

GRADUATE PROGRAMS

SCHOOL OF ARTS

MASTER OF EDUCATION

MASTER OF ARTS IN TEACHING

MASTER OF SCIENCE IN EDUCATIONAL LEADERSHIP

SCHOOL OF BUSINESS

MASTER OF BUSINESS ADMINISTRATION

MASTER OF ARTS IN EXECUTIVE LEADERSHIP

SCHOOL OF ENGINEERING

MASTER OF ENGINEERING MANAGEMENT

GRADUATE ADMISSIONS POLICIES

A bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing is required for admission. Each applicant is admitted on the presumption that a bachelor's degree or its equivalent will be earned by the time of graduate matriculation, or the student's admission is void.

Applicants for admission to a master's degree program at Christian Brothers University should demonstrate a high promise of success and should submit:

1. one official transcript of previous academic credits from each of the colleges or universities previously attended;
2. two letters of recommendation from former teachers or immediate supervisors qualified to attest to the applicant's preparation for and ability to do graduate study; or, in the case of a licensure candidate, those who can attest to the individual's capability to become a teacher;
3. a completed Graduate School Application Form with application fee;
4. (Foreign Applicants Only) scores from the TOEFL if English is not their native language or was not the language of instruction for their baccalaureate degree (a proficiency in English at least the equivalent to a TOEFL score of 550 paper-based, 213 computer-based must be demonstrated);
5. official tests from GMAT for the M.B.A. program, GRE for the M.E.M. program, MAT, GRE, or strong PRAXIS II scores for the M.Ed. or M.S.E.L. programs. The MAT and GRE may not be required for those seeking the M.Ed. or M.S.E.L. degree if the undergraduate cumulative average is 3.0 on a 4.0 scale, if the individual already holds a graduate degree, or if the individual is already a fully licensed professional teacher in the State of Tennessee.
6. and any other requirements set by a specific graduate program.

Applicants for admission for non-degree status are required to submit a completed Graduate School Application Form and one official transcript of all previous academic credits from the colleges and universities at which the credits were earned.

Falsification of admission records by the student is grounds for immediate dismissal.

Each applicant will be notified officially of the results of their application by a letter from a Graduate Program Director. Official acceptance to the Graduate Program in a specific academic year is granted only by a Graduate Program Director. Applicants who accept offers of admission are expected to confirm their acceptance in writing with the respective Graduate Program Director.

GRADUATE ACADEMIC POLICIES

BASIC REQUIREMENTS

In addition to the following general graduate programs requirements, individual programs may have additional standards in their Graduate Program Publications.

Students are expected to know their program requirements. It is ultimately the student's responsibility to follow the guidelines established in the catalog and brochures concerning the completion of their degree.

Once a student graduates from a master's program and the graduation GPA is locked in a grade change cannot be made.

Courses from one master's earned at Christian Brothers University cannot satisfy the requirements for another master's at Christian Brothers University unless the course requirements or courses overlap.

Graduating students only have two weeks after the official graduation date to remove an incomplete grade. If this is not done, the student's graduation date is postponed, and the student must refile for graduation.

Students must fill out an official intent-to-graduate form with the Registrar's office before they can graduate. If a student fails to do this, he/she will graduate once this is done, and the graduation date will be the one after the form is completed.

CREDIT HOURS FOR GRADUATION

A minimum of 30 semester hours at or above the 600 level is required for a master's degree. Students may earn up to six of these credit hours by completing a thesis.

TIME LIMITS FOR DEGREE ELIGIBILITY

A student normally completes all requirements for the master's degree within three years of initial enrollment. The degree must be completed within five years of initial enrollment.

ADVISOR

Each graduate student will be assigned an academic advisor to coordinate the student's studies toward the completion of the degree. The advisor is usually the Director of the program. The Director may, however, assign graduate students in that program to other faculty members.

COMPREHENSIVE EXAMINATION

A written and/or oral comprehensive examination may be required by individual degree programs.

CLASSIFICATION OF STUDENTS

An applicant may seek admission to a degree program or the status as a special student. Degree students are those working for a master's degree at Christian Brothers University. An applicant for special status may be admitted as a conditional student or as a visiting student.

Degree Student: A degree student is one who has been admitted to a graduate program.

Full-Time Student: One who registers for nine or more credit hours of course work in any semester.

Part-Time Student: One who does not qualify as a full-time student.

