

Master of Science in Business Analytics – Chander



Graduate Student Handbook

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**Academic Year
2026 - 2027**

HSLopez School of Business Analytics

Eller College of Management
The University of Arizona

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Program Introduction and Overview

Welcome to the University of Arizona Master of Science in Business Analytics (MSBA) program! We are excited to have you join the HSLopez School of Business Analytics housed within the Eller College of Management.

The master's program is unique in that it is interdisciplinary and taught by world-renowned Eller College faculty from business disciplines such as accounting, economics, entrepreneurship, finance, marketing, management, and management information systems. Our objective is to provide students with cutting-edge data skills to uncover valuable business insights and make informed business decisions.

The program teaches in-depth, applied business analytics tools, techniques, and strategies that you simply will not find in other programs. What sets our program apart is the emphasis on real-world application and an emphasis on strategic communication of applied analytical findings. Students gain hands-on experience working directly with companies on actual business challenges as a part of their required Business Consulting course or can complete a data-centered practicum with their current employer, providing invaluable industry exposure. With our comprehensive approach to business analytics that combines technical expertise, real-time industry experience, and professional skill development, along with a career management team dedicated to helping you find the very best opportunities, you will graduate prepared for high-level careers in government and industry, or for further doctoral work and research in the field of business analytics.

The MSBA is offered in both full-time and part-time formats. Both lead to the same degree, are taught by the same faculty, and cover the same 33-unit curriculum. The only difference is pace. The full-time format is completed in as little as 10 months, while the part-time format is designed for working professionals and is typically completed in about two years. Students in both formats learn alongside one another in the same courses, bringing together recent graduates and experienced professionals in a way that enriches classroom discussion and expands your professional network. Details specific to the part-time format are outlined in the Part-Time Program section.

Eller College MSBA alumni are prepared for the future because they learn more than just technical skills, they learn how to apply technical skills in support of business processes while developing the communication and leadership competencies essential for career advancement.

Upon completion of the program, our Business Analytics students will be able to:

- **Leverage** AI tools throughout the program to accelerate technical execution, inform methodology selection, sharpen interpretation of results, support collaboration and communication, and strengthen a competitive professional profile, reflecting AI's growing role across the analytics field.
- **Apply** analytical tools and techniques including Excel for data management, Python/R for statistics and machine learning, SQL for database querying, and Tableau/Power BI for visualization to solve complex business problems.
- **Select** the right analytical methods for specific business challenges (e.g., customer segmentation, resource allocation, financial analysis, sentiment analysis, forecasting, risk assessment, operational optimization) through real-world projects and case studies.
- **Interpret** analytical results to inform strategic decisions, translating complex findings into actionable insights within industry-specific contexts.
- **Demonstrate** professional competency independently and in teams, managing projects and communicating technical findings to audiences ranging from data scientists to executives through reports and presentations.
- **Market** analytical expertise to employers by presenting technical skills, project experience, and business impact to compete in the analytics job market.



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About Chandler Arizona and Available Resources

Our downtown Chandler location provides exceptional access to a variety of thriving business and industrial sectors, offering dynamic job opportunities in technology, financial services, healthcare, retail, manufacturing, and education. Students can engage in transformative learning experiences led by renowned faculty and stay connected through various Eller-hosted events, networking opportunities, and corporate partnerships.

Chandler, Arizona, is a vibrant city located in the southeastern part of the Phoenix metropolitan area. Known for its sunny climate and picturesque desert landscapes, Chandler offers a blend of modern amenities and southwestern charm. This thriving city has experienced significant economic growth since the 1990s, accompanied by a flourishing culinary scene. The city boasts a robust technology industry, with numerous major corporations and innovative startups establishing headquarters here. Chandler also features diverse cultural attractions, including art galleries, theaters, and the annual Ostrich Festival, which celebrates the city's unique heritage. With its welcoming community, diverse dining options, and numerous parks and recreational facilities, Chandler provides a dynamic and appealing environment for residents and visitors alike. Learn more about the city here: <https://www.visitchandler.com/> and here: <https://www.chandleraz.gov/explore>.

