



MANAGEMENT INFORMATION SYSTEMS

# MISonline Student Handbook

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(Revised September 2022)



THE UNIVERSITY  
OF ARIZONA

Eller MIS

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# PROGRAM INTRODUCTION

## Welcome to the University of Arizona MIS Master's Program!

You are now a part of the Eller College of Management community at The University of Arizona, joining one of the oldest and highly ranked MIS programs in the country. The University of Arizona's Department of Management Information Systems pioneered one of the first MIS programs in the world. The Department of Management Information Systems has been ranked in the top seven since the rankings began in 1989 by US News and World Report.

Our faculty consists of highly productive and leading scholars in various areas of MIS research, the MIS department includes several research laboratories, and associate research centers. What is really unique and exciting is that our research excellence is fully integrated into real-life business solutions and most importantly, into our academic programs.

## Master's MIS programs Overview

The Master's degree in Management Information Systems (MIS) is designed to prepare students for challenging careers in the application of IT to solve various business problems. MIS professionals are the "communication bridges" between IT and the business community. They analyze, design, implement, and manage IT applications and strategies to help solve business problems. MIS students first learn business processes and then analyze how to improve the processes using IT.

MIS professionals secure positions in website design and development, consulting, security risk assessment, internet marketing, Sarbanes-Oxley audit control, business analysis, customer relationship management consulting, e-commerce, legal forensics, medical records automation, enterprise resource planning, and supply chain management.

Eller College MIS 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 (i.e., Business skills). Expected learning outcomes for MIS students are:

**Technical skills** involve designing and developing Information Technology (IT) artifacts to solve problems. This skill leverages formal and quantitative modeling, mathematical and computational techniques from computer science (e.g., data mining and artificial intelligence) and operations research (e.g., optimization and graph theory), and cutting-edge technological advances (e.g., ubiquitous computing and mobile technologies), to design and implement IT artifacts. Examples of these include search and recommendation engines, models for tracking data provenance, techniques for resolving semantic interoperability among databases, web and data mining, business intelligence algorithms, and systems in areas such as team science, border security, law enforcement, and e-health.

**Behavioral skills** in IS analyzes the interactions of people and technology (i.e., IT artifacts) by leveraging and extending theory from areas such as psychology, sociology, management, marketing, consumer behavior, and communication. In addition, behavioral IS analysis builds

theory to explain and predict important phenomena. The people include individual technology users, decision makers, virtual and co-located teams, organizations, and society. Examples of this area include studying interactions in online environments to enhance processes and improve outcomes, examining user behavior with respect to security policies to increase awareness and compliance, or understanding motivations for behavior (e.g., trust, sharing, and deception) in mediated environments. Methodologies include laboratory and field experiments, surveys, and case studies. A wide variety of quantitative and qualitative methods are used to analyze the data including content analysis, event analysis, analysis of variance (ANOVA), multivariate analysis, regression, structural equation modeling (SEM), and social network analysis.

**Economic skills** in IS uses principles and methods from the economics discipline to analyze how people, organizations, and society adopt and use information systems. Examples of this area include analysis of the competitive environment introduced by technology, understanding of consumer behavior in new economic environments brought about by technology, analysis of how economic agents inside and outside a firm interact through technology solutions, pricing and commercialization of digital goods and services. Methodologies range from microeconomic analytical models to the use of advanced econometrics with empirical data.

## Contacts

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The Department of Management Information Systems (MIS) at the University of Arizona offer a Master of Science degree in Management Information Systems, and two graduate certificates in Business Intelligence and Analytics and Enterprise Information Security. This handbook only includes the additional policies, procedures and information that apply specifically to the *MISonline* graduate programs. Therefore, students must also refer to the documentation provided by the UArizona Graduate College for the policies and procedures that apply to all graduate students.

Graduate Students are expected to follow the policies and procedures for both the UArizona Graduate College and the MIS Department. 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 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 Student, link is <http://uaccess.arizona.edu/>.

UAccess 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

### 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 <http://uits.arizona.edu/departments/the247>.

Students have access to numerous free training resources to help you learn. To access UA tutorials visit <https://softwarelicense.arizona.edu/training> and log in using your NetID and password.

