



**XAVIER UNIVERSITY
GRADUATE PROGRAM HANDBOOK
2021-2022 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. The handbook is divided into five sections - Introduction, Graduate Community Contacts, Graduate Community Academic Resources, Graduate Community Practical Resources, and Graduate Policies and Procedures. Please contact the Office of the Graduate School at XUgrads@xavier.edu or 513-745-3957 if questions arise regarding the Graduate Program Handbook.

XAVIER UNIVERSITY VISION

Xavier men and women become people of learning and reflection, integrity and achievement, in solidarity for and with others.

XAVIER UNIVERSITY MISSION

Xavier is a Jesuit Catholic university rooted in the liberal arts tradition. Our mission is to educate each student intellectually, morally, and spiritually. We create learning opportunities through rigorous academic and professional programs integrated with co-curricular engagement. In an inclusive environment of open and free inquiry, we prepare students for a world that is increasingly diverse, complex and interdependent. Driven by our commitment to educating the whole person, promoting the common good, and serving others, the Xavier community challenges and supports all our members as we cultivate lives of reflection, compassion and informed action.

XAVIER UNIVERSITY VALUES

GIFTS OF OUR IGNATIAN HERITAGE

REFLECTION invites us to pause and consider the world around us and our place within it.

DISCERNMENT invites us to be open to God's spirit as we consider our feelings and rational thought in order to make decisions and take action that will contribute good to our lives and the world around us.

SOLIDARITY and KINSHIP invites us to walk alongside and learn from our companions, both local and afar, as we journey through life.

SERVICE ROOTED IN JUSTICE AND LOVE invites us to invest our lives into the well-being of our neighbors, particularly those who suffer injustice.

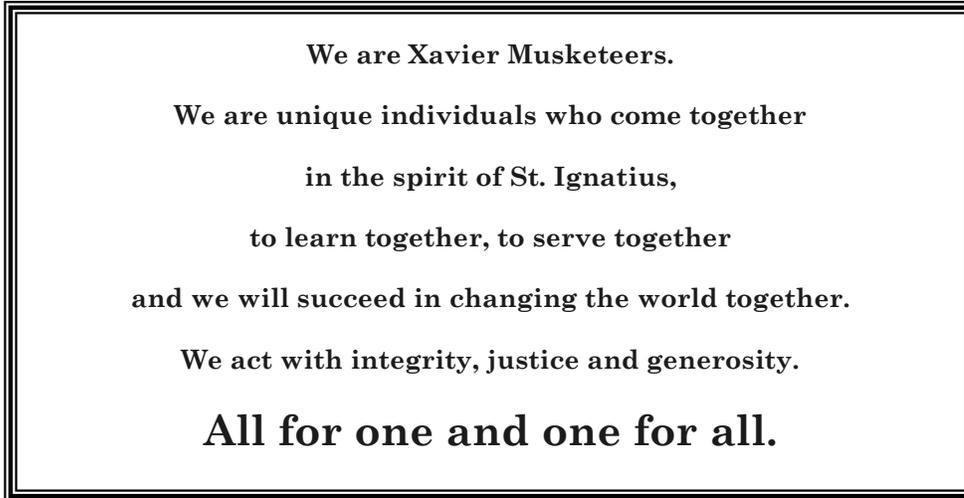
CURA PERSONALIS invites us to care for others recognizing the uniqueness and wholeness of each person.

MAGIS invites us to ask, "Where is the more universal good?" when making decisions; it relates to the Jesuit motto, *For the Greater Glory of God*.

[XAVIER'S VALUES WHEEL](#)

THE XAVIER STUDENT COMMITMENT

Written and approved by Xavier University students in spring 2014, the Student Commitment encompasses the spirit of the Xavier community. Xavier students eloquently express, and the Xavier community embraces, the Student Commitment, which is found below.



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 to comply with the policies, guidelines, and procedures within the Xavier University Student Handbook (<https://www.xavier.edu/handbook/>) as a condition of enrollment noting that some aspects of the contents refer to specific student populations.

GRADUATE COMMUNITY CONTACTS

OFFICE OF THE GRADUATE SCHOOL

The Office of the Graduate School works in tandem with all Xavier graduate programs to promote and enhance the overall graduate student experience.

100 Hailstones Hall
XUgrads@xavier.edu
513-745-3957

Dr. Russell Lacey, Dean of the Graduate School
[laceyr@xavier.edu](mailto:lacey@xavier.edu)
513-745-3049

Jon Beres, Graduate Admissions Recruiter
beresja@xavier.edu
513-745-3348

Chandler Bell, Administrative Assistant
bellc@xavier.edu
513-745-3707

April Thomas, Graduate Program Manager
thomasa7@xavier.edu
513-745-3701

Vonnya Thomas, Graduate Admissions Recruiter
thomasv@xavier.edu
513-745-4830

BOARD OF GRADUATE STUDIES (BOGS)

The Board of Graduate Studies works towards resolving redundancies across colleges involving new graduate courses or revisions to existing graduate courses that are approved by the college curriculum committees. BOGS ensures that resources exist to accommodate the requirements of new graduate courses and programs or revisions to existing graduate courses and programs when the requirements draw upon resources in other colleges. It makes certain that graduate courses or programs support the Mission of the University. BOGS implements and decides upon revisions to the graduate University Grading Policies, Graduate University Catalog, and the Graduate Academic Calendar.

Additional information and a list of current members are available on the following webpage:

<https://www.xavier.edu/employees/faculty/committee-groups>

GRADUATE CABINET

The Graduate Cabinet meets monthly during the fall and spring semesters of each academic year. The dean of the graduate school, assistant deans, associate deans, and faculty representatives from each college meet to discuss, write, vet, and present administrative policies that affect all graduate programs and procedures. The cabinet does not review curriculum related policies.

GRADUATE COUNCIL

The Graduate Council is a body convened by the dean of the graduate school once a semester to provide information to all graduate programs at the university. Program directors, department chairs, deans, assistant and associate deans, and other affected parties collaborate on programs and issues unique to the graduate community.

