



GRADUATE SCHOOL OF BUSINESS AND
HUMAN RESOURCE MANAGEMENT

Student Handbook

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Saint Francis University
Graduate Business Programs
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Saint Francis University
Master of Business Administration
Graduate School of Business and Human Resource Management

Introduction

The **Master of Business Administration** at Saint Francis University 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, skill sets, and perspectives. As part of the rich Franciscan Heritage of the University, the MBA Program requires students to explore ethical dilemmas that face manager's everyday and learn to manage with responsibility and compassion. Students will 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 discipline, such as Accounting, Finance, Health Care Administration, Human Resource Management or Marketing. The Saint Francis University MBA Program enables students to receive a comprehensive, high-caliber executive business education close to where they live and work, and with a class schedule that fits their active lives.

The entire program is offered in Loretto and State College, with selected course offerings in Altoona and Johnstown.

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. Reach higher and go far in business by enrolling in the MBA program today!

Admission Policy for Degree Seeking Students

- An application with two essays and a \$30 fee
- Two (2) letters of recommendation
- Current resume
- Official transcript(s)
- Students with an overall grade point average above a 3.3 on a 4.0 scale are NOT required to take the GMAT exam. Students who already hold an advanced degree will also be waived from the GMAT exam. Official GMAT (Graduate Management Admissions Test) scores must be sent directly from Pearson-VUE. Your GMAT score must be less than five years old at the time of application. For more information and testing locations visit <http://www.mba.com> or <http://gmat.org>
- International students need to submit TOEFL or IELTS scores

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. 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.

Note:

Students utilizing financial aid must register for at least two courses per semester (to achieve the 5-credit requirement).

You may contact Ms. Elizabeth (Beth) Hunt in the Financial Aid Office at (814) 472-3077 for eligibility requirements.

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 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.

The MBA Curriculum

The MBA curriculum contains 9 required (27 credits) and 3 elective (9 credits) courses for a total course load of 12 classes (36 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.

BASIC CORE COURSES

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

CPSC 101 Introduction to Computer Science
STAT 301 Quantitative Business Analysis
ACCT 101 Financial Accounting
ECON 101 Macroeconomics

REQUIRED COURSES

MBA 500 Perspectives on Management
MBA 501 Financial Management
MBA 502 Marketing Management
MBA 503 Managerial Economics
MBA 504 Managerial Communications
MBA 505 Quantitative Business Analysis
MBA 506 Managerial Accounting
MBA 550 Strategic Management and Policy Analysis
MBA 555 Business and Society

ELECTIVE COURSES (select any three):

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

MBA 496 Computer Applications for Managers
MBA 507 Entrepreneurship
MBA 510 International Business Management
MBA 512 Ethics in Management
MBA 513 Selected Issues in Management
MBA 514 Research

Accounting

MBA 530 Analysis and Interpretation of Financial Statements
MBA 531 Financial Accounting Theory
MBA 532 Corporate Taxation and Research

Finance (choose any three)

MBA 515 International Trade and Finance
MBA 516 Investment Analysis and Portfolio Management
MBA 517 Financial Markets and Institutions
MBA 518 Selected Issues in Finance
MBA 519 Research

Health Care Administration (choose any three)

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

Management Information Systems (choose any three)

MBA 525 Management Information Systems
MBA 526 E-Business for the Enterprise
MBA 527 IS Project Management
MBA 529 Selected Issues in Information Systems

Human Resource Management

MHRM 521 Human Resource Management
MHRM 512 Employment Law
MHRM Elective

Labor Relations

MHRM 512 Employment Law
MHRM 510 Labor Law
MHRM 520 Collective Bargaining or MHRM 547 Alternative Dispute Resolution

Marketing (choose any three)

MBA 540 Marketing Research
MBA 541 Promotions Management

MBA 542 Global Marketing Management
MBA 543 Principles of Selling and Sales Force Management

Master of Business Administration Program Course Locations

Loretto - Saint Francis University, PO Box 600, Loretto, PA 15940
Altoona - Sheetz Corporate Headquarters, 5700 6th Avenue, Altoona, PA 16602
Johnstown - Memorial Medical Center, 1086 Franklin Street, Johnstown, PA 15904
State College - South Hills School of Business and Technology, 480 Waupelani Drive, State College, PA 16801

We reserve the right to alter the locations to meet the needs of the students.

TENTATIVE MBA COURSE OFFERINGS FOR EACH SEMESTER

LORETTO CAMPUS – SAINT FRANCIS UNIVERSITY

Fall Semesters

Course Number	Title	Credits
MBA 500	Perspectives on Management	3
MBA 502	Marketing Management	3
MBA 505	Quantitative Business Analysis	3
MBA 506	Managerial Accounting	3
MBA 555	Business and Society	3
MBA Electives	TBA	3

Spring Semesters

Course Number	Title	Credits
MBA 501	Financial Management	3
MBA 503	Managerial Economics	3
MBA 504	Managerial Communications	3
MBA 550	Strategic Mgmt & Policy Analysis	3
MBA Electives	TBA	3

Summer Semesters

Course Number	Title	Credits
MBA 504	Managerial Communications	3
MBA 506	Managerial Accounting	3
MBA Electives	TBA	3

Classes offered in **Johnstown** and **Altoona** are meant to augment the MBA Program at Saint Francis University. Therefore, course offerings for these locations are announced each semester.

