

**Jarvis Christian University
Hawkins, Texas**

**MASTER OF BUSINESS ADMINISTRATION
GRADUATE
STUDENT HANDBOOK
2026-2027**



“Re-set, Re-imagine, Re-envision:

***110 years of educating the Head, Heart and Hand: Excellence in
Every Endeavor!”***

***Master of Business Administration Graduate
Student Handbook
2026 - 2027***



Published by the Office of the Graduate School

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East / Hawkins, Texas 75765-1470

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Purpose of Graduate Handbook

The purpose of the handbook is to provide general information about the master of business administration program at Jarvis Christian University to prospective students, current students, faculty, and staff of the University. The information includes the academic calendar, admission requirements, tuition and fees, financial aid programs, degree requirements, services available to students, and the faculty and administrative officers of the University.

Subject to Change Notice

The policies, regulations, procedures, and fees in this handbook are subject to change without notice, when necessary, to keep University policies in compliance with State and Federal Laws and /or with rules and regulations of the Board of Trustees of the University.

The University reserves the right to change curricula, rules, fees, and other requirements, in whatever aspects, affecting students. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or faculty member and Jarvis Christian University or its Board of Trustees.

Contacting the University

If you have a question and you are in doubt of whom the inquiry should be directed to, you may call the University information number, and the inquiry will be routed to the appropriate person or department.

University Information Number: 903-730-4890

Student Responsibility

It is the responsibility of students to learn and meet all requirements established by the degree programs, the University, the Graduate School, and Divisions or departments. It is the student's responsibility to become knowledgeable of, and to comply with, the policies, procedures and the regulations, of the Graduate School.

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UNIVERSITY ACCREDITATION STATUS

Jarvis Christian University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500, or at <http://www.sacscoc.org> for questions about the accreditation of Jarvis Christian College.

The Commission is to be contacted *only* if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. Normal inquiries about Jarvis Christian University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the University and not to the Commission's office.



SPECIALIZED ACCREDITATIONS

Accreditation Council for Business Schools and Programs (ACBSP) Council on Social Work

Education (CSWE)

Texas Education Agency (TEA)

UNIVERSITY BOARD OF TRUSTEES

The first Jarvis Christian College governing board was organized in 1929 and was called the Texas Advisory Board. Membership consisted of prominent members of the Christian Church, who advised the College on policy. In 1958, Jarvis Christian College began operation under the Board of Higher Education of the Disciples of Christ and the Board of Fundamental Education. The creation of this eighteen- member board ended the designation of Jarvis Christian College as a mission institution. The current structure was created in December 1974, to include representatives from the student body, the Jarvis Christian College/Southern Christian Institute National Alumni and Ex-students Association, and the faculty.

Mrs. LeKetia L. Blair, Chair
Mr. William F. Fisher, III, Vice Chair
Mr. Glenn R. Etienne, Treasurer
Ms. Deborah Mitchell, Secretary
Rev. Dani Cartwright
Rev. Bernard “Chris” Dorsey
Major General John F. Phillips
Dr. Kent Willis
Ms. Alma Walker
Dr. Rolanda Randle
Mrs. Dietra Reeves-Greene
Mr. Shiervan Ursin, President, National Alumni Association
Vacant, President, Faculty Governance
Vacant, President, Student Government Association

UNIVERSITY MISSION STATEMENT

Jarvis Christian University is a historically Black Institution affiliated with the Christian Church (Disciples of Christ), offering degrees at the associate, baccalaureate, and master’s level. The mission of the University is to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery.

UNIVERSITY GUIDING PRINCIPLES

The entire Jarvis Christian University community values and abides by the following guiding principles to support the University mission “to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery.”

Scholarship and Life-Long Learning: To advocate life-long learning by challenging and supporting students and staff to pursue intellectual, personal and professional development.

Service: To intentionally provide a quality experience for students, staff and faculty that serve the surrounding communities and the nation and that create an atmosphere of a life-long commitment to community service and civic engagement.

Integrity: To exhibit ethical behavior in and beyond the academic setting, and to be good stewards of all of our resources, acting as persons of high character guided by a commitment to transparency, fairness and honesty.

Respect: To embrace the doctrines of Faith, Family and Community, which ensure inclusiveness and celebrate diversity, understanding that every individual should be treated with professionalism, courtesy and kindness.

Responsibility: To be responsible and accountable for our actions in every situation, as it relates to the University, the community and the nation.

Christian Ethics: To emphasize that the Christian spiritual path provides an ethical code that, when followed, will make for a better person, a better University, a better community, and a better world guided by social, economic and environmental justice for all.

Innovation: To continually examine our practices by seeking creative and efficient ways to improve while balancing the needs of today and preserving the resources of tomorrow.... embracing new ideas, new people, new directions and innovative ways of performing the tasks at hand.

LOCATIONS

Jarvis Christian University (JCU), which is located at U.S. Highway 80 East, PR 7631, Hawkins, Texas is an accredited, private, co-educational, church-related University, located four miles west of Big Sandy, Texas, on U.S. Highway 80. It is fourteen miles from U.S. Interstate 20. Accessible Texas cities within a radius of thirty miles are Mineola, eighteen miles west; Gladewater, fifteen miles east; Tyler, twenty miles south; and Longview, twenty-five miles east. Tyler and Longview have populations of approximately 107,405 and 82,287, respectively. Both cities have daily airline service to the Dallas-Fort Worth International Airport. Shreveport, Louisiana is accessible via Interstate 20 for airline connections to all parts of the United States and foreign countries.

Jarvis is free from the noise and smog of the big city and is conducive for study but retains access to neighboring metropolitan areas. It is approximately 100 miles southeast of Dallas.

Dallas Teaching Site
7222 S. Westmoreland, Suite 250 Dallas,
TX 75237

HISTORY OF THE UNIVERSITY

Jarvis Christian University is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since its inception. The University began as Jarvis Christian Institute, modeled after Southern Christian Institute in Edwards, Mississippi. The recorded history began in 1904. Then, the Negro Disciples of Christ in Texas, spearheaded by Mrs. Mary Alphin, State Organizer, in conjunction with the Christian Woman's Board of Missions began to plan for a school for Black youth. The Negro Disciples of Christ in Texas were to raise \$1,000 for a school and the Christian Woman's Board of Missions would contribute \$10,000 if this were done. Meanwhile, Miss

Virginia Hearne, State Secretary for Women's Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black youth. In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition it "keep up and maintain a school for the elevation and education of the Negro race . . . in which school there shall be efficient religious and industrial training." Inherent in the spirit of the donation was that the land would be used to educate "head, heart, and hand" and to produce "useful citizens and earnest Christians."

Although the thrust of the educational program has changed dramatically since then, the University has ever continued to attempt to educate "head, heart, and hand." Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, completed their fund-raising campaign. The \$1,000 collected by the churches was augmented with \$10,000 by the Christian Woman's Board of Missions.

