

Students Rights and Responsibilities

Professional Conduct and Expectations

Students Expect:

A learning environment that is characterized by appropriate challenges, support, and sense of community. To learn to navigate successful life and career paths that continually develop the self and contribute to society while exhibiting a consistent set of ethical behaviors.

VSB Expects:

A demonstrated commitment to the learning process, ethical behavior, and recognition of co-responsibility for the creation of the learning environment

Class Attendance Policy

Attendance policies are determined by each instructor and must be listed in the course syllabus. Enforcement of such attendance policies lies with those instructors. Students should make every effort to inform their instructors if they plan to be late or absent from class. Students may not attend courses for which they are not registered.

Academic Integrity

Statement of Purpose

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority do so honestly. Anyone who hands in work that is not their own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are plagiarizing or cheating. In effect they are lying. Such dishonesty threatens the integrity not only of the individual student, but also of the university community as a whole.

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Code of Academic Integrity

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a Villanova education.

1. Cheating:

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, members shall not try to use notes, study aids, or another's work. Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam, or trying to have someone else take one's own exam.

2. Fabrication:

Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignments. This includes making up or changing data or results, or relying on someone else's results. It also includes citing sources that one has not actually used or consulted.

3. Assisting in or contributing to academic dishonesty:

Students shall not help or attempt to help others to commit an act of academic dishonesty. This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. (If the assisting student is not enrolled in the particular course, the student's Dean will formulate a suitable and equivalent penalty.) Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together.

4. Plagiarism:

Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use. The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the student's responsibility to show clearly when and where they are relying on others, partly because others may want to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism follow.

- a. Using someone else's words without acknowledgement. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating the words, and mathematical equations, whether or not they have been formally published.
- b. Using someone else's ideas, data, or argument without acknowledgement, even if the words are your own. If you use someone else's examples, train of thought or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.
- c. Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a quotation from the source, you must indicate that your

indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make it clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of who or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even in cases where the student uses material accidentally or unintentionally. So, for example, a paper can be plagiarized even if you have forgotten that you used a certain source, or even if you have included material accidentally without remembering that it was taken from some other source. One of the most common problems is that students write a draft of a paper without proper documentation, intending to go back later to "put in the references." In some cases, students accidentally hand such papers in instead of the footnoted version, or they forget to put in some of the footnotes in their final draft. So the fact that the wrong draft was submitted is not a defense against an accusation of plagiarism. In general, students are held accountable for the work that they actually hand in, rather than the work that they intended to hand in. Furthermore, students are responsible for proper documentation of drafts of papers, if those drafts are submitted to the professor. In general, students are responsible for taking careful notes on sources, and for keeping track of their sources throughout the various states of the writing process. Notes must clearly identify the information you have obtained and where you acquired it, so that later you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

5. Multiple submissions of work:

Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving their instructor's approval, they will face penalties.

6. Unsanctioned collaboration:

When doing out-of-class projects, homework, or assignments, students must work individually unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration. If the collaboration is unacceptable, the instructor will determine the appropriate consequences (which may include treating the situation as an academic integrity violation.)

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. Students should assume that they are expected to do their work independently unless cooperation is specifically authorized by the teacher.

7. Other forms of dishonesty:

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- a. Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or due date for an assignment, or in explaining an absence).
- b. Forging part of, or signatures on, official documents (including both university documents, such as drop- add slips or excused absence slips, and relevant outside documents, such as doctor's notes).
- c. Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- d. Stealing or damaging library books.
- e. Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

Penalties

Individual Course Penalty

In the School of Business, all faculty members assign a grade of zero to any work in violation of the Code. Students who feel the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

University Penalty

Students who violate the code of Academic Integrity are also referred to their Dean for a University penalty. Two kinds of penalty are available. A full academic integrity violation is a Class I violation. Typically a student with two Class I violations will be expelled from the school. In some cases, the Dean may chose to treat a violation of the Academic Integrity Code as a Class II violation. Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. Typically a student may receive only one Class II violation during their four year career as an undergraduate. All subsequent violations are treated as Class I violations.

Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student's college Dean, to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the Dean, and within the timelines specified by the Dean, will have a hold placed on their transcript until the program has been completed.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity. Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.