### Software

University of Arizona's students are able to download one copy of the current version of Microsoft Office (for a PC or Mac) and one copy of Microsoft Windows (for PC or Mac) at no charge. Students are also eligible to download new product release and upgrades when they become available. Visit <http://uabookstore.arizona.edu/technology/campuslicensing/default.asp> and log in using a NetID and password for access.

MISonline students also have access to the McKeever Family Foundation Lab that access to enterprise-class software to University members for no or low cost. 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 UArizona students and alumni. Information such as career fairs, workshops, and other career events can also be found on Handshake. Every current, degree-seeking UArizona student and recent graduate from within the past years has an account on Handshake ready and waiting. To learn more and how to sign in, visit <https://career.arizona.edu/resources/getting-started-with-handshake-employers/>.

All students seeking employment may have their resume reviewed by the MIS Career Management team. Contact the Director of MIS Online programs to discuss your resume and schedule an appointment.

## **Advising**

Each student should meet with their Academic Advisor a minimum of 2 times per semester though it is recommended to meet more often. Building a strong relationship and open rapport is highly encouraged to enable the team to guide you in your academic and career options.

## **PROGRAM REQUIREMENTS**

The online MS MIS course work consists of 10 classes (30 units,) comprised of seven (7) core courses and three (3) electives. Each course is three (3) credits.

For students that have programming knowledge, the online MS MIS program can be completed in 10 months. However, most students in the program are working professionals, and therefore, part-time students. Part-time students typically take 20 months to complete the program. Per Graduate College policy, all coursework must be completed within 6 years maximum.

The online Business Intelligence and Analytics (BI) certificate course work consists of 3 classes (9 units). Each course is three (3) credits.

The online Enterprise Information Security (ES) certificate course work consists of 3 classes (9 units). Each course is three (3) credits.

The online BI and ES certificate programs can be completed in 6 months. Per Graduate College policy, all graduate certificate coursework must be completed within 4 years maximum.

## Course Requirements

The charts below list which courses are needed to complete a MS MIS and the BI and ES certificate programs.

**Table 1: MS MIS Courses**

<i>Requirements</i>	<i>Courses</i>
<p><i>Core Classes</i> (21 units required)</p>	<p>MIS 513 Business Foundations of IT  MIS 515 Information Security in Public and Private Sectors*  MIS 531 Enterprise Data Management**  MIS 541 Information Systems Analysis and Design  MIS 543 Business Data and Communications  MIS 545 Data Mining for Business Intelligence**  MIS 696H Master's Project Report</p>
<p><i>Elective Classes</i> (9 units required)</p>	<p>MIS 511 Social and Ethical Issues of the Internet  MIS 516 Information Security Risk Management*  MIS 517 Systems Security Management*  MIS 578 Project Management  MIS 587 Business Intelligence**</p>
<p><i>Pre-requisites</i> (not required)</p>	<p>MIS 503 Programming Concepts for Business</p>

**\*Enterprise Information Security Certificate program**

**\*\*Business Intelligence & Analytics Certificate program**

MIS 503 is intended to provide students with the tools, techniques and understanding necessary to create and maintain Python programs and provide students with a solid background. If you have no Python programming knowledge or would like to refresh your knowledge, this course will help you prepare for MIS 543. MIS 503 is not a required course; however you do need Python knowledge before taking MIS 543.

An online MS MIS student who completes all three (3) courses that are part of a certificate program, must submit the corresponding graduate certificate application via [GradApp](#) to have the certificate awarded on their transcripts. Visit <https://eller.arizona.edu/programs/non-degree> to review admissions requirements for each graduate certificate. Please note, the certificate application fee is waived for

currently enrolled University of Arizona graduate degree seeking students. Make sure you sign into GradApp using your NetID and password to submit your graduate certificate application for the application fee waiver.

**Table 1A: Certificate Courses**

Requirements	Courses
<i>Business Intelligence &amp; Analytics Certificate</i>  (9 units required)	MIS 531 Enterprise Data Management* MIS 545 Data Mining for Business Intelligence* MIS 587 Business Intelligence**
<i>Enterprise Information Security Certificate</i>  (9 units required)	MIS 515 Information Security in Public and Private Sectors* MIS 516 Information Security Risk Management** MIS 517 Systems Security Management**

\* Core class for the MS MIS online program

\*\* Elective option for the MS MIS online program

Please refer to the MISonline website to review course descriptions and to view the current course calendar. <https://eller.arizona.edu/programs/masters/mis/online/program>

### Class Order

Master’s and certificate students have the flexibility to register for whichever class they choose in whatever order that best suits their personal experience and learning style. However, please be aware that some courses require pre-requisite knowledge that does require that some courses must be taken earlier in your program of study. Please refer to the chart below to view a list of courses that have pre-requisites.

