

# Student Handbook

**Graduate School of Business  
Saint Francis University**



**Shields School of Business**

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**Saint Francis University**  
**Graduate Business Programs**  
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## **University Mission Statement**

As the oldest Franciscan institution of higher learning in the United States, Saint Francis University draws inspiration from our Catholic tradition and expresses the lived example of Saint Francis of Assisi in the modern world. Saint Francis University promotes an inclusive learning community and a lifelong path to virtue, truth, and compassion. Within a culture that seeks understanding through innovation and collaboration, we champion both the inherent dignity of the individual person and the common good.

## **University Vision Statement**

Saint Francis University is a Catholic and Franciscan University that provides high quality education and innovative learning experiences so students become that someone that God calls them to be.

# **The Franciscan Goals for Higher Education**

*The Franciscan Goals of Higher Education are the cornerstone of an education at Saint Francis University and will be used as a standard of conduct for the course instructor as well as the students.*

## **1. A HUMBLE AND GENEROUS ATTITUDE TOWARD LEARNING**

Aware that all talents of mind and heart are gifts of God, the source of all good, and realizing that knowledge is not a personal possession intended solely for self-advancement, as members of the Saint Francis community we strive to share our abilities and skills generously with others. We seek not the power and prestige of knowledge nor the desire to control or dominate but to serve. We strive for excellence without arrogance, willingly sharing our knowledge and wisdom, and humbly learning from one another. As a community of learners seeking the truth together, we encourage the free and open exchange of ideas and responsible action.

## **2. REVERENCE FOR ALL LIFE AND FOR THE GOODNESS OF ALL HUMANITY**

As children of God, we are brothers and sisters to each other, to all humanity, and to all God's creatures. Thus we strive to show reverence for all human life and for life in all its forms, to treat all people with dignity and respect, and to work together for the common good. In a spirit of charity, we care for and support each other, helping to bind the wounds of those who suffer and bearing one another's burdens. We also care for the earth which is our home and work to protect and preserve it for future generations.

## **3. A GLOBAL VISION**

As citizens of the earth and as brothers and sisters in the global community, we embrace all classes of people and respect all cultures, all races, and all religions. We strive to resolve conflict non-violently and to work for justice within our community, our society, and our world. We work to build up God's people everywhere, to bring reconciliation, and to act as instruments of peace in the communities we serve.

## **4. SERVICE TO THE POOR AND THE NEEDY**

In the spirit of Saint Francis, the poverello, we strive to be compassionate to all and especially to the poor and disenfranchised. Recognizing our own dependence on God and on others, and trusting in His providence, we engage in active service to the poor and to those with special needs such as the elderly and youth, the ill and the imprisoned. With gratitude to those who share their means to help us accomplish our Franciscan mission, we seek also to exercise a wise and careful stewardship of the institution's resources. We commit ourselves to honesty and integrity in our work, accept personal responsibility for our actions, and exercise high ethical standards in our personal and professional lives.

## **5. RESPECT FOR THE UNIQUENESS OF INDIVIDUAL PERSONS**

In imitation of Francis of Assisi, who was open to human personality in all its variety and who saw the image of God multiplied but never monotonous, we recognize that each individual person is a unique combination of God-given abilities. We know that each person expresses the goodness of God in a particular way. Every member of the University community thus deserves to be treated respectfully and each should treat others with respect. Students especially should be accorded as much personal attention as possible. With education of the whole person as our goal, we endeavor to foster the intellectual, physical, social, and spiritual growth of Saint Francis students and to prepare them not just for productive careers but for fruitful lives.

## **6. A COMMUNITY OF FAITH AND PRAYER**

The Saint Francis community, while respecting the religious beliefs and traditions of others, seeks to listen to the Word of God and to observe the Gospel of Jesus Christ. The University strives to promote the spiritual growth and development of its members and invites all to gather in prayer and worship and, when possible, to participate in the Eucharist and in the sacramental life of the Church. The University is devoted to the Catholic Church and its leaders and strives to serve the educational and spiritual needs of the Church's clergy, religious, and laity.

## **7. THE SPIRIT OF SIMPLICITY AND JOY**

Imitating Francis, who called himself the herald of the Great King and the troubadour of God, the Saint Francis community celebrates life in simplicity and joy. With good humor and common sense, we share our stories and teach by good example. We also extend courtesy and hospitality to all guests and to all who wish to join this community.

## **8. FRANCISCAN PRESENCE**

The University gratefully acknowledges the vision, sacrifice, and zeal of our Franciscan founders and of the friars who have served the campus community loyally over the years. We strive to emulate the Franciscan values evident in their ministry. Franciscan presence also encompasses all men and women of good will who have been associated with the University and whose lives and work exemplify the ideals of Saint Francis. We encourage and promote these values for future generations, knowing that as long as the spirit of Francis of Assisi continues to animate this community of learners, Saint Francis University will be graced with Franciscan presence.



Shields School of Business

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## Shields School of Business Mission Statement

The Saint Francis University School of Business seeks to enable students and graduates to know more, do more, and be more. The School of Business will graduate students who have the knowledge, skills, love of learning, confidence, drive, and ethical and moral values needed to be spiritually fulfilled in life and successful in professional careers.

The scope of our mission is to serve the educational and developmental needs of a broad constituency, from traditional-age students desiring enrollment in undergraduate business programs; to working professionals who desire executive development opportunities that come with the Masters of Business Administration a Masters of Human Resource Management, and a Master of Arts in Strategic Leadership Programs; to the aspiring entrepreneur who plans to begin a business; and to existing businesses that want to grow, expand, and reach new markets.

