

Master of Science in Management: Operational Excellence

Admission & Academic Regulations



SAINT VINCENT COLLEGE

FULL ADMISSION:

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 recommendation—at least one recommendation from a supervisor and the other may be academic or professional. All reference letters should clearly state the relationship between the individual and the applicant.
4. Relevant work/internship experience as determined by the Program Director.
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 79 on the IBT, 550 on the PBT, 213 on the CBT and 6.0 on IELTS 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. This is a Master of Science degree in Management. The candidate must meet certain core competencies in business and management to be awarded the Masters in Management: Operational Excellence. Those students with undergraduate degrees in business will most likely meet all the core competencies. Those possessing undergraduate degrees in other areas of concentration may be required to take additional undergraduate level courses to complete these competencies. These can be completed prior to or during the period in which you are seeking your Masters. Please discuss your ability to meet your core competencies with the Graduate Admissions Officer or with the Graduate Director if you have any questions. The Masters of Management: Operational Excellence cannot be conferred to an individual unless core competencies are satisfactorily met.
9. Submit application fee of \$25.

PROVISIONAL ADMISSION:

1. Students who have not completed the GMAT exam but submit all application materials listed above for "Full Admission" may be considered for provisional admission if they have a minimum grade point average of 3.0. Students with an undergraduate grade point average below a 3.0 will not be eligible for provisional admission and should review the process for full admission (including the GMAT requirement) or via the certificate program.

Students who are admitted provisionally must earn a 3.3 in their first 3 courses to gain full admission to the graduate program. These 3 courses must include GCBA 692- Operations Management, GCBA 694- Operational Excellence, and one other required course. We strongly suggest that you complete GCBA 693- Supply Chain Management as this would allow you to complete the certificate if you do not gain full admission to the program. Students who do not earn the 3.3 GPA will not be able to continue in the graduate program unless they complete the GMAT and meet the requirements for full admission.

ADMISSION VIA THE CERTIFICATE PROGRAM:

1. Saint Vincent college offers an Introductory Certificate in Operational Excellence (see below). Those individuals who would like to pursue the master's degree but do not meet all requirements for admission to the master's program may enter the program via the Introductory Certificate in Operational Excellence. If the student completes the three courses in this certificate with a grade point of 3.3 or higher, they will be eligible to apply for admission to the master's program without being required to take the GMAT exam. Successful completion of the introductory certificate with a 3.3 GPA or higher does not automatically admit the student to the master's program. The student will be required to submit all application materials listed above for "Full Admission" (except the GMAT score) prior to beginning coursework outside of the Introductory Certificate. At this time, the student will have the further option to pursue the Masters in Management: Operational Excellence as a series of three additional certificates which may culminate in the awarding of a masters degree. The three advanced certificates are:
 - a. Bronze Level--At this level the student will begin to understand the role of Operational Excellence in enterprise. The student will be able to envision the system and how the concepts of Operational Excellence will affect corporate performance.

- b. Silver level—At this level the student will be able to apply many of the tools and concepts of Operational Excellence to his/her workplace. Process change, checking for goal achievement and empowerment of employees will be standard practices.
- c. Gold Level—At this level the student will deeply understand the Operational Excellence System, apply the concepts and tools of OE effectively in the business setting and be able to lead his/her organization on the OE journey to World Class performance.

CERTIFICATE(S) ONLY OPTION:

1. Those students who wish to apply for the Introductory Certificate without pursuing a Master's Degree may do so. To apply for the certificate only program the student must meet the following requirements:
2. Possess an earned Bachelor's Degree from an accredited institution. Official transcripts must be submitted from each institution attended.
3. To earn the certificate the student is required to attain a Grade Point Average of 3.0 throughout the certificate program.
4. Students who wish to seek additional certificates at the Bronze, Silver or Gold may do so without seeking a Masters Degree. They will not be required to meet the standards outlined for degree seeking students; however they will not be eligible for the degree of Masters without applying for Degree seeking status at the time of completion of the introductory certificate and meeting all the standards for the Master's Degree.

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 or below 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.