The Johnathan Building

The Johnathan Building in Chandler, Arizona is located at 55 N Arizona Place, Chandler, Arizona. It is a historic commercial building located in the heart of the city's downtown area. Constructed in the early 20th century, this building exemplifies the architectural style and economic development of Chandler during that period. It has housed various businesses over the years and stands as a testament to the city's growth and evolution. The University of Arizona currently occupies the 3rd floor of the building with the Master of Science in Business Analytics being one of the primary programs serviced in the location.

The University of Arizona space within the Johnathan Building houses several staff members able to assist with student questions. The space includes two large (50-person) classrooms that can be converted into 4 smaller classrooms. All your in-person classes will be delivered in these classrooms. There are several single, 4-person, and 10-person conference rooms that students can use to work/study. There is also a communal kitchen area where students can bring their lunch/dinner and store it while on campus.

Housing in Chandler

The [University of Arizona | Off-Campus Housing Search – UA Chandler](#), can be used to identify potential place to live near the UA Chandler campus. Before selecting a place to live, please review the site carefully including the [Student Lease Frequently Asked Questions](#) and be sure you have a plan in place to get to campus effectively and reliably. Students seeking off-campus housing should be aware that any rental listings, advertisements, or housing information provided through university resources, websites, or referrals do not constitute an endorsement or recommendation by the University. The inclusion of properties in university housing databases or informational materials is provided solely as a convenience to students and does not indicate that the University has verified, inspected, or approved these accommodations. Students are strongly encouraged to conduct their own thorough research, visit properties in person, review lease agreements carefully, and verify all details independently before making any housing commitments. The University assumes no responsibility for the quality, safety, condition, or suitability of off-campus housing options, and students rent at their own risk and discretion.

Local and International Markets

Chandler, Arizona has a variety of international markets where you can find a wide range of global foods and products. Here are some notable ones:

- [Safeway](#) and [Fry's](#) are popular supermarket chains known for their wide variety of products, including fresh produce, meats, and household essentials. It offers convenient services like a pharmacy, deli, bakery, and online shopping with curbside pickup and delivery options.



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- [Lee Lee International Supermarkets](#) is one of the largest international supermarkets in the area, offering products from Asia, Europe, Africa, and Latin America. You can find fresh produce, meats, seafood, and a variety of specialty items.
- [Patel Brothers](#) is a prominent chain specializing in Indian and South Asian groceries. The store is popular among the Indian diaspora and anyone interested in South Asian cuisine. The Chandler location maintains the brand's reputation for a wide selection of products and a focus on customer service.
- [El Rancho Market IGA](#) is a community-focused supermarket that combines the local charm of an Independent Grocers Alliance (IGA) store with a diverse selection of products. The market offers a range of fresh produce, meats, dairy, and pantry staples. Additionally, El Rancho Market IGA caters to the local community's tastes by providing a variety of international and specialty foods, making it a convenient shopping destination for a wide array of grocery needs.

Healthcare and Emergency Services

The following are all within a short driving distance from the Johnathan building and are equipped to handle a wide variety of emergency medical situations:

- **Chandler Regional Medical Center:** Located at 1955 W Frye Road, this facility offers 24/7 emergency services, including specialized care as an accredited chest pain center, a designated cardiac arrest center, and a primary stroke center ([Dignity Health](#)).
- **Dignity Health Arizona General Hospital - Emergency Room:** Situated at 2977 E Germann Road, this emergency room is part of the Dignity Health network and provides comprehensive emergency services around the clock ([Dignity Health](#)).
- **Banner Ocotillo Medical Center:** Found at 1405 S Alma School Road, this medical center offers a range of emergency services and is equipped with modern technology to ensure high-quality care ([Banner Health](#)).

Additional Study Spaces

The Chandler Public Library - Downtown located at 22 S Delaware St, Chandler, AZ is 0.3 miles away from the Johnathan building and rooms of up to 6 people can be reserved! Learn more here – <https://chandlerlibrary.org/rooms/>. As a member of the program, you are entitled to a free library card and will have access to additional trainings and resources they provide including free LinkedIn learnings.