### **Saint Francis University School of Business's Broad-Based Student Learning Goals:**

1. Students will acquire the relevant disciplinary knowledge, competencies, and perspectives appropriate for their respective programs of study.
2. Students will be able to demonstrate knowledge of the various environments in which business operates in the global economy.
3. Students will acquire effective business-related professional skills and capabilities necessary for establishing and sustaining successful, productive careers.
4. Students will be able to apply critical thinking skills and use decision-support tools to solve problems relevant to their major field of study.
5. Students will develop leadership and managerial skills so that they are able to make ethical, responsible, and informed business decisions

## **Saint Francis University School of Business's Broad-Based Operational Goals:**

1. The School of Business will offer strong, comprehensive, and contemporary degree programs that effectively prepare students for professional careers, graduate school, and professional advancement.
2. The School of Business will attract and retain highly qualified business faculty who are effective teachers and are engaged in significant professional development and service learning activities.
3. The School of Business will provide a student-centric, supportive learning environment that fosters student development and success while contributing to excellence in business education.
4. The School of Business will offer significant hands-on, experiential learning opportunities for students through a diverse and vibrant co-curricular program.
5. The School of Business will use its strategic planning and outcomes assessment processes to foster continuous improvement and excellence.

Saint Francis University  
**Graduate Business Program Offerings**  
Graduate School of Business

❖ **MBA**

*Master of Business Administration*

An MBA the Saint Francis Way:

At the heart of the Master of Business Administration program is a solid core that focuses on integrative business and management skills. Beyond that, you have the ability to customize your curriculum to your personal career goals. Choose your area of specialization or stay broad. Fast track your career with our direct entry/accelerated undergrad path. Make an impact by focusing on leading with ethics and integrity.

❖ **MHRM**

*Master of Human Resource Management*

An MHRM the Saint Francis Way:

Established in 1961, the Master's in Human Resource Management program has earned the respect and admiration of employers and employees throughout Pennsylvania. Graduates occupy positions at all levels of responsibility in both the private and public sectors. The award-winning faculty include accomplished practitioners and academics whose engaging teaching styles and relevant information make the learning experience rewarding.

❖ **MASL**

*Master of Arts in Strategic Leadership*

An MASL the Saint Francis Way:

The mission of the accelerated Master of Arts in Strategic Leadership program is to develop transformational leaders, who are capable of positively influencing others and establishing respectful and productive organizational cultures while guiding successful and sustainable long-term organizational strategies. Students in this program come from a broad variety of educational backgrounds and careers, and share the goal of discovering their leadership potential as well as developing a strategic mindset for success.



Saint Francis University  
**Master of Business Administration**  
Graduate School of Business

**Introduction**

Saint Francis University's **Master of Business Administration** is designed as an executive development experience for practicing managers and those who aspire to be managers. The program prepares students to manage profit and non-profit organizations by providing them with an opportunity to develop their managerial knowledge, skills, and perspectives. As part of the rich Catholic Franciscan Heritage of the University, the MBA Program requires students to explore ethical dilemmas that managers face every day and learn to manage responsibly and compassionately. Students learn to think critically, to express their ideas clearly, and to make decisions with confidence. Students can opt for a general MBA or focus in a specific academic knowledge area, such as Accounting , Finance , Health Care Management , Human Resource Management, Information Systems & Project Management, Leadership and Ethical Management, Marketing, or Sports Management. The Saint Francis University MBA Program enables students to receive a comprehensive, high-caliber executive business education with a class schedule and learning methodology that fits their active lives.

The entire program is offered in Loretto and/or online.

**MBA Mission Statement**

The mission of the Saint Francis MBA program is to enable students to advance their careers to the next level by knowing more, doing more, and being more in business administration.

**MBA Curriculum Options**

The MBA Generalist Track is a broad-based MBA that prepares an individual for leadership roles in non-profit or profit-based organizations. It includes a 21-credit integrative core, six credit capstone, and 9 credits of electives. The second track is an MBA degree with a specialization of concentration. The structure for this track is 15 credits of integrative core, the six-credit capstone, and 12 credits for the concentration area. This customized option allows an individual to tailor their MBA degree to align with specific career aspirations by concentrating in one of the following disciplines: Accounting , Finance , Health Care Management , Human Resource Management, Information Systems & Project Management, Leadership and Ethical Management, Marketing, or Sports Management.

**The MBA Curriculum**

The range of credits required for the MBA program is between 36 and 42 depending on the students prior coursework. There are also 3 prerequisite courses (9 credits) that students are required to complete at some point during their program. These courses may be waived after reviewing the student's undergraduate transcript. A minimum cumulative grade point average of 3.00 must be maintained throughout the program to graduate. Students have five years from their initial enrollment to complete the program. Capstone requirements, as well as exit exams and surveys, are contained within the required courses. These requirements must be fulfilled to graduate.

## **BASIC CORE COURSES**

These undergraduate courses may be waived based on a review of a student's undergraduate transcript:

STAT 301 Quantitative Business Analysis  
ACCT 101 Financial Accounting  
ECON 101 Macroeconomics

## **REQUIRED INTEGRATIVE CORE COURSES (18 credits)**

MBA 500 Managing People and Organizations  
MBA 501 Financial Decision Making  
MBA 502 Strategic Marketing for the Global Economy  
MBA 504 Leading, Communicating, and Building High Performance Teams  
MBA 505 Business Analytics for Decision Making  
MBA 506 Managerial Accounting

## **REQUIRED POLICY STUDY COURSES (6 credits)**

MBA 550 Strategic Management  
MBA 555 Ethical Decision Making and Social Responsibility in Business

## **ELECTIVE COURSES (select any three):**

Students may package electives into areas of concentration or choose any three courses of interest.

