

Opus College of Business



UNIVERSITY OF
St. Thomas



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Disclaimer: This policy book is specifically for graduate business students in the Opus College of Business (OCB). General University of St. Thomas graduate policies apply to all OCB students unless they are superseded by the policies of the college or the specific graduate program. Please note that general policies only apply in situations where the college or program does not have a specific policy. The college and university reserve the right to change policies and procedures at any time.

OPUS COLLEGE OF BUSINESS: A DISTINCTIVE COMMUNITY

You are joining a distinctive community as a student in the Opus College of Business. As a Catholic university, St. Thomas places emphasis on the dignity and worth of every person, the love of truth and a commitment to using one's education to make the world a better place for everyone to live and work. Membership in this community carries with it high expectations regarding the actions of each person.

OCB Mission Statement

Inspired by Catholic intellectual tradition, the Opus College of Business develops effective, principled business leaders who think globally, act ethically and create enduring value for society.

OCB Graduate Student Expectations

- A commitment to the highest standards of honesty and personal integrity – both inside and outside the classroom.
- A commitment to treat others in a respectful manner, regardless of differences such as race, religion, nationality, ethnicity, gender or sexual orientation.
- A commitment to open discourse and free exchange of ideas.
- A commitment to exercise mutual care and responsibility in all relationships.
- A commitment to an active concern for the safety, security and well-being of each individual and a respect for individual, communal and university property.
- A commitment to be an “active learner,” striving to the best of one’s ability to acquire knowledge and skills to become an effective, responsible leader in a continually evolving global business community.

Faculty Shared Protocols and Expectations

- Faculty are responsible for a set of learning objectives for students that facilitates mastery of the course material.
- Faculty are responsible for design, integration, and the delivery of curriculum.
- Faculty members affirm that it is proper and appropriate to use the entire range of the existing grading system.
- All classes will include exams and/or other method(s) of individual evaluation.
- Faculty are responsible to students for professional and ethical behavior, to challenge and support students in their learning and career preparation.
- Faculty members will return assignments in a timely fashion.

Accreditation

The Opus College of Business is among an elite group of institutions that have achieved business accreditation from Association to Advance Collegiate Schools of Business International (AACSB). The Higher Learning Commission accredits the University of St. Thomas.

GENERAL INFORMATION

St. Thomas Email: Official Communication Channel

New students admitted to the University are issued a St. Thomas email account (@stthomas.edu) that remains functional for the duration of their time as an active, enrolled student. All official communication with current students will be through their St. Thomas email accounts. It is the student's responsibility to monitor their St. Thomas email account for updates while a student at St. Thomas.

Students can access their St. Thomas email at mail.stthomas.edu, and/or set it to automatically forward to your most frequently accessed email box. Students should watch for updated information through their University email and via mail notices.

Student Photo ID Cards

All St. Thomas students are expected to carry their student photo ID cards with them whenever they are on campus. University public safety officers are authorized to ask students to show an ID at any time to ensure that while on campus security and access policies are enforced. As a downtown urban campus, security of our students, faculty and staff is a priority.

St. Thomas student ID cards serve other important functions, including Minneapolis campus access. Certain exterior doors are restricted all day, and most others close after 6 pm. Your student ID card will provide access at doors with card swipes, during business hours on class days, Monday-Saturday. (The Minneapolis campus is closed on Sundays.)

A special convenience feature of the St. Thomas student ID card is the eXpress Account. Any University of St. Thomas student may open an eXpress Account, and load value to make purchases on campus with their student ID. Contact the [Card Office](#) for more information.

Academic Advising

Each OCB graduate program has a team ready to support students, including an associate dean, program director and program advisors/coordinators. They should be your first point of contact for any questions or concerns you have about your program experience and resources available to you as a student.

Career Resources

OCB Graduate Business Career Coaches focus on advising students and alumni on career planning and management skills. They are available for one-on-one coaching sessions, and provide informative and interactive group classes. Your program team can quickly connect you with the appropriate Career Coach upon your request.

Student Records

Information in a student's record will not be released without the student's permission unless they have waived this right in writing. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, prohibits postsecondary educational institutions from disclosing the education records of students to most third parties without the students' written consent. For more information, review [the University of St Thomas' student record policies and procedures](#).

The storage, retention and disposal of student records are governed by university policy established by the University Archives Committee. For more information, review the [University's records management program](#).

