



**Master of Science in Management Program**  
**HANDBOOK**  
**AY 2024-2026**

**University of Holy Cross**  
**Department of Business Administration**

## 1. Accreditation

The Master of Science (M.S.) in Management program at University of Holy Cross is offered as part of the University's overall institutional accreditation and academic quality assurance framework.

The University of Holy Cross is institutionally accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. Institutional accreditation by SACSCOC affirms that the University meets established standards related to academic quality, student learning, governance, financial stability, and institutional effectiveness.

In addition to the University's institutional accreditation, the M.S. in Management program is accredited by the International Accreditation Council for Business Education. The IACBE is a specialized accrediting body recognized for promoting excellence in business and management education through outcomes-based assessment, continuous improvement, and accountability in higher education business programs.

These accreditations demonstrate the University's commitment to maintaining rigorous academic standards and providing students with a high-quality graduate education that prepares them for professional leadership and career advancement in management and related fields.

## 2. Program and its concentrations

The MS in Management program is designed for working professionals who need to maintain their full-time job while pursuing a graduate-level degree. The program produces organizational leaders who can be successful in today's fast-paced business world by being able to identify complex problems, implement solutions, and make sound managerial decisions.

**The program has two tracks:**

- the 30-credit hour **Master of Science in Management (MSM)** or
- the 39-credit hour **Master of Science in Management (MSM) with concentration in:**
  - **Healthcare Management**
  - **Human Resource Management**

*By the end of the first term, students have the option to select their concentration.*

The MS in Management program utilizes a *cohort model*, wherein graduate students collaborate throughout the program, follow a unified academic curriculum, and graduate together upon completion.

## 3. Mission Statement of the Business Department

The Department of Business Administration offers a student-centered learning environment by providing its students with a quality education that prepares them to assume successful professional careers in a dynamic global environment. An emphasis is placed on theoretical knowledge, reinforced with practical application in the areas of technological innovations, communications skills, ethical decision making, critical thinking, acceptable management practices, and Catholic values.

#### **4. Intended Student Learning Outcomes of the graduate Management program**

Upon successful completion of the MS in Management Program, graduates should be able to:

- Evaluate operational and strategic concepts and tools of management.
- Demonstrate the ability to apply and synthesize the functional areas of management to make sound business decisions.
- Integrate quantitative and qualitative analytical and critical thinking skills to use and evaluate information, solve problems and make valuable managerial decisions.
- Demonstrate effective team work, communication, and technology skills.
- Conduct appropriate ethical codes and behaviors in the workplace applicable to businesses, non-for-profits, governmental agencies, and international environment.
- Understand and analyze the essential elements of industry operations (this outcome applies to 39-credit track only).

#### **5. Tuition discount.**

To avail a 20% tuition discount, graduate students must provide a letter of full-time employment verification on the company letterhead, signed by the HR director or supervisor. This verification letter should be submitted to [bursar@uhcno.edu](mailto:bursar@uhcno.edu) at least 35 days prior to the upcoming term.

#### **6. Grade Point Requirement.**

The Department of Business Administration requires a student to maintain a minimum cumulative graduate GPA of 3.0 in order to continue in an advanced degree program and to have a cumulative graduate GPA of at least 3.0 to graduate.

A graduate student who attains a cumulative GPA less than 3.0 is automatically placed on probationary status. To be removed from probationary status, the graduate student may retake up to six (6) semester hours with an earned grade of not less than B and a cumulative GPA of 3.0 at the end of those six hours. If the graduate student is on probation for falling below a 3.0 overall GPA and is unable to remedy the deficient overall GPA at the end of six (6) semester hours of the probationary period, the student is dropped from the graduate program.

Subject to the review of the Graduate Business faculty, students may be dropped from the program for factors other than Grade Point Average without having a probationary period. Status

is then determined by the Graduate Business faculty. The student may appeal decisions of the Graduate Business Faculty by submitting a written appeal to the Dean of Counseling, Education and Business, and the Provost of the University.