### ***Accounting (choose any four)***

MBA 528 Advanced Excel for Business Applications  
MBA 530 Analysis and Interpretation of Financial Statements  
MBA 531 Financial Accounting Theory  
MBA 532 Corporate Taxation and Research  
MBA 533 Forensics Accounting and Fraud Investigation  
MBA 534 CPA Review

### ***Finance (choose any four)***

MBA 503 Managerial Economics  
MBA 515 International Trade and Finance  
MBA 517 Financial Markets and Institutions  
MBA 518 Selected Issues in Finance  
MBA 530 Analysis & Interpretation of Financial Statements

### ***Health Care Management (choose any four)***

MBA 520 Economics of Medical Care and Health Care Management  
MBA 521 Perspectives of Health Care Administration  
MBA 522 Health Care Marketing  
MBA 523 Health Care Policy and Strategic Planning  
MBA 524 Healthcare Information Systems

***Information Systems and Project Management***

MBA 525 Management Information Systems

MBA 527 Project Management

***Select 2 of the following courses:***

MBA 526 E-Business for the Enterprise

MBA 528 Advanced Excel for Business Applications

MBA 529 Selected Issues in Information Systems

***Human Resource Management***

MHRM 521 Human Resource Management

MHRM 512 Employment Law

MHRM 513 Staffing: Recruitment, Selection, and Retention

MHRM Elective

***Marketing (choose any four)***

MBA 522 Health Care Marketing

MBA 540 Marketing Research

MBA 542 Global Marketing Management

MBA 543 Principles of Selling and Sales Force Management

MBA 545 Digital Marketing

***Sports Management (choose any four)***

MBA 560 Sports Management

MBA 561 Sports Marketing

MBA 562 Sports Law

MBA 563 Sports Facilities & Event Management

MBA 564 Intercollegiate Athletics in Higher Education

MGA 565 Sports Communications

MBA 570 Ethical Issues in Sports

***Leadership and Ethical Management***

MBA 507 Entrepreneurship

MBA 512 Ethics for Managers

MBA 544 Corporate Responsibility & Sustainability

MHRM 529 Leadership

Saint Francis University  
**Master of Human Resource Management**  
Graduate School of Business

**Introduction**

Saint Francis University's **Master of Human Resource Management** program serves both the HR professional established in a career as well as those aspiring to enter the field. The program is career focused, comprehensive in scope and structured to meet the needs of working professionals as well as persons studying full-time to earn the degree. The MHRM program prepares new and experienced HR practitioners to meet the changing expectations of HR in shaping policy and practice as strategic partners. The curriculum is based on the professional body of knowledge defined by the Human Resource Certification Institute (HRCI) and Society for Human Resource Management (SHRM). The entire program is offered online.

**MHRM Mission Statement**

The mission of the MHRM program is to prepare new and experienced HR practitioners to meet the changing expectations of the Human Resource Management profession by shaping policy and practice as strategic partners.

**The MHRM Curriculum**

The MHRM curriculum contains 8 required (24 credits) and 2 elective (6 credits) courses for a total course load of 10 classes (30 credits). A minimum cumulative grade point average of 3.00 must be maintained throughout the program to graduate. Students have five years from their initial enrollment to complete the program. Capstone requirements, as well as exit exams and surveys, are contained within the required courses. These requirements must be fulfilled to graduate.

**REQUIRED COURSES:**

MHRM 510 Labor Law  
MHRM 512 Employment Law  
MHRM 513 Staffing: Recruitment, Selection and Retention  
MHRM 515 Benefits  
MHRM 521 Human Resource Management  
MHRM 525 Performance Management  
MHRM 532 Compensation  
MHRM 550 Strategic Human Resource Management

**ELECTIVE COURSES (choose any two):**

MHRM 520 Collective Bargaining  
MHRM 523 Current HRM Research  
MHRM 529 Leadership  
MHRM 544 Special Topics in HRM  
MHRM 547 Alternative Dispute Resolution  
MHRM 599 Internship

Saint Francis University  
**Master of Arts in Strategic Leadership**  
Graduate School of Business

**Introduction**

Saint Francis University's **Master of Arts in Strategic Leadership** program develops transformational leaders, who are capable of positively influencing others and establishing respectful and productive organizational cultures, while guiding successful and sustainable long-term organizational strategies. The 30 credit, online executive leadership program serves the career development needs of current and aspiring leaders seeking an executive educational opportunity that focuses on the development of soft management skills, new leadership perspectives, and strategic planning mindset. The nature of this program will make it attractive to working professionals, who work in public and non-profit organizations, such as in public administration, health care, business, higher education, and social services. The entire program is offered online.

**MASL Mission Statement**

The mission of the Master of Arts in Strategic Leadership program is to develop transformational leaders, who are capable of positively influencing others and establishing respectful and productive organizational cultures, while guiding successful and sustainable long-term organizational strategies.

**The Master of Arts in Strategic Leadership Curriculum**

The Master of Arts in Strategic Leadership curriculum contains 8 required courses (24 credits) and 2 elective (6 credits) courses for a total course load of 10 classes (30 credits). A minimum cumulative grade point average of 3.00 must be maintained throughout the program to graduate. Students have five years from their initial enrollment to complete the program. Capstone requirements, as well as exit exams and surveys, are contained within the required courses. These requirements must be fulfilled to graduate.

**REQUIRED LEADERSHIP FOUNDATION KNOWLEDGE (9 credits)**

MASL 500 Managing People & Organizations  
MASL 504 Leading, Communication, & Building High-Performance Teams  
MASL 521 Human Resource Management

**REQUIRED STRATEGIC LEADERSHIP CORE (12 credits)**

MASL 522 Leading & Managing Change  
MASL 523 Organizational Development & Innovation  
MASL 524 Analytics & Data-Driven Decision Making for Leaders  
MASL 550 Ethics, Integrity & Responsibility in Leadership Practice

**REQUIRED POLICY STUDIES (3 credits)**

MASL 555 Strategic Leadership Capstone

**ELECTIVE COURSES (choose any two):**

Students may package electives into areas of emphasis or choose any two courses of interest in the following areas:

***Executive Leadership Development***

MASL 529 Leadership

MASL 530 Executive Leadership Development

***Strategic Human Resource Management (choose any 2)***

MHRM 512 Employment Law

MHRM 513 Staffing: Recruitment, Selection & Retention

MHRM 515 Benefits

MHRM 525 Performance Management

MHRM 529 Leadership

MHRM 532 Compensation

***Managing Organizations and Process (choose any 2)***

MBA 502 Strategic Marketing for the Global Economy

MBA 507 Entrepreneurship

MBA 527 IS Project Management

MBA 528 Advanced Excel for Business Applications

MBA 544 Corporation Responsibility & Sustainability

***Healthcare Management (choose any 2)***

MBA 521 Perspectives on Healthcare Administration

MBA 522 Healthcare Marketing

MBA 523 Health Policy & Strategic Planning

MBA 524 Healthcare Information Systems

***Sports Management (choose any 2)***

MBA 560 Sports Management

MBA 562 Sports Law

MBA 563 Sports Facilities & Event Management

MBA 564 Intercollegiate Athletics in Higher Education

MBA 565 Sports Communication

Saint Francis University  
**Admissions Policy For Degree Seeking Students**  
Graduate School of Business