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, formed in 2008 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/>

GSA email address: gsa@xavier.edu

The 2020-2021 GSA Executive Board Members are as follows:

President Micheal Madanat, Master of Arts in Clinical Mental Health Counseling, madanatm@xavier.edu

Vice-President Brooke Greenlee, Master of Science in Athletic Training, greenleeb@xavier.edu

Treasurer Rachel Pechacek, Master of Health Service Administration, pechacekr@xavier.edu

Secretary Ella Beilman, Master of Arts in Industrial Organizational Psychology, beilmane1@xavier.edu

Social Chair Destyn Jones, Doctor of Psychology, jonesd35@xavier.edu

GRADUATE COMMUNITY ACADEMIC RESOURCES

Primary academic support is offered by each student's 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 its website <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.

CANVAS

CANVAS is the online learning management system used by the Xavier faculty to post and share information with their respective classes. CANVAS is the medium through which all online classes are delivered. CANVAS offers a 24/7 support line at 855-778-9967. Live chat and email options are also available on the site at <https://canvas.xavier.edu/>. You will be prompted to log on using your username and password.

DISABILITY SERVICES

The Office of Disability Services offers equal and integrated educational experiences, services, and enrichment opportunities to students with disabilities to allow full access and participation in the Xavier community. Academic accommodations and support services are provided to ensure equal access to educational opportunities to Xavier students with documented disabilities. Please visit the website at <http://www.xavier.edu/disability-services/> for additional information.

Institutional Review Board (IRB)

Safeguarding the rights and welfare of human subjects in research is a general institutional policy delegated by Xavier's President through the Academic Vice President to the Institutional Review Board (IRB). The IRB's policies are in compliance with the Code of Federal Regulations Title 45 Part 46 Protection of Human Subjects (45CFR46). Any research project involving human subjects which is conducted by Xavier University faculty, staff, or students, or that takes place on the Xavier University campus, is subject to review and approval by the IRB. Additional information is available at <http://www.xavier.edu/irb/>.

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/schedule-a-consultation/index>

Mometrix eLibrary, a test preparation database, offers study guides and practice tests for 50 different exams that include GMAT, GRE, LSAT, MCAT, OAE tests, and more. Mometrix eLibrary's test preparation materials are available through the Databases tab on the Library's homepage <https://www.xavier.edu/library/>. Select the "Databases" tab, "Find the best library databases for your research," then select "Mometrix eLibrary" from the dropdown box.

Find library hours, books and articles and other resources on the library website at <http://www.xavier.edu/library/students/>.

REMOTE LEARNING LIBRARY RESOURCES

Additional remote learning student library resources, which include research help, including research help videos, and other resource tips, are found on the following link: <http://www.xavier.edu/library/students/Online-Students.cfm>.

MAKERSPACE

The University Library's MakerSpace is open to all students, faculty, and staff to explore their creativity, via various tools for constructing projects, such as 3D Printing, Makerbot Replicator Desktop 5th Generation Printer, 3Doodler, bookbinding supplies, sewing machine, soldering kit, laser etcher, and much more. Visit the webpage for additional information at <http://libguides.xavier.edu/makerspace>.

MATHEMATICS TUTORING LAB

The Mathematics Tutoring Lab is a free service to all Xavier students in math classes numbered 105 – 171 (with the exception of 125). Hours and contact information are available on the website, <https://www.xavier.edu/mathematics-department/math-lab>.

WRITING CENTER AND OTHER WRITING RESOURCES

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, offering assistance with both class and non-class-related projects.

The mission of the Writing Center is to support writers in their efforts to become better writers. Thus, rather than being a simple proof-reading or copy-editing service, wherein a writer drops off an essay for others to 'fix' before the writer picks it up again, the Center provides one-on-one tutoring conversations. Tutors will engage in sessions (an hour long at a time) designed to help the writer gain more awareness of and control over their rhetorical choices, assisting them in learning how to identify their own particular pattern of strengths and weaknesses and to edit their own work. The tutors in the Center can help at any stage of the writing process: understanding an assignment, generating ideas, drafting, organizing, revising, editing (addressing sentence structure, grammar, and punctuation concerns), and integrating, citing and documenting sources in the format appropriate to the writer's discipline.

Appointments with the Writing Center can be made by phone, in person, or by email. We recommend that appointments for tutorial assistance be made in advance, although walk-in appointments are possible if a tutor is available. We offer both in person and online appointments.

If you are on campus, the Center also provides a small computer lab and resource library. Online, we provide tip sheets and links to other resources. If you have any questions about the services available at the Writing Center, please contact director Rebecca Todd at toddr@xavier.edu, 513-745-2093.

<http://www.xavier.edu/writingcenter/>

CITING SOURCES AND ACADEMIC INTEGRITY

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 to determine when citation is not necessary. Access the guide at:

<https://www.xavier.edu/writingcenter/documents/CitingSourcesandAcademicIntegrity.pdf>

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>

FACULTY REFERRAL FORM

Faculty are invited to use the [Faculty Referral Form](#) to refer students to the Writing Center for assistance.

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/students/citation-style-guides>

SERVICES FOR REMOTE LEARNING

Additional remote learning student resources, which include research help, including research help videos, and other resources tips, are found on the following link: <https://www.xavier.edu/library/xu-tutor/index>

GRADUATE COMMUNITY PRACTICAL 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/>.

ACADEMIC AND HOLIDAY CALENDARS FOR 2021-2022

2021 – 2022 ACADEMIC CALENDAR

The 2021 – 2022 academic calendar is found at <https://www.xavier.edu/registrar/calendars/academic-calendar-2021-2022>. **(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.)**

COMMONS HOUR CALENDAR

The Commons Hour is time designated for the Xavier University community to attend community wide activities on Mondays from 3:00 – 4:15PM during the fall and spring semesters. The calendar for the Commons Hour is on the following webpage: <https://www.xavier.edu/registrar/calendars/commons-hour>

ACADEMIC HOLIDAY CALENDAR 2021-2022

The academic holiday calendar is found at 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 schedule, etc.). Xavier University offices remain open if there are no classes unless otherwise noted on the calendar (i.e., University Closed).

ALL CARD

The ALL Card is the official form of identification for the Xavier University community, and has many uses. Additional information may be located on <https://www.xavier.edu/auxiliary-services/all-card-center/index>.