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GRADUATE ADMISSIONS

Admissions Policies

OCB is committed to recruiting, enrolling, and educating a diverse, socially representative population of students. To this end, the college employs multiple methods of assessment to ensure the admission of qualified candidates.

In order to admit a degree-seeking student to a graduate program, a student must have been awarded a four-year baccalaureate degree from a United States institution accredited by one of the regional accrediting organizations. Students with degrees from institutions outside the United States must comply with policies on international admissions, including English language proficiency requirements, and in certain cases may need to obtain a credential evaluation.

Available OCB graduate programs and detailed information about their specific admission requirements can be found on the [college's website](#).

Integrity of Admissions Information

When a graduate student has submitted falsified academic or other information for admission to an OCB graduate program, the administrative official responsible will prepare a report for the program director. The director will present the case to the dean to determine whether the violation merits suspension from the university. The

student has the right to appeal the decision of the dean to the University Grievance and Discipline Committee. The decision of this committee may be further appealed to the executive vice president and chief academic officer of the university. The decision of the executive vice president is final.

Graduate Student Classification

Students holding a baccalaureate degree and admitted to a certificate or degree program for the purpose of taking courses to meet the requirements of a degree or certificate beyond the baccalaureate are called "graduate students."

Non-degree Students

Under certain circumstances, enrollment as a non-degree graduate student may be approved. Typical non-degree students are "visiting students" working to complete coursework to transfer back to their graduate program at another accredited university, or St. Thomas graduate alumni who wants to take additional coursework. Contact the program office under which the course is offered for more information.

Upon approval, students are activated under a special status code that identifies them as non-degree-option (NDO) student.

Reinstatement/Readmission

An inactivated or withdrawn student who wishes to return and resume their studies must request reactivation through the program director. The original admission file and academic records will be reviewed to determine if additional, current application materials may be required. The returning student will be held to the current admissions standards and program curriculum.

Because programs and curriculums continuously evolve, a reinstated student needs to contact a program advisor before registration. All coursework (including transfer coursework) needs to be reevaluated in terms of revised program requirements, course currency limitations, and a program completion plan.

REGISTRATION POLICIES

Course Registration

Registration takes place twice per year. Students in non-cohort (flexible pace and curriculum programs) manage their own registrations through Murphy Online. Students in cohort programs will be registered for the appropriate courses each term by their program office. In order to register, all students must be active students with no holds on their student record/account.

During the fall term (typically early November), registration opens for the January term and spring terms. During the spring term (typically in early/mid - April) registration opens for the summer and fall terms. Registration for a term remains open until the first day of that term.

Students managing their own registrations will receive emails as registration approaches with instructions and precise access dates and times. Direct any questions about course registrations and class schedules to the appropriate program office.

Students may only attend classes in which they are officially registered. Instructors will only admit students whose names are on the class roster or have official proof of registration for the class. No academic credit will be issued to anyone who attends a class for which they are not officially registered.

Course Credit Load Limits

Graduate business students in non-cohort flex programs may register for up to six (6.0) credits in the spring, summer, and fall terms, and three (3.0) credits in January term. Students may petition their program advisor to take more than six credits, if their professional circumstances and personal responsibilities will allow them to be successful with an increased academic load. Contact your program advisor to discuss your situation, and they can help with registration.

Waitlist Procedures

Students who manage their own registrations are able to waitlist through Murphy Online for courses at capacity. Students may not attend the first night of class unless registered for the course. Instructors do not have the authority to increase enrollment in their course or approve students to register off the waitlist.

If you are on a waitlist, be sure to check your St. Thomas student email regularly, or have it forwarded to an email that you do check frequently. When the system finds an open seat in a class, and you are the next person on the waitlist, you will receive an automated email to inform you that a seat is available. To claim your spot in the course you must log into Murphy Online to register yourself by the deadline noted in the email.

If you take no action by the stated deadline in the notification email, you forfeit your opportunity and the system will remove you from the waitlist. The next person on the list will be notified immediately.

Course Syllabi

Professors may distribute course syllabi electronically before the first class, or provide a copy to students at the first class meeting. Syllabi may also become available in Canvas for individual courses once you have registered.

Course Cancellation

The university and college reserve the right to cancel any course that has insufficient enrollment.