**Admission Policy for Degree Seeking Students**

In order to apply for admission to the program, students must submit all of the following materials:

A fully completed application and a \$30 fee

Two letters of recommendation

Official transcript(s)

Official acceptance to the program will not be extended until all of the admission materials, including official transcripts, have been received and reviewed by the Graduate Business Programs Director. Conditional acceptance may be offered to students who have completed admission requirements but have not fully completed their undergraduate program. A letter of acceptance will be sent to students who have met admission requirements. Registration for the first courses will follow and be a collaborative endeavor between the students and their academic advisor.

In the Shields School of Business, we require a minimum undergraduate GPA of 3.0 on a 4.0 scale for admission into the MBA program or would consider a lower GPA coupled with relevant work experience. Admission decisions made based on GPA is under the discretion of the Director of Graduate Business Programs and Dean of the Shields School of Business.

**International Students Admission Policy:**

Unfortunately, we are not able to accept international students exercising their F-1 Visas currently. Since our graduate business programs are primarily delivered through online distance learning using technology, ***we are not currently able to accept international students who desire the opportunity to study in residence here.***

F-1 Visa international students in postgraduate programs at a college or university must take a full course of study as certified by the institution. Nine credit hours are required to be full-time student at SFU under federal guidelines for graduate programs. However, these same federal guidelines only permit that one three-credit, online or distance learning class counts toward a full course of study for international students studying under a F-1 Visa. Since we cannot assure international students studying here that they will be able to access enough in-person classes to remain compliant with the law, **we placed a moratorium on accepting international students who wish to study graduate business at Saint Francis University.** In the future, if conditions warrant and we can offer enough in-person courses to follow the federal mandate, we will lift the moratorium.

Saint Francis University  
**Academic Policies and Procedures**  
Graduate School of Business

❖ **Grading and Transfer of Credits**

**Overall QPA Requirement**

All students must maintain a 3.0 throughout their program of study. If a student falls below the 3.0 requirement, he/she may be placed on academic probation or be academically dismissed. The student must repeat the course that lowered the overall QPA before continuing in the program.

**Grade Contracts**

All paperwork for grade contracts are the responsibility of the student.

**Continuing Grade (CN) Contract**

A grade of "CN" can be awarded with the concurrence of the instructor and the Graduate Office. The "CN" must be removed within a time frame decided upon by the instructor and student. When the grade is completed, a new "Grade Report" will NOT be issued by the Registrar's Office. Information on the final grade may be obtained from the Graduate Office. Any "CN" that is not replaced by a letter grade by the deadline date as shown on the contract will be changed automatically to the letter grade of "F".

**Incomplete Grade (I) Contract**

The "I" grade is intended for use in cases when small amounts of course work remain to be completed. The student must submit the required work to the instructor no later than 14 days after the beginning of the subsequent semester (summer sessions included). When the grade is completed, a new "Grade Report" will NOT be issued by the Registrar's Office. Information on the final grade may be obtained from the Graduate Office. Any "I" that is not replaced by a letter grade by the 22nd day of the subsequent semester will be changed automatically to the letter grade of "F".

**Repeating Courses**

Students may repeat any course, subject to the restrictions specified below. Courses in which "F" grades are earned may be repeated only at Saint Francis University. Both the original course and grade, and the repeated course and grade, appear on the academic record, but only the higher grade is used in the computation of the Q.P.A. A course which is a prerequisite for a more advanced course in the same discipline may not be repeated after a more advanced course has been successfully completed

**Transfer of Credits from Another University**

Courses considered for transfer must meet the following requirements:

- Three credit, graduate level (500 or 600 level)



- A letter grade of “B” or better
- Comparable to one of our courses (course titles and descriptions must be substantially the same)
- Completed within the last five years.

Please submit a letter along with an official transcript of the course(s) to be considered for transfer, to the Director of the program. Students will be notified if more information is needed. Please allow approximately two weeks for requests to be processed. The Graduate School Office will notify students of the decision. **A maximum of six credits will be considered for transfer.**

### ❖ **Grade Appeal Process**

If a student wishes to question or appeal a grade, the student must do so prior to the sixth week of the subsequent semester through the following:

- Contact the instructor to ask for an explanation of the grade determination. The instructor of the course will review how the grade was determined.
- If the student is not satisfied with the instructor’s explanation, the student will then meet with the program director. The program director will meet with the instructor to discuss how the grade was determined. Then the program director will meet with the student to inform him/her of their determination of the appeal.
- If the student is not satisfied with the results determined by the program director, he/she can submit a letter of appeal to the Associate Provost. This letter must include a summary of the meetings with the instructor and the program director as well as a rationale for the appeal. The Associate Provost will review the appeal and render the final decision.

Appeals should be sent to:

Vice President of Academic Affairs  
 Saint Francis University  
 P O Box 600  
 Loretto, PA 15940

### ❖ **Class Meeting & Attendance Policy**

#### **Responsibilities of All Students in Online Courses:**

- a. Federal regulations require that students in an online course establish attendance. It is required that all students document online attendance by submitting an assignment (assignment, discussion board post, quiz, or synchronous meeting) to the learning management system within the first week. A week as defined in the withdrawal policy starts on Monday and ends on Sunday. The first calendar day of class is the official start date as posted on the Saint Francis University Academic Calendar.

b. Logging into an online class is not sufficient, by itself, to document attendance. Even if an extension is granted during the first week, students still need to submit work (even partial) to an assignment within the first week. Failure by a student to participate in online courses during the first week, will lead to the student being notified and automatically dropped from the course and can affect eligibility for financial aid.

c. Once students begin participating in an online course class, they are considered active and are responsible for adhering to all university policies and tuition fees. It is up to the student to complete the proper procedures if they wish to drop or withdraw after participating. The last submission within the LMS will be used to establish the last day of attendance for financial aid purposes. For courses scheduled for five weeks or less, please review the refunds and withdrawals policy.