BENEFITS

BASKETBALL TICKETS DISCOUNTS

Graduate students receive discounts on season ticket packages. Additionally, single game deals are offered periodically each year. http://www.goxavier.com/sports/2015/5/6/GEN_2014010177.aspx

HEALTH SERVICES

The mission of Health Services is to enhance the health and well-being of the university community by providing and promoting high quality and accessible treatment, prevention and education to a diverse student community and serving as a health resource in support of university goals.

Students can use health services for their primary care needs. A full list of services is found at <https://www.xavier.edu/health-wellness/health/services-offered>.

Additional information may be found at <https://www.xavier.edu/health-wellness/health/>.

RECREATION CENTER

Graduate students receive automatic free membership to the Health United Recreation Center. The Health United Recreation Center has an indoor pool, gym, hammer strength room, cardio/weight resistance, multi-purpose room, fitness studio, racquetball courts, and lockers rooms. Facility schedules available on <https://www.xavier.edu/recreational-sports/facilities/index>.

Group exercises are free (e.g., yoga, group cycling, Pilates, Zumba, Ballroom Dancing, etc.) for all Xavier students.

OUTPATIENT COUNSELING AND PSYCHOTHERAPEUTIC TREATMENT

Professional outpatient counseling and psychotherapeutic treatment provided by clinical psychologists or licensed clinical social workers experienced in working with college students of all ages are available to students at no charge.

<https://www.xavier.edu/health-wellness/counseling/>

Additionally, on campus groups to assist students with stress, recovery, grief, and sexual assault, are available.

PSYCHOLOGICAL SERVICES CENTER

All currently enrolled students are eligible for psychological services at no cost. The Psychological Services Center also provide free service for Xavier University students and is located on Xavier University's Main Campus in Cincinnati, Ohio. Additional information regarding the varied array of services is found on the following website: <https://www.xavier.edu/psychologicalservices/services-to-xavier-students>. They may be contacted at 513-745-3531.

PREGNANCY RESOURCES

To find out more about Xavier's free pregnancy testing, counseling, referrals, financial assistance, academic assistance, housing options, and campus ministry, visit <https://www.xavier.edu/health-wellness/counseling/resources/pregnancy-resources>.

STUDENT HEALTH INSURANCE

All graduate students registered for six credit hours or more are eligible to purchase the Student Health Insurance. Due to U.S. Federal regulations, all international students holding an F-1 or J-1 student visa are automatically enrolled in Xavier University's Student Health Insurance Plan and charged accordingly. International students holding an F-1 student visa may waive out of the Xavier University Student Health Insurance Plan if they are covered through a United States employer and meet the waiver process deadlines.

Additional information, including deadlines to enroll or waive coverage is located on the following webpage:

<https://www.xavier.edu/health-wellness/insurance/index>

WELLBEING – EIGHT DIMENSIONS OF WELLBEING

Embracing the core Jesuit value of cura personalis, Xavier University is committed to providing a healthy living, learning and working environment. Xavier Wellbeing will equip, support and inspire individuals to achieve their highest personal level in each of the eight dimensions. <https://www.xavier.edu/wellbeing/index>

EMOTIONAL WELLBEING

Emotional Wellbeing is acknowledging, sharing and managing feelings (i.e. anger, sadness, hope, joy) in a productive manner. Understanding one's self, accepting one's identity and building resiliency contribute to emotional wellbeing. Resources for expressing thoughts and feelings and managing life experiences effectively are found at <https://www.xavier.edu/wellbeing/emotional>.

PHYSICAL WELLBEING

Physical Wellbeing is managing one's health effectively. Participating in regular physical activity, making sound dietary choices, and practicing good sleep habits contribute to physical wellbeing. Physical wellbeing resources for maximizing one's vitality and energy to reach individual potential are found at <https://www.xavier.edu/wellbeing/physical>.

SPIRITUAL WELLBEING

Spiritual Wellbeing is questioning, "Who am I and what is meaningful in life?" Developing an appreciation for the depth and expanse of life contributes to spiritual wellbeing. Spiritual wellbeing resources for seeking deeper meaning through a connection with a power greater than oneself are found at <https://www.xavier.edu/wellbeing/spiritual>.

SOCIAL WELLBEING

Social Wellbeing is engaging in authentic relationships that encourage personal development and growth. Developing social networks and committing time to relationships contribute to social wellbeing. Social wellbeing resources for developing and sustaining authentic, supportive relationships are found at <https://www.xavier.edu/wellbeing/social>.

FINANCIAL WELLBEING

Financial Wellbeing is recognizing and utilizing resources effectively. Spending money wisely, investing in experiences and giving to others contribute to financial wellbeing. Financial wellbeing resources for managing resources to enhance one's life and the lives of others are found at <https://www.xavier.edu/wellbeing/financial>.

COMMUNITY WELLBEING

Community Wellbeing is feeling acceptance, security and equity in one's environments. Sharing one's strengths, passions and resources with others contributes to community wellbeing. Community wellbeing resources for positively impacting where one lives, works, plays, worships, and serves is found at <https://www.xavier.edu/wellbeing/community>.

INTELLECTUAL WELLBEING

Intellectual Wellbeing is having an open mind and being receptive to new ideas and experiences. Utilizing critical thinking skills, cultivating curiosity and practicing life-long learning contribute to intellectual wellbeing. Intellectual

wellbeing resources for engaging in lifelong learning for growth, empowerment, and diversity in thought are found at <https://www.xavier.edu/wellbeing/intellectual>.

PURPOSE WELLBEING

Purpose Wellbeing is achieving satisfaction and fulfillment through exploring and pursuing personal vocations. Having goals and focus contributes to purpose wellbeing. Purpose wellbeing for engaging in daily activities that lead to life-long meaning are found at <https://www.xavier.edu/wellbeing/purpose>.

BILL PAY

Bills are accessed via the Student Hub. Once logged into the Student's Hub, click on "Bill Pay." The tuition bill and available payment methods are listed on this page. Additional payment information is found at <https://www.xavier.edu/bursar/learn-ebill/index>. Due dates are listed at <https://www.xavier.edu/bursar/learn-ebill/new-billing-schedule>.