Recreation

There is an abundance of recreational activities in the Chandler/Phoenix area. Below we've listed just a few to help introduce you to the area and all it has to offer.

- **Chandler Recreation** offers a variety of programs and activities including educational classes, fun activities and exciting sports and fitness opportunities for people of all ages, interests and skill levels. The main city recreation website is www.chandleraz.gov/explore/chandler-recreation where you can find information about programs, activities, and facilities.
- **Hiking and Outdoor Adventures** – The hiking scene in the Phoenix/Chandler area of Arizona is vibrant and diverse, offering a range of trails that cater to different skill levels. Popular spots include South Mountain Park and Preserve, with its expansive network of trails providing stunning views of the city and surrounding desert. For a more challenging experience, hikers can venture to Camelback Mountain, known for its steep ascents and panoramic vistas. The San Tan Mountain Regional Park near Chandler offers picturesque trails that showcase the beauty of the Sonoran Desert, making it a favorite among local hiking enthusiasts. The region's favorable climate allows for year-round hiking, attracting outdoor adventurers from all over. Learn more here: <https://www.visitphoenix.com/sonoran-desert/hiking/best-hikes-in-phoenix/>.
- **Sports and Events** - The sports scene in the Phoenix/Chandler area of Arizona is dynamic and robust, featuring a wide array of professional and recreational opportunities. Phoenix is home to major sports franchises like the Arizona Cardinals (NFL), Phoenix Suns (NBA), Arizona Diamondbacks (MLB), and Arizona Coyotes (NHL), providing year-round excitement for sports



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fans. The area also hosts the Cactus League during MLB spring training, attracting baseball enthusiasts nationwide. In Chandler, a strong community sports culture thrives with numerous parks and facilities supporting youth and adult leagues in sports such as soccer, baseball, and tennis. Additionally, the region's golf courses and outdoor activities contribute to a well-rounded sports environment for residents and visitors alike. Learn more here:

<https://www.visitphoenix.com/events/sports-events/>.

Transportation in Chandler

If you have your own car, the Johnathan building has free parking for those associated with the University of Arizona. Students can park directly in front of the building or *on the second floor* of the parking garage located directly behind the building. You will need to register your vehicle with the UofA staff within the building, so they are aware of your affiliation. Please be sure to do this your first week on campus.

If you will not have your own vehicle, Chandler, Arizona, offers several public/private transportation options to residents and visitors. It will be important for you to get around the Chandler/Greater Phoenix area, so please plan accordingly! Here are the main services in the area along with any discounts associated with being a University of Arizona student:

- ***Valley Metro Bus Service*** – Valley Metro operates several bus routes that serve Chandler and the Greater Phoenix area. These buses connect Chandler with other parts of the Phoenix metropolitan area, providing a reliable option for commuting and traveling around the city. Students can purchase a discount pass for \$150 for the year. The steps for obtaining the pass can be found below, but note they aren't typically available until mid-July.
 - Go to the University of Arizona [parking account portal](#).
 - Click **Login** in the top right corner of the screen and choose UA NetID Login, and login using your NetID credentials.
 - Select **Get Permit** that appears near the bottom of the page.
 - Click Phoenix Bioscience Core Campus Permits and select 2025-2026 Valley Metro Student Pass
 - Select (VALLEYMETRO) Valley Metro Bus Pass: General
 - Read and agree to the Terms of Service by clicking the box and Click Add Permit to Cart
 - Proceed to submit payment via a credit card or Bursar account.
 - Note, there is a digital option now available, but a physical permit can also be obtained using the steps below.
 - You will then receive an email confirmation, and the pass will be mailed to the local address in UAccess. *Please make sure this address is correct as there is a fee if the pass is sent to the incorrect address.*
 - If you'd prefer the pass to be delivered to the Chandler facility, before purchasing, please reach out to Michelle Piontek (mhanoka@arizona.edu) as she can coordinate it.
- ***Chandler Flex*** – Chandler Flex is the city's on-demand, public transportation service. That means you'll be able to request a shared ride when you need it, using a mobile app or by calling in. Book your ride quickly and easily to get picked up in a branded vehicle. Commute, get to after school activities, and get around anywhere in the service zone without needing a car.
- ***Local Taxis and Rideshare Services*** – Traditional taxi services, as well as rideshare options like Uber and Lyft, are widely available throughout Chandler for convenient and flexible transportation.