Special Student: A special student is one who is admitted conditionally or is a visiting student who is not eligible for financial assistance.

Conditional: One who has not satisfied all of the admissions requirements but who is allowed to take approved courses while completing the admissions prerequisites. The graduate programs in the Department of Education will no longer accept students on a conditional basis.

Visiting: One who is normally a degree student at another college or university who enrolls for credit in selected courses at Christian Brothers University. A letter from the visitor's college or university certifying official that the student is in good standing is required along with an official copy of transcript. A visiting student is not eligible for financial assistance.

STUDENT RESPONSIBILITY

It is the student who is ultimately responsible for knowing and following the courses and graduation requirements published in this catalog. The student is also responsible for becoming familiar with the academic policies, curriculum requirements and associated deadlines as outlined in the catalog, whether it is in hard copy or posted to the university web site. Although the academic advisor is there to aid the student with matters related to their program of study, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies associated with the degree. The student is also responsible for any changes that might occur that are posted in the CBU Bulletin, sent through the official CBU email address, or posted to the university web site, as these are the primary forms of communication with all students.

COURSE NUMBERING

No credit for courses below the 600 level is allowed towards a graduate degree.

GRADUATE GRADES

Listed below are the graduate grades and corresponding number of quality points per credit hour.

GRADE	QUALITY POINTS	MEANING
A	4.0	Excellent
B+	3.5	
B	3.0	Good
C+	2.5	
C	2.0	Pass
P	0.0	Pass (Master of Education-Student Teaching)
FA	0.0	Failure - Excess Absences
FN	0.0	Failure - Never Attended
I	0.0	Incomplete (until removed)
AU	—	Satisfactory Audit
UA	—	Unsatisfactory Audit
W	—	Withdraw

QUALITY POINTS are used to compute the student's grade point average (GPA). The GPA is the ratio of accumulated quality points to accumulated earned semester credit hours.

Only graduate courses earned at the 600 level or above at Christian Brothers University are included in the computation for graduation.

The **WITHDRAWAL GRADE "W"** is given for a course taken by the student who is allowed to withdraw from the course after the add/drop period and before the end of the withdrawal period.

The **INCOMPLETE GRADE "I"** is earned when a student fails to complete part of the



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requirements of the course. The grade of “I” can only be given after the student, the instructor, and the Dean of the particular school in which the Incomplete grade is being given sign a contract, complete the contract and return it to the Registrar’s Office for the posting of the incomplete grade. Incompletes can only be given if the paperwork is completed at least one week prior to the deadline for entering grades. The “I” grade is not computed in the GPA as an “F.” The “I” grade is removed when the student fulfills the course requirements. The “I” grade is then replaced with the new grade. Should the student not complete the required course work by the end of the following semester, the “I” grade is replaced with an “F,” which is computed into the GPA. Each Graduate Program Director will review the performance of students who receive more than one “I” grade in a semester or an “I” grade in two or more consecutive semesters to determine the eligibility of those students to continue in the program. When the “I” grade is replaced, the “I” grade will show on the transcript next to the corrected grade. The “I” grade does not satisfy the prerequisite if this course is needed to continue on to the next course. Students may pick up the form in the Registrar’s Office or the individual Master’s Program office prior to meeting with the instructor.

Failure to attend a class or ceasing to attend a class does not constitute a drop, and a grade of “F” will be recorded.

REPEATING COURSES

A graduate course may be repeated only once in an attempt to improve the grade. The last grade received in a course is used in the calculation of the student’s grade point average.

COURSE AUDITS

A student may earn the grade of “AU” for a satisfactorily completed course audit. The “AU”

grade has neither quality points nor credit hour values.

MINIMUM GRADE REQUIREMENTS

Graduation from a graduate program requires a cumulative GPA of 3.0 or better.

CONTINUATION IN PROGRAM

All participants are expected to maintain a grade point average of 3.0 on a 4.0 point grade scale. Persons who fail to attain and maintain the 3.0 GPA may be allowed to continue in the program on a probationary basis. Failure to remove the probationary condition within two semesters will cause the participant to be dismissed from the program. A person dismissed from the program may reapply after being out of the program for one academic year. Each Graduate Program Director, in consultation with the graduate faculty, will annually evaluate each graduate student's overall performance in the respective graduate program.