### **Responsibilities of All Students**

- a. Students are expected to attend each meeting of each scheduled class for which they are officially registered and are responsible for knowing their instructors' attendance policies as stated in the syllabus. If a course, regardless of modality, has synchronous online activities announced in the syllabus, students are also expected to attend those.
- b. Undergraduate and graduate students who are absent for the reasons listed below (approved as excused by the University) must inform their instructors directly of their absence and provide documentation to the Center for Academic Success for official notification distribution. For planned absences, notice must be given before the missed class meeting.
  1. Military obligation;
  2. Serious illness or injury of the student with prescribed orders not to attend class;
  3. Medical absence due to a documented disability;
  4. Death of a member of the student's immediate family (defined only as parent, legal guardian, sibling, child, spouse or life partner, grandparent and grandchild);
  5. Approved athletics participation;
  6. Participation in professional conference or meeting;
  7. At the request of the university.
- c. Saint Francis University respects the diversity of faiths and spiritual practices in the University community. Students planning to observe religious holidays that occur on scheduled class days must inform their instructors at the beginning of the semester. Students who make such arrangements will not be required to attend class or take examinations on the designated days.
- d. In the case of rare and compelling circumstances not listed above, students should make every effort to discuss reasonable accommodations with their instructors in advance (if feasible) or as soon as possible afterward.
- e. Students reporting late for class may be denied admission by the instructor and reported as absent.
- f. Should absence, tardiness, or early departure be necessary, students are responsible for the material covered during the absence. Faculty cannot grant requests for excessive amounts of make-up material.

## ❖ **Withdrawal Policy**

Students who need to withdraw from Saint Francis University are required to complete an official withdrawal form from the Center for Academic Success. This form will then be signed by the director CAS (or designee) and sent to various offices at the University. The official withdrawal process includes the completion of the official withdrawal form, clearing of all financial obligations, and returning the laptop.

Students considering withdrawal from the University should be aware that they are subject to the regulations governing withdrawal from courses. Therefore, if students withdraw from Saint Francis University after the official date for dropping a course, they will receive a grade of "F" for all courses carried that semester. If a student can show just cause (illness or family emergency) the student may, in consultation with the instructor, apply for a grade of "CN" or "W" for any course from which he or she withdrew. If such arrangements are not made by the student, the "F" grade will apply. As usual, the "F" grade in this instance is calculated in the student's grade point average.

If a student requests a leave of absence for the semester or year, he or she will complete the official withdrawal process. When the student is ready to return to the University, he or she will contact the Office of Admissions and request to reactivate their studies. Any student who withdraws from the University may request to be re-admitted by contacting the Office of Admissions. Please review the refund policy for financial matters concerning withdrawal.

### **Withdrawal Procedures due to Military Service**

Students called to active duty as reservists should provide a copy of their military order to the Registrar. Copies of this order will be forwarded to the Business Office, Financial Aid Office, and the Office of Veterans Affairs. Students who request a full semester withdrawal will receive a full refund of tuition and fees. Any University room/board contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of the withdrawal. If a substantial part of the semester has been completed at the time the student receives deployment orders, the student may make arrangements with faculty to complete his/her academic responsibilities for the semester and apply for a "CN" grades according to the procedure described in the University catalog. Room and board will be prorated as mentioned above. Students who receive University-issued laptop computers are required to return the computers at the time they leave to fulfill their military obligation. Students who complete their active military duty and request readmission to the University will be automatically re-admitted with all admission fees waived. The student's academic standing at the time of re-admission shall remain as it was prior to the call to active military duty. This policy also includes military dependents whose families must move due to redeployment and/or relocation.

## ❖ **Academic Honesty**

Academic honesty is an essential part of the SFU experience. Dishonesty in any aspect is viewed as being incompatible with the University's moral tradition.

There are various practices that are seen as violations of academic honesty. Some examples of these are listed below:

1. Submitting another student's paper or project as one's own.
2. Submitting the same assignment to fulfill requirements in two courses without the expressed permission of both instructors.
3. Cheating during an examination, either by copying from another student, by letting another student copy from one's own work or by using any other illegitimate source of information.
4. Coaching another student in the preparation of an assignment, including editing papers, projects, computer programs, etc., where prohibited by the instructor.
5. Impairing library resources so as to deprive others of their use, such as removing them from the library without checking them out, tearing out pages, hiding books, etc., with the intent of thereby gaining an academic advantage.
6. Inserting phrasings or paragraphs into a paper from journals or books without structuring them to demonstrate one's own synthesis of ideas and without fully crediting the original source.
7. Obtaining general background for an assignment from a book, article or other source that is not acknowledged.
8. Using a specific idea, detail or illustration drawn from a particular source without attribution.
9. Paraphrasing without attribution.
10. Taking an exam in one section of a course and then discussing the nature and content of that exam with students who have yet to take an exam with another section of the course.
11. Submitting contrived or altered data, quotations or documents with an intent to mislead or deliberately misattributing material to a source other than that from which the student obtained it.
12. Falsifying, tampering with, or misrepresenting one's own transcript or other academic record, or that of another student, or any materials relevant to a student's academic performance.
13. Knowingly making false statements or presenting false evidence at any time throughout the academic honesty process. In cases where the student has been accused of other unacceptable practices, knowingly making false statements or presenting false evidence will be treated as an additional offense for purposes of determining the proper penalty category.

*Honesty Status:* When a student is accused of dishonesty, it will be the responsibility of the Vice President for Academic Affairs to determine whether the student is a multiple offender. If this is the case, the student will move through a different appeal process than will first-time offenders.

*The Role of the Faculty:* The faculty of Saint Francis University is obliged to play a major role in the implementation of an effective academic honesty policy. Accordingly, when a member of the faculty becomes aware of an incident of academic dishonesty, that faculty member must confront the alleged offender and impose a penalty if the situation warrants.