Due the intense workload of accelerated technical classes, we recommend that students register for one or two classes each 8-week session, since the average study time per course is between 17 to 25 hours per 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: Courses with Pre-requisites**

“MAIN” Course	Pre-requisite required for the “main” course
MIS 543 Business Data and Communications	Prior Python programming experience, or MIS 503 Programming Concepts for Business

MIS 696H  
Master's Project Report

Any two MS MIS courses totaling 6 credits with a grade of "B" or better

Students should check the MISonline course calendar to verify which class is being offered before they register, <https://eller.arizona.edu/programs/masters/mis/online/program>.

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 are within the program completion time limitations
2. Prerequisites are taken before main course
3. 3.0 CGPA is intact

### Textbooks

Some classes will require a traditional textbook and some will incorporate alternate learning resources.

Cost of textbooks is **not** included in the course fees. It does not matter where you purchase your textbooks (as traditional hardcopy or virtual eBook); however, a good resource is The University of Arizona Bookstore (<https://shop.arizona.edu/>) for buying of textbooks or you can also rent textbooks.

### 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" ("D" or failing) may not be used to meet MS MIS graduate degree requirements and graduate certificate requirements. The Grade Replacement Option (GRO) cannot be used for graduate course work.

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

Students who fail to maintain a minimum CGPA of 3.0, at any time during the program, will be placed on academic probation. For more details see the Remediation section included later in this document.

### Transfer of Credits

All Graduate College policies on transfer credits must be followed:

<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 not be made unless

- The grade earned was A or B
- It was awarded by the institution where the work was completed
- It is less than six years from completion
- Transfer was awarded graduate credit

Credit for correspondence courses or extension work from other institutions are not accepted for graduate credit by 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' GradPath module in UAccess.
2. UArizona'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.

No transfer credit is accepted for the certificate programs.

#### **Dual Degrees**

The online MS MIS program offers the opportunity for students to complete a dual degree with the online Masters of Science in Cybersecurity. Students must apply to and be admitted (and active) into both programs before graduating from one program. The approved dual degree plan with the online MS in Cybersecurity program allows for up to 15 credits applying to both degrees. After successful admissions into both programs, the student must coordinate with both programs to determine their program plan.

The online MS MIS program offers the opportunity for students to complete a dual degree with the online MBA program. Students must apply to and be admitted (and active) into both programs before graduating from one program. The approved dual degree plan with the online MBA program allows for up to 15 credits applying to both degrees. After successful admissions into both programs, the student must coordinate with both programs to determine their program plan.

# 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 may need to apply for a 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 cannot be outside of the allotted time required to complete your degree program, as noted previously (6 years for master's and 4 years for certificates.)

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 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 MIS student or a graduate certificate student, you should be reviewing information related to 8 Week I and 8 Week II, as appropriate, for your **session**. For example:

### Standard Class Dates

Calendar	Standard Class Dates	▼
Term	Fall 2020	▼
Career	Graduate	▼
Session	Fall 8 Week 1st	x ▼

## Registering for a Class

All Master level students register themselves via UAccess. 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 *MISonline* programs. Non-MIS courses do NOT count toward the BI certificate requirements, ES certificate requirements, nor the MS MIS 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](#).

## W Withdrawal, Dropping a Class

For the accelerated 8-week courses, prior to the beginning of the second week of classes, official withdrawal (drop) of a course cancels the registration for the course. No approval is needed. No grade for the course will appear on the student's permanent record.

During the next three weeks, students may use UAccess Student Center to withdraw from a course. No approval is needed. The grade of W is awarded regardless of whether the student is passing at the time of withdrawal. The W will appear on the student's permanent record.

After the fifth week of classes, the grade of W can be awarded only with the approval of the student's instructor and academic dean, and only under exceptional circumstances.

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 fourth 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 website [Complete Withdrawal](#) for information on how to withdraw from the University of Arizona.