Intellectual Property

Introduction

Villanova University's faculty, staff, and students are regularly involved in scholarly activities that stem from the core teaching, learning, research, and service missions of the University. While the primary focus of such efforts is the advancement of the University mission, the products of scholarship often have broader applications to and benefits for the individuals involved, to the University, and to society. By establishing a policy on Intellectual Property, Villanova University seeks to support the activities of the faculty, staff, and students in identifying, protecting, and administering Intellectual Property matters and defining the rights and responsibilities of all involved.

Intellectual Property is created when something new is conceived and developed or when a non-obvious result, which can be applied to some useful purpose, has been discovered using existing knowledge.

The purpose of this document is to provide a policy framework under which Villanova University will manage the Intellectual Property of the University community. This policy statement does not and cannot provide all the necessary specific details that are required to administer issues of Intellectual Property for the entire University and, therefore, it is anticipated that this policy may be modified periodically and/or tailored to fit the facts and circumstances of a particular case.

This policy shall apply to all persons in the employ of Villanova University in any capacity and to all students enrolled in Villanova University. Furthermore, this policy applies to all Intellectual Property created by Villanova University faculty, staff and students.

Patents

A patent is a grant by the government, acting through the Patent Office, of exclusive right to an invention or discovery of a process, machine, manufacture or composition of matter for a limited time. Generally three conditions should be met for the granting of a patent: the invention or discovery should be new, useful, and unobvious.

Copyrights

Copyright protection:

Copyright protection does not extend to any idea, procedure, process, system, concept, principle or discovery. A copyright protects the forms of expression and not the ideas that are expressed. For example, the University might own the copyright to media prepared specifically for the delivery of a University course. The faculty member(s) who created the content might also copyright another non-derivative work based on the same ideas. Thus the faculty and University are afforded the opportunity to work together to copyright different expressions of the same ideas for different purposes.

Ownership:

In general, all copyrightable Intellectual Property developed by employees of the University while functioning in the capacity of employee or using University property, equipment, or resources belongs to the University, subject to the provisions described below. In order of precedence, copyright ownership of Intellectual Property shall be specified as follows:

Sponsored Projects Agreements

The University may negotiate and sign Sponsored Project Agreements including contracts and grants between external sponsors such as corporations, government agencies or foundations and the University, that specify completely or partially the ownership of Intellectual Property created as a result of specific sponsored projects. This category includes ownership requirements that result from a government funding source by operation of law (e.g., laws pertaining to Intellectual Property created using federal funds). All individuals working on a project under a Sponsored Project Agreement shall be notified in advance of the terms of ownership under the agreement for any Intellectual Property which may be created on behalf of the University while working on the project.

University Sponsored Works

The University may initiate and fund specific projects that produce Intellectual Property and shall own the Intellectual Property created as a result of such projects. In particular, the University shall own Intellectual Property created by University employees and students who were assigned or employed specifically to produce a particular piece of Intellectual Property, or whose normal assignments and employment encompass activities that would lead to the production of intellectual property. The financial terms or other terms of support for University Sponsored Works can vary from project to project.

Rights in Academic Works:

Traditional Academic Rights:

Villanova University has historically waived any copyright interest it legally possesses to traditional academic works created by the faculty. Examples include class notes and syllabi, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, and pictorial, graphic, and sculptural works. Villanova University has also waived any copyright interest it may legally have to works created by students. The University reserves the right to assert its legal interest in such works from time to time.

Electronic Courses:

The emergence of new technologies in teaching, research, and creative activity requires a new paradigm for copyright ownership and interests. When a department or college decides to offer a course or program by electronic means (satellite, streaming video, web based text, CD Rom, etc.) for distribution to students on or off campus, it shall normally be undertaken as a University Sponsored Work with the University owning the copyright to the electronic media used to deliver it.

Teaching Materials:

Creators of reusable teaching and classroom materials for Villanova courses, such as curriculum guides, problem sets, exercise solutions, laboratory manuals etc., shall own these materials unless they are subject to a prior agreement governing their ownership. In all cases the University shall have a non-exclusive, royalty-free, perpetual, irrevocable license to use, display, copy, distribute, modify and prepare derivative works of such materials for internal University use.

Consulting Agreements:

Intellectual Property created by Villanova employees who consult with external entities (corporations, businesses, government agencies, foundations, etc.) without making substantial use of University funds, resources or facilities, and while abiding by University policies on consulting, is presumed retained by the external entity or the individuals as specified by the terms of the consulting agreement.

