



ONLINE AI FOR BUSINESS MASTER'S PROGRAM

Student Handbook

(Revised August 2025)



THE UNIVERSITY
OF ARIZONA
Eller MIS

TABLE OF CONTENTS

PROGRAM INTRODUCTION & LEARNING OBJECTIVES.....	3
CONTACTS.....	3
WHAT IS UACCESS?.....	4
STUDENT RESOURCES	
Information Technology Services.....	4
Software	4
Career Services	5
Advising	5
PROGRAM REQUIREMENTS	5
Table 1: Coursework Requirements	6
Satisfactory Progress.....	9
REGISTRATION REQUIREMENTS AND PROCEDURES	10
GRADUATION REQUIREMENTS	13
GradPath Forms.....	13
STUDENT CONDUCT.....	15
Academic Integrity.....	15
REMEDIATION POLICIES & PROCEDURES	18
Appeals	18
Incomplete Policy	18
Academic Probation.....	19
APPENDIX A: COURSE TRACKING WORKSHEET	20
APPENDIX B: IMPORTANT LINKS	21

PROGRAM INTRODUCTION

Welcome to the University of Arizona AI for Business Master's Program!

You are now a part of the top-ranked Management Information Systems (MIS) Department in the Eller College of Management at the University of Arizona. You're joining a community of internationally-recognized scholars business leaders with over 35 years of experience in AI.

In collaboration with Eller's flagship Artificial Intelligence Laboratory established in 1989, the MIS department is now the home the research laboratories and centers where our faculty conduct groundbreaking work in every dimension of AI research. What is really unique and exciting is that the real-life business solutions created in our research programs are fully integrated into our academic programs.

Master's in AI for Business Program Overview

Our online Master of Science in AI for Business (AIBN) program, is designed for working professionals who wish to gain knowledge, skills in AI methods and applications, and managerial insights regarding AI governance, including ethical use of AI and regulatory compliance. Through projects using industry-standard tools, students gain hands-on experience analyzing large datasets and creating AI solutions that deliver actionable business insights.

Consisting of 10 advanced courses exploring state-of-the-art theory and practice, the 100% online MS AIBN degree is geared toward technically oriented students. The curriculum includes data mining and machine learning courses, generative AI for business, deep learning, policy and ethics of AI for business, and graphs and networks, all set within an applied business context. Additionally, students can focus on various real-world applications across disciplines including healthcare management, cybersecurity, and business intelligence digital platforms.

Eller College AIBN students are prepared for the future because they learn more than technical skills – they learn how to apply technical skills in support of business processes. You will be developing a unique skillset that bridges technical AI knowledge with strategic business acumen, enabling you to identify opportunities, overcome challenges, and drive innovation within organizations. Students in the AIBN program will learn:

- Advanced AI methodologies including data mining, machine learning, deep learning, and generative AI techniques with hands-on application using industry-standard tools like Python SQL Server, and TensorFlow;
- AI governance frameworks covering ethical considerations, regulatory compliance, and responsible AI implementation in business contexts;
- Specialized AI applications across digital platforms, healthcare, cybersecurity and business intelligence domains;
- Quantitative methods in network science and graphs analysis for modeling complex systems and their interactions
- Strategic AI integration focusing on personalization systems, content analysis/generation, and data-driven decision-making frameworks for business transformation.

Contacts

- **Matthew Hashim, Interim** Department Head, Eller MIS
1130 E. Helen St., McClelland Hall 430Q
Tucson, AZ 85721
- **Bill Neumann**, Director of Graduate Studies, Eller MIS
1130 E. Helen St., McClelland Hall 430K
Tucson, AZ 85721
- **Bryn Palette**, Director of MIS Online Programs, Eller MIS
1130 E. Helen St., McClelland Hall 420
Tucson, AZ 85721
- **Daniela Aguirre** Career Coach, Eller Graduate Professional Development Center
1130 E. Helen St., McClelland Hall
Tucson, AZ 85721

INTRODUCTION

The Department of Management Information Systems (MIS) at the University of Arizona (UA) offers the Master of Science degree in AI for Business (AIBN). This handbook only includes the additional policies, procedures and information that apply specifically to the AIBN graduate program. Therefore, students must also refer to the documentation provided by the UA Graduate College for the policies and procedures that apply to all graduate students at the university.

Graduate Students are expected to follow the policies and procedures for the University of Arizona, Graduate College, and for the MIS Department of MIS. Policies are updated frequently, and it is the student's responsibility to comply with current policies. Graduate College policies can be viewed online at <http://grad.arizona.edu/new-and-current-students>; university policies can be found at <http://catalog.arizona.edu/>.

WHAT IS UACCESS?

UAccess Student is a university-managed enterprise system that allows students to access personal and academic information via a web browser. UAccess Student requires multi-factor authentication to login to your account, and can be accessed at: <https://uaccess.arizona.edu/>

UAccess Student enables students to view and make changes to their academic and personal information as well as enroll for classes and check on financial aid status. This system has dozens of useful features, which are housed under four major categories: Academic, Financial, Personal and Self-Service.