Program Requirements

Curriculum Overview

As part of the 33 units, there are data and analysis foundation courses (required unless waived based on background), core courses taken by all students, required options where students take at least one from a set of courses, and business selectives where students take at least 6 units from a variety of options. Other courses may be acceptable under Required Options and Business Selectives; check with the Academic Director. If more credits are required, other graduate-level electives in the Eller College may be taken.

Description	Courses
Data and Analysis Foundation	BNAN 562 Applied Business Statistics (2 units) BNAN 530 Foundations of Python for Analytics (2) BNAN 532 Database Foundations (2)
Core Courses	BNAN 505 Communicating Analytics (3) BNAN 565 Regression and Analytics Models (3) MIS 545 Data Mining for Business Intelligence (3) MIS 561 Data Visualization (3)
Required Options	<i>Applied Project – Choose 1</i> BNAD 597A Business Consulting (3) BNAN 594 Business Analytics Practicum (3) <i>Quantitative Methods – Choose 1</i> ECON 515 Econometrics and Machine Learning (3) MIS 548 Deep Learning (3) OSCM 571 Optimization for Business (3) <i>Technical Tools – Choose 1</i> BNAN 572 Enterprise Artificial Intelligence (3) MIS 531 Enterprise Data Management (3)
Business Selectives	ACCT 540: Introduction to Financial Accounting (2) BNAN 596: Data and Strategy Implementation (3) ECON 550: Economics for Managers (2) FIN 510A: Financial Management (2) FIN 510B: Financial Management (2) FIN 521: Investment Analysis (3) MKTG 500: Marketing Management (3) MKTG 510: Market-Based Management (3) MKTG 572: Marketing Research for Managers (3) MIS 578: Project Management (3) OSCM 560: Operations Management (2)

Professional Development

As part of your master's program, you will participate in professional development workshops and complete related assignments. While these components do not carry academic credit, they are essential elements of the program and must be completed successfully to fulfill your degree requirements. Please treat these non-credit components with the same level of commitment and attention as your credit-bearing coursework, as they are integral to your overall program completion.

Beyond these workshops, the Eller College of Management and the HSLopez School of Business Analytics regularly host events featuring industry leaders, and you are encouraged to participate in these opportunities to build your network and gain real-world perspective on the field.

You will also have access to the Eller Graduate Professional Development Center throughout your program. Each master's program, including the MSBA, is paired with a dedicated career coach who will support you with career counseling, resume and portfolio development, interview preparation, and connections to industry professionals. Learn more at the [Graduate Professional Development Center](#).

Part-Time Program

The Master of Science in Business Analytics is offered in both a full-time and a part-time format. The part-time program is designed for working professionals who want to earn the same degree while continuing to work. You complete the same 33 units, the same required curriculum, and learn from the same faculty as full-time students, the only difference is pace. Most part-time students finish in about 24 months, as the program is structured to be completed within 16 to 33 months.

Classes meet **one evening per week**. Most courses offered in-person are held at the University of Arizona Chandler facility. The foundation courses and some business selectives are offered online. The applied practicum is completed on the job. The structure is built to fit around a full-time work schedule.

Eligibility

The part-time program is available only to students who do not require visa sponsorship to study in the United States. Because F-1 visa status requires full-time enrollment, international students who require visa sponsorship must enroll in the full-time program. If you are unsure whether this applies to you, contact the Program Manager before applying.

Format and Timeline

Part-time students generally take **two courses per term**, typically one in each seven-week session. Coursework is delivered in three ways:

- **In person** at The Johnathan building, suite 301 (one evening per week)
- **Online** for several foundational courses
- **On the job** for the BNAN 594 Practicum, which is scheduled flexibly

There are two entry points each year:

- **Spring start** - begins in January and typically finishes the following December (about 24 months)
- **Summer start** - begins in July and typically finishes in May two years later (about 22 months)
 - Note a Fall 2026 start was added to accommodate students but isn't planned to be permanent going forward.