In 1912, Mr. Thomas Buchanan Frost, a graduate of Southern Christian Institute, who was to serve as Superintendent, came to start a school. Mr. Charles Albert Berry, also a Southern Christian Institute graduate, who was to serve as Principal, joined him. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin.

Despite austere circumstances, the project flourished. Mr. Zach Howard, another Southern Christian Institute graduate, came to run the sawmill that produced building lumber. The children who were to attend the school assisted with the construction. In doing so, they participated in the initial work-study program. This plan was a necessity. Jarvis has never enjoyed the luxury of being a free school. Barter and labor were the major sources available to students and their families, most with meager financial resources, to help pay the costs of an education. Since then, the barter system ceased, but a work-study program has always been available to the students who come to Jarvis who are willing to invest their energies and talents to help defray their educational expenses. Its formal instructional program commenced January 13, 1913, with an enrollment of fourteen students, all in the elementary grades. Names of twelve of the fourteen students are listed below:

JARVIS CHRISTIAN INSTITUTE

Enrollment of Students

Barber, Roy
Cozine, Minnie
Frost, Thelma
Frost, Howard
Frost, Thomas Edward
Flaming, Willie

Lewis, Mamie
Lewis, George
Marshall, Hawlin
McCoy, Clarence
Normal, James
Townser, J.D.

In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first President. He served in that capacity until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects were added to the curriculum. Notably, during its early years, Jarvis Christian Institute existed as one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis remained the only accredited high school for Blacks in the Hawkins area until 1937. Although fragmentary records indicate some college work was offered as early as 1916, junior college courses were included as regular curricular offerings in 1927 and the school was incorporated as a college in 1928. Senior College courses were introduced in 1937. Built in 1936, the Emma B. Smith Building, now used to house administrative offices, is the only campus structure that remains from the Ervin era.

In 1938, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second president. High school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College proposes to offer — “. . . practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...”

The Florence Robinson House (built in 1939), now the Alumni Heritage House (remodeled in 1976), is the only structure remaining from the Washington presidency.

In 1949, Dr. John B. Eubanks assumed administrative duties as Executive Vice- President. He is credited with the introduction of a general education program and additional innovations, which hastened recognition by the Southern Association of Colleges and Schools in 1950, to include Jarvis Christian College on its Approved List of Colleges and Universities for Negro Youth. This was the only regional accreditation then available to Black Colleges in the South. Dr. Eubanks was named the third President of Jarvis Christian College in 1951 and served until 1953.

In 1953, Dr. Cleo Walter Blackburn, who had served as a consultant to President Eubanks, began his eleven-year tenure as the fourth President of Jarvis Christian College. That same year, Fundamental Education was included as a component of the educational program. Several of the buildings constructed during this presidency are still in use: Fellowship Center, now the Ida V. Jarvis Student Center, 1955; the James Aborne Health Center, 1961; the Barton-Zeppa Agro- industrial Building, now the Maintenance Building, 1961; and four dormitories, two each for men and women, 1962.

Dr. John Oliver Perpener, Jr., was named Executive Vice-President and served as resident executive. The Blackburn presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University in 1964 through a "Memorandum of Understanding" (revised, 1965; reaffirmed, 1969; discontinued, 1976). Also in 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, Fundamental Education and the Agro- Industrial offerings were eliminated as components of the educational program. The Olin Library and Communication Center opened in 1965. This major building was a gift from the Olin Foundation. Operation CRAM, a precollege program for prospective college students, was initiated during the summer of 1965. While this effort had an academic component, its major emphasis was sociocultural enrichment.

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office. The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges. It also achieved membership in the Southern Association of Colleges and Schools during that year. In 1969, the Texas Education Agency approved the Teacher Education Program, and the campus master plan was updated. During the same year, the Charles A. Meyer Science and Mathematics Center opened. This was the second major building underwritten by the Olin Foundation. In 1970, four additional residence halls, two each for men and women, and the Elbie Guy Crawford Titus Women's Commons Building was completed. Dr. Perpener resigned in 1971 and Dr. John Paul Jones was named Acting President. The Southern Association of Colleges and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. A major improvement to the physical plant during his administration was a water purification system and sewage disposal plant that was completed in 1974. The Advanced Summer Enrichment Program began in 1976. The major focus of this program was providing entering freshmen an academic introduction to college. After the resignation of Dr. Jones in 1976, Dr. James O. Griffin served as Interim Administrator for two months.

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian College, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. The Division of Basic Studies had the administrative responsibility for initial advisement for all transfer students as well as for academic advisement for freshmen and sophomore students as they complete the General Education Requirements. In 1978, the Gladys A. Gill Early Childhood Education Center opened. The Facilitators Program was initiated the following year. This paraprofessional counseling program utilizes members of the faculty, staff, and administration to provide one-to-one personalized assistance to each student from initial entry through graduation. That same year, the Southern Christian Institute National Alumni and Ex- Students merged with the National Alumni and Ex-

Students of Jarvis, a relationship that has continued since Mr. Frost and Mr. Berry came to Texas in 1912. Additionally, the E. W. Rand Health, Physical Education and Recreation Center were dedicated December 1, 1979, the month Dr. Rand retired.

Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian College, became the eighth president on January 1, 1980. In 1981, the official transfer of the title of the initial land donated by Major and Mrs. Jarvis, from the United Christian Missionary Society to Jarvis Christian College was realized.

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian College and consisting, currently of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the Peoples-Dickson Religion Building. Two additional residence halls were dedicated in 1986—one each for men and women—as was a twelveunit student-parent apartment complex in 1988.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. During his administration, Jarvis Christian College was involved in extensive review and assessment of its total operation. Emphasis was placed on campus beautification. Dr. E. W. Rand and Dr. Charles Berry, Jr. served as administrative officers during the summer and fall of 1990.

Dr. Sebetha Jenkins became the tenth president on January 1, 1991. As the first woman to hold this position, she sparked many triumphs. Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993. Major renovations and capital improvements occurred during 1993 and 1994. In the fall of 1996, courses in Japanese were taught by a visiting instructor from Japan, and an American Humanics program was designed to prepare students for employment with non-profit agencies. Additionally, students interested in careers in teaching were given an opportunity to take advantage of the Center for Teacher Education, which increased the depth of their learning by providing extended observation assignments and practicum experiences.

The student learning experience was broadened even more with the implementation and upgrade of a campus-wide network and data management system. The construction of a Distance Learning lab (Community and Technology Center) in 1996 allowed students to participate in classroom activities simultaneously with students in courses held on other college campuses without having to leave Jarvis.

Other milestones realized during Dr. Jenkins' tenure included the launching of a \$7.5-million-dollar capital campaign, the Living and Learning Center, the initiation of the Pioneer Hall of Fame Awards Program, expansion of summer programs for area youth, the Hands-On Mission Program for campus beautification, the Service- Learning Program, and the Walk of Fame Plaza that was dedicated in the

spring of 1997. Also during the Jenkins years (1991-2009), the college's regional accreditation was reaffirmed twice and the business program gained accreditation by the Accreditation Council for Business Schools and Programs (ACBSP).