TUITION REFUND

Oftentimes, at the start of each semester, students end up with a credit balance (overpayment) on their student account. This is typically due to financial aid funds that have been disbursed to your student account and the resulting balance exceeds the total of charges. Every week, Xavier processes refunds for students who have overpayments on their bursar account. New students receive a bright green envelope in the mail to set up refund preferences. Refund checks are disseminated weekly, and cannot be picked up in person. For additional details, please see Xavier University's Office of the Bursar's website: <https://www.xavier.edu/bursar/about-refunds/index>

CAMPUS TOURS

Campus tours are scheduled individually for interested graduate students. Many graduate programs offer program specific tours. Please contact the specific program for a program specific tour. If interested in a general tour, or to answer general campus visit questions, contact the Office of the Graduate School at XUgrads@xavier.edu, or call 513-745-3957.

<https://www.xavier.edu/graduateschool/graduate-campus-tours>

CAREER DEVELOPMENT SERVICES

The Career Development Office serves as Xavier University's comprehensive career office. Xavier's career services are provided free of charge to all students and alumni. Career Development Services include career coaching, occupational outlook, job and internship postings, and more at <https://www.xavier.edu/career/students/>.

CENTERS

CENTER FOR CATHOLIC EDUCATION

Xavier University's Center for Catholic Education (XUCCE) strengthens Catholic education through diocesan and school relationships designed to invigorate and transform Catholic schools. XUCCE is a resource for Catholic educators providing opportunities that include professional development and networking. <https://www.xavier.edu/cce/index>

CENTER FOR DIVERSITY AND INCLUSION

The Center for Diversity and Inclusion facilitates the Institutional effort to create a diverse, inclusive, and equitable campus for all students; especially for students of color, LGBTQAI+ students, first generation college attendees, and women students. The Center offers cultural proficiency workshops, staff-facilitated support groups, awareness/heritage month celebrations, and student one-on-one meetings, and more. For additional information or to get involved visit the website at <https://www.xavier.edu/diversity-inclusion/>.

CENTER FOR EXCELLENCE IN EDUCATION (XCEED)

The Center for Excellence in Education's mission is to prepare educators who are qualified and committed to providing an outstanding education for their students. XCEED offers consulting services for education and outstanding professional development programs for in-service educators. XCEED aims to strengthen education through school and district partnerships. Additional information regarding XCEEDs programs and partners may be found on their website.

<https://www.xavier.edu/xceed/>

CENTER FOR FAITH AND JUSTICE

The Dorothy Day for Faith and Justice (CFJ) challenges and supports students as they deepen their spiritual lives, pursue justice and promote pluralism. The CFJ offers support and resources for faith development to students of diverse religious and philosophical traditions. The CFJ offers education through communication action and social analysis, faith sharing groups, reflection and discernment opportunities, and leadership development for ministry and the common good. Learn more about CFJs services at <https://www.xavier.edu/cfj/index>.

CENTER FOR INTERNATIONAL EDUCATION

The Center for International Education collaboratively leads internationalization efforts and fosters intercultural understanding for students, scholars, faculty and staff. In support of Xavier's mission to prepare students to live in a global society, they provide resources on best practices within international education and coordinate the development of programs and opportunities for learning and growth across cultures.

<https://www.xavier.edu/international/index>

CONNECTION CENTER

The Gordon & Nadine Brunner Connection Center is the operational hub for the Conaton Learning Commons and the McDonald Library. The Connection Center is an integrated service point, blending library and help desk services to support the technological and informational needs of the Xavier community.

<https://www.xavier.edu/ts/services/library-services/circulation>

CENTER FOR MISSION AND IDENTITY

The Center for Mission and Identity engages faculty, staff and administrators in understanding Ignatian spirituality and Jesuit education as the foundation of the University's mission of forming students intellectually, morally, and spiritually as they cultivate lives of reflection, compassion and informed action.

The Center develops programs that help integrate Xavier's mission into the work of faculty, staff, and administrators, provides digital and print resources, facilitates participation in national and consortium-based initiatives, and is the home of the Ruth J. and Robert Conway Institute for Jesuit Education.

Graduate students are encouraged to participate in the various mission and identity programs available free of charge. Program commitments vary from one hour to two years.

<https://www.xavier.edu/mission-identity/programs/>

EDWARD B. BRUEGGEMAN CENTER FOR DIALOGUE

The Edward B. Brueggeman Center for Dialogue is dedicated to providing space and opportunity for dialogue about the critical issues of our age. It is founded upon the belief that the paths that lead to solutions to our most serious problems will emerge out of dialogue. Interreligious dialogue remains the distinguishing characteristic and integrating factor but in order to truly address the critical issues, the conversation must also include the other academic disciplines, representatives from the business community, government and civic society.

The work of the center includes conferences, research and publications, and interfaith and interreligious activities as well as exploring new forms of collaborative engagement on issues of religious, social and cultural diversity, social and economic justice, ecological sustainability, and local and global responsibility.

Information about the Center at <https://www.xavier.edu/dialogue/>.

EIGEL CENTER - ENGAGED LEARNING (SERVICE LEARNING)

The James and Delrose Eigel Center is the hub of Xavier's community engagement network. The Eigel Center serves as a connector and resource for faculty and students to maintain the network of systems and programs that extend the campus into the community. Their website houses the Community Partners Database and numerous opportunities for community engagement (<https://www.xavier.edu/community-engaged-learning/index>).

FIFTH THIRD TRADING CENTER

The Fifth Third Trading Center is a state-of-the-art trading, research, and teaching facility, located in the Williams College of Business. The primary objective of the Fifth Third Trading Center is to increase the quality of the academic experience within the Williams College of Business by giving students an opportunity for experiential learning while empowering our faculty with state-of-the-art technology and teaching tools. The Center is also home to two student-managed investment funds with a combined market value of over \$4.9 million. Additional information is found at <https://www.xavier.edu/fifth-third-trading-center/>.