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

Introduction

The **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).

The entire program is offered in Loretto and Harrisburg.

Mission Statement

The mission of the HRM 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. Reach higher and go far in Human Resource Management by enrolling in the Master's of Human Resource Management program today!

Admission Policy for Degree Seeking Students

- An application with two essays and a \$30 fee
- Two letters of recommendation
- Current resume
- Official transcript(s)
- International students need to submit TOEFL or IELTS scores

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. 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.

Note:

Students utilizing financial aid must register for at least two courses per semester (to achieve the 5-credit requirement).

You may contact Ms. Elizabeth (Beth) Hunt in the Financial Aid Office at (814) 472-3077 for eligibility requirements.

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 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.

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.

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 (select any two):

MHRM 520 Collective Bargaining

MHRM 523 Current HRM Research

MHRM 529 Leadership

MHRM 544B Talent Planning

MHRM 544C Creating a Meaningful Workplace Community

MHRM 544D Perspectives of Health Care Mgmt and Compliance

MHRM 547 Alternative Dispute Resolution

MHRM 599 Internship

HIST 400.1 History of American Labor

Master of Human Resource Management Program Course Locations

Loretto - Saint Francis University, PO Box 600, Loretto, PA 15940

Harrisburg - Dixon University Center, 2986 North 2nd Street, Harrisburg, PA 17110

TENTATIVE MHRM COURSE OFFERINGS FOR EACH SEMESTER

LORETTO – SAINT FRANCIS UNIVERSITY

Fall Semesters

Course Number	Title	Credits
MHRM 512	Employment Law	3
MHRM 513	Staffing: Recruitment, Selection and Retention	3
MHRM 521	Human Resource Mgmt	3
MHRM Electives	TBA	3

Spring Semesters

Course Number	Title	Credits
MHRM 510	Labor Law	3
MHRM 515	Benefits	3
MHRM 532	Compensation	3
MHRM 544	Contemporary Issues in HRM	3
MHRM Electives	TBA	3

Summer Semesters

Course Number	Title	Credits
MHRM 525	Performance Management	3
MHRM Electives	TBA	3

Course schedules are subject to change.

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 academically dismissed or 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".

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 Coordinator 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:

Dr. Peter Skoner
Associate Provost

Saint Francis University
P O Box 600
Loretto, PA 15940

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 Assembly 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 insuring 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.

All Campus, LLC Agreement

Saint Francis University does enlist the specialized marketing and retention services of a partner organization for its Master of Medical Science and Master of Human Resource Management program. There is a written agreement between Saint Francis University and All Campus, LLC for the latter organization to provide marketing and retention services for these two online graduate programs. In exchange for providing ongoing consultation activities relative to marketing, recruitment, and retention, All Campus receives a share of the tuition revenue. However Saint Francis University retains strict control over the programs' operations and maintains weekly contact with the partner organization to insure integrity and strict quality control over all aspects of marketing, student recruitment, program administration, and student retention. Copies of these service agreement contracts are available upon request. All Campus, LLC offers this bundle of marketing, recruitment, and retention services that are difficult for the University to replicate on its own, therefore providing an additional layer of customer care to our potential and existing graduate students.

University and Graduate Business Programs Communication

My.francis:

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 and MHRM Programs can be conducted through this site and/or through a specific Blackboard course site.

The francis.edu email address will be used for official correspondence beginning the first day of the first MBA/MHRM 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, Blackboard, 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.

When accessing some resources from off campus, you will be asked to enter your name and barcode number. Graduate students receive a letter each semester from the library which includes information about the library as well as a card with a barcode number. If you did not receive this letter, please contact Barbara Doll at (814) 472-3163, (814) 472-3160 or email bdoll@francis.edu.

Purchase of Textbooks

Textbook orders may be reserved/ordered online by logging onto 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.

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) Programs. It is intended to supplement the rules and regulations that apply to all students at SFU catalog.francis.edu. You are encouraged to become familiar with this information.

The Director of the Graduate Business Programs (MBA and MHRM) 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
Graduate Tuition per Credit	_____	\$908
Graduate Tuition per Course	_____	\$2,724
Graduation Fee	_____	\$190
(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. There are no fees associated with a bank checking or savings draft. Accepted credit cards are Master Card, 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.

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 clock hours of instruction are required per three credit course 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 and Human Resource Management for compliance and the policy is communicated to faculty.

Withdrawal From a Course

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 cancelled 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.

7-Week Session

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

15-Week Session

Date of Student's Official Withdrawal	Percent of Payment Refunded
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 (7-week course) or 49th 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:

Proportion of Total Course Completed as of Date of Withdrawal or Termination	Tuition Refund
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 with 60 days from the date of withdrawal or termination.