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas was committed to students receiving a quality education. His vision for Jarvis was that it become a premier Christian College that offers a quality education that prepares our youth to face the challenges confronting them upon graduation. He started a Pre-Honors Program for freshman students, revitalized the Honor's Program and opened the Office of Student Academic Success.

In April of 2012, Dr. Lester C. Newman was appointed as the twelfth president of Jarvis Christian College. Dr. Newman continues to build and refine the strong traditions of education and personal attention to students at Jarvis Christian College. Under Dr. Newman's administration, more faculty with terminal degrees in their fields have been hired, financial stability attained, new policies and procedures have been established for operations campus-wide and new athletic teams added. Also, Dr. Newman has reorganized the academic divisions to optimize the educational experience for Jarvis students. In 2014, the College successfully completed the 10- year reaffirmation process of the Southern Association of Colleges and Schools Commission on Colleges with no recommendations.

During the 2022-2023 academic year, Jarvis Christian College was renamed Jarvis Christian University with the unveiling of the new signage and logos on May 6, 2022, the day before the first graduating class of Jarvis Christian University received the first-ever diplomas with the school's new name. Jarvis was approved to begin offering graduate degrees, which raised it from a "college" to a "university" status. The Jarvis Board of Trustees approved the name change, the rebranding as JCU began. The first JCU graduate programs are an MBA and a Master of Science in Criminal Justice, both programs are set to begin classes online in January 2023.

In July of 2023, Dr Glenell Lee-Pruitt was appointed as the thirteen president of Jarvis Christian University.

THE GRADUATE SCHOOL

We welcome all prospective graduate students to the Graduate School at Jarvis Christian University. The Office of the Graduate School is housed in the Charles E. Meyer Building, Suite S-39. The Graduate School is led by a Dean, Dr. Henry Kerich, who reports directly to Dr. Regina Robinson, the interim Provost and Vice President for Academic Affairs. The Graduate School has a Graduate Council made up of Graduate Program Coordinators, appointed graduate faculty members, and selected graduate students. The Council is chaired by the Graduate School Dean.

The University web site has Graduate School link that provides information for prospective graduate students regarding our graduate programs, application procedures, and other information related to graduate education at Jarvis Christian University. We have provided links to make it easy for you to find all the information you need, such as admission requirements, program descriptions, their

general guidelines, their curriculum, course descriptions, advisement, course load, tuition and fees, Financial Aid Programs, and many more.

The Graduate School is responsible for enforcing minimum general standards of graduate work at Jarvis Christian University and for the coordination of graduate degree programs in the various Divisions and Departments. General policies and standards of the Graduate School are established by the Graduate Council. The responsibility for the detailed, day- to-day operations of graduate programs lies with the individual departments, and Divisions offering the programs.

The Graduate School is also responsible for processing admission applications to the graduate programs; monitors graduate students progress while on the various graduate programs; recommend graduate students that have completed all their requirement for graduation to the Provost and Vice President for Academic Affairs for graduation from the University, and the award of their degrees by the University President, Dr. Glenell Lee-Pruitt.

Prospective graduate students may now apply for admissions to the following graduate programs that will commence in the Spring of 2023 Online.

**Master of Business Administration (MBA) – Master of Science in Criminal Justice (MSCJ)-
Master of Arts in Religious Studies (MARS)-Dual Program in Master of Arts in Religious
Studies (MARS) & Master of Business Administration (MBA).**

Other graduate programs will come on board subsequently.

YOU CAN CONTACT THE GRADUATE SCHOOL BY PHONE OR EMAIL Phone: (903) 730-4890 Ext. 2314 or (430) 247-1434

Email Address: graduateschool@jarvis.edu

Henry K. Kerich, Ph.D.
Dean of Graduate School/Professor of Business Administration
Jarvis Christian University

MASTER OF BUSINESS ADMINISTRATION

PURPOSE OF THE PROGRAM

The Master of Business Administration degree is a thirty credit hours online program taught by academic and business-experienced faculty. Learners can complete the program in one year. The program aims to empower adult learners who hold middle-level positions and want to advance to a higher responsible job, assume an administrative role, enhance their skills beyond their current training, upgrade existing skills, or increase employability. The program prepares learners for a complex business environment due to innovations and reliance on high technology, changing workforce, dependency on the global supply chain, and ever-changing ethical and regulatory

requirements. As a result, businesses now require versatile personnel with skills that require training beyond a baccalaureate degree. Thus, Jarvis Christian College MBA degree meets those burgeoning business needs by enhancing students' competitive advantage. Courses explore managerial, leadership, technical theories, and practices applied in the workplace

The program admits individuals with business and non-business undergraduate degrees, requires no letters of recommendation and waives the GMAT requirement

ADMISSION

The MBA admission committee evaluates each application on an individual basis. Admission is granted only to those individuals who demonstrate the potential for success. The committee's decision relies on the applicant's previous academic records and work experience. In addition, significant business experience may indicate an individual's ability to complete the program.

To qualify for admission to the MBA program, applicants must meet the following criteria:

Full Admission

1. Complete an application for admission, and pay a non-refundable application fee of fifty dollars
2. Hold at least a bachelor's degree from a regionally accredited institution of higher learning
3. Have a 2.75 or above undergraduate GPA
4. Provide official academic transcripts from previous colleges or universities studied.
5. Submit an essay on why they want to pursue an MBA program.
6. International students are required to submit the Test of English as a Foreign Language (TOEFL) with a score of 510

Conditional Admission

Students who do not meet the standard admission criteria can be admitted on a conditional basis at the discretion of the Dean of Graduate School. Conditional admission is on a case-by-case basis.

ADVISEMENT

When accepted to the Master of Business Administration Program, each student will be assigned to an academic advisor (either the Graduate Program Coordinator or a graduate faculty member). The advisor will be responsible for advising students on courses to take to meet the program course

requirements. It is, however, the student's responsibility to meet all requirements, including meeting with or remotely contacting his or her advisor regularly.

ADMISSION TO CANDIDACY

A student must apply for admission to candidacy for the Master's of Business Administration by filing the proper application forms through his/her advisor to the graduate program coordinator. Students are to apply for candidacy one semester before the degree is conferred or in some cases, the same semester in which the degree is to be awarded.

ACADEMIC GRADES

The following grades are used in the graduate program: A, B, C, D, F, I (Incomplete), or W (withdrawal). Students in the MBA Program must earn an overall average of "B" or higher in all graduate work toward the degree. Two "Cs", a "D", or an "F" will result in automatic withdrawal from the MBA Program. Students withdrawn from the program may re-apply after one year of self-development. Any student withdrawn twice shall no longer be accepted into the program.

COMPREHENSIVE EXAMINATION

A comprehensive examination by Peregrine will be administered to all candidates for the Master of Business Administration Program at or near the completion of their required course of study. The examination is designed to test the student's knowledge of the content areas of the Business Administration. Students must pass the comprehensive examination before they can graduate.