Independent Projects:

Any Intellectual Property created by a University employee that is not part of the creator's employment responsibilities and that is developed on his/her own time without making use of University funds, resources or facilities shall be owned by the creator. When a student creates Intellectual Property independently, using only resources available in common to all students such Intellectual Property is owned by the student. However, Intellectual Property created by a student(s) when working for pay or academic credit, or voluntarily working on faculty projects or University Sponsored Works is subject to the ownership principles stated above.

Using Copyrighted Materials:

All creators shall be responsible for securing permissions or licenses from owners before reproducing, distributing, making a derivative work, or displaying copyrighted works. It should be assumed that any material being used is copyrighted unless permission is expressly granted within the material or it is clearly in the public domain. Whether a particular use constitutes "fair use" is determined by U.S. Copyright Law.

Intellectual Property Policy Board

The Intellectual Property Policy Board (IPPB) serves as an advisory committee to the Vice President for Academic Affairs (VPAA) on intellectual property issues. The IPPB advises the VPAA regarding (i) the application, interpretation, implementation and administration of this policy, (ii) the modification or development of policy and procedure and (iii) the resolution of disputes (e.g., concerning ownership of specific intellectual property). The VPAA will review proposed amendments to this policy after consulting with the IPPB. The membership of the IPPB consists of the Assistant Vice President of Academic Affairs for Research and Sponsored Projects, who serves as chair; an Associate or Deputy General Counsel; the Chief Information Officer; one dean selected by the VPAA; and one full-time faculty member from each of the colleges of the University. The VPAA shall select the college faculty representatives after consulting with the Committee on Faculty. If appropriate, the chair of the IPPB should inform the graduate and undergraduate student governments of an IPPB meeting, and they may choose to send a non-voting observer to the meeting.

Sexual Harassment

It is the policy of Villanova University to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment. Consistent with applicable federal and state laws, the University endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions. Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual harassment will not be tolerated at Villanova University, and employees or students who engage in such conduct are subject to the full range of the University's disciplinary policies. Any employee or student who believes that they have been a victim of sexual harassment should bring the problem immediately to the attention of the University's Titles IX Coordinator, Ryan Rost, (610) 519-8805. Individuals should refer to the University's Policy on Sexual Harassment for the University's definition of sexual harassment and the procedures to follow. If a case potentially raises issues of sexual harassment and one or more other forms of discrimination or harassment, the University shall determine the appropriate procedure to follow.

Non-discrimination

Villanova University is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, age, veteran status (disabled or Vietnam era), or disability. This non-discrimination policy applies to all educational policies and programs and to all terms and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination.

Student Feedback

CATS (Course and Teacher Survey):

Near the completion of each course, VSB students are provided with the opportunity to evaluate their professors and courses. The process is as follows:

1. Students are sent Course and Teacher Survey (CATS) forms electronically during the final weeks of the course.
2. Once the CATS forms are processed by the Office of Strategic Planning and Institutional Effectiveness (OSPIE) final (anonymous) results are given to the faculty member and Department Chair.

Entrance & Exit Surveys

All students will receive a survey at the beginning of the program (Entrance Survey) and another during their final semester in the program (Exit Survey). These surveys are anonymous and results are reviewed by the Graduate Business Office.

Informal Feedback

In addition to formal feedback mechanisms, the Graduate Business Office welcomes students to share feedback informally with us through email, phone, or in person.

Grievance Policy

Faculty Performance Complaints

Problems of an academic nature are best resolved by the student meeting directly with the professor with whom the student has the problem. If the problem cannot be adequately resolved in this manner, student complaints should be directed to the Chairperson of the faculty member involved.

If the complaint is against the Chairperson, these procedures shall be modified so that the Dean of the College shall undertake the responsibilities of the Chairperson under these Guidelines and the Provost (or their designee) shall undertake the responsibilities of the Dean under these Guidelines. Normally, such complaints should be made within six months of the end of the course in which the complaint arose.