Members of the faculty have several initial penalty options for academic misconduct. These include:

- Assignment of a failure for the course
- Suspension from the class for one class period
- Lowering of a letter grade by one or more letters
- A failure on a specific assignment.

### ❖ **Change in Student Information**

The Graduate School Office should be informed of any change in mailing address, email address or contact numbers.

### ❖ **Accreditation**

Saint Francis University and the Graduate School of Business and Human Resource Management are accredited by the Middle States Association of Colleges and Schools and the International Accreditation Council for Collegiate Business Education (IACBE).

### ❖ **Recruiter Compensation/Incentive Program**

Saint Francis University deploys a decentralized administrative model of student recruitment in its graduate programs. Each graduate program has a designated recruitment coordinator who handles prospective student inquiries. Saint Francis University does not utilize an incentive program for its employees regarding the recruitment of potential graduate students. Recruiters will either be paid hourly (operational employees) or will be salaried (administrative) depending on the specific nature of the job and its various administrative roles. The University does not offer employees inducements to recruit graduate students due to its philosophy of ensuring that students are recruited with the highest degree of integrity and respect without the use of high pressure or aggressive consultative selling practices. Therefore, there is no recruiter compensation/incentive program.

### ❖ **Graduate Business Exit Exams**

Graduate Business Programs Exit Exams are built into the required courses for each program. There are separate exams for each program; MBA utilizes the Peregrine exam, while MHRM has its own capstone exam. The completion of these exams are a requirement for graduation and used to evaluate each program and individual course effectiveness. Further information on the MHRM exam is listed below:

*All students in the Master of Human Resource Management (MHRM) program at Saint Francis University will take a capstone exam near the end of the program. The exam is designed to measure HR knowledge and the ability to apply facts, concepts, theories, and analytical methods to “real life” HR professional situations. Although this exam is different from the HRCI and SHRM certification exams, it will certainly provide good practice for certification. The capstone exam also helps the MHRM program with accreditation and review.*

*The capstone exam is a three-hour computerized exam consisting of 175 multiple-choice questions. It is free of charge and administered online through Canvas. This exam was developed by HRReview, LLC, a leading provider of study materials to prepare HR Professionals for the Human Resource Certification Institute (HRCI) PHR/SPHR/GPHR certification exams. Although this test is not the actual certification exam, it will mimic the same question categories from the HR Body of Knowledge.*

## ❖ Graduate Business Programs Surveys

Graduate Business Programs Surveys will be sent to students just after graduation and again at six to twelve months following graduation. We ask you to complete them and share your thoughts and insights. Your feedback is utilized to make continuous improvements to the Graduate Business Programs.

## Student Responsibilities for Successful Completion of the Program:

1. Follow policies as set forth in the Graduate Business Programs student policy manual.
2. Maintain a professional attitude and enthusiasm toward learning.
3. Successfully complete all required courses in the program within five (5) years.
4. Log into each online course within the 1<sup>st</sup> week of each session or semester.
5. Utilize the Community Site on Canvas to stay updated with campus information, as well as familiarize yourself with the online learning format.
6. Maintain open and frequent communication with Graduate Business and HRM instructors.

## Academic Advising

The primary purpose of an academic advising program is to assist the student in the development of their academic program plan for effective and successful completion of their degree program. Academic advising provides the opportunity for the student to collaborate with their advisor in a continual process of clarification and evaluation. The Director of Graduate Programs advises all students. The process of advising aims to accomplish the following:

- Identify academic and career goals
- Develop a suitable educational plan
- Select appropriate courses and experiences
- Address questions on program progression
- Increase student awareness of available educational resources
- Identify and utilize institutional support services as needed.

Saint Francis University  
**Financial Matters and Refund Policy**  
Graduate School of Business

**Graduate Business Programs’ Policies**

This manual provides guidelines for students enrolled in the Saint Francis University Master of Business Administration (MBA) and Master of Human Resource Management (MHRM) and Master of Arts in Strategic Leadership (MASL) Programs. It is intended to supplement the rules and regulations that apply to all students at SFU [catalog.francis.edu](http://catalog.francis.edu). You are encouraged to become familiar with this information.

The Director of the Graduate Business Programs (MBA, MHRM, and MASL) will have final authority over decisions based on the Student Handbook and University Catalog. Students who may have questions about any situation not apparently covered in this manual should discuss the issues with the Director of the Graduate Business Programs.

Ultimately, you may be permitted to register for a course, but access to that course may be denied until your financial arrangements are confirmed or finalized with the Business Office, Financial Aid or the Graduate Business Programs Director.

**Tuition and Fees**

Application Fee (non-refundable)	\$30
Technology Fee (per semester)	\$45
Graduate Tuition per Credit	\$875
Graduate Tuition per Course	\$2,625
Graduation Fee	\$195
(payable at the beginning of the last semester)	

If you pay out-of-pocket for your tuition, you have the option of paying by check, money order, bank draft or credit card. You may mail your check or money order to: Saint Francis University, Attention: Business Office, P.O. Box 600, Loretto, PA 15940. Payments by bank draft and credit card can be processed by our third-party administrator Tuition Management Services (TMS). You can use TMS by calling 1-800-356-8329 or on the web at [www.afford.com/francis](http://www.afford.com/francis). There are no fees associated with a bank checking or savings draft. Accepted credit cards are Mastercard, American Express and Discover. There is a convenience fee of 2.99% added to payment for credit card transactions. There are no fees if the automated services (phone or web) are used. If you contact a “live” TMS Representative to assist you with payment processing, a \$10.00 fee is applied. There is an alumni discount of 15% for all Saint Francis University graduates. Working professionals can qualify for tuition deferment, and you are encouraged to inquire if your place of employment qualifies for a corporation discount.