More at <http://advising.arizona.edu/content/online-tools/uaccess-student>

STUDENT RESOURCES

Information Technology Services

University Information Technology Services (UITs) offers many services besides their 24/7 IT support center available by phone (520) 626-8324 or online at <https://it.arizona.edu/get-support>.

Visit <https://it.arizona.edu/student-resources> for an overview of the digital resources available to you.

Software

University of Arizona's students receive free access to the [Microsoft 365](#) cloud and can download Office software to your desktop and mobile devices (5-device limit). For instructions on how to download and install Microsoft 365 software (for PC or Mac) visit <https://uarizona.service-now.com/>.

Additionally, the University, the UA Libraries, and the Bookstores maintain some licensing programs on campus. Visit <https://softwarelicense.arizona.edu> to view other software available for educational use.

MS AIBN students also have access to enterprise-class software for no or low cost through the MIS Department's McKeever Family Foundation Lab. For additional information on these resources, visit <https://eller.arizona.edu/departments-research/centers-labs/mckeever-lab/software-licensing>.

Career Services

Career Services offers a variety of services to all University of Arizona students. Visit the career services website, <https://career.arizona.edu/students-alumni/>, to learn all the services the department offers.

Handshake –

Handshake is the University of Arizona's official job board with employers recruiting UA students and alumni. Information such as career fairs, workshops, and other career events can also be found on Handshake. Every current, degree-seeking UA student and recent graduate from within the past years has an account on Handshake ready and waiting. To learn more about Handshake and how to sign in, visit <https://career.arizona.edu/resources/what-is-handshake/>

To help you advance career opportunities, all AIBN students may have their resume reviewed by the Graduate Professional Development team to increase the visibility of your academic work and knowledge of AI. Please contact the Director of MIS Online Programs to schedule an appointment.

Advising

Having a strong relationship and open rapport with your academic advisor is a key to success in graduate studies, and AIBN students should meet with their Academic Advisor each semester to review your academic progress. However, we encourage you to contact your Academic Advisor any time you have questions about your academic journey and career options.

PROGRAM REQUIREMENTS

As shown below, the MS AI for Business coursework consists of 10 classes (30 units), comprised of five (5) core classes, at least two (2) special topic courses, and three (3) elective courses. Students have the option to take up to four special topic courses, where the additional two (2) courses will count towards electives.

As part of our on-boarding process, you will also meet your Academic Advisor to ensure that you have the necessary prerequisite business background to successfully complete their planned AIBN coursework. In addition to self-study, we offer a number of business foundation classes you can take to fulfill the business pre-requisite, as shown in Table 1.

As part of our on-boarding process, your knowledge of Python, SQL, linear algebra, probability, and statistics will be evaluated through a skills assessment offered during AI for Business Brightspace/D2L Orientation class. Depending on your performance on the skills assessment, your Academic Advisor may recommend completing one or more of our tuition-free tutorials or pre-requisite coursework, such as MIS 503 (Programming Concepts for Business) before commencing your degree program.

For well-prepared students, the AIBN program can be completed in one year of full-time (two-classes per seven-week term) study. However, if you are employed full-time, you may wish to pursue your degree on a part-time basis and only take one class per seven-week term over two years. Our courses are offered on a highly-flexible carousel model to support part-time study for working professionals, to support completing all your coursework within the 6 years required by Graduate College policy.

Please refer to the AI for Business website to review course descriptions and to view the current course calendar. <https://eller.arizona.edu/programs/masters/artificial-intelligence-business/overview>

Table 1: Core Requirements /courses plus Business Pre-requisites

Requirements	Courses
Core (15 units required)	MIS 545 Data Mining for Business Intelligence (3 units) MIS 548 Introduction to Deep Learning (3 units) MIS 550 Policy and Ethics of AI for Business (3 units) MIS 556 Generative AI for Business (3 units) MIS 584 Big Data Technologies (3 units)
Business Pre-requisites Up to 6 units if required	ACCT 540 (2 units) ECON 550 (2 units) FIN 510A (2 units) OSCM 560 (2 units) MKTG 510 (2 units) BNAN 562 (2 units)

Table 1A: Special Topic Courses

Requirements	Courses
Special Topic Classes (6 units required)	MIS 552 AI for Digital Platforms (3 units) MIS 553 AI in Healthcare (3 units) MIS 554 AI for Business Intelligence (3 units) MIS 555 AI for Cybersecurity (3 units)

Table 1B: Elective Courses

Requirements	Courses
Electives Classes (9 units required)	MIS 547 Fundamentals of Cloud Computing and its Design Strategies (3 units) MIS 562 Cyber Threat Intelligence (3 units) MIS 587 Business Intelligence (3 units) ** MIS 561 Data Visualization (3 units) ** OSCM 571 Optimization (3 units) INFO 557 Neural Networks (3 units)* INFO 555 Applied Natural Language Processing (3 units)*

*15 weeks long and follow the UA's fall and spring semester calendar

**Students have the option to take MIS 587 or MIS 561, not both

Class Order

Our program uses a flexible carousel model that allows students in the AIBN master's program to register for their classes in the order that best suits their personal experience and learning style. However, some courses required pre-requisites for more advanced course work, so please be sure to consult with your Academic Advisor to plan your program of study. A list of courses that have pre-requisites requirements (either technical knowledge or required course work) is shown in Table 2.

