

Master of Science in Management: Operational Excellence

Admission & Academic Regulations



SAINT VINCENT COLLEGE

ADMISSION

(The following regulations are the minimum requirements for admission to the program)

1. Possess an earned Bachelor's degree from an accredited institution. Official transcripts must be submitted from each institution attended.
2. Students must complete the Graduate Management Aptitude Test. The sum of the GMAT score plus (200 x GPA) must exceed 1000.
3. Two letters of recommendations—at least one recommendation from a supervisor the other maybe academic or professional. All reference letters should clearly state the relationship between the individual providing the reference and the applicant
4. At least one year of relevant work experience
5. Personal statement: On a separate sheet of paper describe briefly your reasons for wishing to enter the graduate program in management at Saint Vincent College. Please also use this essay to detail any work experience that might qualify you for this program and why this program will help you in your current or desired career.
6. Submit completed application for Graduate Admission for Master of Science in Management: Operational Excellence.
7. For international applicants, a TOEFL Score of 550 paper-based and 213 computer- based or higher is required. Some exceptions may be made for those international students from English speaking countries and who have completed undergraduate degrees in the United States. .
8. Submit application fee of \$25.

NON-DEGREE STUDENT

A person may register for up to 9 credits of graduate study as a non-degree student by completing a non-degree student application and submitting official transcripts to the Office of Graduate & Continuing Education. The non-degree student must follow the same policies as the degree seeking graduate student. Non-degree students are ineligible for financial aid.

If a non-degree student wishes to become a candidate for the graduate program, the applicant must officially apply to the program following all application procedures outlined above.

TRANSFER CREDITS

No more than nine credits hours of graduate coursework may be applied toward a master's degree at Saint Vincent College. Each requested transfer course is reviewed on an individual basis to ensure that it meets the same standards as the Saint Vincent course offering. Courses must have been completed within seven years and grades below B- will not be considered for transfer.

PROBATION

Students will be placed on probation whenever their grade point average falls below 3.0 or when the student has accumulated six credit hours of course work with C grades or lower (including + or - grades). A student on probation is subject to dismissal at any time and each student on probation will be reviewed by the Graduate Study Committee. The Graduate Study Committee shall seek the advice of the Program Director and may recommend dismissal or continuation.

APPEAL OF DISMISSAL

A student who is dismissed has a right of appeal. The appeal shall be filed with the Academic Dean. The College's Graduate Study Committee reviews all appeals of dismissals and may recommend readmission to the Academic Dean.

REPETITION OF COURSES

With permission of the Program Director, a student who has received a C (including C= or C-) or an F in a course may retake it once. The original grade remains on the student's transcript; however, the last grade earned will replace the first grade in the computation of the grade point average.

CONTINUING ACTIVITY

Students are expected to be continuously active in their graduate program. A student who has not registered for at least once course within a 12-month period will be dropped from the program. The student must apply for readmission before he or she will be permitted to enroll in courses. Readmission is not automatic. Payment of any past-due charges will be required before readmission.

DEGREE REQUIREMENTS

- Admission as a degree-seeking student.
- All course work must be completed within six calendar years from the date of initial enrollment.
- All other program requirements listed in the program of study (e.g. written or oral examinations, practicum, thesis, assessment requirements, etc.) must be satisfactorily completed.
- A cumulative grade point average of 3.0 must be attained in all graduate programs.
- No more than six hours of C grade (including + or -) will be accepted toward a degree.
- No more than nine credit hours in graduate transfer credit may be applied.
- An application for a degree must be filed with the Registrar by the announced deadline and a graduate fee paid.
- All charges and fees owed to Saint Vincent College must be settled before the degree will be granted.

If you have further questions, please contact the Office of Graduate and Continuing Education at gradadmission@stvincent.edu or (724) 805-2933.