GALLAGHER STUDENT CENTER (GSC)

The Gallagher Student Center (<https://www.xavier.edu/gsc/>) provides additional facilities, services, programs, meeting and study spaces, and student employment opportunities. The GSC houses several retail food establishments, bookstore, game room, TV Lounge, pool tables, air hockey table, Commuter Services, XU Theater (<https://www.xavier.edu/gsc/gsc-theater-box-office/index>), Fireplace Lounge, Center for Diversity and Inclusion, Center for International Education, Newswire, Student Government Association, Office of Student Involvement, and more. The building directory is at <https://www.xavier.edu/gsc/building-directory>.

PSYCHOLOGICAL SERVICES CENTER

See the “Graduate Community Practical Resources” section of this document. The website for Psychological Services Center is at <https://www.xavier.edu/psychologicalservices/>.

SEDLER FAMILY CENTER FOR EXPERIENTIAL LEARNING IN BUSINESS

The Sedler Family Center for Experiential Learning in Business is a hands-on learning hub that operates under the Xavier University Williams College of Business. Committed to furthering Jesuit Values, the Xavier mission and transformative student learning, The Sedler Center creates experimental learning opportunities that help students develop business skills and build relationships that lead to high-quality jobs.

<https://www.xavier.edu/sedler-family-center-for-experiential-learning/>

STEPHEN S. SMITH CENTER

The mission of the Stephen S. Smith Center in the Williams College of Business is to promote learning, scholarship, and debate about fundamental questions and ideas that impact society. The Center uses an interdisciplinary approach to examine such questions, emphasizing the study of economics and its relationship to law, political philosophy, and history, <https://www.xavier.edu/smith-center/>.

STUDENT VETERANS CENTER

The Students Veterans Center has a dedicated staff of veterans and serves only veterans, active duty military and military dependents. The Centers’ staff helps veterans through every step of the education process all the way to graduation, assists with employment, and stays in touch after they become Xavier alumni. The Student Veterans Center has multiple resources available to veterans and dependents including financial aid and planning, career counseling, and psychological assistance. In addition, a member of the Veterans Administration has an office within the center. <https://www.xavier.edu/veterans/index.cfm>

WRITING CENTER

See “Writing Center” listed under “Academic Resources Section” of this document. The James A. Glenn Writing Center’s web address is at <https://www.xavier.edu/writingcenter/index>.

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
- Commencement Committee
- Graduate Student Association
- Parking Committee
- University Harassment Hearing Board
- University Planning and Resourcing Council

Additional information regarding committees at the university at <https://www.xavier.edu/employees/faculty/committee-groups>.

COMMENCEMENT CEREMONY

Although students may graduate in the fall, spring, or summer semesters, the commencement ceremony is offered once a year for all of our graduate students, part-time, fulltime, online, on campus or offsite. All Xavier students come together to celebrate the Xavier University degree they diligently earned. Many graduate students are juggling careers, children and other family obligations, while completing rigorous and ethical academic endeavors. The commencement ceremony brings all of our graduates together to celebrate.

All for one and one for all! It is well worth the trip to celebrate with your fellow muskies. Students and families visiting the Cincinnati area are encouraged to use resources which include area hotels, attractions, restaurants, and much more, available to all students and their families at <https://www.xavier.edu/commencement/guest-information/index>. Contact the Office of the Graduate School with any questions at XUgrads@xavier.edu, or 513-745-3957, or stop by our office on Xavier University's Main Campus in Cincinnati, Ohio, Hailstones Hall, Room 100.

This academic year's ceremony will be held on Saturday, May 24, 2022. If the student plans to participate in the 2022 ceremony prior to degree completion and will graduate in the summer semester (must be within six semester hours and have a minimum Grade Point Average of 3.0), please apply for graduation prior to the due date for Spring 2022 graduation. The graduation application deadline to participate in the May 24, 2022 graduation ceremony is January 21, 2022. However, students planning to graduate in fall 2021 must submit the application for graduation no later than September 17, 2021.

All students planning to participate in commencement activities should review the Commencement website for details on <https://www.xavier.edu/registrar/graduation-information/index>.

COMPUTER AND TECHNOLOGY RENTAL

Students and employees may borrow equipment such as laptops from the Connection Center Desk in the Conaton Learning Commons at <https://www.xavier.edu/library/about/departments/circulation/check-out-a-laptop>.

COMMUTER SERVICES

The Office of Commuter Services and Off-Campus Living (<https://www.xavier.edu/commuter/>) serves the Xavier commuter population, defined as *any* student who lives off campus. They are a resource for commuter students and advocate for the unique needs and challenges of this student population. The Commuter Council meets biweekly to discuss needs and programs to enhance the Xavier University commuter experience. They also provide information regarding upcoming events, off-campus housing available for rent, and helpful commuter resources such as local transportation maps and schedules and the weather hotline number.

The Commuter Lounge (offering a nice view, refrigerator, microwave, coffee, and lockers) is located in the Student Gallagher Center.

Cincinnati, Ohio offers many attractive benefits for planning a visit or a change in location. Xavier University's Commuter Services provides a comprehensive list of area hotels, restaurants, attractions, apartment listings, roommate finder, and much more on their website, <https://www.xavier.edu/commuter/>.

DINING

Daily menus, including nutrition information, locations, and hours of operation are on the Dining Website <https://new.dineoncampus.com/xu>. Commuter student, faculty, and other employee meal plans are available in addition to residential meal plans. <https://www.xavier.edu/auxiliary-services/meal-plans/index>

EMAIL POLICY

Xavier University students are **highly recommended** to check their Xavier University Email regularly as important information (e.g., billing information, schedule changes, commencement information, course information, etc.) is ONLY sent to their XU email account (<https://www.xavier.edu/ts/students/xavier-university-technology-services-road-to-xavier-students>). Students may forward their Xavier email to another account following directions found in the Xavier Knowledge Base (<https://services.xavier.edu/TDCClient/KB/PopularArticles>).

FINANCIAL SUPPORT

FINANCIAL AID

Students who are accepted into a degree-seeking or teacher-certification program may be eligible for financial aid. The first step to receiving financial aid is to complete the Free Application Federal Student Aid (FAFSA) annually. FAFSA is a form that is used by the U.S. Department of Education and Xavier University to determine aid like scholarships, grants, and loans. There is not a maximum amount of income used to determine eligibility as other factors are used to determine eligibility. However, the U.S. Department of Education requires students to be accepted into a degree or approved licensure program and be registered for 4.5 semester hours each semester to be eligible for financial aid in any given semester. Other requirements are required to maintain eligibility for financial aid. Please view the following website for additional information on completing the FAFSA and eligibility: <https://www.xavier.edu/graduate-admission/financial-aid/applyaid>.