Due to the intense workload of accelerated technical classes, we recommend that students register for one or two classes each 7-week session, since the average study time per course is between 16 to 25 hours each week. Please recognize that this is only an estimate of the required study time, and your prior technical skill level could influence the amount of time you may need to spend on some classes.

Table 2: Course with Pre-Requisites

"Main" course	Pre-requisite required for the "main" course
MIS 545: Data Mining & Machine Learning	Statistics
MIS 547: Cloud Computing	Python and SQL
MIS 548: Deep Learning	MIS545 or basic knowledge in machine learning, data mining and python.
MIS 551: Graphs and Networks Methods	MIS 545, Python, SQL, and statistics
MIS 552: AI for Digital Platforms	Python
MIS 553: AI for Healthcare	Python
MIS 554: AI for Business Intelligence	Python
MIS 555: AI for Cybersecurity	Python and statistics
MIS 562: Cyber Threat Intelligence	MIS 545 and Python
MIS 584: Big Data Technologies	Python and SQL
OSCM 571: Optimization	Statistics

Along with meeting with their academic advisor, AIBN students should check the AIBN course calendar when planning their course schedule to confirm when a class is being offered before they register. The current AIBL course calendar can be found at:

<https://eller.arizona.edu/programs/masters/artificial-intelligence-business/overview#courseschedule>

In addition, we suggest using the Course Tracking Worksheet (Appendix A) to track the courses you take, help you complete the Plan of Study for graduation, and ensure:

1. You will complete all of your course work within the 6-year program completion time limitation
2. You will complete any required pre-requisites before enrolling in a course
3. Your cumulative GPA for all your course work meets the 3.0 GPA required by the Graduate College for conferring a graduate degree

Textbooks

Required course materials will be listed by the instructor in the course syllabus for each class and can also be found online at: <https://shop.arizona.edu/adoption-search>. The cost of textbooks is **not** included in the course fees.

Some classes will require a traditional textbook or virtual eBook, while others may incorporate alternate learning resources. Although you may obtain your course materials from any vendor that best meets your personal situation, a good resource for buying or renting textbooks is the University of Arizona Campus Store (https://shop.arizona.edu/textbook_faq).

Grade Requirements

Only regular grades (A, B, C, D, E) are included in the calculation of the UA grade-point-average. Grade points are assigned to each regular grade as follows:	
Grade:	Grade points:
A	4 points
B	3 points
C	2 points
D	1 point
E	0 points

Students must maintain a cumulative grade point average (CGPA) of 3.0 (based on a 4.0 scale) to remain in good graduate standing.

Individual courses with a letter grade below a “C” (i.e., “D” or failing) may not be used to meet AI for Business graduate degree requirements. Graduate students may use the Grade Replacement Option (GRO) for 1 course with an original earned grade of C, D, or E, with program approval. (see: The University Catalog for complete information: <https://catalog.arizona.edu/policy/courses-credit/grading/course-repeat>)

To receive a graduate degree, a student must achieve a cumulative GPA (CGPA) of 3.00 or higher on **all** course work taken for graduate credit, whether or not the courses are taken to satisfy the specific requirements for a specific graduate degree program.

Satisfactory Progress

It is expected that each student will make satisfactory progress towards degree completion. The semester unit load ranges from 3 to 12 units. Students must register for 9 units for a semester to be considered full time. Students who fail to maintain a minimum CGPA of 3.0 during any semester while active in the program will be placed on academic probation. For more details see the Remediation section included later in this document.

A “semester” is two related 7-week sessions. For example, two 7-week terms, Fall 7wk 1st- Monday Start and Fall 7wk 2nd- Monday Start make comprise the Fall semester. For more details regarding minimum enrollment requirements see the “Registration Requirements and Procedures” section included later in this document.

Transfer of Credits

Use transfer credit as part of the AIBN degree program must meet the requirements of the Graduate College policies (see: <https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#Transfer%20Credit>).

No more than six credits can be transferred into the master’s program.

Transfer of credit will only be accepted for the AIBN degree program if:

- The grade earned was A or B (3.0 on a 4.0 grading scale, or equivalent)
- The grade was awarded for course work completed at the institution (not credit by exam)
- The course work was completed within the last six calendar years
- The course was designated as graduate credit by the awarding institution

Credit for correspondence courses or extension work from other institutions are not accepted by the Graduate College for transfer graduate credit at the University of Arizona.