GRADUATION

Christian Brothers University has only one Graduation Ceremony a year in May, although there are three official graduation dates. Students may graduate in May, August, or December. Only those students who can complete their course work in May or August can walk in the graduation ceremony. Graduating students also have two weeks after the official graduation date to remove any Incomplete grades, send in any transcripts from other universities, or to have a grade changed in order to be graduated for a particular graduation date. Once a student is graduated, his or her cumulative graduating GPA is locked in, and no grade change can be made. Once a student graduates and wants to come back to CBU to take additional courses or enter another program, he or she must go to the correct Admissions office and reapply. Students must fill out an intent to graduate form in order to graduate using the deadline dates listed on Page 34. If forms are not turned in to the Registrar's Office on time, the student will be graduated the graduation date after the form is turned in.

ATTENDANCE

All graduate students are expected to attend and participate regularly in their classes.

TRANSFER CREDITS

A student may transfer credits earned at another accredited college or university only if:

1. the student is a degree student,
2. the courses to be transferred are graduate courses appropriate to the Christian Brothers University graduate program,
3. prior courses were completed within five years before admission to the Christian Brothers University graduate program,
4. grade of "B" (3.0 on a scale of 4.0) or better was achieved, and
5. the transfer is recommended by the Graduate Director and notification sent to the Registrar's Office.

A maximum of nine semester credit hours with grades of B or better may be transferred from another college or university if these credits have not been used for a previous graduate degree and if the credits do not exceed the five year time limitation.

EARLY ADMISSION

Undergraduate students may be admitted to the graduate program during the final semester of their senior year as **CONDITIONAL STUDENTS** subject to completion of the undergraduate requirements. The granting of graduate credit is given upon completion of the course. An undergraduate student wishing to use the graduate credit as part of their total number of

hours for the undergraduate degree may not use that course as part of the master's program.

WITHDRAWAL FROM CLASS OR THE UNIVERSITY

All withdrawals, both complete and partial, must be submitted to the Office of the Registrar, by the student. A student may notify the Office of the Registrar of the withdrawal in one of three ways:

1. e-mailing the Associate Registrar at withdraw@cbu.edu,
2. reporting to the Office of the Registrar Monday through Friday 8:00 A.M. to 4:30 P.M. to fill out the official withdrawal form, or
3. downloading the withdrawal form from the Registrar's web site at www.cbu.edu and faxing the information to (901) 321-3257.

The necessary information needed is Name, Social Security Number, Phone Number during the Day, whether receiving Financial Assistance, i.e. Stafford Loans, Pell Grants, etc., Name of Class (s), Name of Instructor (s), Date of Last Attendance, and Name of Advisor. The date of the e-mail or the voice mail or the fax or the official form will count as the official date of notification for processing the withdrawal. The instructor will be contacted for the date of last attendance, but the official notification date for processing the withdrawal will be the date of notification. This is the date that will be used by all offices for processing the withdrawal and any refunds.

TUITION REFUND

Tuition refund policies are the same as given for the undergraduate program on Page 26.

APPEAL PROCEDURES ON MATTERS CONCERNING ACADEMIC GRIEVANCES

All academic appeals should begin with the individual professor. Failing to gain satisfaction, the student may appeal to the Director of the corresponding Graduate Program and to the Dean of the School. If the case is not resolved, the student may appeal to an appeals committee composed of five members—three appointed by the Graduate Council, one by the instructor involved, and one by the student. The recommendation of the appeals committee will be followed by the instructor.

GRADUATE EXPENSES AND FEES

TUITION:

Master of Business Administration, per semester hour	\$510.00
Master of Business Administration, Memphis Police Department Cohort, per semester hour	\$510.00
Master of Arts in Executive Leadership, per semester hour	\$600.00
Master of Engineering Management, per semester hour	\$510.00
Master of Education, per semester hour	\$440.00
Master of Arts in Teaching, per semester hour	\$440.00
Master of Science in Educational Leadership, per semester hour	\$440.00

FEES:

Application Fee, (payable only once) Non-Refundable	\$25.00
Late Registration, Non-Refundable	\$100.00
Technology Fee, MBA, MBA Police Cohort, MEM, MAT, MEd, MS, TLIC	\$65.00
Intern/Student Teaching Fee	\$150.00

FOR FURTHER INFORMATION about each Master's Program, please contact the program directors at the following numbers:

- Graduate Education Programs (901) 321-4350
- Graduate Business Programs (901) 321-3319
- Master of Engineering Management (901) 321-3283