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 based on need.

Applications are to be submitted a minimum of 20 business days prior to the event. The application is available at <https://www.xavier.edu/graduate-student-association/professional-funding>.

FRIEDLANDER FAMILY FUND

This fund was created to reduce financial barriers for students to be involved in collegiate engagement opportunities. Students attending conferences, retreats, campus programs and events that involve participation costs/fees are welcome to apply. Applications are to be submitted to the Office of the Student Life and Leadership, Gallagher Student at <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>.

STUDY GRANTS FOR CATHOLIC SCHOOL EMPLOYEES, WITHROW HIGH SCHOOL, MASTERS OF EDUCATION OFF-SITE COHORTS, AND OTHER EDUCATION PARTNERSHIPS

The graduate study grant application and additional information is located at <https://www.xavier.edu/graduate-admission/financial-aid/grants>. The study grants are not financially need based, but represent partnerships and agreements that benefit Xavier University students and the communities they serve. The application is required to be considered for the study grants, and must be approved before the end of the first semester that the grant will be applied. The grants cannot be applied retroactively.

GRADUATION APPLICATION

Meet with your academic advisor to verify you are not missing *any* graduation requirements prior to completing the application for graduation (e.g., course work, exams, and final projects). Students who apply for graduation prior to the due dates are charged \$50 for each degree (e.g., dual majors). Applications received after the due date will receive an additional \$50 charge and risk omission from the printed program and/or graduating on their selected date. To apply for graduation and view application deadlines please visit the following webpage: <https://www.xavier.edu/registrar/graduation-information/index>

HOUSING (FALL, SPRING, AND SUMMER)

Registered graduate students may apply for on campus housing in residences that accommodate upperclassman (complete the upperclassman application), <https://www.xavier.edu/residence-life/housing-self-service/index>. All space is shared with other Xavier University students, and limited during the fall and spring semesters.

Additional residential space is available during the summer semester <https://www.xavier.edu/residence-life/summer-housing/index>.

Xavier University's Off-Campus Housing Service, including Roommate Finder, is available at <https://offcampus.xavier.edu/>.

INSTITUTIONAL RESEARCH

The mission of the Office of Institutional Research is to improve the accuracy, standardization, and accessibility of information provided to the Xavier community, government agencies and other organizations, and prospective students and their families. <https://www.xavier.edu/institutional-research/>

Institutional data may be found on the website at <https://www.xavier.edu/institutional-research/reports-and-documents/institutional-data/index>.

Survey support and guidelines are found on <https://www.xavier.edu/institutional-research/survey-support>.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES – ORIENTATION

The International Student and Scholar Services (ISSS) provide additional support for faculty, students, and administrators in the success of Xavier University study abroad students.

<http://www.xavier.edu/international-students/>

ISSS provides a mandatory orientation for all new international students: <https://www.xavier.edu/international-students/new-students/orientation-information/orientation-schedule> The International Student Orientation (ISO) program is designed to assist international students in succeeding in their programs and their new environment.

INTERNATIONAL TRAVEL – EDUCATION ABROAD

Xavier University's Study Abroad website offers advice regarding all aspects of studying abroad for students and faculty. The application, guidelines, and required forms, are found on the following website: <https://www.xavier.edu/study-abroad/application2>.

The Center for International Education at Xavier University also offers International Student and Teachers Cards, discounted passport photos, and an onsite notary. Additional information may be found on the following webpage: <https://www.xavier.edu/study-abroad/study-abroad-forms/index>

MICROSOFT OFFICE

Xavier University students are eligible to receive free copies of Microsoft Office on up to five different devices. <https://services.xavier.edu/TDClient/KB/ArticleDet?ID=178>.

MUSIC SERIES AND MUSIC DEPARTMENT CONCERTS

Xavier University's Music Series and Music Department concerts bring a rich variety of famous and upcoming musicians to campus. Additional information may be found on the following website: <https://www.xavier.edu/gsc/gsc-theater-box-office/index>

MUSKIE EVENTS – CALLING ALL MUSKIES! (ALL EVENTS ARE TENTATIVE)

There are many events each year for Xavier University graduate students. Here are a few annual events:

- Week of Welcome (WoW) August 15 – August 24, 2021 <https://www.xavier.edu/student-involvement/campus-events/week-of-welcome>

- Family Weekend is Friday, October 22 – Sunday, October 24, 2021. Additional information is found: <https://www.xavier.edu/student-involvement/campus-events/family-weekend/index>
- All Honors Day on April 27, 2021 (2022 TBA) <https://www.xavier.edu/allhonorsday/index>
- XavierFest's 2022 date is to be announced (typically in May) <https://www.xavier.edu/student-involvement/campus-events/student-activities-council/xavierfest>
- Graduate Student Association Charity Ball (TBA) <https://www.xavier.edu/graduate-student-association/gsa-charity-ball>
- International Coffee Hour is held each Wednesday 3:30 – 4:30PM during fall and spring semesters at the Center for International Education at 230 Student Gallagher Center.
- Graduation Reception, May 14, 2022 (XUgrads@xavier.edu or 513-745-3957) (Time TBD)
- Commencement on May 14, 2022 <https://www.xavier.edu/commencement/index>
- Numerous events each week can be found on the following calendar, check it often, and get involved: <https://www.xavier.edu/student-involvement/clubs/calendar-of-events> and on the following website: <https://www.xavier.edu/student-involvement/campus-events/student-activities-council/sac-committees/index>

MUSKIE THEATER

Xavier University student performances are available numerous times throughout the fall and spring semesters in the Gallagher Student Center Theater. Plays and musicals for a variety of tastes are available for a minimal fee. To support Xavier University's theater and for an enjoyable theatre experience, purchase your tickets on the following webpage:

<https://www.xavier.edu/gsc/gsc-theater-box-office/index>

NEW GRADUATE STUDENT ORIENTATION

The graduate new student orientation webpage highlights important information that all new graduate students at Xavier University should know at <https://www.xavier.edu/graduateschool/orientation>.