Steps to requesting evaluation of transfer credits

1. Students who wish to transfer credits must submit an 'Evaluation of Transfer Credit' online form before the end of their first year of study. The online form is found in the students' Advising>GradPath menu in UAccess.
2. UA’s Graduate College will review the students request and notify student of their findings.
3. Student should contact their Director of MIS Online Programs to alert them that the credits have been reviewed by the Graduate College.
4. The Director of MIS Online Programs will review the Graduate College recommendations and notify the student of the transfer results.

REGISTRATION REQUIREMENTS AND PROCEDURES

Continuous Enrollment and Staying Active in the Program

A student admitted to the master's program must register and take a minimum of 1 graduate unit every spring and fall, from original matriculation until all course requirements are met. For more, please see: <https://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment>

If you are receiving financial aid, you may have to take more credits per semester to keep your financial aid active. Please contact UA’s Financial Aid office for details, <https://financialaid.arizona.edu/>.

Students who are unable to meet the above continuous enrollment status will need to apply for formal Leave of Absence (LOA) from your studies. Note that students with a registration record, such as earning a “W” during that semester, are not required to apply for a LOA.

Graduate students may apply for a LOA for a semester or one year for the master’s degree program. It is important to note that the Leave of Absence does not extend the allotted time required to complete your degree program, as noted previously (6 years for master’s.)

If a student fails to register and does not have a Leave of Absence on file, the student will be discontinued from their program by the Graduate College. A new application will be necessary for the student to continue in the program, and re-admissions is not guaranteed. For additional information regarding a LOA visit <https://grad.arizona.edu/policies/enrollment-policies/leave-absence>.

Note: Only academic services or facilities available to the general public can be used during the LOA.

Note: The enrollment status of a student on a Graduate Student Leave of Absence will be reported to lenders and loan servicing entities as ‘not attending’. If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment.

The Graduate Student Leave of Absence form can be completed via GradPath within UAccess. Review [Graduate Petition General Instructions](#) for directions on how to submit a LOA.

Dates and Deadlines

The Registrar determines important dates and deadlines based on the length of the term. These important dates and deadlines include the first and last day of class, in addition to the last day to use UAccess for adding, dropping and changing classes.

For complete information on **Graduate Dates and Deadlines**, please visit the Office of the Registrar’s website <https://registrar.arizona.edu/dates-and-deadlines>. Make sure you select the correct **term** (i.e., Fall, Spring, or Summer) in the drop-down menu. As an online MS AI for Business student, you should be reviewing information related to 7 Week 1st – Monday Start, 7 Week 2nd – Monday Start, and Regular (which refers to 15 week courses), as appropriate, for your **session**. For example:

Calendar

Standard Class Dates

Term

Fall 2025

Career

Graduate

Session

Seven Week 1st - Monday Start

Registering for a Class

All Master level students register themselves via UAccess, unless directed otherwise. Students may take additional course work from other departments on campus; however, they may require special approval. It is up to each student to investigate the requirements to register for graduate level courses if outside the AI for Business program. Non-AI for Business courses do NOT count toward the MS AI for Business degree requirements; exceptions require MIS department consent.

To view a video tutorial on how to search and enroll, please review the following informational videos on [Searching for Classes Video Tutorial](#) and [Add and Enroll in Classes Video Tutorial](#). In addition to these video tutorials, you can visit [How to Register for Classes](#), for a step-by-step guide on enrolling into a course.

Additional information on how to register for your classes can be found on the University Registrar's website at: <https://registrar.arizona.edu/records-enrollment/enrollment/how-register-classes>

W Withdrawal, Dropping a Class

Prior to making any changes to your course registration, you are strongly encouraged to speak with your Academic Advisor to discuss how changes to your course schedule potentially might impact your plans for enrolling in upcoming classes as a course may not be available again for another year, which may delay the completion of your program and graduation.

Students may drop and/or add courses by following instructions and adhering to deadlines set by the Registrar each term. Students may drop and/or add courses using UAccess Student Self-Service until a specified date as listed in the Registrar's Dates and Deadlines calendar discussed previously. After that date, a Change of Schedule and/or Late Change Petition is necessary and can be completed online.

Students must use UAccess Student Center to withdraw from drop a course. Complete information on schedule changes, including a video tutorial on how to drop a course, can be found at: <https://registrar.arizona.edu/records-enrollment/enrollment/change-schedule>.

For 7-week courses, the official withdrawal (drop) cancels the registration for a course occurs prior to the beginning of the second week of classes. No instructor approval is needed to withdraw from a class during this period and the course will not appear on the student's permanent record.