LOAD LIMIT

The normal load for a full-time student is nine semester hours during a regular semester (fall or spring) and six credit hours per each summer session. The recommended load for persons employed full time is six semester hours during a regular semester (fall and spring) and three hours per each summer session. However, for online students, a full-time student course load is six hours per eight- week session semester.

TIME LIMIT

The degree should be completed within six calendar years from the time of initial enrollment in the Business Administration graduate program.

TRANSFER OF CREDIT

Applicants can transfer a maximum of six graduate credit hours from an accredited institution provided the following conditions are met:

1. Each course has a grade of a B and above
2. The credits were earned within five years from the time the student enrolled in the MBA program; and
3. The MBA Program Director approves the transfer request.

PROGRAM CURRICULUM

The MBA program will offer courses every eight weeks. Students are permitted to enroll in up to two classes every eight-week session. It is estimated that students will complete the thirty credit hours' degree requirements in ten to twelve months. Below is a list of the courses in the program.

MBA COURSES

MBA Core Courses (Eight Courses):

- ACCT 5505 Accounting Analysis for Decision Making (3 hrs.)
- BUSI 5510 Strategic Information Systems and Quantitative Approach for Decision Making (3 hrs.)
- ECON 5510 Managerial Economics (3 hrs.)
- FINA 5515 Financial Management (3 hrs.)
- MGMT 5520 Contemporary Management and Organization Behavior (3 hrs.)
- MARK 5530 Marketing Strategy (3 hrs.)
- BUSI 5590 Ethics & Social Responsibility (3 hrs.)
- MGMT 5599 Strategic Management (Capstone, 3 hrs)

MBA Elective (Choose two courses from the list below)

- MGMT 5526 Human Resources Management (3 hrs.)
- MGMT 5530 Leadership (3 hrs.)
- MGMT 5535 Global Business Environment (3 hrs.)
- MGMT 5550 Innovation and Entrepreneurship Management (3 hrs.)
- MGMT 5555 Operation Management (3 hrs.)

MBA Concentrations (Choose one concentration from the list below)

Cyber Security:

- CBCI 5542 Cyber Security Management (3 hrs.)
- CBCI 5544 Cyber Security Risk Assessment (3 hrs.)
- CBCI 5545 Incidence Response (3 hrs.)

Healthcare Management:

- HCMG 5530 Healthcare Leadership (3 hrs.)
- HCMG 5535 Healthcare Policy Analysis (3 hrs.)
- HCMG 5550 Healthcare Quality Management (3 hrs.)

Finance:

- FINA 5530 International Finance (3 hrs.)
- FINA 5535 Corporate Finance (3 hrs.)
- FINA 5550 Investment Analysis (3 hrs.)

MBA: Curriculum – Course Descriptions**ACCT 5505: Accounting Analysis for Decision Making (3 hrs.)**

The course teaches accounting reporting and the use of accounting information in aiding management in decision making.

BUSI 5510 Strategic Information Systems and Quantitative Approach for Decision Making (3 hrs.)

The course uses quantitative analysis to instruct the effective planning and deployment of information technology [IT] in management processes. It also examines the alignment of IT and data processing in creating business value. The course uses information systems cases related to data analysis to provide practical applications of IT, emphasize e-business integration, highlight knowledge management, and underscore emerging information technologies. It also examines business process analysis, IT portfolio management, online analytical processing, and data mining application tools.

BUSI 5590 Ethics & Social Responsibility (3 hr.)

The course analyzes ethical standards, concepts, principles, and practices prevailing in business environments. It combines the theoretical foundations associated with a business start-up with the conduct of entrepreneurial activities related to accountability and the social environment. Specifically, the course includes: (1) provide students with generalizable information to act in the best interest of shareholders, other stakeholders, and society as a whole; (2) provide students with ethical principles as applied to particular situations of business and the ability to make informed judgments; and (3) Differentiate the ability to extrapolate strategies concerning corporate ethics and governance.

ECON 5510: Managerial Economics (3 hrs.)

The course is a study of the individual firm apart from the entire industry. The topics include the pricing process, the nature of the market, changes in the prices of the agents of production used by the individual firm, problems and policies of business planning, forecasting dynamics, conditions, and business risks.

FINA 5515: Financial Management (3 hrs.). Prerequisite ACCT 5505

The study of a financial manager's role in financial planning, acquiring, and managing funds.

MGMT 5520 Contemporary Management and Organization Behavior (3 hrs.).

The course centers on managerial principles, functions, and practices, emphasizing theories related to contemporary issues and their implications in understanding individuals' and groups' behavior in organizations to prepare effective managers within an organizational context. Topics include individual differences in motivation, perception, culture and learning style, group and organizational dynamics, and the impact of organizational structure and culture on behavior. In addition, leadership techniques for influencing other corporate members, creative problem solving and decision-making, ethics, and values-based managing are covered. Finally, this course helps students relate fundamental theories, concepts, and techniques to real-world situations through the extensive use of case studies.

MGMT 5526 Human Resource Management Prerequisites (3 hrs.)

Develops student competencies for comprehending and performing HRM tasks that integrate HRM functions in support of the organization's strategic planning and implementation processes in areas such as job analysis, selection and placement, training and development, performance evaluation and management, compensation of organizational members, meeting/exceeding legal and ethical standards of workplace safety, fairness and security in the presence and absence of unions.

MGMT 5530 Leadership in Organization (3 hrs.)

The purpose of this course is to differentiate the process of effective decision-making, create better teams, and develop leadership skills and knowledge conducive to a positive working atmosphere

MGMT 5535 Global Business Environment (3 hrs.)

The course provides an overview of the global business environment. The course explores the international marketplace's economic, institutional, and cultural context. It also examines how these factors affect public policy and business decision-making.

MGMT 5550 (3 hrs.) Innovation and Entrepreneurship Management (3 hrs.)

This course aims to analyze the many dimensions of new venture creation and growth. In addition, the students will study formulation and implementation issues related to conceptualizing, developing, and managing successful new ventures. The emphasis of this course is on applying and synthesizing concepts and techniques from functional areas of strategic management, finance, accounting, managerial economics, marketing, operations management, and organizational behavior in the context of new venture development.

MGMT 5555 (3 hrs.) Operations Management (3 hrs.)

The course demonstrates elements of project management. The students will analyze the scope, time, cost, quality, human resources, communication, and procurement management and develop a comprehensive project plan. In addition, the course emphasizes elements associated with operations management in planning, organizing, and supervising merchandising, manufacturing, and services enterprise.

MGMT 5595 (3 hrs.) Strategic Management (capstone) (3 hrs.) Prerequisites: Graduate standing

Using cases that illustrate students' strategic decision-making skills, the course integrates prior learning in leadership, organizational policy, accounting, financial, marketing, IT, and quantitative analysis.

MBA CONCENTRATIONS

Cyber Security Concentration (9 hrs.)