Enrollment Status

Because part-time students take a reduced course load, they are generally classified as part-time for enrollment, financial aid, and assistantship purposes. Enrollment status is determined by the number of units you carry in a given term, and it can affect your eligibility for certain benefits. Confirm your enrollment status and its implications with the Program Manager each term, particularly before any term in which you plan to adjust your course load.

Financial Aid for Part-Time Students

Part-time students remain eligible to apply for financial aid, and all U.S. students should file the FASFA each year they are enrolled (see the Financial Aid section). Note that federal and university aid generally require a minimum number of units per term. The Financial Aid section lists five units per term as the threshold for aid disbursement. Because some part-time terms may fall below that threshold, confirm your aid eligibility for each term in advance with the Office of Scholarships and Financial Aid so that a light term does not unexpectedly affect your funding.

Assistantships

Graduate assistantships generally require full-time enrollment and are therefore typically not available to part-time students. Part-time students remain eligible to apply for scholarships through Scholarship Universe and should review the Financial Aid section for other available support.

Academic Advising and Planning

Because the part-time sequence spans roughly two years, early planning matters. Meet with the Academic Director at the start of your program to map your full plan of study, and at least once per term thereafter to confirm you remain on track. Electives and the practicum are scheduled flexibly within the years shown above, so discuss your preferences and career goals with your Academic Director and the Professional Development team well ahead of those terms.

Part-Time Milestones

The required forms and milestones are the same as for full-time students, but the timing is tied to your point in the part-time sequence rather than to fixed semester labels. Plan for the following:

- **At entry:** Official transcript and immunization records
- **First term:** Responsible Conduct of Research statement
- **First year (early):** MSBA Plan of Study and MS Committee Appointment form — submit early given the longer sequence
- **Each year enrolled:** FAFSA and any scholarship applications and supporting documents
- **Final term:** MS Completion Confirmation

The 15-unit exemption, full-time enrollment exemption, and CPT/OPT items in the full-time checklist do not apply to part-time students.

Course Registration Requirements and Procedures

All students in the program are registered for their courses by the department based on each individual student's plan and course availability. The student and Academic Director will work together to develop a plan of study throughout the summer and academic year that ensures they are completing the required courses and meeting the minimum number of units required for graduation. Students may take additional coursework from other departments on campus; however, such courses may require special approval. It is the responsibility of each student to investigate the requirements for registering for graduate-level courses in other colleges and departments.

Non-MSBA approved courses do NOT count toward MSBA degree requirements; exceptions require MSBA departmental consent. Undergraduate units do NOT count toward the master's-level unit requirements.

15 Unit Exemption Request

Ordinarily, students should not register for more than 15 units during a fall or spring semester. Students considering more than 15 units should contact the Academic Director to discuss the possible implications on their academic work, personal stress, teamwork obligations, and professional career development. It is not necessary to take more than 15 credits per semester to make timely progress toward degree completion.

Excessive course (and work) loads affect the entire MSBA program in that course deliverables suffer, disproportionate teamwork loads occur, instructional expectations may not be met, students' cumulative GPAs may be negatively impacted, student stress increases, and time for internships and full-time job searches is reduced. Evaluation criteria for a request consist of cumulative GPA, employment and campus community commitments, and dual degree status. The Academic Director may also consider faculty and team member feedback. The exemption request process includes submission of the Eller MSBA Exception Request Form, an Academic Status Report Form, and a meeting with the Academic Director. To initiate an exception request, schedule an appointment with the Academic Director.

Satisfactory Progress – Full Time Students

It is expected that each student will make satisfactory progress toward program/degree completion. This section describes enrollment expectations for full-time students. Part-time students carry a reduced course load and have different enrollment, financial aid, and progress considerations; these are described in the Part-Time Program section.