Prior to the second withdrawal deadline 7-week courses (typically the next two weeks), students may also use the UAccess Student Center to withdraw from a course. No instructor approval is needed to withdraw from a class during this period; however, the course will appear on the student's permanent record with a grade of W regardless of whether or not the student is passing at the time of withdrawal.

After the second withdrawal deadline 7-week courses (typically the fifth week of classes), withdrawing from a class requires an extraordinary reason, and must be approved by the course instructor and student's college dean via a [Late Change Petition](#). The course will appear on the student's permanent record with a grade of W regardless of whether or not the student is passing at the time of withdrawal.

In the case of complete Withdrawal from the University, if a student withdraws before the end of the fourth week for graduate and professional students, no classes show on the student's permanent record. If a student withdraws from the University after the second week for graduate and professional students and before the final exam period, the grade of WC (withdrawal-complete) is awarded for all classes processed in the complete withdrawal. Visit the Office of the Registrar's website [Complete Withdrawal](#) for information on how to withdraw from the University of Arizona.

Note: Graduate students must be enrolled each term, excluding Summer, in accordance with the Continuous Enrollment policy. Graduate students who do not intend to be enrolled for a required term but wish to continue their studies later should contact the Graduate College to request a leave of absence.

In order to be eligible for a refund of tuition and fees, students must drop courses by the specific refund dates for that course's session. Please visit the Bursar's website <https://bursar.arizona.edu/dates/refund>, to view refund dates drop deadlines. For 7-week classes make sure you are looking at the 7 week 1st – Monday Start or 7 week 2nd – Monday Start information, for a 15-week class make sure you are looking at “Regular” information line for additional information regarding refund policy.

Students can also review the drop day for a refund by visiting the Dates & Deadlines website mentioned earlier (<https://www.registrar.arizona.edu/dates-and-deadlines>) and choosing the appropriate term.

Tuition Payment

Complete information on tuition payments for the Online MS AI for Business program will be processed through the University of Arizona Bursar's Office (<https://bursar.arizona.edu/>).

Please visit Bursar's Office, <http://bursar.arizona.edu/students/fees>, for additional information regarding tuition and fees. Acceptable forms of payment can be found on Bursar's website - <https://bursar.arizona.edu/payment/options>

If your company is funding all or part of your graduate study, additional information regarding Third-party Due Dates payment can be found on the Bursar's website at <https://bursar.arizona.edu/dates/third-party>.

Financial Aid

The University of Arizona & the Office of Scholarships and Financial Aid (OSFA) strive to offer a variety of financial aid opportunities to enable University of Arizona Online students to pursue an education at the University of Arizona.

Financial aid – including government grants and loans - may be available to master's students. For information, contact the University of Arizona Office of Student Financial Aid. Contact information can be found by visiting <https://financialaid.arizona.edu/contact>. For information regarding applying to aid as an Arizona Online student, visit <https://financialaid.arizona.edu/apply-for-aid/az-online>.

Additional information regarding scholarships may be found at:

- <https://financialaid.arizona.edu/ScholarshipUniverse>
- <https://grad.arizona.edu/new-and-current-students> (See “Costs & Funding”)

Class Survey

We are always looking to improve the AI for Business program and welcome and appreciate students’ perspectives and feedback. We value your input, so please complete the survey that you will receive near the end of each course.

GRADUATION REQUIREMENTS

In addition to the academic requirements for the AIBN program, University of Arizona graduate students must meet the requirements of the Graduate College, including having not less than a CGPA of 3.0, and satisfactory resolution of any incomplete grades, and several GradPath forms. Any outstanding financial debts to the University may prevent students from ordering official transcripts or receiving their diploma. Please contact the Bursar’s office at 621-3232 for assistance with these matters.

GradPath Forms

There are four GradPath forms that all master’s students are required for your program completion. The first three need to be completed by you, the last form is submitted by the Director of MIS Online Programs.

To access these GradPath forms, you will need to log into your UAccess Student account. From your Advising drop down menu, select GradPath Forms to complete the following three forms. The forms can only be submitted in a controlled sequence.

Responsible Conduct Form:

This form is an acknowledgement and acceptance of the University’s Office of Responsible Conduct of Research (<https://research.arizona.edu/compliance>), Code of Conduct (<https://deanofstudents.arizona.edu/student-rights-responsibilities/student-code-conduct>), Code of Academic Integrity (<https://deanofstudents.arizona.edu/policies/code-academic-integrity>), and the University of Arizona Mission, Purpose, and Core Values (<https://www.arizona.edu/purpose-mission-values>).

All students must submit this form before they are able to submit the other forms.

Visit FAQ topic <https://grad.arizona.edu/new-and-current-students/faq#question-2165> for more information on GradPath forms in UAccess Student.