With the steady increase of cyber-attacks globally, it is crucial to learn the skills used to secure and manage computers, computer networks, and business computer systems. Topics such as security policies, computer network management, and disaster recovery will be covered. This course will equip students with the foundational knowledge they will need to perform organizational risk assessment. Organizations have to create strategies for risk defense and evaluate possible areas of vulnerability to attacks. The course provides students with a good understanding of incident response processes. Students will learn about the Incident Response

process, and they will be equipped with valuable knowledge and skills that they will be able to demonstrate, out there on demand.

Courses:

- CBCI 5542 – Cyber Security Management
- CBCI 5544- Cyber Security Risk Assessment
- CBCI 5545- Incident Response

Healthcare Management (9hrs.)

This course provides students with a strong understanding of healthcare systems and policy settings, that will prepare them for effectiveness in navigating businesses through informed decision-making.

The impact of values on policy and the role of interest groups and political influence is covered in this course. An outline for analyzing policy and methods using the tools of economics to examine health system change.

This course prepares students with the ability to critically evaluate industry literature, identify evidence-based best practices, and make recommendations that balance appropriateness of health care services with cost and quality. It covers patient safety, healthcare quality and effective care.

Courses:

HCMG 5530-Healthcare Leadership

HCMG 5535-Health Policy Analysis

HCMG 5550- Healthcare Quality Management

Finance Concentration (9hrs.)

This course provides students with a strong understanding of financial and institutional systems that will prepare them be effective in navigating businesses

through informed decision-making.

This course prepares students with the ability to critically evaluate financial systems, common valuation approaches theories used to estimate appropriate discount rates, gain an in-depth understanding of financial statements used to forecast economic future growth and the required cost of capital.

Courses:

FINA 5530-International Finance

FINA 5535-Corporate Finance

FINA 5550- Investment Analysis

Master of Scie

GRADUATE SCHOOL POLICIES

A. Graduate Faculty Appointment

The Graduate Faculty is comprised of faculty members in departments in which graduate programs are offered. Nomination of graduate faculty must be initiated by the candidate's department chair and academic dean, approved by the Graduate Council, and appointed by the Dean of the Graduate School, by authority of the President. The basic qualifications and standards established in achieving faculty rank, as outlined in the Faculty Handbook, apply to all faculty and are sufficient for graduate faculty as well.

Membership to the Graduate Faculty

Any faculty member is eligible for consideration for membership of the Graduate Faculty. Appointments are associate, full, special or graduate adjunct(s).

A. Associate Member: Members at this level hold the rank of Assistant Professor and are authorized to teach graduate courses, serve as major advisors, and supervise internships. Members at this level can be appointed to serve for a three-year term with the option for reappointment following evaluation and demonstrating progress toward meeting the qualifications for full membership. Eligibility qualifications are as follows:

- a. Hold a doctorate degree or the highest recognized degree in their field of specialization;
- b. Have the rank of assistant professor or higher at the time of appointment;
- c. Evidence of effective teaching and mentoring at the graduate level.

New faculty may include evidence of potential for effective teaching and mentoring; and d. Where applicable, disciplines may align with scholarship standards

established by the program's respective specialized accrediting agencies. Departments may have additional criteria that further clarify the training, experience, and demonstrated scholarly activity required.

B. Full Member: Members at this level hold the rank of Associate Professor or higher and are authorized to teach graduate courses, direct master's theses, supervise internships, serve as major advisors, and participate in the formulation of graduate curricula and policy. Members at this level are appointed to serve for a five-year term with the option for reappointment following evaluation. Eligibility qualifications are as follows:

- a. Hold a doctorate degree or the highest recognized degree in their field of specialization;
- b. Have the rank of associate professor or higher at the time of appointment;
- c. Evidenced scholarship as demonstrated by publications, editorial services, research productivity, intellectual contribution to the discipline, creative work or patents, or research in progress at the time of appointment;
- d. Evidence of effective teaching and mentoring at the graduate level. New faculty may include evidence for potential for effective teaching and mentoring; and
- e. Where applicable, disciplines may align with scholarship standards established by the programs respective specialized accrediting agency. Departments may have additional criteria that further clarify the training, experience, and demonstrated scholarly activity required.

C. Special Appointments: Can be awarded to faculty who do not meet the criteria outlined for associate or full membership. Members with special appointments are authorized to teach graduate courses. Departments may have additional criteria that must be met to for this type of appointment. Members with a special appointment can be appointed to serve for a maximum of two years with the option for reappointment following evaluation.

D. Graduate Adjunct Member: Members at this level hold part-time graduate faculty appointment. These members may or may not be a full-time faculty member of the institution and must have the appropriate terminal degree or qualifications considered to be equivalent within the discipline. Graduate adjuncts are authorized to teach graduate courses. Adjuncts must be recommended by the department and academic dean and approved by the Dean of the Graduate School.

B. Evaluation of Graduate Faculty

The academic Dean will annually evaluate graduate faculty performance and make a recommendation to the Graduate Council. Following the review, the Graduate Council will make a recommendation to the Provost to a) continue graduate faculty status at the current or a different level, b) continue graduate faculty status with required professional development, or c) discontinue graduate faculty

status. Graduate Faculty will be evaluated annually in accordance with institutional guidelines and the strategic plan of the Graduate School. Academic deans or the Dean of the Graduate School may initiate a review at any time.

C. Graduate Program Coordinator

The graduate program will reside in the department that represents the academic discipline. As such, the Graduate Program Coordinator in each area will serve as the administrative head of the respective graduate program and is responsible for administration of the program's academic requirements. Coordinators are required to meet the minimum requirements of a full member of the graduate faculty. The Graduate Program Coordinator serves as the signatory on items related to the graduate program and advise or coordinate with the department chair, academic dean, graduate dean, faculty and the like on the following items:

- graduate admission and recruitment;
- dismissal and disqualification procedures and decisions; guidelines for mentoring and the formation of thesis committees;
- assessments, curricular and program reviews, and the graduate school strategic plan;
- graduate faculty appointments; policies that govern graduate education; and duties appropriate to the mission and scope of the graduate program.

E. The Graduate School Dean

The Graduate School Dean is appointed by the President to serve as the chief academic officer of the Graduate School, working with executive administration of the University , the Graduate Council, faculty governance, Department Chairs/Directors of Graduate Programs, other faculty, and students. The graduate school dean is required to have a terminal degree and meet the minimum qualifications of role of a dean as delineated in the faculty handbook. The function of the Graduate School Dean includes:

- advise and inform leadership (i.e., Provost, academic deans, Academic Council and the Graduate Council) on graduate education issues;
- guide planning, prioritization, policy, and budgetary decisions related to the Graduate School; improve the breadth and quality of graduate education and advance the strategic plan, establishing and evaluating strategic benchmarks for the Graduate School;
- ensure administrative procedures of the Graduate School are consistent with the institution's policies; chair the Graduate Council;
- recommend students to the Graduate Council who have completed the requirements for graduation from the Graduate School; and
- develop and administer the budget of the Graduate School.