Identified Complaints

When a person makes a complaint and provides their name, the Chairperson will advise the individual to approach the faculty member. The Chairperson's goal will be to arrange a meeting of the parties to permit the issue to be resolved at the local level if at all possible. This also permits the faculty member to address the matter directly with the student, which may eliminate the possibility that simple misunderstandings have contributed to the problem. If the complainant does not agree to a joint meeting, the Chairperson will advise the faculty member of the details. If the complainant requests that their identity remains confidential or the Chairperson considers it appropriate, the identity of the complainant will remain confidential. The Chairperson will inform the complainant of the results of the meeting with the faculty member.

Anonymous Complaints

The Chairperson should express displeasure with any anonymous complaint and point out that such complaints will not be accepted. If an anonymous written complaint arrives, the Chairperson should inform the faculty member of the details of the complaint.

The faculty member shall be presumed to have acted appropriately unless otherwise determined in accordance with these guidelines.

The Chairperson shall make reasonable efforts to mediate the complaint. The Chairperson may consult with others in connection with their review of the complaint. In the event that the complaint cannot be

amicably resolved in the Chairperson's judgment, the Chairperson may make such disposition of the complaint as the Chairperson deems warranted. The Chairperson shall ordinarily communicate their disposition of the complaint to the student initiating the complaint and the faculty member.

If either the student or the faculty member is dissatisfied with the Chairperson's disposition of the complaint, they may contact the department committee constituted to handle complaints. This elected or appointed standing committee of the department should be duly constituted following the department's own policy. If a department has too few members to reasonably form such a committee, the department, less the faculty member involved, shall constitute a committee of the whole. The student or faculty member should present their complaint via a formal written and signed statement to the committee within seven days of the Chairperson's disposition of the matter. The committee shall consider the complaint in accordance with the procedures described in the grievance policy below.

Grade Complaints

Student complaints concerning a grade should be directed to the Chairperson of the faculty member involved. The Chairperson shall urge a student who brings a complaint about a grade in the first instance to try to resolve the matter with the course instructor. That failing, the Chairperson should attempt to resolve the issue between the student and instructor. The Chairperson may consult with others in connection with their review of the complaint.

If the complaint is against the Chairperson, it should be directed to the Dean of the College and these procedures shall be modified so that the Dean of the College shall undertake the responsibilities of the Chairperson under these Guidelines and the Provost (or their designate) shall undertake the responsibilities of the Dean under these Guidelines.

In the event that the complaint cannot be amicably resolved in the Chairperson's judgment, the Chairperson may make such disposition of the complaint as the Chairperson deems warranted. The Chairperson shall ordinarily communicate their disposition of the complaint to the student initiating the complaint and to the faculty member.

In a particularly difficult case, the Chairperson may elect to refer the matter to the departmental committee for fact finding and recommendations. The committee shall consider the Chairperson's referral of the matter in accordance with the procedures described in Grievance Policy and send its recommendations in writing to the Chairperson. The Chairperson shall be guided in their determination by widely accepted professional norms of academic freedom which normally make the instructor the focus of authority in determining grades. The Chairperson shall communicate their determination of the complaint to the Dean of the College, the faculty member involved and the complainant.

Department or College Committee

Upon a referral from the Chairperson in the case of a grade complaint or upon a written complaint from a student or faculty member dissatisfied with a Chairperson's disposition of a faculty performance complaint, the committee shall meet within a reasonable time to determine how best to handle the review of the particular matter. The committee may convene hearings appropriate in its judgment to the particular situation presented. The committee procedures may include by example and not by limitation, individual interviews, closed hearings and review of documentation. The committee is not bound, however, by the rules of judicial or administrative hearing procedures or by formal rules of evidence. All interviews and hearings shall be conducted in appropriate University facilities designated by the committee and shall be closed to the public. Every committee member need not attend every interview or hearing session. The University does not permit legal counsel to participate in hearings or interviews of the committee on behalf of the student or faculty member. Only information which has been

communicated to the faculty member, thus permitting the faculty member an opportunity to respond thereto, shall be relied upon by the committee in reaching its conclusions. The committee shall reach its decision by majority vote.

In the case of a grade complaint, the Committee shall provide its findings of fact and written recommendations to the Chairperson for consideration in the Chairperson's determination of the matter. In making its recommendation to the Chairperson, the Committee shall base its decision on clear and convincing evidence and on the principle that the locus of authority in determining grades normally is placed with the instructor. In the case of a faculty performance complaint, the committee shall provide its findings of fact and written decision to the student, faculty member, and Chairperson. The Committee shall make its decision based on the preponderance of evidence it has reviewed.

