment as a graduate assistant may affect other financial aid eligibility. A student may receive more than one assistantship but contract hours may not exceed a total of 20 hours per week. Students receiving full employee reimbursement, Xavier employees and their dependents, and students receiving any Xavier grant, scholarship, or tuition discount are not eligible to apply.

For additional information and assistantship postings, please visit:

[HTTPS://WWW.XAVIER.EDU/GRADUATESCHOOL/GRADUATE-ASSISTANTSHIPS/INDEX](https://www.xavier.edu/graduateschool/graduate-assistantships/index).

FINACIAL AID DUE DATES

Financial support applications for graduate assistantships are due three times each year: August 20, January 20, and May 20. Students interested in being considered should ensure all required materials are submitted by these deadlines. [HTTPS://WWW.XAVIER.EDU/GRADUATESCHOOL/INDEX](https://www.xavier.edu/graduateschool/index)

XAVIER UNIVERSITY GRADUATE STUDENT ORGANIZATIONS

Joining one or more clubs or organizations provides an opportunity for students to immerse themselves on and off campus, meet new people, meet people with similar interests, and try new experiences. Graduate students can join or create their own Graduate Student Organization. These organizations are eligible to reserve space on campus, hold events, have access to a University-assigned Fund, request an annual allocation from the GSA, and fundraise. Learn more here: [HTTPS://WWW.XAVIER.EDU/GRADUATE-STUDENT-ORGANIZATIONS/INDEX](https://www.xavier.edu/graduate-student-organizations/index)

GRADUATE POLICIES AND PROCEDURES

ACADEMIC HONESTY

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires trust based upon the 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 on 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.

DISSERTATION/FINAL PROJECTS FOR DOCTORAL CANDIDATES

Doctoral candidates complete a dissertation or final project as part of the doctoral program curricula. Many dissertation and final project defenses are open to the Xavier community. Students should contact their program for details regarding the specific procedures for completion of the dissertation, and final projects. Once the final project or dissertation is complete and approved by the dissertation/final project committee, guidelines for final submission to the library at [HTTPS://WWW.XAVIER.EDU/LIBRARY/STUDENTS/THESES-AND-DISSERTATIONS/INDEX](https://www.xavier.edu/library/students/theses-and-dissertations/index).

Once candidates enter the dissertation phase, they must remain continuously enrolled in the program. Students should contact their program to discuss minimum registration requirements. Additionally, students may contact their program if a hardship prevents them from completing the registration requirement.

Other doctoral dissertation and final project policies and procedures vary based on the program. Please contact the appropriate program office for specific policies. If you are unsure whom to contact, you may contact the Office of the Graduate School at 513-745-3957 or XUgrads@xavier.edu.

DOCTORAL DEGREE POLICIES AND PROCEDURES

Xavier University's Undergraduate and Graduate Catalog ([HTTPS://CATALOG.XAVIER.EDU/](https://catalog.xavier.edu/)) is the official source of the university's academic programs, policies, and procedures. You may also consult your program advisor or if you are unsure whom to consult, please contact the Office of the Graduate School at 100 Hailstones Hall, 513-745-3957, or XUgrads@xavier.edu.

LICENSURE COMPLETION

Knowledgeable academic advisors in each program consult students regarding the completion of specific licensure and certification requirements. If you are unsure whom to contact in your specific program, contact the Office of the Graduate School at 513-745-3957 or GRADSUCCESS@XAVIER.EDU

MASTER'S DEGREE POLICIES AND PROCEDURES

Xavier University's Undergraduate and Graduate Catalog can be found here: [HTTPS://CATALOG.XAVIER.EDU/](https://catalog.xavier.edu/)

It is the official source of the University's academic programs, policies, and procedures. You may also consult your program advisor or if you are unsure whom to consult, please contact the Office of Graduate Student Success at 100 Hailstones Hall, 513-745-3957, or GRADSUCCESS@XAVIER.EDU

NON-DEGREE LICENSURE POLICIES AND PROCEDURES

Students enrolled in a licensure program, but not a degree-seeking program, are "non-degree licensure seeking" students.