Dropping Courses, Tuition Refunds, Financial Aid Implications

To drop a course (cancel registration), prior to the start of the term, students who manage their own registrations may use the Murphy Online System. Cohort program students must contact their respective program office. The date of the drop/notification can have tuition refund, grading, and financial aid implications, depending on which point of the term the course withdrawal occurs.

The effective date of refund is the date the student drops the class online, or notifies their program advisor or office. This date determines the amount of tuition refund. Consult the Academic Calendar posted in your respective graduate program community Canvas site for a detailed refund schedule, or contact your program office. All refunds will be applied directly to the student's account.

Federal financial aid recipients who drop courses should be aware that they might need to return part or all the funds they were awarded/paid for that term. This is a federal aid regulation referred to as Return of Title IV (Federal) Aid. Check with the [graduate financial aid office](#) for any questions. Dropping a course may have other financial aid implications as well, such as affecting your [satisfactory academic progress](#), which may affect your eligibility for future federal financial aid.

Annotation of the dropped course(s) on the transcript will be determined by the graduate program policy and date of the withdrawal.

Program Withdrawal

Dropping courses alone does not constitute withdrawal from a program. To withdraw from a program, the student must notify their graduate program office of their intent to withdraw in writing. The date of notification will be entered into the student's records as the withdrawal date. The date of the notification has tuition refund, grading

and financial aid implications, depending on which point of the term the course/program withdrawal occurs. Please check with individual programs and financial aid for more specific policies.

Withdrawal Due to Military Activation

University of St. Thomas students called to active duty in the armed services are granted a full tuition refund adjustment for the term in which they were deployed regardless of the date they were activated. To receive this tuition adjustment the student must present a copy of the deployment orders to the dean or designee. If a student is called to duty after the last day to drop without a "W," the student will receive a "W" on their transcript.

Withdrawal Due to Illness

In the case of a serious illness that requires the student's withdrawal from the university, refunds or credits for tuition are prorated on a weekly basis from the date of official withdrawal. The student must provide a statement from the attending physician as evidence of the condition. Tuition is not refunded or credited for courses completed. Contact your program office for more information.

DEGREE REQUIREMENTS

Students are responsible for being aware of the specific academic and course requirements for their graduate degree or certificate. Progress and remaining requirements in Murphy Online are tracking by using the Degree Evaluation tool.

Award of Credit for Professional Experience and Certifications

While professional experience and certifications may be appropriate criteria for waiving a course requirement for certain programs and curricula, no academic credit will be awarded. For more information, please review specific program policies.

Transfer Courses for Degree Programs

Certain OCB graduate program curricula may allow students to transfer courses/credits from other institutions, either at the time of application/admission to a St. Thomas graduate program, or if a current student of an Opus College of Business graduate degree program is required to relocate a significant distance from campus. For more information, please contact the specific program office.

While individual programs may have additional requirements for approval, transfer courses must meet the following minimum conditions:

- Completed at a regionally accredited institution at the graduate level
- A letter grade of B (3.0) or higher was earned (Pass/Fail courses are not accepted)
- An official transcript must be on file
- Completed no earlier than five-years prior to admission to a program
- Courses completed after program acceptance must be pre-approved (for relocated students only)

Students must submit a full course syllabus to the relevant program office for review/approval by the appropriate program leadership and faculty to ensure the alignment of content and rigor for the degree program to which it would be applied.

The maximum number of course/credits applied to the degree requirements varies by program. Contact your program office for more details.

Second Graduate Degree Requirements

Individuals may apply to complete a second MA or MS graduate degree in a different discipline.

Academic requirements for the second degree and the applicability of previously completed coursework will vary by program and college, so students are strongly advised to contact the program office of the second program they are considering as soon as possible. Previously completed graduate credits older than 8 years may not be applied toward meeting requirements for the second degree.

University academic policy requires the second degree to include an absolute minimum of 24 graduate credits that have not applied to the first degree. Programs or college with more stringent requirements may require more than 24 credits.

COURSE FORMATS AND ATTENDANCE

Course Formats

There are a variety of course formats and delivery methods used to deliver Opus College of Business graduate courses. These modalities can vary by program, course section, and term, and fall under three basic types:

- **Traditional on-campus format:** class sessions meet on-campus, in-person
- **“Mixed mode” formats (also referred to as blended or hybrid):** courses will feature a combination of on-campus class sessions, and synchronous* online sessions and/or asynchronous^ online activities.
- **Online formats:** courses will feature no on-campus components, only synchronous* online sessions and/or asynchronous^ online activities.