Appeals Process

In the extraordinary case when a student or faculty member is unwilling to accept the decision of the Chairperson with respect to a grade complaint or the departmental complaint committee with respect to a faculty performance complaint, they may appeal the decision in writing to the Dean of the College within seven days of that decision, but only on the following basis:

- Material procedural defect in the Committee, or
- Material procedural defect in the Chairperson's handling of the matter, or
- New material evidence not reasonably available at the time of the committee or Chair's review of the matter.

All written deliberations concerning the complaint shall be forwarded to the Dean to aid in the decision. In the course of their review of the appeal, the Dean may, but shall not be required to, consult with others, interview the complainant, faculty member, chair, committee members or others. The decision of the Dean shall be final.

Student Records and Files

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) provides that certain information from student records is "Directory Information" and may be released without the consent of the student, unless the student indicates that they do NOT wish such information released. In accordance with the Act, Villanova University hereby gives notice that the following shall be considered "Directory Information" and may, at the discretion of the Registrar's Office, be made public without the student's consent:

- student's name, address, telephone number; date and place of birth;
- major field of study;
- dates of attendance, degrees and awards received;
- the most recent previous educational agency or institution attended by the student; and
- other similar information.

An individual may request that any or all of the above information be kept confidential, except that such information may be released in accordance with other provisions of law. Students wishing to keep any or all of the above information confidential must inform the Registrar's Office in writing at the time that the office originally seeks the information.

Registrar

The Office of the Registrar is responsible for managing student registration, processing grades submitted by the faculty, maintaining accurate records, posting degrees and forwarding diplomas. Verification of dates of attendance, registration and unofficial and official transcripts may also be requested from this office. More information can be found on the Registrar's [webpage](#).

Transcript Requests

Official transcripts may be obtained from the Registrar's Office. Please visit the Registrar's website for more information.

Address/Name Change

You may submit a request to change your name and/or address on your records by completing the appropriate form, found on the Registrar's Website.

Enrollment Status

Full-Time/Part-Time Status

Full-time

A student is considered full-time if enrolled for a minimum of six credit hours per semester (Fall/Spring).

Part-time:

A student is considered part-time if enrolled for 3 or fewer credit hours per semester.

Change in Program

Graduate business students who wish to change from one graduate business program to another (i.e.: from the MSF to the MBA program) must apply and be accepted into the new program. Students who change programs carry over their GPAs from all previous programs that were taken at the same school level (GB).

Inactive Students

Students who do not enroll in courses for a semester are considered inactive and will have to contact the Registrar's Office before they are able to register for classes.

Leave of Absence

If a campus-based student is not able to enroll in a course for a full year or an online student is not able to enroll in a course for a semester, they should notify the Graduate Business Office to take a leave of absence. If the student does not come back after one year, they will be considered inactive and may be asked to re-apply for the program before re-entry. If an inactive student is readmitted into the program, credits that are older than seven years will not be accepted.

Withdraw from Program

Students who need to withdraw from the program should contact the Graduate Business Office to complete an official program withdraw form. If a withdrawal is effective for a term in which the student is enrolled, the courses will be dropped if the effective date of withdrawal is within the drop/add period. If the effective date of withdrawal is after the drop/add period, course grades will be assigned. If the withdrawal is effective for a future term, all courses for that term will automatically be dropped.

Maximum Degree Completion Timeframe

MBA (Fast Track, Flex Track, JD/MBA, and Online)

MBA students must complete their program of study within seven years from their start of program date.

MAC, MBT and MSF Programs

MAC, MBT, and MSF students must complete their program of study within five years from their start of program date.

MSA Program

MSA students must complete their program of study within four years from their start of program date. Students have the right to appeal to the Associate Dean for an extension. Transfer students and students changing programs are placed in an appropriate semester on the basis of credits transferred. Such students are expected to complete their degree according to the remaining semesters in their program plus one additional semester to allow for scheduling difficulties.

Registration

Addition/Cancellation of Courses

After the release of the upcoming semester calendar, courses can be added or cancelled at discretion of VSB. Students will be notified of any changes via email.