Full-time students typically carry a course load of 9 to 15 units per term, depending on whether they are following the 10- or 16-month completion timeline. This typical course load is distinct from the University's minimum thresholds for being classified as a full-time student, which are as follows:

- Domestic students must register for 6 units to be considered full-time.
- International students must register for 9 units to be considered full-time unless they have an assistantship.
 - An international student can be considered full time with less than 9 credits during their last semester if they need less than 9 units to complete the degree. The Full-time Exception Requirement can be found here: <https://international.arizona.edu/international-students/full-time-enrollment-exemptions>
- Students with an assistantship, Domestic or International, may register for 6 units and still be considered full-time. Students with assistantships are required to be enrolled in 6 units.

Passing Courses and Cumulative Grade Point Average (CGPA)

All courses with letter grades must be passed with a letter grade of “A”, “B”, or “C”. A letter grade of “D” is NOT a passing grade at the graduate level. There are limited options for graduate students to replace a failing grade. Information related to Repeating a Course & Grading for Repeated Courses can be found here: <https://catalog.arizona.edu/policy/courses-credit/grading/course-repeat>.

Students are required to maintain a minimum cumulative grade point average (CGPA) of 3.0. All graduate level courses are included in your CGPA calculation, not just the MSBA courses. Details on the calculation are available at <https://registrar.arizona.edu/records-enrollment/enrollment/grades-faqs/grades-and-grade-point-average-gpa-calculation>. Students who fail to maintain a minimum CGPA of 3.0 will be placed on academic probation. The cumulative GPA is calculated by the graduate college at the end of the Fall and Spring terms. Summer courses are included in the fall evaluation period. Students on academic probation for two consecutive semesters will be disqualified from the program per the University of Arizona Graduate College. Students who fail to complete the program with a minimum CGPA of 3.0 will NOT be awarded their degree.

Academic Probation

Students who have been placed on academic probation are required to meet with the Academic Director to discuss the steps to be taken to remediate the problems that led to the probationary status and create a written plan of action. Students whose CGPA is below 3.0 for two consecutive semesters may be disqualified 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>

Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This

principle is furthered by the Student Code of Conduct and disciplinary procedures established by **ABOR Policies 5-308 through 5-404** (see chapter 5), all provisions of which apply to all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by **ABOR Policy 5-403.A.4** and otherwise to supplement the Student Code of Conduct as permitted by **ABOR Policy 5-308.C.1**.

The full Code of Academic Integrity must be reviewed and upheld by the student and can be found at <https://deanofstudents.arizona.edu/policies/code-academic-integrity>

Financial Aid

Scholarship Universe and Handshake

Scholarship Universe is the University of Arizona scholarship-matching tool for admitted students. It connects Wildcats to millions of dollars in internal and external scholarships. Once you are admitted to the MSBA program, you will have access to Scholarship Universe here:

<https://financialaid.arizona.edu/ScholarshipUniverse>

Handshake (<https://career.arizona.edu/resources/what-is-handshake/>) is the #1-way college students find jobs. It is a free online career hub that gives all students access to job and internship postings, career fair and employer events, employer pages with peer reviews, and more! The University of Arizona also utilizes Handshake for all assistantship opportunities. As an MSBA student, you are eligible to apply for assistantships within the Eller College of Management and in other departments on campus. Make sure to create an account and visit it often as new opportunities are posted daily!

Additional Aid for U.S. Students

All U.S. students must file the Free Application for Federal Student Aid (FAFSA) to be eligible for need-based grants, loans, scholarships, and Federal Work-Study Programs. The form is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>. It is recommended that graduate students complete the FAFSA by **March 1st** to receive priority processing. Regardless of qualification status, the FAFSA must be completed to be considered for departmental, college, and university aid.

There are specific requirements to be eligible for the additional aid for U.S. students:

- Admitted as a degree seeking graduate student at the University of Arizona
- Be a U.S. Citizen or Permanent Resident
- The minimum number of units required to receive aid is 5 units for EACH TERM that aid will be disbursed (Fall, Spring, & Summer)
- Maintain satisfactory academic standing (CGPA $\geq$ 3.0)

Remediation Policies & Procedures

The HSLopez School of Business Analytics and the University of Arizona have policies and procedures in place to make sure that all students' concerns are heard and addressed.