Revised 2/11/14

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

Class Attendance Regulations

Students are expected to attend all classes as scheduled as an academic obligation. Students’ grades are based on prompt completion of all assignments, presence for all examinations, reading of the required references, and participation in class discussions as well as on the general quality of work. Instructors have no inherent obligation to provide make-up opportunities for an absence unless, in their judgment, the reason for the absence warrants such consideration.

Every instructor maintains a record of attendance and has a right to determine the importance of any absences a student may incur during the course insofar as the absence affects the student’s performance and achievement in class, the taking of examinations, class participation, laboratory work, or any other factor considered by the instructor in determining the grade a student will receive. All course work must be completed with the last meeting of the class.

After the instructors have explained the standards and requirements during the first meetings of a class, the student is responsible for successful completion of the course based on these criteria.

If students absent themselves excessively from consecutive classes, the absences are reported to the Vice President for Student Development.

Once reported, efforts will be made to intervene with the student to accommodate any reasons the student might not be attending classes. The student’s parents may be contacted. The University attempts to maintain a safe, positive, and nurturing atmosphere to help every individual student succeed. If, after intervention, the student continues a pattern of chronic absenteeism, then he or she shall be subjected to immediate dismissal from the University.

Students reporting late for class may be denied admission by the instructor and be recorded as absent.

After the final class enrollment lists have been processed, interested students may attend any class in which they are not registered with the permission of the instructor. Students so attending will not be subject to extra tuition or audit fees. No student may attend a class on this basis at a time when he or she is regularly scheduled for a class in which he or she is registered.

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, include the student's name and the reimbursement policy of the company. Letters should be sent to Ms. Ashley Krinjeck, SFU Business Office, PO Box 600, Loretto, PA 15940. Letters can also be faxed to Ms. Krinjeck at (814) 472-3886 or emailed to akrinjeck@francis.edu. 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 Ms. Ashley Krinjeck, Accounts Receivable Specialist, at (814) 472-2884.

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 the specific assignment.

Change in Student Information

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

Written Arrangements

Not applicable to the Graduate School of Business and Human Resource Management since we have no such arrangements.

Vehicle Registration for Graduate Assistants (Loretto Location Only)

All Saint Francis University graduate students who will be taking classes in Loretto must register their vehicle with the University Police Department to park on campus. The parking pass will be valid for the entire academic year. Registration will be facilitated via use of the online application process, which will be available a week before classes start. Students can access this information by logging on to <https://my.francis.edu/ics> and clicking the "Vehicle Registration" link under Quicklinks. Police. The staff will process your application and forward your parking permit and a copy of our pamphlet "Your Car On Campus," to you by mail.

Please call the University Police Department at (814) 472-3360 with any questions.

Class Cancellation Due To Weather

Class cancellations due to weather will be recorded on the weather line which students can call directly. The number is (814) 472-3880 (press 1 for the MHRM program and 2 for the MBA program). A decision regarding class held Monday - Friday will be made by 3:45pm, therefore please do not call until after 4:00pm. A decision regarding classes held on Saturday will be made by 8:00am, therefore do not call until after 8:15am. While the Graduate Office will no longer make individual calls, we will try to send an email to our students.

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 1st week of each session or semester.
5. Maintain open and frequent communication with Graduate Business and HRM instructors.

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

- If you have problems regarding the my.francis website, please contact our IT Services at 814-472-3033 or helpdesk@francis.edu.
- If at any time you have problems regarding technical issues, please contact Ms. Theresa Wilson at 814-472-2799 or email twilson@francis.edu.
- If you have questions regarding your courses, contact your instructor first. If concerns cannot be resolved, contact the Program Director.
- For routine administrative and procedure questions, contact the Coordinator of Graduate Business Programs.
- For program policies, academic difficulties, or withdrawals from the program, contact the Program Director.
- If at any time you have questions regarding your courses, contact your instructor first. If concerns cannot be resolved, contact the Program Director.

REFUND POLICY – Distance Education

The University’s Refund Policy for Distance Education applies to students who are enrolled in distance education programs or courses. 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 cancelled 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. For courses scheduled for 5 weeks or less, no financial refund can be made for withdrawal occurring after the first day of class.

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 readmittance policies before withdrawal.

7-Week Session

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

15-Week Session

Date of Student’s Official Withdrawal	Percent of Payment Refunded
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 (7-week course) or 49th 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.

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

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

Additional State Specific Information:

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:

Proportion of Total Course Completed as of Date of Withdrawal or Termination	Tuition Refund
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 and including 60%	20% refund
More than 60%	No refund

Oregon: An Oregon student who withdraws from a course is eligible for a partial refund through the middle week of the term in accordance with OAR § 583-030-0035(18)(c). Refunds shall be based on unused instructional time and shall be prorated on a weekly basis for schools using a semester, quarter or nontraditional calendar.

Statement of Nondiscrimination

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 non-discrimination policy:

Heather Meck, Associate VP & Title IX Coordinator, 123 Raymond Hall, 814.472.3213
orhmeck@francis.edu.

Approved by Provost 01/06/15, 05/30/15
Revised as per Oregon Higher Education Coordinating Commission (HECC) 12/22/14
Revised as per Maryland Higher Education Committee 09/19/14
Approved by Provost 04/10/13