Drop/Add Procedures

Students may add and drop courses through myNOVA from the start of registration until the end of the add/drop period. A request to add a course after the add/drop period is rarely granted. The add/drop period is as follows:

MBA Courses:

Students may add or drop courses up until the end of the first week of the session. In the event that a holiday falls on the first week of the session the add/drop period will be extended until after every class has met at least once.

MAC/MBT, MSF

Students will be registered by their advisor prior to the semester starting. Once students are registered a confirmation email will be sent to their Villanova email address. Fall semester registration occurs in July, spring semester registration occurs in November, and summer registration will occur in April.

Withdraw

Students are permitted to withdraw from a course for any reason by the deadline for authorized withdrawal. The student receives a grade of WX for the course without academic penalty. However, the student is still responsible for the tuition costs as per the university's [refund policy](#). After that date, a student seeking authorized withdrawal without penalty must petition the Graduate Business Associate Dean, who has sole authority to grant withdrawals without penalty. However, requests for withdrawals after the published deadline will rarely be approved. Only officially documented, substantive non-academic reasons (such as prolonged serious illness or significant employment difficulties) will be considered sufficient to receive a WX grade. Note that a withdrawal without permission will receive a "W" grade, which is calculated as an "F" in computing one's quality point average. If a student is given permission to withdraw from a course, the student is still responsible for the tuition costs as per the university's [refund policy](#).

Holds on Student Accounts

The Graduate Business Office cannot register students for courses if there is a financial hold on the student's account due to unpaid charges including non-academic fees. The student should contact the Bursar's Office and notify the Graduate Business Office when the hold has been removed.

Waivers and Transfer Credits

A maximum of twelve credits may be waived and/or transferred into the MBA program.

Waivers: Previous coursework taken for credit can be evaluated to waive MBA foundation courses. Waivers will be approved based on: a) Related upper-level UG/Grad (certificate or degree) coursework with a B+ (3.3) or better within the last seven years, or b) CFA (minimum level 1 completion) or, c) CPA professional certification.

Transfer credits: Previous coursework must be from an AACSB accredited College or University from a degree-seeking graduate program. Students must provide the Graduate Business Office with a copy of the course syllabus which will be sent to the appropriate academic chair. Once a course has been approved by the department chair, transfer credits will be entered into the student's record upon receipt of an official transcript documenting a grade of B or better. Accepted Transfer courses count towards a student's total credit requirement, but the grade is not calculated into the GPA. Transfer credits that are older than seven years will not be accepted.

Transfer/waiver credits are not accepted in the MAC, MBT, MSF, or MSBA programs.

Grading Policies

Grading System

Each faculty member will explicitly declare grading criteria at the beginning of each semester for each course he or she teaches. During the semester, the faculty member will provide as much information as possible to each student with regard to their progress. Faculty members will also provide evaluation of final grades assigned.

Grades are available to students on the University NOVASIS website at the end of each semester, at which point they become part of the students' permanent records. Any grade inaccuracy must be reported to the Office of the Registrar within two weeks of posting to be eligible for correction.

While composing grade criteria, faculty members will seriously consider, and incorporate as appropriate, the official University grade definition guidelines as follows:

A 4.00 | A- 3.67

The highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.

B+ 3.33 | B 3.00 | B- 2.67

A grade that denotes achievement considerably above acceptable standards. Good mastery of course materials evident and student performance demonstrates a high degree of originality, creativity, or both. The grade indicates that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.

C+ 2.33 | C 2.00

Indicates a satisfactory degree of attainment. It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, and works independently at an acceptable level and completes all requirements.

At the graduate level, a 'C' grade is the lowest passing grade.

F 0.00

Indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.

Grade	Meaning
N	Incomplete: course work not completed.
S	Satisfactory: Assigned in Satisfactory/Unsatisfactory courses.
SP	Satisfactory Progress.
U	Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses.
WX	Approved withdrawal without penalty.
W	Approved withdrawal with penalty.
Y	Unofficial withdrawal from course.
NG (or blank)	no grade reported.

Incomplete Grades

Course instructors may assign a grade of N at the end of a course if the student is missing any assignments or projects. It is the responsibility of the student to communicate with the instructor and work to finish the course material. If a student fails to do so before a specific period of time specified by the Registrar's Office, the grade of N will be changed into a grade of NF. NF is considered a failing grade and is calculated into the student's GPA accordingly.