In addition to departmental and Graduate College policies, students are also expected to know and adhere to the policies of the University of Arizona available in the UA General Catalog:

<https://catalog.arizona.edu/>. General University of Arizona Graduate College academic policies are listed at <https://grad.arizona.edu/policies/academic-policies> while specific policies for appeals and grievances in the HSLopez School of Business Analytics are stated in this section.

Appeals

Students have the right to formally request exceptions to department policies and procedures. An MSBA student should make their appeal in writing to the Assistant Director. On a case-by-case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Requests are reviewed by the Assistant Director of the HSLopez School of Business Analytics. Every exception decision is made

based on each situation and circumstance. Please note that a review of your request does not guarantee the request will be granted.

Grievance Policy

The UA Dean of Students and Graduate College have established policies of academic integrity and appealing a student-related decision. The most current information is available at <https://grad.arizona.edu/policies/academic-policies/grievance-policy>. A full summary of the types of grievances and responsible parties is available on the Graduate College website at <https://grad.arizona.edu/policies/academic-policies/grievance-policy#grievance-responsibility>.

Graduate College forms and Required Trainings

Forms are required to process the following aspects of the program: Graduation Lists (graduate name in Graduation programs), Awarding of degrees, Curricular Practical Training (CPT), and Optional Practical Training (OPT). CPT/OPT are work authorizations for international students only. The full list of forms can be found at <https://webforms.grad.arizona.edu/academic-services> and you should be able to access the required material through UAccess here: <https://uaccess.arizona.edu/>

The following are required to earn your degree and graduate:

- Responsible Conduct of Research Statement
- Masters Plan of Study – You'll list the Program Manager as the contact.
- MS Committee Appointment form – you'll list the Academic Director as the approver.
 - Be sure to answer **NO** to the do you have a masters committee question.
- MS Completion Confirmation

Mandatory Online Trainings for Student Workers and Graduate Assistants

Students who are working as either a student worker or graduate assistant **MUST** complete multiple trainings before your first semester begins or else a hold could be placed on your account limiting your ability to register for courses and the disbursement of financial aid. The precise list depends on the type of assistantship offered. See the list here: <https://grad.arizona.edu/funding/ga/mandatory-online-training>

Academic Calendar, Dates, and Deadlines

The MSBA program follows the University's Academic Calendar which can be found here: <https://catalog.arizona.edu/calendar>. Students are expected to review the academic calendar and plan all potential travel around the dates outlined for the Summer, Fall, Winter, and Spring terms. Students are expected to be around ***until the end of the final examination period for each term*** in which they are completing courses. While not all courses hold their final exam or project during the University scheduled date/time, some may opt to do so, and you are expected to be available in person during that time.

Other important dates and deadlines, including those for the 7-week term courses that some students may opt to take, can be found here: <https://registrar.arizona.edu/dates-and-deadlines>. Please be sure to review it closely and take note of the important dates and deadlines.

Academic Advising and Career Management

Each student should meet at least once per semester with the Academic Director to plan their upcoming courses, discuss progress in their current courses, and confirm they are on track to complete the program successfully in the allotted time.

Professional development and career management are also critical components of our master's program, serving as the bridge between academic knowledge and career success. While students develop technical expertise and analytical skills through our coursework, professional development equips them with the essential soft skills, leadership capabilities, and strategic communication abilities that employers value most. Throughout the program, you will complete a series of professional development workshops that



help you articulate your value proposition to potential employers in ways that resonate with hiring managers. You will also meet regularly with a member of our Professional Development team to ensure you are making progress on your career goals and are well-prepared to enter the job market. Learn more about our Graduate Professional Development center here: <https://eller.arizona.edu/career-outcomes/graduate>.

The University of Arizona Student Career Development office also offers a variety of services to all students on top of our Eller Professional Development Center. Visit the University's career services website, <https://career.arizona.edu/>, to learn more.

Student Resources

University 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>. More information is available at <http://uits.arizona.edu/>.