Master's Plan of Study (MPOS):

This form documents your required coursework and academic requirements for your degree. Students have the responsibility of ensuring their MPOS course listings match the actual courses taken. If you make changes in our course work after your MPOS has been approved, the posting of your degree may be delayed until a revised MPOS has been approved. **While your MPOS form may be completed at any time after you have been admitted, we recommend submitting your MPOS after completing your first 5 courses in the program (approximately after four 7-week sessions).** When the Graduate College approves your MPOS there is a one-time charge applied to your UAccess student account.

As a reminder, your degree will NOT post until the MPOS is correct. When submitting your MPOS, please ensure that you list your Faculty Advisor as "Dr. William T Neumann".

If your MPOS gets declined, you will receive an automated message making you aware. Once you log into UAccess and view your GradPath forms, you will be provided with a reason for the denial.

Master's Specialist Committee form:

This form will not be available until after the MPOS has been approved. Pending the submission and approval of your MPOS, this form must be completed by the third month of your final semester.

Ensure the correct term is listed. For the question "Do you have a Committee" respond **NO** and confirm that your Faculty Advisor listed is "Dr. William T. Neumann".

Failure to submit this form will delay awarding your degree

Master's/Specialist Committee Certification form:

ONLY after you have an approved MPOS, submitted the Master's Specialist Committee form, all final grades for you courses are posted in UAcces, and have a final minimum cumulative 3.0 GPA recorded in UAccess, will the Director of MIS Online Programs initiate the final degree audit of your academic record by submitting the **Master's/Specialist Committee Certification** form to the Graduate College, which is final step in receiving your degree.

Commencement Verification form:

A new commencement verification form has been created to verify that your expected graduation term is correct, your name is correct for the diploma and commencement program print, and your address is correct for shipping your diploma. This is **not** a required form.

The form will be available for the term your expected graduation date is set to in UAccess. While this form is not required, it is helpful for the Graduate College to receive this information for commencement verification purposes.

Degree Awarded

You will receive traditional University diploma, and the degree will be Master's in AI for Business. It will **not** reflect that the degree was earned online. For example, the diploma reads:

**Master of Science in AI for Business
University of Arizona**

Diplomas will be conferred at the end of spring, fall, and summer semesters. Diplomas are not given out at Commencement. Your diploma will be mailed to the Permanent Address listed in UAccess. If you wish to have your diploma mailed to another address you **MUST** add a "Diploma Address" in UAccess.

Diplomas are issued using your name as it is listed on your official University of Arizona record. If you want your name changed you must request an official name change with the Registrar's Office. Note: If you set up a "preferred" name in UAccess, be aware that your official name on your diploma will be your official name and not your "preferred" name.

Graduation and Walking

Students are encouraged to participate in the University's and the departmental graduation ceremonies. The University-wide commencement ceremony will occur at the conclusion of spring semester. Summer graduates may choose to walk in the University commencement the semester prior or the semester after their official graduation. Contact the Director of MIS Online Programs for more information on other graduation ceremonies hosted by the Eller College and MIS Department each spring and fall.

STUDENT CONDUCT

Professional Conduct Expectations

In online courses, you will primarily communicate with instructors and peers virtually through a variety of tools such as discussion forums, email, and web conferencing. The following guidelines will enable all students in our classes to participate and collaborate in a productive, safe environment.

- Be professional, courteous, and respectful as you would in a physical classroom.
- Online communication lacks the nonverbal cues that provide much of the meaning and nuances in face-to-face conversations. Choose your words carefully, phrase your sentences clearly, and stay on the topic of the discussion.
- It is expected that students may disagree with the research presented or the opinions of their fellow classmates. To disagree is fine but to disparage others' views is unacceptable. All comments should be kept civil and thoughtful.
- It is also expected that you will follow the University's policy regarding threatening behavior by students as well as policies against discrimination and harassment. Information on these policies

can be found at <http://policy.web.arizona.edu/education-and-student-affairs/threatening-behavior-students> and <http://policy.web.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

Academic Integrity Policy

The MIS Department strives to prepare AI professionals who can pursue careers in demanding and competitive environments with skill and integrity. To this end we work to foster a climate of honesty, collaboration and respect. **The AI for Business Academic Integrity Policy** follows the Dean of Student's Policy of The **University of Arizona**. Our success in promoting a culture of honesty and respect will depend on the extent to which all members of the community embrace these standards, holding themselves and those with whom they work in their daily actions and words.

What is Academic Integrity?

Academic integrity is a character trait involving honesty and ethical behavior related to scholarly work. Scholarly work involves all the intellectual endeavors of a student or faculty member during their course of study/employment related to education. Pursuing a mindset of integrity is not only important during one's academic career, but also throughout one's life and dealings with society. Academic Dishonesty involves unethical behavior conducted by either students or faculty related to scholarship. It can involve a variety of activities from cheating to plagiarism.