F. The Graduate Council

The Graduate Council is chaired by the Dean of the Graduate School and is comprised of appointed, full members of the Graduate Faculty who serve in an advisory and approval capacity. The Council provides leadership and institutional policy-making on matters concerning the mission, strategic direction and curriculum of the Graduate School. The Graduate Council may do the following:

- conduct strategic planning as it pertains to graduate education, in accordance with the institutional strategic plan;

- Develop or revise the Graduate School’s mission;
- Develop or revise bylaws governing the role and scope of the Council;
- develop, revise or approve academic and student policies pertaining to graduate education such as admissions, research or internship, time-to-degree, residency, ethical conduct policies, etc.;
- revise or approve graduate faculty appointments;
- revise or approve graduate faculty teaching, research, and service commitments; and other activities pertaining to graduate education.

G. The Graduate School’s Academic Admission Requirements

Faculty in the admitting programs recommend students for admission to the Graduate School after they have made an assessment of each prospective graduate student’s potential. Each graduate program maintains a handbook that describes admissions expectations specific to that program.

The faculty of each graduate program evaluates applications. Programs have significant discretion in determining admission standards and class size based on factors such as availability of academic advisors, financial support, laboratory space, and student distribution within interest areas. The Graduate School works with program faculty and their recommendations for admission in finalizing admissions decisions. An academic record exceeding minimum requirements, satisfactory scores on standardized tests, or professional expertise alone does not assure an applicant’s admission. Prospective students overall record must indicate the strong likelihood that they will complete graduate study successfully. All students must meet the following basic admission requirements:

Basic Admission Requirements

completed graduate application for the graduate program of choice; a bachelor’s degree demonstrating a satisfactory academic record— supplementary information may be submitted to demonstrate a satisfactory academic record (see specific requirements); official transcripts of all previous academic work; letters of recommendation (see specific program requirements); proof of English language competency for international students (see the general University policy) ; standardized exams are not required, however may be submitted for consideration in admission; and any specific requirements required by the graduate program.

H. Previous Degrees

Applicants must hold at least a bachelor's degree from a regionally-accredited institution or an institutionally accredited institution approved by the Graduate Council.

I. Transcripts

Unofficial transcripts showing proof of required degrees are acceptable for an offer of admission and are required by the Graduate School to review an applicant as admission deadlines set by departments may be prior to the conferral of the baccalaureate degree. Once you are admitted, you must arrange for final, official transcripts showing conferral of all required degrees to be sent directly to the Office of the Graduate School from the issuing institution in a sealed envelope or other secure transmission process. Final, official transcripts must be received prior to the first day of class.

G. Transfer Credit

You may request that your Graduate Program Director/Chair consider up to six (6) credit hours of coursework from another accredited institution to be applied towards the master's degree. Courses graded on a pass/fail basis will not be transferred.

The Provost and Vice President for Academic Affairs will make the final determination about transfer credit. Up to six (6) credit hours of coursework may be transferred to a master's degree. All credits transferred to the graduate programs must have been completed at a regionally-accredited institution and must be verified by submission of an official transcript. *Programs may have more restrictive policies* on acceptable transfer credits clearly articulated in their graduate program handbook but may not exceed the guidelines in this policy. Grades earned for courses taken at institutions other than Jarvis will not be included in the student's grade point ratio. Valid transfer credits will appear on the transcript as credits earned. Under no circumstances will transfer credit be awarded for courses in which a grade lower than B (or its equivalent) has been received; courses graded on a pass/fail basis; continuing education units; courses completed outside the six-year (master's) time limit for degree completion; for correspondence, extension, or in-service courses; or for concentrated courses and workshops that award credit at a rate exceeding one credit per week.

H. Non-degree seeking students

A non-degree seeking student is any individual who does not seek to attain a graduate degree or certificate credential. Non-degree-seeking students may only become candidates for graduate degrees by first applying to, and being admitted into, a degree program. Taking courses as a nondegree-seeking student does not provide any guarantee of acceptance into a degree program. Nondegree seeking students may accrue a maximum of 12 credits in non-degree seeking status. If a nondegree seeking student subsequently matriculates into a graduate degree program, that program may — at its discretion — accept up to a maximum of 12 credit hours.

I. Transient graduate students

If students admitted to a degree program at another institution desire to take graduate courses at Jarvis for transfer to their institution, they may be permitted to enroll as a non-degree seeking transient student. Applications should be submitted at least two weeks prior to registration. Transient graduate students may earn no more than 12 semester hours while in transient status.

J. Application Fees

There is \$50 application fee.

K. Status of Admission Decision

The Department Chair/Director of Graduate Programs of the various graduate programs will make recommendations for admission to the Dean of the Graduate School. Offers of admission are not official until approved by the Dean of the Graduate School. Official admission decisions are communicated to applicants by email from the Dean of the Graduate School.

L. GRADE APPEAL

A graduate student may appeal a final grade given by an instructor in cases where he or she believes the grade awarded is inconsistent with the announced grading policy. The student is responsible for initiating the procedure in the following manner: The student must contact the faculty member in writing within two weeks of the grade assignment. This letter/email should include the following:

- 1) Student name
- 2) Identification number
- 3) Course number, section and title
- 4) Semester in which the course was taken
- 5) Reason for the appeal

The student and faculty member will review and explain the criteria for the assignment of grades as established in the course syllabus, as well as the student's performance. Should the student be dissatisfied with the discussion with the faculty member, the student may take their case to the Graduate Program Coordinator. If after discussion with the Graduate Program Coordinator and faculty member, the student is still dissatisfied, the next recourse of appeal is to the Dean of Graduate School. If still dissatisfied, then the Vice President for Academic Affairs. At each administrative level of the appeal process, an attempt will be made to resolve the issue. If resolution results in a grade change, the requisite GRADE CHANGE form should be completed by faculty, signed by the Graduate Program Coordinator, Dean of Graduate School and

Vice President for Academic Affairs and received in the Registrar's Office for processing.

All grade appeal cases submitted within the two-week period after grade distribution must be resolved by the sixth week of the following semester. Failure to contact the faculty member in writing within two weeks of grade assignment voids the recourse of appeal. A record of "W" cannot be changed. The Vice President for Academic Affairs is the final step in the appeal process for academic matters at Jarvis Christian College.

M. GRADE DISTRIBUTION

The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on-line at the end of each semester. Grades are accessed on the Jarvis website through the JCC Web.

L. International Applicants

Applicants who earned a baccalaureate degree outside of the United States must demonstrate that their academic credential is equivalent to a bachelor's degree in the United States. That is, have 16 years of formal education, 12 years of elementary and secondary education plus **four years** of postsecondary study, qualifying for admission to an advanced degree program. In the event that this cannot be determined, the applicant may be asked to obtain an evaluation from a foreign credential service. Foreign applicants may also be subject to additional requirements of each program's specialized accreditor (see program requirements), where applicable.