University of Arizona Information Technology Homepage

University of Arizona's students can download the current version of Microsoft Office (for a PC or Mac) and one copy of Microsoft Windows upgrade (for PC or Mac) at no charge. Students also receive access to various other software for free or at a discounted price. Students are also eligible to download new product release and upgrades when they become available. A link to the resources can be found here: <https://it.arizona.edu/student-resources>.

University Career Development

The University of Arizona Student Career Development office also offers a variety of services to all students on top of our Eller Professional Development Center. Visit the University's career services website, <https://career.arizona.edu/>, to learn more.

Useful Campus Resources

- [UA Libraries](#) – The University of Arizona Libraries are enterprising partners in advancing the University's priorities. We cultivate an environment that promotes inquiry, creative endeavor, scholarly communication and lifelong learning. Our resources, services and expertise enrich the lives of Arizonans and contribute to an expanding global academic community. This isn't just a place for books! You can reserve study rooms, access our state of the art [CATalyst Studios](#), access online articles/subscriptions/books for free, attend free workshops, and rent/borrow technology such as laptops, tablets, VR equipment, cameras, calculators and more! Follow them on Instagram [@uazlibraries](#).
- [Campus Health](#) – Your one-stop-shop for health and wellness, both virtually and in-person. Follow them on Instagram [@uacampushealth](#).
- [Graduate and Professional Student Council](#) – Their goal is to promote the academic, economic, and social aims of the graduate and professional students at the University of Arizona, to establish effective communication among graduate students and professional students, and to facilitate communication within the University and with other organizations. Follow them on Instagram [@uagpsc](#).
- [UA Counseling & Psych Services \(CAPS\)](#) – mental health and counseling services provide through the UofA. Whether you're ready to start counseling or medication, have a question, seeking community, want to learn new skills, or just need to vent, there's a path for you.
 - [International Student Services Counseling and Psychological Services](#)

Resources for Parents, Professional Development, Health and Wellness

The Graduate College website, <https://grad.arizona.edu/new-and-current-students>, also contains extensive information with resources for professional development, child care, and family resources, along with resources for health, wellness and safety.

UAccess

UAccess is a password-protected service which allows students to access personal and academic information via the web. Your UA NetID and password are required for login. UAccess enables students to view and update their academic and personal information. This system has dozens of useful features, which are housed under four major categories: Academic, Financial, Personal and Self-Service. The site can be accessed here: <http://advising.arizona.edu/content/online-tools/uaccess-student>.



Important Links/Resources

- ***HSLopez School of Business Analytics***
 - Homepage: <https://eller.arizona.edu/departments-research/schools-departments/analytics>
 - MSBA: <https://eller.arizona.edu/programs/masters/business-analytics/program>
- ***UAccess***
 - <https://uaccess.arizona.edu/>
- ***Brightspace/D2L***
 - <https://d2l.arizona.edu/d2l/loginh/>
- ***Dates & Deadlines***
 - <https://registrar.arizona.edu/dates-and-deadlines>
- ***UA Information Technology***
 - <https://it.arizona.edu/>
- ***Graduate College - policies, contacts, resources, deadlines, and other useful information***
 - <https://grad.arizona.edu/>
- ***Resources for New and Current Students - resources for parents, professional development, health & wellness, funding, etc.***
 - <https://grad.arizona.edu/new-and-current-students>
- ***Grad Center***
 - <https://gradcenter.arizona.edu/>
- ***General Course Catalog***
 - <https://catalog.arizona.edu/>
- ***University of Arizona's Code of Academic Integrity***
 - <http://deanofstudents.arizona.edu/codeofacademicintegrity>
- ***Office of Diversity and Inclusion***
 - <https://grad.arizona.edu/diversityprograms/>
- ***Campus Health***
 - <https://health.arizona.edu/>
- ***Disability Resource Center***
 - <https://drc.arizona.edu/>
- ***Counseling & Psych Services***
 - <https://health.arizona.edu/counseling-psych-services>
- ***SOS – Support Outreach and Success (Any Question – Just Ask)***
 - <https://sos.arizona.edu/>
- ***Scholarship Universe***
 - <https://financialaid.arizona.edu/scholarshipuniverse>
- ***Policies on Conducting Research***
 - <http://www.orcr.arizona.edu/>