Students participate in online synchronous sessions together at the same time. Asynchronous activities students complete prescribed activities, interactions, and assignments when and where most convenient for them, but by designated deadlines each week.

It is the responsibility of all students to have a clear understanding of their specific program and course(s) delivery modes, schedules, and expectations before the start of each term. Consult your program office or course instructors with any questions.

Class Attendance

Regular attendance of all scheduled class sessions (in-person or online) is expected of all students. If a student must miss a class session, they must notify the instructor as soon as possible before the sessions they will be absent. Any absence may negatively affect a student’s grade.

In all cases, individual instructors may use their discretion to modify the attendance policies for their students based on their specific course methodology, teaching objectives, and grading structure. Students are expected to respect the decision of the instructor.

“Attendance” in online classes (or the online instruction weeks of blended format courses) is determined based on *academic activity and engagement in your course*. Examples of activities that constitute attendance (including first day attendance) include but are not limited to:

- contributing to an online discussion or chat session that focuses on course content
- submitting an assignment
- working through an exercise
- taking a quiz or exam
- viewing or completing an interactive tutorial
- attending a synchronous class
- participating in an online study group
- initiating contact with a faculty member to ask a course content related question

For more information about attendance, please review specific program policies.

Make-up Exams

Attendance at all examinations is required; however, if, due to an emergency or unavoidable conflict, a student must miss class on an exam day/night, the student should communicate in advance with the instructor the reasons that necessitate rescheduling the exam. A make-up exam is offered at the discretion of the instructor.

Cancellation of Registration for Non-Attendance

Non-attendance does not automatically cancel registration or drop a student from their course(s). To drop a course, students must officially withdraw their registration through Murphy Online or by contacting their program advisor. If a student does not attend or complete the course requirements, the student will receive a failing grade.

Directed Study

Directed study refers to an existing course offered to an individual student or small group of students (usually fewer than 5) under the direction of a faculty member that follows an approved syllabus. A directed study may be an option if the course is not available during a particular term or cancelled due to low enrollment, and a faculty member has the capacity to direct the course.

Independent Study

Independent study is an individualized course of study for academic credit in an area not available in current course offerings. For programs that allow independent study, the student requests a faculty member to provide direction and oversight of the study, and together they design the course of study and submit a proposal for approval by the appropriate department chair, program director, and dean.

GRADING SYSTEM

Grading Philosophy

Grades are symbols that indicate a professor's evaluation of the degree of student mastery of course outcomes. The intention of grades is not to reflect the degree of student effort.

Faculty members are responsible for evaluating student performance and determining grades for students in their courses. The grading policy is normally described in the course syllabus and should be discussed at the beginning of the semester. Students are responsible for requesting appropriate clarification if needed. A faculty member may change the grading policy during the semester and will communicate the new policy and the purpose for the change. Students are responsible for keeping track of such changes.

Final course grades should be posted within 10 calendar days after the final day of the course.

Meaning of Grades

Letter Grades	Meaning
A, A-	Clearly superior performance. Demonstrates excellent mastery of course concepts and learning objectives.
B+, B, B-	Demonstrates adequate comprehension of course concepts and learning objectives.
C+, C, C-	Demonstrates sufficient knowledge to permit advancement, but well below expectations of graduate level performance. Lowest pass at graduate level.
D	Not used in OCB graduate business programs.

F	Failure. Insufficient knowledge of essential course concepts and materials to warrant advancing to courses for which this is a prerequisite. Course must be retaken and passed if student is to receive graduate credit.
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Grade GPA Values

Below are the quality point values associated with each grade as they appear on the back of the University transcript for the Grade Point Average (GPA) calculation.

Grade	Quality Point Value	Other Grade Notations	
A	4.0	W	Withdrawal
A-	3.7	I	Incomplete
B+	3.3	IP	In Progress
B	3.0	NR	Not Recorded
B-	2.7	S	Pass
C+	2.3		
C	2.0		
C-	1.7		
F	0.0		

GPA Calculation

The quality point total is the sum of quality points multiplied by total credits. The grade point average (GPA) is determined by dividing the quality point total by the number of courses assigned quality points. Marks of W, I, IP, NR and S are not assigned quality points and are not calculated in the GPA.

Pass/Fail Grading

Pass/Fail grading is only used in a limited number of specific graduate courses in the Opus College of Business approved for this grading format.