Potential Consequences of Academic Dishonesty

- failing grade on assignment
- failing the course
- removal from program of study
- expulsion from university

Forms of Academic Dishonesty (this is not an exhaustive list)

- providing forged or altered documents or credentials, or in any way using fake information or submitting plagiarized material during the admission process
- using the same assignment for more than one class without the instructor's prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals, etc.) during examinations without the instructor's prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else's work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or laboratory information as actual results
- using fake documents to gain an extension of time to submit work or take an examination
- using of generative artificial intelligence (AI)/large language model tools such as ChatGPT, Dall-e, Google Bard, Microsoft Bing, etc. will be considered a violation of the Code of Academic Integrity, specifically the prohibition against submitting work that is not your own.

Academic Writing

Features of academic writing include:

- A well-crafted, thoroughly researched argument
- Written with the appropriate audience in mind
- Displays critical thinking, reading, and writing
- Free from common errors of spelling, punctuation, syntax, and grammar
- Avoids all forms of plagiarism
- Citations for all referenced sources

Citations: Carroll, L. A. (2002). Rehearsing new roles: How college students develop as writers.

Carbondale: Southern Illinois University Press.

Levin, L. L. (2010). What is Academic Writing?. In C. Lowe and P. Zemliansky (Eds.), Writing spaces: Readings on writing, Vol. 1 (pp. 3–17). <http://writingspaces.org/essays/what-is-academic-writing>

Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

List of Reading Resources

The following is a list of selected online writing resources:

- The Purdue Online Writing Lab (OWL) – <http://owl.english.purdue.edu/>
 - Purdue OWL provides over 200 writing resources including information about various citation formats.
- Dartmouth University Institute for Writing and Rhetoric – <http://writing-speech.dartmouth.edu>
 - The Institute for Writing and Rhetoric provides a variety of resources including information about logic and argument and writing a thesis.
- George Washington University Writing Center <http://www.gwu.edu/~gwriter/Resources.html>
- The GWU Writing Center provides an assortment of writing guides for various subject areas as well as other useful writing resources

All members of the AI for Business Program are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the University's Code of Academic Integrity policy will not excuse integrity violations. <https://deanofstudents.arizona.edu/policies/code-academic-integrity>.

Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the penalties for violations. **Penalty for violations listed may include:**

- Loss of credit for an assignment or a failing grade course in which the violation occurred.
- Inability to obtain recommendation letters for graduate school or employment.
- Removal from the AI for Business program

Examples of Integrity Violations in Academic Conduct:

- Direct use of the words or ideas of another without giving proper credit, including material drawn from print, televised, or electronic sources.
- Submission of the same or substantially same assignment to different instructors, without the express permission of the later instructor.
- Unauthorized use of another person's work, in part or in whole, on assignments (including work done in conjunction with another student) and in exams.
- Receiving or giving unauthorized assistance on exams, quizzes, or assignments.
- Using unauthorized materials, including generative artificial intelligence (AI)/large language model tools such as ChatGPT, Dall-e, Google Bard, Microsoft Bing, etc.) during an exam or when completing an assignment.

Examples of Integrity Violations in Personal Conduct:

- Taking or attempting to take the property of another without permission.
- Misrepresenting the truth or furnishing false information, with the intent of gaining unfair personal advantage, or causing harm to another.
- Verbal or physical harassment of any kind, aimed at any individual or group.
- Inappropriate use of another student's personal information.
- Inappropriate use of Brightspace/D2L or other University of Arizona information systems.

It is **every student's responsibility** to seek clarification from faculty on class rules before an assignment is turned in. It is unacceptable to submit an assignment and then claim lack of knowledge of the rules by which it was governed.

The Eller College encourages you to help us understand the unethical behavior of your peers: both academic misconduct in classes and conduct that violates our core values of diversity and inclusiveness. By reporting incidents you witness you can help improve the Eller Academic Experience. Reporting on this portal is anonymous. Students may submit known or expected violations of the Code of Academic Integrity at <https://goodcat.esms.arizona.edu/>.

REMEDATION POLICIES & PROCEDURES

The AI for Business program has established policies and procedures in place to be sure your voice is heard and your concerns are addressed.

Student Role in Departmental Governance

Management Information Systems Graduate Association (MISGA) is a department sponsored student organization at the University of Arizona. One of the objectives of this organization is to represent MIS graduate students' needs in regard to the MIS Department and the Eller College. There is an election process each year, during which the incoming class votes for a President, who then, with the help of the

existing board, elects 8 directors for various roles to support the student body. MISGA has a faculty advisor with whom they meet regularly. MISGA's officers also meet with the Department Head each semester, where they can report any problems or concerns, they have heard from the student body.

Appeals

Students have the right to request exceptions to department policies and procedures. An AI for Business student should make an appeal in writing to their program director. On a case-by-case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Requests are reviewed by DGS or by the Department Chair. Every exception decision is made based on each situation and circumstance. Although we can ensure that your voice is heard, please note that a review of your request does not guarantee the request will be granted.

Along with departmental policies, we will also follow the procedures for various petitions and grievances as stipulated on the University's Graduate College website, <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>.