### **7. Academic leveling courses on Peregrine Global Services (complementary)**

We assist our graduate students, whose undergraduate degree is not in Business, to bridge the gap in Accounting and Finance foundations. Academic leveling provides foundational knowledge and skills to ensure students success. The academic leveling courses are structure as follows:

- Each course provides about 4-6 hours of instructional content.
- Each course starts with a twenty-question pre-test which must be completed prior to starting the instructional material.
- The instructional content will contain multiple sections. All sections will conclude with a set of interactive questions as a review of the content covered within the section.
- Courses then conclude with twenty-question post-test. The post-test does offer a retake option.

Contact Ms. Malanna Verdi at [malanna\\_verdi@uhcno.edu](mailto:malanna_verdi@uhcno.edu) for the course payment or reimbursement.

### **8. The program duration and schedule**

Duration of the program is 16 months. The courses are conducted online over a period of 7 weeks, with Zoom sessions scheduled on two Saturdays per course. Classes are organized by terms. Term I begins in the Fall semester. Fall admits take classes in terms 1,2,3,4.

#### **Term 1: 9 credit hours, 21 weeks (Fall admits)**

MGT520 Advanced Applied Statistics and Business Research Applications

MGT525 Applied Strategic Marketing Concepts

MGT505 Organizational Structure and Organizational Culture Applications

#### **Term 2: 9 credit hours, 21 weeks (Fall and Spring admits)**

MGT500 Management Theory

MGT540 Managerial Economics

MGT535 International Business Manangement

**Term 3: 6 credit hours, 14 weeks (Fall and Spring admits)**

MGT510 Accounting for Managers

MGT530 Finance for Decision Making

**Term 4: 6 credit hours, 14 weeks (Fall and Spring admits)**

MGT600 Managerial Strategy and Implementation

MGT610 Integrative Project Supervised by Faculty

*Students admitted in the spring semester join the Fall cohort in Term 2 and progress through Terms 2, 3, 4, and 5 to complete the program.*

**Term 5: 9 credit hours, 21 weeks (Spring admits)**

MGT520 Advanced Applied Statistics and Business Research Applications

MGT525 Applied Strategic Marketing Concepts

MGT505 Organizational Structure and Organizational Culture Applications

*Students who choose the 39-credit-hour track may add concentration courses to their cohort schedule as needed.*

**9. Canvas, Textbooks, and the Third Party LMS**

Without exception, all courses are hosted on the Canvas platform. In addition, some courses utilize third-party Learning Management Systems such as Connect, MindTap, Pearson, and others. For the majority of courses, the program utilizes e-books integrated into third-party Learning Management Systems. Students receive a link from the instructor to obtain an access to the e-book. However, if a course requires a traditional textbook, students can find the necessary information on the virtual bookstore website: <https://uhcno.vitalsource.com/>

**10. Advising**

The program advisors are available for individually requested advising sessions requested at least two days in advance,

**11. Graduation application.**

To graduate in December, students should submit their application in May. Those who graduate in the Spring semester, should apply for graduation in preceding November. The application package will be made available through the registrar's office.

## **12. Important Resources:**

Financial Aid <https://uhcno.edu/finaid/>, email [finaid@uhcno.edu](mailto:finaid@uhcno.edu), [\(504\) 398-2133](tel:5043982133)  
Bursar <https://uhcno.edu/bursar/index.php>, email [bursar@uhcno.edu](mailto:bursar@uhcno.edu), [\(504\) 398-2151](tel:5043982151)  
Registrar <https://uhcno.edu/registrar/index.php> [registrar@uhcno.edu](mailto:registrar@uhcno.edu), [\(504\) 398-2235](tel:5043982235)  
IT <https://uhcno.edu/it/services.php>, [spicewo@uhcno.edu](mailto:spicewo@uhcno.edu) [\(504\) 398-2106](tel:5043982106)

**UHC Student Handbook** can be found at <https://uhcno.edu/stulife/doc/student-handbook.pdf>