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>. Many other online and campus resources are available on the Center for Mission and Identity Website (<https://www.xavier.edu/mission-identity/index>) including strategic mission plans, future retreats and programs for all students, faculty, and other members of the Xavier community.

PARKING SERVICES

Parking passes may be purchased at <https://www.xavier.edu/auxiliary-services/parking-services/>. Students attending class on campus are encouraged to park on Xavier University's campus. Commuter passes (fulltime and part-time) are available at a discounted cost. If students or visitors are visiting an academic advisor, event, library, or office on campus, contact the office or event sponsors for a parking pass. Students and other visitors may also visit Xavier University's main entrance or police station to pick up a daily parking pass.

PRINT AND COPY SERVICES

Students registered for classes at Xavier University are allotted 1,000 black and white copies, worth \$80, each semester. Additional details are available at <https://www.xavier.edu/auxiliary-services/all-card-center/index>. Student copier locations are listed on the following webpage: <https://www.xavier.edu/auxiliary-services/copy-machine-services/index>.

REGISTRATION

Instructions for online registration: <https://www.xavier.edu/registrar/registration-information/quick-tips>. If you have questions or issues with registration (e.g., prerequisite errors, closed class, etc.), please contact the Registrar's Office at XUreg@xavier.edu or 513-745-3941.

Some cohort and doctoral programs assist with registration. Please contact your program to inquire about program specific registration policies.

SAFETY AND SAFETY ESCORTS AT XAVIER UNIVERSITY

Xavier University is a community of nearly 8,000 people studying and working on campus, and is located in a larger urban community. As in all communities, personal safety, crime, and loss of property can be issues. Xavier University provides 24/7 police patrols and dispatch services, crime prevention programs, timely safety warnings, and after dark, emergency, medical, and courtesy escorts. Emergency plans, a Pocket Emergency Response Guide for everyone on campus, additional safety details and programs offered at Xavier to help keep you safe are available at their website at <https://www.xavier.edu/safety/>.

Xavier University Police Department offers a safety escort to locations on and off campus 24 hours a day - seven days a week. Additional information about the escort service is found on the following webpage:

<https://www.xavier.edu/safety/safety-escort-policy>

Xavier University's police emergency phone is 513-745-1000. The non-emergency phone is 513-745-2000.

STUDENT HUB

The Student Hub is Xavier's centralized online resource hub for students. It provides direct links to many of Xavier University's services including class schedules, bill payment, email, CANVAS, library, clubs, and much more. <http://www.xavier.edu/students/>

STUDENT SYSTEMS

Links to student systems at Xavier University and the accompanying guides and policies may be found on the following webpage: <https://www.xavier.edu/students/systems>

TECHNOLOGY SERVICES AND HELP DESK

Technology Services provides user support, training, and technical help for Xavier's computing, productivity, and telecommunications systems and the environments in which they are used. Training, online tutorials, password resolutions, and other technology services are available to the Xavier University community at <https://www.xavier.edu/ts/students/index>.

Online Help Desk request services are located at <https://services.xavier.edu/TDClient/Requests/ServiceCatalog>. The Help Desk's phone # is 513-745-4357 (HELP).

TRANSCRIPTS

Xavier University students and alumni may order official transcripts online or via U.S. Mail. Additional information may be found on the following webpage: <https://www.xavier.edu/registrar/request-your-transcript/index>.

TITLE IX AND INTERPERSONAL VIOLENCE RESPONSE OFFICE

Xavier University does not tolerate any form of discrimination, including gender discrimination. Many resources are in place for the Xavier University community to protect themselves and others from gender discrimination. Additional information regarding policies, programs, and support are at <http://www.xavier.edu/titleix/index.cfm>.

Xavier University Notice of Non-Discrimination

Title IX is the federal civil rights law that prohibits discrimination based on sex in all federally funded education programs and activities. In compliance with Title IX, Xavier University does not discriminate based on sex in any education or activity, including admission and employment. Sex discrimination includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, harassment or discrimination based on pregnancy, parenting, sexual orientation and/or gender identity. **Xavier University does not tolerate sex discrimination.** If a student or employee believes they have experienced sex discrimination or has questions about Title IX, please contact Xavier's Title IX and Interpersonal Violence Response Coordinator Kate Lawson at 332B Gallagher Student Center, 3800 Victory Parkway, Cincinnati, OH 45207, 513-745-3046, lawsonk1@xavier.edu or the Assistant Secretary for Civil Rights at U.S. Dept. of Education, Office for Civil Rights, 400 Maryland Ave., SW, Washington, DC 20202, 800-421-3481, OCR@ed.gov. For free, confidential advocacy and support, contact Xavier's [Advocacy & Prevention Coordinator](#) at 513-904-9013.

US BANK STUDENT CHECKING ACCOUNT

Xavier University students are eligible to open a US Bank Student Checking account that can be linked to their XU All Card. US Bank offers students free checking accounts without monthly maintenance fees or minimum balance requirements. ATM machines are located on various locations throughout campus. <https://www.xavier.edu/auxiliary-services/all-card-center/xavier-consumer-banking/index>

XU ALERT ME

XU Alert is used to contact Xavier University community members through text, email, and voice messages in the event of an emergency situation or weather related closing. Students may register on the Student Hub, <https://www.xavier.edu/students/>. Click on "XU Alert Me" <https://getrave.com/login/xavier> for additional information, including report preferences.

XAVIER UNIVERSITY STUDENT CLUBS AND ORGANIZATIONS

Joining one or more club 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. There are over 160 student organizations; many are available to graduate students. We encourage graduate students to participate in clubs and organizations. They provide opportunities for additional networking, stronger leadership skill development, and provide a forum for student's to explore old and new interests that are important to them. So get involved in an

academic club, sports team, or general interest club. A list of clubs are available at <https://www.xavier.edu/life-at-xavier/clubs.php>.