Audits

Students enrolled in a graduate business program are not permitted to audit courses.

Repeating Courses

Students are not required to repeat courses in which the grade of F has been received unless the courses are specifically required by their graduate program. The Graduate Business office does not permit grade replacement and the original grade of F will be computed in the cumulative GPA even if the student retakes the course and earns a passing grade. Students are only permitted to repeat a given course one time.

Posting of Grades

The Registrar's Office maintains a schedule of grade posting for each semester. Course instructors are given a start date and a deadline for which they can enter in their grades. Students who require grades by a certain deadline due to their company's reimbursement policy should be aware of these deadlines and communicate them to their employer in advance.

Academic Standing

To remain in good academic standing, a Graduate Business degree candidate must earn a cumulative grade point average of at least 3.0. Students whose GPA falls below 3.0 are notified by letter that they are on academic probation.

While on academic probation, a student:

- Must achieve at least a 3.0 (term) GPA in each subsequent semester
- Must not receive a grade of F in any course
- MBA students have no more than 12 credits to improve their GPA above a 3.0
- MSA: students have no more than 9 credits to improve their GPA above a 3.0

A student who fails to meet the above conditions will be dismissed from their program. Students on academic probation may not receive Financial Aid until the GPA is above the 3.0 threshold.

Students may take additional elective classes beyond the program requirements in order to achieve the 3.0 GPA minimum. For programs with no electives, students may only repeat classes in which the student earned a B- or lower.

- MBA: Students will be allowed to complete up to 9 credits of graduate-level coursework beyond the program requirement to achieve the 3.0 GPA minimum.
- MSA: Students will be allowed to complete up to 9 credits of graduate-level coursework beyond the program requirement to achieve the 3.0 GPA minimum.
- MAC, MBT & MSF: Students will be allowed to complete up to 9 credits of graduate-level coursework beyond the program requirement to achieve the 3.0 GPA minimum

Academic Dismissal

A student who has not met the academic standards of a college (as determined by the Academic Standing Committee and Dean of that college) will be dismissed from the college. The program director will inform that student of the dismissal as soon as possible. Typically the student will be allowed to appeal that dismissal to the Associate Dean of Graduate Business (e.g., when the student has had previous warnings or been on probation), the student may, at the determination of the college, be dismissed without right of appeal.

Additional information on the University's academic dismissal policy [here](#).

In addition to the above, the following policies govern specific specialized masters programs the VSB:

- MAC and MBT Programs: Upon completion of the first semester, a student who does not achieve a minimum grade point average of a 2.4 will be automatically dismissed from their respective program.

- MSF Program: Upon completion of the fall semester, a student who does not achieve a minimum grade point average of a 2.4 will be automatically dismissed from the Masters of Science in Finance program.
- MSA Program: Upon completion of 21 credits, if an MSA student has under a 2.4 GPA, the student will be automatically dismissed from the MSA program.

Student Financial Policies

Billing

The Bursar's Office manages billing, collection and student account services. Questions regarding tuition accounts should be directed to the Bursar's Office.

Tuition increases will be posted on the Graduate Business School website, tuition is increased at the start of the summer semester for all programs except the Fast Track MBA and MSA programs, which have locked-in tuition rates.

Electronic Bills

Paper bills are no longer mailed. Students can access their V-Bill online through the Bursar's website. It is the student's responsibility to make tuition payment by the due date regardless of whether a student has received a bill.

Payment of Charges

The student is responsible for payment of all charges on their student account. Students who have holds placed on their accounts due to late or non-payment will not be able to register for classes until the holds are removed. Depending on the severity of late or non-payment, students may be placed on a pre-pay only status. Overdue obligations may be referred to a collection agency and reported to the credit bureaus. If any overdue obligation is referred to an outside collection agency or to an attorney for collection efforts and/or legal suit, the debt is increased to cover all reasonable costs of collection including collection fees, court costs and attorney fees.

It is the student's responsibility to ensure that tuition charges are paid by the first day of the semester. If tuition payment is not made by the due date, late fees may be imposed by the Bursar.

Tuition Deferment

The Bursar's Office does not currently offer tuition deferment for students enrolled in Graduate Business Programs.

Refund Policy

Refunds as a result of official withdrawal will be made according to the [Tuition Reversal Schedule](#) as dictated by the Bursar's Office. Activity, library, and medical fees are not refundable. There will be no refund for unauthorized withdrawals.