Note: Each Semester will consist of two 8-week sessions. Students will be billed and fees expected based on the Semester, however it will be broken into two terms.

One Semester has two 8-week sessions

Each session, students take two graduate courses (6 credit hours) Total cost for six credit hours \$ 4024.98

Cost per one credit hour is \$ 670.83

GRADUATE PROGRAMS TUITION AND FEE SCHEDULE

Graduate Students Texas Residents	First Semester	Second Semester	Third Semester	Total Per School Year
Tuition	\$ 5,283.00	\$ 5,283.00	\$ 5,283.00	\$ 15,850.00
Graduate Fees	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 3,150.00
Total	\$ 6,333.00	\$ 6,333.00	\$ 6,333.00	\$ 19,000.00
Graduate Students Non-Texas Residents	\$ 5,283.00	\$ 5,283.00	\$ 5,283.00	\$ 21,000.00
	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 3,150.00
Total	\$ 6,333.00	\$ 6,333.00	\$ 6,333.00	\$ 19,000.00
Graduate Application Fee \$50 (Non-refundable)				

Note: Each Semester will consist of two 8-week sessions. Students will be billed and fees expected based on the Semester, however it will be broken into two terms.

One Semester has two 8-week sessions
 Each session, students take two graduate courses (6 credit hours)
 Total cost for six credit hours \$ 4024.98
 Cost per one credit hour is \$ 670.83

GRADUATE FINANCIAL AID PROGRAMS

The Office of Financial aid at Jarvis Christian University coordinates all financial assistance offered to students. The purpose of the financial aid program is to provide financial assistance to students who enroll and attend in the graduate programs offered at the university. The following aid is offered to Graduate students:

Federal Direct Student Loans

- Unsubsidized Loan
- Graduate PLUS Loan

Direct Student Loans

Direct Loans are low-interest loans for students to help pay for the cost of education. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer. The interest rate for the Unsubsidized Direct Loans for graduate students is 5.28%, which is subject to change every July 1st.

Loan assistance is available for graduate students in the form of unsubsidized loans through the Federal Direct Loan program, the Federal Graduate PLUS program, and specific alternative/private loan programs. We recommend that students apply for federal loans first and then pursue additional funding sources if necessary. Eligibility for the Federal Direct Loans is based on the student completing a Free Application for Federal Student aid (FAFSA). All students must be enrolled at least half time for the school to begin submitting loan records to the Department of Education. Once the school receives the student aid report, the Financial Aid Office will award the student based on the student's annual eligible amount up to the cost of attendance or remaining eligibility in the case where the student is close to their aggregate limit for Federal Direct Loans.

Direct Unsubsidized Loan

In the Federal Direct Unsubsidized Loan program, a student may borrow up to a maximum annual limit of \$20,500 a year, which is unsubsidized. The maximum aggregate amount of Federal Direct Loans an eligible student may borrow is \$138,500, including any Federal Subsidized/Unsubsidized Loans borrowed for undergraduate study. A graduate student may borrow up to the annual cost of attending Jarvis Christian University minus any other aid for which the student is eligible.

Graduate PLUS Loan

The Graduate PLUS Loan is a non-need-based loan available to graduate students. The student must demonstrate credit worthiness. If you are determined to have an adverse credit history, you may still receive a Direct PLUS Loan if you obtain an endorser with no adverse credit history. If other aid is received, the amount that a student may borrow is based on the annual cost of attending Jarvis Christian University minus any other aid for which the student is eligible. There is no maximum aggregate limit.

Non-Federal Loans

Alternative/Private Loans are available from private sources that are not based on financial need. We recommend that students apply for federal loans first and then pursue additional funding sources if necessary. The interest rate for non-federal loans is higher than that of the interest rate of federal loans, and repayment may vary for the lender.

Annual Student Loan Acknowledgement

All Graduate students must complete an **Annual Student Loan Acknowledgement** each year a graduate student accepts a new federal student loan. The Annual Student Loan Acknowledgement is an online session that allows graduate students to review and acknowledge how much they borrowed, preview estimates of future monthly payments, and explain concepts such as capitalization and the difference between federal and private loans. Graduate students must go to www.StudentAid.gov using their student FSA ID username and password to log on.

Entrance Loan Counseling and Master Promissory Note

Students who have not previously received a loan at Jarvis Christian University must complete Entrance Loan Counseling and a Master Promissory Note (MPN) before the school will process the first disbursement of their loan. Entrance Counseling helps you to understand your responsibilities regarding your loan. Master Promissory Note is a legal document in which you promise to repay your federal student loan(s) and any accrued interest fees to your lender or loan holder. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct Graduate PLUS Loans. Jarvis Christian University requires students to complete Entrance Loan Counseling and Master Promissory Notes at www.StudentAid.gov.

Standards of Satisfactory Academic Progress

Federal and State regulations require all schools participating in Federal and State aid programs to have a standard for Satisfactory Academic Progress (SAP) to measure a student's progress toward a degree. The measurements shall be used to determine student eligibility for Federal Title IV financial assistance unless the terms of a particular grant or funding source State otherwise.

The Title IV 1992 Higher Education Amendments require that institutions establish a minimum standard of “Satisfactory Academic Progress” for students. A minimum standard for “Satisfactory Academic Progress” is defined as follows:

“SAP” is a measure of whether a student is progressing adequately toward completing their degree. It is determined in terms of grade point average and course completion. For a student to be eligible for Title IV aid during his/her attendance at Jarvis Christian University, the student must matriculate based on the established policy. Students not successfully completing courses are suspended from receiving federal student loans.

Jarvis Christian University students must make continuous satisfactory progress towards a degree by maintaining a 3.0-grade point average per semester. In addition, students cannot have more than two Cs during the course of the entire program. To complete their educational program, students must maintain Satisfactory Academic Progress (SAP) by meeting both Qualitative and Quantitative standards.

Qualitative Standards

Students must meet the standards for Satisfactory Academic Progress (SAP) set by the Graduate Council. Measurable academic progress must be shown toward completion of degree requirements, and students must maintain a 3.0 cumulative GPA or above.

Quantitative Standards

Students are expected to complete degree requirements within a reasonable time frame. Graduate students pursuing a degree are allowed to attempt up to 150% of the length of their academic program. For example, the length of the program = 36 hours. The maximum time frame is $36 \times 150\% = 54$ hours. Jarvis Christian University graduate programs vary in length, therefore, the maximum time frame for each program is different. Incremental progression toward the degree must be made, and a minimum percentage of hours attempted must be completed.

Each student must complete 67% of all credit hours attempted, including transfer hours accepted. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, I (Incomplete), or W (Withdrawal). Grades “F,” “I,” and “W” are not counted as hours completed. However, they are counted as hours attempted.

Satisfactory Academic Progress Review

Satisfactory academic progress will be reviewed at the end of the spring semester for currently enrolled and re-admitted students.