**Clock Hour Programs: Clock to Credit Hour Calculations**

Saint Francis University calculates a clock hour to be equal to fifty minutes of classroom instruction. Forty-five hours of instruction are required per three credit courses in the Graduate School of Business and Human Resource Management. This policy pertains to all instructional modalities including online and blended courses. In online courses clock hour equivalencies are

determined for various forms of instruction, such as discussion boards, instructional videos, synchronous instruction, computer simulations, etc. The clock policy is closely monitored by the Director and Associate Director of the Graduate School of Business for compliance and the policy is communicated to faculty.

### **Refund Policy**

The University’s Refund Policy for Distance Education applies to students, other than those residing in Maryland, who are enrolled in distance education programs. All withdrawals and requests for refunds must be made in writing to the program director and will be calculated according to the date of the email or postmark it was received. If the course has been canceled by the University, the student will receive a full refund. In the event of dismissal, no refunds will be issued. Non-attendance will not constitute notice of withdrawal.

*Withdrawal from a course:* In case of withdrawal from a course during the first week, 100% tuition will be refunded. No financial refund can be made for withdrawal from a course occurring after the first week after the start of the course. A week starts on Monday and ends on Sunday.

*Withdrawal from the University:* In the event of complete withdrawal from the University after the opening of classes, tuition will be refunded according to the schedule below. A University Withdrawal constitutes a drop from all courses. The student will also be dropped from his/her degree program and must be readmitted before any future credits or grades will apply to the degree. It is recommended that the student speak with the program director about the impact to his/her degree, academic requirements, and re-admittance policies before withdrawal.

#### **8-Week Session**

<b>Date of Student’s Official Withdrawal</b>	<b>Percent of Payment Refunded</b>
Before or during first week of class	100%
During second week	75%
During third week	50%
After week three	No refund

#### **15-Week Session**

<b>Date of Student’s Official Withdrawal</b>	<b>Percent of Payment Refunded</b>
Before or during first week of class	100%
During second and third weeks	90%
During fourth and fifth weeks	80%
During sixth week	70%
During seventh and eighth weeks	60%
After week eight	No refund

In the case of withdrawal after the first week of class, a grade of “W” will be recorded on the transcript. Withdrawal after the third week (8-week course) or 49<sup>th</sup> day (15-week course) subjects a student to an “F” grade.

If students with Title IV funding discontinue their studies, a percentage of the aid must be returned to the Title IV funds according to the institutional formula which is available through the Financial Aid Office.



*State Refund Policies:* Distance education students residing in a state listed below are subject to the terms of that particular state's refund policy.

***Maryland:*** The Maryland State Refund Policy applies to students residing in Maryland who are enrolled in Saint Francis University distance education programs. The minimum refund that shall be paid to a Maryland student who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

<b>Proportion of Total Course Completed as of Date of Withdrawal or Termination</b>	<b>Tuition Refund</b>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

Refunds are made within 60 days from the date of withdrawal or termination.

**Company Sponsored\Tuition Deferment Policy**

To be eligible for tuition deferment, a letter regarding the tuition reimbursement policy is due by the first week of class for each semester in which you are enrolled in classes. The letter must be on company stationery, including the student's name and the reimbursement policy of the company. Letters should be sent to SFU Business Office, PO Box 600, Loretto, PA 15940. Letters can also be faxed to at (814) 472-3886. Each student receives a Statement of Account. It is the responsibility of the student to give this Statement of Account to his/her employer at the completion of the course along with his/her grade for reimbursement. Payment must be made within 45 days upon completion of the course. If you have any questions, contact Accounts Receivable Specialist, at (814) 472-2884. Working professionals can qualify for tuition deferment, and you are encouraged to inquire if your place of employment qualifies for a corporation discount.

Saint Francis University  
**University and Graduate Programs Communications**  
Graduate School of Business

**My.francis.edu**

All Saint Francis University related communications will be conducted through university-provided means, that is, each student's francis.edu email account. All students, once they have been assigned a username, also have a francis email account. The email address is your username@francis.edu. This can be accessed through the local web link on the my.francis or the francis.edu web site. Private conversations with faculty and staff of the MBA, MHRM, and MASL programs can be conducted through this site and/or through a specific Canvas course site. The francis.edu email address will be used for official correspondence beginning the first day of the first MBA/MHRM/MASL class and will continue through the duration of the program.

The <https://my.francis.edu> website can be used to access your username and password, Canvas, student schedule, grade report, schedule of classes, academic information, course schedules, course history, financial account information, online registration, and your library barcode.

**Student Account Information**

All students at Saint Francis University are assigned a username, password, and an email address upon registration of their first class. The username gives a student access to view his/her bill, schedule, grades, and transcripts. Students can access this information by logging on to <https://my.francis.edu/ics> and clicking "Username Lookup" under My Francis. Follow the directions on this page to access your student identification.

**Library Information**

The Saint Francis University Library provides access to online resources. Online access includes:

- Search our catalog to locate books
- Locate full text journal articles using Journal Finder or Databases
- Find answers to frequently asked questions (FAQs)
- Begin your research using subject guides prepared by reference librarians
- Read help guides
- Read the library blog to learn more about new resources

**Purchase of Textbooks**

Textbook orders may be reserved/ordered online by logging onto [www.francis.edu](http://www.francis.edu) and clicking on "Bookstore" under Campus Life and Campus Facilities. Students may also purchase books at the Saint Francis University Bookstore located in the John F. Kennedy Student Center near the entrance of the University.

Saint Francis University  
**Support Services for Graduate Students**  
Graduate School of Business

**How to apply for Financial Aid:**

To receive a Financial Aid Package you must first be accepted to Saint Francis University. Please contact the Graduate Department you are seeking acceptance to for admissions information.

❖ **Financial Aid/Billing**

**E-mail:** [финаid@francis.edu](mailto:финаid@francis.edu)

**Phone:** 814-472-3010

**Fax:** 814-472-3999

**Library Services:**

The Library strives to support student learning and research by providing access to reliable, academic research materials, quiet and group study areas, and expert research assistance. Students can receive help with their research – from selecting the best topic, to finding materials, to citing those materials – by contacting a reference librarian at 814-472-3160 or by chatting with a librarian via the library website at [library.francis.edu](http://library.francis.edu) or in person at the Public Services Desk in the library.