Failing (F) Grades

If you receive a grade of F in a course required to complete your degree program, you must retake/repeat the course and earn a passing grade. The new passing grade is used to calculate your program GPA, but the original F grade will remain on your transcript.

If you receive a grade of F in an elective course, that course will not apply toward your degree requirements, and you may retake this course or take another elective in its place. We will use the new grade in calculating your program GPA but the original F grade will remain on your transcript.

The academic transcript must reflect all courses attempted to ensure integrity of the student record.

Incomplete Grades/Contract for Completion

A grade of "Incomplete" (I) shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (i.e., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the coursework on time. The I grade may not be used to allow a student to improve a grade by additional work over-and-above that which is ordinarily expected for the course, or by repetition of work already submitted to the instructor.

The assignment of an I grade requires that a contract be initiated and completed by the student before the last official day of the class, and signed by both the student and the instructor. (Program offices have contract forms available.) The contract should specify the time and manner in which the student will complete the course requirements. If a student has not made the request before the last class, the instructor will record the grade earned to that point. An assigned grade cannot be changed back to an I grade.

The student must complete the designated work and submit it to the instructor by May 15 for an “Incomplete” (I) received in fall term or January term; by December 15 for an I grade received in spring term or a summer term (unless an earlier deadline has been required by the instructor). In the absence of a final grade report on or before the deadline, the University Registrar will change the grade of “Incomplete” (I) to a grade of “Fail” (F).

NOTE: Policies and procedures for the use of incomplete grades may vary for cohorted graduate programs with lock-step curriculum and registration plans. Students should contact their program office for more information.

NR and IP grades

In an instance where a faculty member has not recorded a grade at the end of the term, the University Registrar will automatically assign a designation of “Not Recorded” (NR) to the student’s academic record. The NR grade must be changed to a final letter grade by May 15 for the fall term or January term and by December 15 for the spring or summer term. A student with a NR grade on their transcript cannot graduate.

The grade of “In Progress” (IP) may be used for a limited number of courses involving coursework that is submitted after the end of a term. An IP grade should never be used as an “Incomplete” (I) grade. A grade of IP can be noted for a maximum of two years, after which it will be changed to a grade of NR or F. If a student receives a grade of NR or F, they will be required to re-register for the course and pay tuition again.

Grade Changes

An instructor may change a grade if there has been an error in the computation, transcription, or reporting of the grade. Changes may not be made based on additional work completed by a student unless all members of the class had the option to submit additional work. Instructors must submit grade changes to the University Registrar by approved procedures.

Other than removing an incomplete, the only acceptable reason for changing a final course grade is to correct a calculation error made by the instructor when computing the student’s final grade for a course. There is a separate appeal process for those occasions when a student feels they have been unfairly evaluated in the grade assessment (*see Grade Appeal Process*).

Grade Appeal Process

The evaluation of performance resulting in the assignment of grades is a fundamental right and duty of faculty members. As such, the faculty member assigning a grade maintains the final authority for that grade. Unless a student asserts that a grade in dispute is a result of verifiable bias, an administrator’s role is limited to serving as a facilitator toward the possible resolution of the dispute.

Most grade grievances result from error, misunderstanding or a disagreement about performance in a class. If a student believes that a grade received is incorrect or unfair, the student must contact the faculty member directly to request clarification and to attempt to resolve any disagreement directly. The faculty member needs to explain the process used in determining the grade and may provide appropriate information.

If a satisfactory resolution is not reached through direct communication with the instructor, or if the student does not have a response from the faculty member within 30 days, the student should then discuss the matter with their academic faculty director and/or program director. This must be initiated no later than 60 days after the start of the term following the one in which the disputed grade was assigned.

If a satisfactory resolution still is not reached, the student must provide a written appeal and all relevant material to the assistant/associate dean no later than the 75th day after the start of the term following the one in which the

disputed grade was assigned. The assistant/associate dean will then prepare the packet of information to be referred to a faculty review committee appointed by the Opus College of Business assistant/associate dean. This written grade appeal must be referred to the faculty committee no later than 90 days after the start of the semester following the one in which the disputed grade was assigned. The faculty review committee will render its decision within a reasonable time period. That committee's decision (to raise, lower, or sustain the grade) shall be final.