Incomplete "I" Policy

Students who have completed all but a minor portion of the requirements in a course may request an Incomplete from the instructor. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course. Incomplete grade requests must be made in a timely manner (i.e., before the class ends) and are submitted at the instructor's discretion.

When assigning a grade of Incomplete (I), instructors must include details of the work needed to resolve the grade directly on the Incomplete (I) grade "write-in" section of the UAccess grade roster. These details must be included for the final grade roster to be submitted. If the incomplete grade is not removed by the instructor within one year, the incomplete ("I") grade will convert to a failing grade. Complete information on the Incomplete Grade Policy can be found at: <https://registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/incomplete>.

Academic Probation

Students who have a CGPA of less than a 3.0 at the end of a given traditional 15-week semester will be placed on academic probation and will receive notice of probation, via email, from the Graduate College. Students on probation are required to meet with the Director, MIS Online Programs to discuss the steps to be taken to remediate the problems that led to the probationary status and devise a written plan of action. A student whose CGPA is below 3.0 for two consecutive semesters may be disqualified and will be removed from the program. Disqualification results in the student being blocked from registration. For additional information visit <https://grad.arizona.edu/policies/academic-policies/academic-probation>.

Appendix A Course Tracking Worksheet

AI for Business Course	Semester Taken	Letter Grade	Course GPA Points
MIS 545 – Data Mining and Machine Learning (3 units)			
MIS 548 – Deep Learning (3 units)			
MIS 550 – Policy and Ethics of AI for Business (3 units)			
MIS 556 – Generative AI for Business (3 units)			
MIS 584 – Big Data Technologies (3 units)			
Special Topics Class (3 units)			
Special Topics Class (3 units)			
Special Topics Class / Elective (3 units)			
Special Topics Class / Elective (3 units)			
Elective (3 units)			
Business Pre-requisites* (2 units)			
Business Pre-requisites* (2 units)			
Business Pre-requisites* (2 units)			
TOTAL GPA for all courses			
Divided by number of courses completed			
Cumulative GPA			

Conversion Table:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
E = 0 points

* Up to six (6) units of business pre-requisites MAY apply if a student does not have sufficient business background.

How to calculate:

- Step 1:** In the table above write the session and grade earned for each class you have completed.
- Step 2:** Using the conversion table, convert your letter grade into your GPA points.
- Step 3:** Add all your completed course grade points together.
- Step 4:** Divide the total GPA by the number of courses you have completed. The result is your cumulative GPA

Appendix B

Important Links

- 1) **Department Home**
 - a. **AI for Business Website** <https://eller.arizona.edu/programs/masters/artificial-intelligence-business/overview>
 - b. **MIS Department** <https://eller.arizona.edu/departments-research/schools-departments/mis>
- 2) **UAccess**
 - a. <https://uaccess.arizona.edu/>
- 3) **Brightspace/D2L**
 - a. <https://d2l.arizona.edu/d2l/loginh/>
- 4) **UA Information Technology**
 - a. <https://it.arizona.edu/>
- 5) **Graduate College**
 - a. <https://grad.arizona.edu/>
- 6) **Resources for New and Currently Students** (resources for parents, professional development, health & wellness, funding, etc.)
 - a. <https://grad.arizona.edu/new-and-current-students>
- 7) **Grad Center**
 - a. <https://gradcenter.arizona.edu/>
- 8) **UA Alert- (UA Emergency Alert Notification System)**
 - a. <https://cirt.arizona.edu/ualert>
- 9) **General Catalog**
 - a. <https://catalog.arizona.edu/>
- 10) **University of Arizona's code of Academic Integrity**
 - a. <https://deanofstudents.arizona.edu/policies/code-academic-integrity>
- 11) **Summary of Grievance types and Responsible Parties**
 - a. <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>
- 12) **Policies on Conducting Research** (not generally applicable to students in this program)
 - a. <http://www.orcr.arizona.edu/>
- 13) **Scholarships & Financial Aid**
 - a. <https://online.arizona.edu/cost-aid/financial-aid>
- 14) **CatCard Office**
 - a. <https://catcard.arizona.edu/>
- 15) **Student Engagement & Career Development**
 - a. <https://career.arizona.edu/>
- 16) **Office of Diversity and Inclusion**
 - a. <https://grad.arizona.edu/diversityprograms/>
- 17) **Campus Health**
 - a. <https://health.arizona.edu/>

18) Disability Resource Center

- a. <https://drc.arizona.edu/>

19) Dean of Students

- a. <https://deanofstudents.arizona.edu/>

20) Thrive Center Cultural Learning Communities

- a. <https://thrive.arizona.edu/>

21) Counseling & Psych Services

- a. <https://health.arizona.edu/counseling-psych-services>

22) SOS – Support Outreach and Success (Any Question – Just Ask)

- a. <https://sos.arizona.edu/>