❖ **Library Services**

**E-mail:** [asklibrarians@francis.libanswers.com](mailto:asklibrarians@francis.libanswers.com)

**Phone:** 814-472-31600

**Tech Support:**

Open access to information and web-based communications is essential to every student's college experience. Saint Francis University has selected Collegis Education to provide managed technology and marketing services. More information can be found at <https://www.francis.edu/information-technology>

❖ **Technology Support**

**E-mail:** [sfuhelp@personalsupportcenter.com](mailto:sfuhelp@personalsupportcenter.com)

**Phone:** 844-626-6469

**Website:** <https://libguides.francis.edu/techhelp>

Laptop Help Desk | [Library](#), 1st floor

**Tel:** 814-472-2800

**Bookstore:**

The SFU Campus Bookstore is located in the lower level of the JFK Student Center. For questions, contact them at 814-472-3053.

<https://www.francis.edu/bookstore>

**We strongly recommend that you address any concern proactively, before it becomes a problem.**

- If at any time you have problems regarding technical issues, please go to <https://libguides.francis.edu/techhelp>, email [sfuhelp@personalsupportcenter.com](mailto:sfuhelp@personalsupportcenter.com), or call (814) 472-2800.
- If you have questions regarding your courses, contact your instructor first. If concerns cannot be resolved, contact the Director of Graduate Business Programs.
- For routine administrative and procedure questions, contact the Director of Graduate Business Programs.
- For program policies, academic difficulties, or withdrawals from the program, contact the Director of Graduate Business Programs.
- If at any time you have questions regarding your courses, contact your instructor first. If concerns cannot be resolved, contact the Director of Graduate Business Programs.

Saint Francis University  
**Statement of Nondiscrimination**  
Graduate School of Business

Nondiscrimination Statement and No Harassment Policy Saint Francis University does not discriminate on the basis of gender, gender identity, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, pregnancy status, veteran status, predisposing genetic characteristic or any protected classification. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs. The following person has been designated to handle inquiries regarding the University's nondiscrimination policy: Jeffrey Savino, Vice President for Finance and Administration (814) 472-3261, jsavino@francis.edu. If you have been the victim of sexual harassment/misconduct/assault you are encouraged to report this. If you report this to a faculty member, he/she must notify the Saint Francis University Title IX coordinator about the basic facts of the incident. The following person has been designated to address inquiries about harassment, sexual misconduct, stalking and relationship violence and to assist the student in connecting with resources both on and off campus: Lynne Banks, Associate Dean of Students/Title IX Coordinator, (814) 472-3002, lbanks@francis.edu

**Informed Consent for Research**

Faculty and students conducting research must obtain prior informed consent from each prospective subject. Another situation requiring consent would be when a human subject is used for demonstration or for student practice for educational purposes. Saint Francis University has an Institutional Review Board to oversee the use of human subjects in research. The purpose is to protect the rights and minimize risk for the subjects. Prior to initiating a University associated research project, faculty and students must follow established procedures for review of the project and obtaining informed consent from the subjects.

## University Directory

For Information on...

<b>Academic Advising</b> _____	(814) 472-3026 <a href="mailto:hthomas@francis.edu">hthomas@francis.edu</a>
<b>Billing Questions</b> _____	(814) 472-2884 <a href="mailto:billing@francis.edu">billing@francis.edu</a>
<b>Bookstore</b> _____	(814) 472-3170 <a href="mailto:bookstore@francis.edu">bookstore@francis.edu</a>
<b>Career Services/Graduate Assistantships</b> _____	(814) 472-3019 <a href="mailto:careerservices@francis.edu">careerservices@francis.edu</a>
<b>Financial Aid</b> _____	(814) 472-3376 or (814) 472-3010 <a href="mailto:finaid@francis.edu">finaid@francis.edu</a>
<b>Instructional Technologist</b> _____	(814) 472-3548 or (814) 472-3207
<b>Technology Helpdesk</b> _____	(814) 472-2008 <a href="mailto:sfuhelp@personalsupportcenter.com">sfuhelp@personalsupportcenter.com</a>
<b>Library</b> _____	(814) 472-3163 <a href="mailto:library@francis.edu">library@francis.edu</a>
<b>Registrar</b> _____	(814) 472-3009 or (814) 472-3291 <a href="mailto:registrar@francis.edu">registrar@francis.edu</a>

## Full Time Faculty and Staff Contact Information

<b>Dean, Shields School of Business</b> Dr. Randy Frye, Ed.D., MA, MBA, CMA	(814) 472-3041 <a href="mailto:RFrye@francis.edu">RFrye@francis.edu</a>
<b>Director, Graduate Business Programs</b> Ms. Haley Thomas, MBA	(814) 472-3026 <a href="mailto:HThomas@francis.edu">HThomas@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Dr. Eric Ecklund, Ph.D.	(814) 472-2867 <a href="mailto:EEcklund@francis.edu">EEcklund@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Dr. John Miko, Ed.D., MA, MBA, PMP	(814) 472-3071 <a href="mailto:JMiko@francis.edu">JMiko@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Ms. Jessica M. Dunlap	(814) 472-3944 <a href="mailto:JDunlap@francis.edu">JDunlap@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Dr. Angela Seidel, D.B.A.	(814) 472-3076 <a href="mailto:ASeidel@francis.edu">ASeidel@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Dr. Kent Tonkin, D.B.A.	(814) 472-3076 <a href="mailto:KTonkin@francis.edu">KTonkin@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Dr. Kelley Rhodes, MA, DM	(814) 472-3329 <a href="mailto:KRhodes@francis.edu">KRhodes@francis.edu</a>
<b>Faculty, Master of Business Administration Program</b> Dr. Noah Trudeau, MA, Ph.D	(814) 472-3496 <a href="mailto:NTrudeau@francis.edu">NTrudeau@francis.edu</a>
<b>Administrative Assistant</b> Ms. Lianna Weir	(814) 472-3087 <a href="mailto:LWeir@francis.edu">LWeir@francis.edu</a>