Repetition of Courses to Improve Grades

A graduate course for which a student has received a grade of C- or better may not be repeated to improve the grade for the course. The dean of the college may be petitioned for an exception to this policy. If the course repeat is approved by the dean, it is noted in the student's record. Academic credit will be given only once for the course with the higher grade earned included in the GPA calculation. Students are charged full tuition for repeated courses. All course registrations and grades will appear on the student transcript.

ACADEMIC PROGRESS, PROBATION AND DISMISSAL

Satisfactory Academic Standing and Progress

The table below outlines the specific requirements to maintain satisfactory academic standing and completion time expectations for each graduate program:

Program	Total Credits	Minimum GPA Requirement	Time for Completion
Business Analytics Graduate Certificate	12	2.7	3 years
Executive MBA	42.5	3.0	21 months*
Full-time Flex MBA	53.5	3.0	2 years
Graduate Certificate (other than Business Analytics)	12-18	3.0	3 years
MS in Health Care Innovation	31.5	3.0	1 year*
Health Care MBA	45	3.0	21 months*
MS in Accountancy	31	3.0	5 years
MS in Business Analytics	30	2.7	5 years
Online MBA	45	3.0	7 years
Part-time Flex MBA	45	3.0	7 years

**completion time noted is the designed delivery length of the cohort program, but should students become unable to complete their studies with their original cohort, MBA students have up to 7 years to complete a degree and MS students have up to 5 years.*

Leave of Absence/Inactivation

Graduate business degree students and graduate business certificate students are expected to be enrolled in courses during the fall and spring terms. If a student does not plan to enroll in any courses for the fall or spring term(s), they must request to take a leave of absence from the program.

The student is still considered an "active" degree/certificate candidate during the leave of absence, but the leave does not extend the maximum time allowed to complete their program (varies by certificate or degree program). Students who do not register for any program coursework at St. Thomas for one calendar year (without an approved Leave of Absence request) are inactivated automatically.

Academic Probation

Any student whose cumulative program grade point average (GPA) falls below their program's minimum required GPA or who has an unresolved fail (F) grade in a required or core course will be placed on academic probation. A student will remain on academic probation until their program GPA meets or exceeds the program requirement and/or they have retaken or replaced courses with any unresolved F grades.

Students on academic probation in non-cohort programs will have a registration hold applied. They must contact their program advisor to discuss an appropriate registration plan and have the hold lifted before their assigned registration time.

If a student has a second consecutive term on academic probation without improvement, they are required to have an in-person meeting with the program director to continue their studies. During the meeting, the student's academic performance, their suitability for the program, and strategies for improvement will be discussed.

Academic Dismissal

After meeting with the program director, the student's grades and GPA must improve. If academic improvement is not demonstrated, they may be subject to dismissal from the graduate program.

A student who has been dismissed for academic reasons shall not be eligible for readmission until one year following the student's dismissal. All matters concerning readmission shall be decided by the program director.

GRADUATION AND COMMENCEMENT

The public and students alike often mistake a commencement ceremony with actual graduation, or completion of a degree program. In fact, students sometimes participate in commencement when they still have outstanding degree requirements to complete.

Awarding of Graduate Degrees and Certificates

Students are officially considered graduates of a program only when the completed degree or certificate is posted on their academic transcript. A degree is posted to a transcript only when all requirements have been completed and are officially reflected in the student's university record, which may be 6-8 weeks after the student's final term.

The official date that a graduate degree or certificate is considered conferred is the final day of the academic term in which the student completed all required program coursework, not the date a commencement ceremony is attended. This date is noted on the student's transcript and diploma.

Graduation Application

Any student who expects to graduate must complete both the University and college-specific online graduation application(s) before the communicated deadline during their final term. The University has no obligation to include a student's name in the commencement program if the candidate fails to comply with this procedure.

Commencement Ceremony

The University of St. Thomas holds a graduate program commencement ceremony at the end of the spring term (late May) for all students who completed graduate degrees in the past year. Degree candidates registered for six (6) credits or fewer in the summer term following the May ceremony are also welcome to participate. As part of the graduation application, students are asked if they are planning to participate in this ceremony.

Academic Honors

Graduate degree program candidates with a GPA in the top 20% of their graduating class are recognized each year with an invitation to join the University of St. Thomas chapter of [Beta Gamma Sigma](#), the international honor society for business students. Eligible candidates are notified in the spring term prior to the spring St. Thomas graduate commencement ceremony.