Xavier University's Undergraduate and Graduate Catalog can be found here: [HTTPS://CATALOG.XAVIER.EDU/](https://catalog.xavier.edu/)

It is the official source of the university's academic programs, policies, and procedures for all students. You may also consult your program advisor or if you are unsure whom to consult, please contact the Office of Graduate Student Success at 100 Hailstones Hall, 513-745-3957, or GRADSUCCESS@XAVIER.EDU

REACTIVATION/REINSTATEMENT POLICIES AND PROCEDURES

A degree or licensure-seeking graduate student who previously attended Xavier, did not complete the program, and has not been registered for one full academic year, must complete a Reactivation Form 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. Students are reactivated under the current catalog year unless an exception is made by the dean. The graduate reactivation form is found on [HTTPS://WWW.XAVIER.EDU/GRADUATE-STUDENT-SUCCESS/RETURNINGINACTIVE-GRADUATE-STUDENTS](https://www.xavier.edu/graduate-student-success/returninginactive-graduate-students)

Students suspended from Xavier or 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.

Please allow up to two weeks for the reactivation request to be reviewed by all offices involved.

Students interested in a new program should complete an admission application at [HTTPS://ADMIT.XAVIER.EDU/APPLY/](https://admit.xavier.edu/apply/).

REGISTRATION

COURSE LOAD

Full-time enrollment status is nine (9) credit hours or more for graduate students, except doctoral students, which are considered full-time at six (6) credit hours or more. Half-time enrollment status is a minimum of four and one half (4.5) credit hours. (A minimum of half-time enrollment status is a requirement for financial aid.)

The maximum course load for graduate students is 15 credit hours during one semester. If additional credits are required due to special circumstances, please contact your academic advisor to discuss your options.

TRANSFER CREDIT

MASTER'S DEGREE TRANSFER CREDIT

A maximum of six (6) semester hours of graduate credit may be transferred in with the program's approval, subsequent Dean's approval, and a minimum grade requirement of 3.0 on a 4.0 scale for each class that is reviewed. Official transcripts must be sent to Xavier University for any transfer credit consideration. Contact your academic advisor for additional information.

Courses completed in a student's undergraduate program or another graduate program cannot be repeated for graduate credit. Courses applied to another degree, either at Xavier University or another institution, may not be applied to any master's degree at Xavier.

OTHER TRANSFER CREDIT

Once a student has begun a graduate program at Xavier University, classes completed after the program has begun, cannot be transferred toward a graduate degree at Xavier, except:

- Student is permanently transferred to another city by family obligations.
- Student is specifically directed by the program director, chair, or dean to take a course not available at Xavier.
- Student completes up to six semester hours of graduate course work obtained in the Greater Cincinnati Consortium of Colleges and Universities with prior permission.

When transfer credit is accepted by the program, the Graduate Transfer Request Form is submitted by the program to the College Dean, who forwards it to the Registrar's Office.

Please see your academic advisor for additional information before completing coursework at other institutions.

UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES

A currently enrolled Xavier University undergraduate student may begin graduate course work as a non-degree graduate student if the student is within twelve (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 and return it to the Office of the Graduate School or the MBA Office.

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 six (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. Psychology graduate courses are not available.

Please see your academic advisor for additional information.

NOTE: Students enrolled in the "Accounting 150 Credit Hour Program" or dual Bachelor/Master degree programs approved by the university should consult their department for exceptions to these policies.

WITHDRAWAL FROM UNIVERSITY

A student who wishes to withdraw from all class(es) during a term must do the following:

1. Notify the appropriate college dean in person or in writing;
2. Obtain authorization from the dean by completing a withdrawal form;
3. Submit the form to the Office of the Registrar;
4. If a campus resident, notify the Office of Residence Life.

A student is considered to be enrolled until officially withdrawn. Failure to withdraw officially from the University will result in grades of "VF" for all courses. Once a semester begins, withdrawal from the University is recorded as an "Official Withdrawal" on the student's academic record.

A student who wishes to withdraw from the University between semesters is not required to withdraw formally but is encouraged to contact his/her academic advisor or dean about the decision.

All doctoral students should contact their program for specific withdrawal procedures.

REV: 9/10/2025