GRADUATE POLICIES AND PROCEDURES

ADMISSION POLICIES AND PROCEDURES

Admission policies vary based on each program. Please visit <http://www.xavier.edu/graduate-admission/>, click on the specific program, and click on “Admission” or contact XUgrad@xavier.edu or 513-745-3360 with admission related questions.

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.

CONSORTIUMS

Through the Greater Cincinnati Collegiate Connection (GC3) (<https://www.gccollegiateconnection.org/>) any student registered at least half-time may register at other schools in the area for courses not available at Xavier, subject to the approval of their college dean. Participating member institutions are listed on the following webpage: <https://www.xavier.edu/registrar/registration-information/index#Consortium>

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, dependent upon the rules of each university or college. Contact the MBA Office or visit JesuitMBA.org for details.

Please see your academic advisor for additional information.

COURSES AT OTHER INSTITUTIONS NON-CONSORTIUM CREDIT

Current students desiring to take courses at an accredited non-consortium university must receive prior approval from their academic adviser and dean. To start this process the student must take the Off-Campus Course Approval

Form (<https://www.xavier.edu/registrar/documents/Off-CampusApproval.pdf>) and a copy of the other institution's description for the course to their academic advisor and dean to request permission and verify that the credit will transfer. Credit will only be granted if a grade of "C" or better was earned. (Note the minimum acceptable grade is subject to approval by the academic program.) This grade will not be placed on the student's Xavier record and is not computed into their Xavier GPA.

Please see your academic advisor for additional information.

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>.

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 projects 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/>) is the official source of 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.

DUAL DEGREE POLICIES

Xavier University's Undergraduate and Graduate Catalog (<https://catalog.xavier.edu/>) is the official source of 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.

GRADE GRIEVANCE PROCEDURE

Students may appeal final grades if they believe that the grade was awarded unfairly. The student is responsible for the burden of proof, and must be able to provide some evidence of the lack of fair treatment in order to file a formal grievance. Additional information regarding the procedure is found in Xavier University's Master Catalog on the following webpage:

<https://catalog.xavier.edu/content.php?catoid=37&navoid=2352&hl=grade+grievance&returnto=search#academic-grievances>

INTERNATIONAL STUDENT AND SCHOLAR SERVICES ADMISSION AND ORIENTATION

The International Student and Scholar Services (ISSS) provide additional support for faculty, students, and administrators in the success of Xavier University study abroad students.

<http://www.xavier.edu/international-students/>

ISSS directs applicants with admission requirements, including TOEFL and international credential evaluations (evaluations must be administered by a National Association of Credential Evaluation Services accredited evaluation service), provides a mandatory orientation and invaluable resources for study abroad students. The ISSS guides students through study abroad procedures and issues unique to the international student population starting at the admission process and continuing through their student career at Xavier University.

ISSS provides a mandatory orientation for all new international students <https://www.xavier.edu/international-students/new-students/orientation-information/orientation-schedule>. The International Student Orientation (ISO) program is designed to assist international students in succeeding in their programs and their new environment.

LICENSURE COMPLETION

Knowledgeable academic advisors in each program consult students regarding 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 800-344-4968 Ext. 3957 or XUgrads@xavier.edu.

MASTER'S DEGREE POLICIES AND PROCEDURES

Xavier's Undergraduate and Graduate Catalog (<https://catalog.xavier.edu/content.php?catoid=36&navoid=2225>) is the official source of 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.

NON-DEGREE LICENSURE POLICIES AND PROCEDURES

Students enrolled in a licensure program, but not a degree seeking program, are "non degree licensure seeking" students. XU's Undergraduate and Graduate Catalog (<https://catalog.xavier.edu/content.php?catoid=37&navoid=2352>) is the official source of 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 the Graduate School at 100 Hailstones Hall, 513-745-3957, or XUgrads@xavier.edu.

NON-DISCRIMINATION NOTICE

Title IX is the federal civil rights law that prohibits discrimination based on sex in all federally funded education programs and activities. In compliance with Title IX, Xavier University does not discriminate based on sex in any education or activity, including admission and employment. Sex discrimination includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, harassment or discrimination based on pregnancy, parenting, sexual orientation and/or gender identity. **Xavier University does not tolerate sex discrimination.** If a student or employee believes they have experienced sex discrimination or has questions about Title IX, please contact Xavier's Title IX and Interpersonal Violence Response Coordinator Kate Lawson at 332B Gallagher Student Center, 3800 Victory Parkway, Cincinnati, OH 45207, 513-745-3046, lawsonk1@xavier.edu or the Assistant Secretary for Civil Rights at U.S. Dept. of Education, Office for Civil Rights, 400 Maryland Ave., SW, Washington, DC 20202, 800-421-

3481, OCR@ed.gov. For free, confidential advocacy and support, contact Xavier's [Advocacy & Prevention Coordinator](#) at 513-904-9013.

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/graduateschool/returninginactive-graduate-students>.

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.

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/>.

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.

REPEATED COURSES

A "Repeated Course Form" is required to repeat a course taken in previous semesters in which a student wishes to repeat and replace the grade on their academic record. A course can only be attempted three (3) times. Courses applied to another degree, either at Xavier or another institution, may not be applied to any master's degree at Xavier. Contact the Office of the Graduate School at 513-745-3957 or XUgrads@xavier.edu for additional details.

TRANSFER CREDIT

DOCTOR OF EDUCATION IN LEADERSHIP STUDIES TRANSFER CREDIT

Post-master's coursework equivalent to an Ed.D. coursework may be reviewed for Xavier University credit, maximum allowable transfer credit is fifteen (15) credit hours. Upon program approval, the program submits the transfer credit to the College Dean for final approval. Please see your academic advisor for additional information.

DOCTOR OF PSYCHOLOGY TRANSFER CREDIT

Courses in a similar field, completed less than six (6) years prior to entering the doctoral program, and approved by the program, subsequent Dean's approval which the program will request, may be transferred in but no more than thirty-nine (39) semester hours are permitted. Please see your academic advisor for additional information.

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 in 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 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 Graduate Services Office or the MBA Office.

All graduate courses taken will be for graduate credit only; the credit hours completed for graduate credit may not count towards 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.

NOTE: Students in the Masters of Occupational Therapy program may take eleven graduate hours after they have completed 114 undergraduate hours.

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.