Financial Aid Suspension

Students who fail to meet the standards at the end of the academic year will be placed on Financial Aid Suspension and will become ineligible for financial aid beginning the next semester of attendance. Financial aid, once lost, cannot be reinstated retroactively for previous semesters. The student must pay expenses incurred while a student's aid is suspended until the minimum SAP standards are met again. This policy applies to all students at Jarvis Christian University receiving financial aid.

Financial Aid Suspension does not prevent a student from enrollment but prevents them from receiving aid. However, the student should be aware that the university's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior that leads to academic success.

Appeal Procedures

Students who fail to meet the SAP standard may appeal the suspension of their student financial aid funds. Letters of appeal must be based on mitigating circumstances that negatively impact the student's ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the students (i.e., hurricanes, earthquakes, etc.) or other personal or family matters/situations which may have negatively impacted the student ability to meet the required standards. If a student has been away from the institution for a year or more, they must submit a letter of appeal and an approved academic plan for review.

Financial Aid Probation

If the student's appeal is approved, the student can reestablish SAP in one semester. The student will be placed on SAP Probation (this type of probation is for financial aid purposes only and is separate from academic standing with the university). The probationary period shall commence for one term. (Example: if a student completes an appeal for the fall semester, at the end of the fall semester, the student's SAP will be evaluated to determine if he/she is meeting minimum SAP requirements or successfully completing an academic plan to receive aid for the upcoming spring semester.) The student's progress will be evaluated again at the end of the spring semester to determine if he/she is meeting minimum SAP requirements. If not, the student shall be placed on financial aid suspension again.

Reinstatement of Financial Aid

Students who demonstrate mitigating circumstances that interfered with academic performance will have financial aid eligibility until the next SAP review period. To maintain financial aid eligibility, a student must meet the SAP policy or successfully follow an approved academic plan.

Summer Course Work

Summer course work can be used to clear a student's Financial Aid Suspension status. The student must notify the office that they have completed summer courses. The office will then reevaluate the student's suspension status and notify the student after review.

Graduate School Online Graduate Programs

Spring 2023

Spring I Classes begin	Monday, January 9, 2023
Add/Drop Period ends	Friday, January 13, 2023
Midterm Examination Date	Friday, February 3, 2023
Last date to withdraw with a grade of “W”	Friday, February 10, 2023
Final Examination Date	Friday, March 3, 2023
Spring I Classes end	Monday, March 6, 2023
Spring I Grades due	Tuesday, March 7, 2023
Spring II Classes begin	Wednesday, March 8, 2023
Add/Drop Period ends	Tuesday, March 14, 2023
Midterm Examination Date	Friday, April 7, 2023
Last date to withdraw with a grade of “W”	Monday, April 10, 2023
Spring II Classes end	Wednesday, May 3, 2023
Final Examination Date	Wednesday, May 3, 2023
Spring II Grades due	Thursday, May 4, 2023

Summer 2023

Summer I Classes begin	Monday, May 8, 2023
Add/Drop Period ends	Friday, May 12, 2023
Midterm Examination Date	Friday, June 2, 2023
Last date to withdraw with a grade of “W”	Friday, June 9, 2023
Final Examination Date	Monday, July 3, 2023
Summer I Classes end	Monday, July 3, 2023
Summer I Grades due	Tuesday, July 4, 2023
Summer II Classes begin	Thursday, July 6, 2023
Add/Drop Period ends	Wednesday, July 12, 2023
Midterm Examination Date	Friday, August 4, 2023
Last date to withdraw with a grade of “W”	Monday, August 14, 2023
Final Examination Date	Thursday, August 31, 2023
Summer II Classes end	Thursday, August 31, 2023
Summer II Grades due	Friday, September 1, 2023

Fall 2023

Fall I Classes begin	Tuesday, September 5, 2023
Add/Drop Period ends	Monday September 11, 2023
Midterm Examination Date	Friday, September 29, 2023
Last date to withdraw with a grade of “W”	Friday, October 6, 2023
Final Examination Date	Tuesday, October 31, 2023
Fall I Classes end	Tuesday, October 31, 2023
Fall I Grades due	Wednesday, November 1, 2023
Fall II Classes begin	Friday, November 3, 2023
Add/Drop Period ends	Thursday, November 9, 2023
Midterm Examination Date	Friday, December 1, 2023
Last date to withdraw with a grade of “W”	Monday, December 11, 2023
Final Examination Date	Friday, December 29, 2023
Fall II Classes end	Friday, December 29, 2023
Fall II Grades due	Monday, January 1, 2024

Spring 2024

Spring I Classes begin	Monday, January 8, 2024
Add/Drop Period ends	Friday, January 12, 2024
Midterm Examination Date	Friday, February 2, 2024
Last date to withdraw with a grade of “W”	Friday, February 9, 2024
Final Examination Date	Monday, March 4, 2024
Spring I Classes end	Monday, March 4, 2024
Spring I Grades due	Tuesday, March 5, 2024
Spring II Classes begin	Wednesday, March 6, 2024
Add/Drop Period ends	Tuesday, March 12, 2024
Midterm Examination Date	Friday, April 5, 2024
Last date to withdraw with a grade of “W”	Monday, April 8, 2024
Final Examination Date	Wednesday, May 1, 2024
Spring II Classes end	Wednesday, May 1, 2024
Spring II Grades due	Thursday, May 2, 2024

Summer 2024

Summer I Classes begin	Monday, May 6, 2024
Add/Drop Period ends	Friday, May 10, 2024
Midterm Examination Date	Friday, May 31, 2024
Last date to withdraw with a grade of “W”	Friday, June 7, 2024
Final Examination Date	Monday, July 1, 2024
Summer I Classes end	Monday, July 1, 2024
Summer I Grades due	Tuesday, July 2, 2024
Summer II Classes begin	Friday, July 5, 2024
Add/Drop Period ends	Thursday, July 11, 2024
Midterm Examination Date	Friday, August 2, 2024
Last date to withdraw with a grade of “W”	Tuesday, August 6, 2024
Final Examination Date	Friday, August 30, 2024
Summer II Classes end	Friday, August 30, 2024
Summer II Grades due	Monday, September 2, 2024

Fall 2024

Fall I Classes begin	Monday, September 2, 2024
Add/Drop Period ends	Monday, September 09, 2024
Midterm Examination Date	Friday, September 27, 2024
Last date to withdraw with a grade of “W”	Monday, September 30, 2024
Fall I Classes end	Friday, October 25, 2024
Final Examination Date	Friday, October 25, 2024
Fall I Grades due	Monday, October 28, 2024
Fall II Classes begin	Monday, October 28, 2024
Add/Drop Period ends	Monday, November 4, 2024
Midterm Examination Date	Friday, November 22, 2024
Last date to withdraw with a grade of “W”	Monday, November 25, 2024
Final Examination Date	Friday, December 20, 2024
Fall II Classes end	Friday, December 20, 2024
Fall II Grades due	Monday, December 23, 2024