Class Ranking

The OCB graduate programs do not maintain an official class ranking for individual students.

ACADEMIC INTEGRITY AND MISCONDUCT

Academic Integrity

In keeping with the expectation that Opus College of Business graduate students will become “highly principled global business leaders,” students are expected to maintain the highest standards of integrity while enrolled in graduate programs. Honesty and integrity in the conduct of academic life is fundamental to the principle of independent learning and professional growth. Academic dishonesty in any form is a serious offense against our community. Lying, cheating, and stealing are violations of this community code. Since a violation by one member of the OCB community hurts the whole community, we all share the responsibility to maintain these standards and not to tolerate violations.

This policy lays out expectations more explicitly and assigns responsibility for implementation to members of the OCB community.

Examples of Academic Misconduct

As we challenge our students to adhere to high moral standards, we recognize that violations vary in their seriousness, calling for proportionate institutional responses. While it is impossible to anticipate every violation and to distinguish precisely between minor and major violations, the following examples will offer some clarification.

The following would constitute examples of minor academic misconduct:

- An infraction resulting from misunderstanding instructions, provided that additional students also misunderstood.
- Unauthorized collaboration on an assignment.
- Minor duplication of an assignment by two or more students.
- Substantial overlap in materials submitted to meet requirements of two distinct courses without prior approval of the instructors of the two courses (if taken simultaneously) or the instructor of the second course (if taken sequentially).
- Other infractions that, in the opinion of the instructors and administrators involved, fall short of major misconduct.

The following would typically be examples of major academic misconduct:

- Cheating on an exam, including, but not limited to:
 - Having a substitute take an exam
 - Use of any software/files other than the ones allowed by the instructor while taking an exam.
 - Sharing files on computers during exams.
- Forging or altering grades, stealing exams, using prohibited material on exams, or stealing another student’s work.
- Significant duplication of an assignment by two or more students.

- Falsifying sources, i.e. creating references that do not exist.
- Plagiarism as commonly defined.

Student Rights and Responsibilities

- Students have the right to challenge any sanction proposed by the instructor prior to a committee hearing.
- Students are expected to familiarize themselves with generally accepted citation rules (e.g. APA style, Chicago Manual of Style, or other as may apply).
- All admitted students must sign a statement declaring that they have read, understood, and will act according to the provisions of the Academic Integrity Policy.

Faculty Rights and Responsibilities

- Faculty should provide clear instructions regarding collaboration and resources for every assignment.
- Faculty should minimize the opportunities for misconduct by creating new examinations and assignments each year.
- Faculty shall propose an alternative sanction to offending students prior to any decision made by the Academic Integrity Committee.
- Faculty must report all academic integrity violations to the assistant/associate dean.

Procedure for Academic Misconduct Reporting, Sanctions, and Hearing

Evidence of misconduct may be observed and reported in writing by faculty, staff, administrators, or students, including self-reporting. All such incidents must be reported to the assistant/associate dean who will open a file on the incident and student(s) affected. The assistant/associate dean will notify any faculty whose courses are affected and who were not themselves the initiators, and will notify the program director. These three (or more) individuals will ascertain among themselves whether the infraction amounts to minor misconduct, in which case the student(s) involved will be offered the option of informal sanctions to be determined and imposed by the instructor. Students who refuse this option or who deny the minor misconduct may take their case to a hearing committee (see below).

In the event of a determination of major misconduct, the student(s) involved will meet with the assistant/associate dean, program director, and course instructor. If the student(s) admit to the major misconduct, appropriate sanctions will be imposed. If the student(s) deny the major misconduct or object to the proposed sanctions, a hearing committee (see below) will take up the issue.

Step-by-step procedures

1. Academic integrity violation observed and reported by observer to:
 - a. course instructor(s), or
 - b. program staff and/or faculty director(s), or
 - c. assistant/associate dean.
2. Whichever official the violation was reported to must then notify the other officials listed above, and a file is opened on the incident.
3. Assistant/associate dean, program director(s), and instructor determine whether the incident constitutes minor or major misconduct.
 - a. If minor, they will meet with the student(s) to determine and impose informal sanctions.
 - b. If major, they will meet with the student(s) to determine and impose a proportionate formal sanction.
4. Students who feel they have been wrongfully accused or who feel their rights have otherwise been abrogated may petition the assistant/associate dean for a formal hearing.
5. The assistant/associate dean will appoint an academic integrity hearing committee of Opus College of Business.
 - a. The hearing committee will consist of five members, including two student representatives and the program director or designee.
 - b. Any faculty directly involved in the incident may not serve on the committee.