In addition to the University's refund schedule and in accordance with the Higher Education Amendments of 1992, if a student completely withdraws from the University and has utilized Federal Title IV funds (e.g. Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Academic Competitiveness Grant, National SMART Grant, Federal Perkins Loan, Federal Direct Stafford Student Loan, Federal Direct PLUS, Federal Direct Graduate PLUS), during the semester in which they withdraw, the University will observe the federally mandated process in determining what, if any amount of money must be returned to the federal program(s).

Non-attendance of Class

A student who registered for a course that they either never attended, or attended but subsequently stopped attending, must comply with the aforementioned procedure for withdrawing from a course. Mere nonattendance does not constitute a withdrawal and will lead to the imposition of a grade of "F" for the course, as well as the forfeiture of any right to a tuition refund. Nonpayment for courses that you are registered for does not constitute an official withdrawal.

Graduation

Class Ranking

Graduate programs do not rank students, nor are graduation honors (cum laude, etc.) conveyed to graduate students. One student from each Graduate Business program is awarded the Bartley Medallion at the College's recognition ceremony, based on academic merit and service to the University.

Honor Societies

Beta Gamma Sigma

Beta Gamma Sigma is the only nationally recognized business honor society for AACSB accredited schools. Students whose graduate grade point average falls in the top twenty percent of that academic year's graduates (summer, fall and spring graduating classes) are identified as superior students of business and are nominated for membership at an induction ceremony held in May. Students inducted into Beta Gamma Sigma (BGS) as undergraduate students are eligible for a Master's Certificate from BGS.

Procedure

To be eligible to receive a Graduate Business degree, the student must satisfy all requirements established by the School of Business. These requirements include:

1. Satisfaction of any condition contained in the candidate's letter of acceptance,
2. A cumulative grade point average (GPA) of at least a 3.00, and
3. Completion of the degree program within the maximum time-frame for the student's program

Prospective Graduate Form

It is the student's responsibility to notify the Graduate Business Programs office of his/her intention to graduate by completing the "Prospective Graduate Form" as well as the "VSB Supplemental Form" in MyNova prior to the beginning of the semester in which degree requirements will be met. These forms are required to process degree conferral.

May Commencement and Graduation Events

The University holds only one Commencement Ceremony per academic year in May. Spring graduates and graduates from the previous summer and fall semesters are invited to participate in the University's annual commencement ceremony. Students who will be graduating the following summer semester may be eligible to participate in the Commencement ceremony as a "Walker" (see policy below). Information regarding the May ceremony will be sent from the Graduate Business office.

Walkers at Commencement Policy

Each year there are a small number of students who have not fulfilled all of the requirements for graduation but who wish to participate in spring commencement events. Students who have only nine or fewer credits remaining to fulfill the requirements for graduation may participate in the spring VSB Recognition Ceremony and Commencement ceremony as a "walker" if they will complete these requirements during the following summer semester. The names of all such students throughout the University will not be included in the commencement program until the following May, after they have met the degree requirements. Students who wish to be walkers in the spring must contact the Graduate Office in advance to be added to the Walker's list.

Diplomas

All diplomas will be mailed out by the Registrar's office to the address listed on the student's prospective graduate form. Diplomas should arrive 6-8 weeks following the last day of classes.

Graduate Business Programs Office

Get in Touch

Graduate Business Programs Office

The Graduate Business Programs Office is located in Bartley Hall, Suite 1064. Please visit us for general program and curriculum inquiries, as well as registration and schedule advising.

Important communication from the Graduate Business Office will be sent to student's Villanova email accounts including information on scheduling, registration, policies and procedures, and newsletters. Student email accounts are also the main method of communication from course instructors, in addition to Blackboard. Students are required to check their Villanova email account on a regular basis or have emails forwarded from their Villanova account to an email account that is checked regularly.

Office Hours

Monday - Friday: 9 a.m.- 5 p.m.
(610) 519-4336

Current Policies and Future Changes

This document contains policies that are current as of the time of publication. The University and the School of Business reserves the rights to modify, amend and add to these policies at any time whenever the University or the School of Business deems it necessary. Where possible, effort will be made to provide advanced notice to students in VSB's graduate business programs of the changes.