- c. No hearing committee will process more than one case at a time.
- d. Hearing committee determinations, including sanctions imposed, will be based on majority vote.
- 6. The timing and location of the hearing is determined by the hearing committee, provided that all parties receive at least three days prior notice.
 - a. All student(s) and any affected instructors must attend the hearing.
 - b. Students and instructors may present witnesses to the incident, documentation, or other evidence pertinent to the issue.
- 7. The committee shall make every reasonable effort to return a written decision, including sanction and rationale, within ten business days from the time a hearing petition is filed.
- 8. Sanctions imposed may be appealed to the Opus College of Business academic integrity hearing committee. Any further appeals are directed to the University Grievance and Discipline Committee.

Guidelines for Academic Misconduct and Sanctions

Nature of misconduct	Potential Sanctions may include, but are not limited to:
Minor misconduct	Warning Rewrite assignment Retake all or a portion of an examination
Major misconduct	Fail assignment Fail examination Fail course Suspension from program Expulsion from program

Non-Academic Sanctions or Dismissal Due to Conduct

From a professional preparation perspective, it is possible for a student to do well on the formal academic aspects of a program while demonstrating poor professional characteristics or even highly inappropriate behaviors.

If, in the judgment of program faculty or administration, a student demonstrates **unprofessional dispositions** (absenteeism, tardiness, late and missing assignments, rudeness, insensitivity to others) and/or **offensive behavior**, including but not limited to, discrimination (racism, sexism, etc.), harassment, sexual misconduct, and contributing to a hostile learning environment, a student may be sanctioned, suspended or dismissed from a program.

Any other violations of the [University of St. Thomas Student Conduct Code](#) not included above can also warrant dismissal.

No student expelled from OCB for improper conduct will be eligible for readmission.

Sexual Misconduct Policies and Procedures

The University of St. Thomas mission and convictions embody the University’s commitment to promote and protect the personal dignity and well-being of every member of the St. Thomas community. Sexual harassment, sexual assault and other forms of sexual misconduct are antithetical to that commitment. Moreover, they constitute unlawful sex discrimination. All forms of sexual misconduct are prohibited by St. Thomas.

The university’s sexual misconduct policy defines the forms of sexual misconduct prohibited by the University, describes reporting options, and identifies the procedures the University will use to resolve reports of sexual misconduct. This policy reflects the University’s commitment to: (1) fostering an environment where sexual misconduct is not tolerated and where all members of the community are well-informed and supported in

reporting sexual misconduct, and (2) resolving reports of sexual misconduct in a prompt, impartial and equitable manner.

The full University of St. Thomas Sexual Misconduct Policies and Procedures are located here:

<http://www.stthomas.edu/title-ix/sexualmisconduct/>

Contact and Reporting information is located here:

<https://www.stthomas.edu/title-ix/contactreportinginformation/>

Student Code of Conduct information is located here:

<https://www.stthomas.edu/title-ix/>

ST. THOMAS STUDENT BILL OF RIGHTS

Student Rights and Responsibilities

Students have the right to a comfortable, respectful classroom environment free of intimidation and focused on achievement. Students have the responsibility to commit time and energy appropriate to the learning challenge, to respond and interact with the instructor and other students, to expand the boundaries of their current knowledge and skill, and to share their experience and expertise in class. Students have the responsibility for collaborating in the learning process, respecting and attending to the views of others, and initiating attention to special needs.

Policy Appeals

A Policy Appeal is a student request for an exemption from a particular policy. Students making such appeals should cite compelling reasons as to why a policy should not apply to them. Policy exemption requests should first be addressed to the program director.

Student Grievances

A Student Grievance is a formal petition brought by a student who believes their rights have been denied or violated in an arbitrary or capricious manner. Students who believe they have been aggrieved according to the specifications in the "Statement of Student Rights and Responsibilities" should utilize the process outlined by the Dean of Students' office to resolve their grievance. Grievances should be first discussed with the alleged aggrievor, and if the grievance is unresolved, the student should proceed up the chain of command.

Detailed information and explanations about student rights, responsibilities, and the grievance process can be found in the [University of St. Thomas Student Bill of Rights](#).