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 8-week classes make sure you are looking at the 8 Week 1 or 8 Week 2 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.

Students can use UAccess Student Center to drop a course, if they do so by the deadline determined by the Registrar. To view a video tutorial on how to drop a course, please visit [Drop, Swap and Edit Classes Video Tutorial](#).

**Note:** Caution should be used before dropping a class as that course may not be available again for another year, which may delay the completion of your program.

## Tuition Payment

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

Please visit the 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

Financial aid – including government grants and loans - may be available to master's students. Form information, contact the University of Arizona Office of Student Financial Aid 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 MISONline programs and welcome and appreciate students' feedback. Near the end of each course a survey will be emailed to you. We value your input, so please complete the survey.

## GRADUATION REQUIREMENTS

### Graduation Requirements

In addition to meeting all the program requirements, having a CGPA of 3.0 or higher as well as being current with all university bills, there are several forms that students will need to complete in order to be eligible for your program completion and graduation, as discussed below.

The chart below lists the MISONline programs and the credits required to graduate or complete a certificate. Technically, only master's students are eligible to "graduate."

Students who are only in the certificate program(s) do not technically "graduate" however they still must complete a series of events to attain their certificate of completion.

**Table 3: Minimum Credits Required to Graduate**

MISONline Programs	Units required to graduate
MS MIS	30 units – 10 classes
Business Intelligence and Analytics (BI) Certificate	9 units – 3 classes
Enterprise Information Security (ES) Certificate	9 units – 3 classes

### GradPath Forms

To access your GradPath forms, you will need to log into your UAccess account. From your drop down menu select GradPath Forms. Here you will need to fill out the following four forms in sequential order.

#### **Responsible Conduct of Research Statement:**

This form is an acknowledgement and acceptance of the University's Office of Responsible Conduct of Research (<https://research.arizona.edu/research-compliance/rcr>) and the Code of Academic Integrity (<https://deanofstudents.arizona.edu/policies/code-academic-integrity>).

All students (MS MIS and Certificate) 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.

### **Plan of Study (POS):**

This form documents your entire program coursework and academics. Students have the responsibility of ensuring their POS course listings match the actual courses taken. Your POS may be edited after approval, a mismatch between your POS and courses taken will delay the posting of your degree. When the Graduate College approves your POS there is a onetime charge applied to your UAccess student account.

***As a reminder, your degree and/or certificate will NOT post until the POS is correct. When submitting your POS, please ensure that you list your Faculty Advisor as Dr. William 'Bill' Neumann.***

If your POS 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.

#### ***POS submission timeline***

**MS MIS:** This form should be completed when you have completed 5 courses in the program (approximately after four 8-wk sessions).

**BI & ES Certificates:** This form should be completed when you have completed 1 course in the certificate program (approximately after one 8-wk session).

### **Master's Specialist Committee form:**

This form will not be available until after the POS has been approved. Pending the submission and approval of your POS, 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 'Bill' Neumann.

***Failure to submit this form will delay your degree***

Certificate students do not submit this form.

### **Master's/Specialist Committee Certification form:**

Your Director of MIS Online Programs will submit this form ONLY after all grades final grades have been posted, the POS, and the Master's Specialist Committee forms have been then correctly submitted. This form triggers awarding your degree.

Degree Address: your degree/certificate will be mailed to the Permanent Address listed in UAccess. If you wish to have your Degree mailed to another address you MUST add a Diploma Address in UAccess.

## **Degree Awarded**

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

**Master of Science in Management Information Systems  
University of Arizona**

Diplomas will be conferred at the end of spring, fall, and summer semesters.

## **Certificate(s) Awarded**

Only students who applied and admitted into the certificate program(s) will have their earned graduate certificate(s) noted on their University graduate transcripts upon successful completion.

## **Graduation and Walking**

MS MIS online students are encouraged to participate in the University's and the MIS 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. The Eller College of Management and the MIS department will hold two graduation ceremonies a year in spring and in fall. Contact your Director of MIS Online Programs for more details.

# **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 everyone in the course 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 topic.

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**

At the MIS Department, we strive to prepare MIS 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 Eller MIS 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

### ***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
- Cites all 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 MISONline programs are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the University's the 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:**

- Failing grade for an assignment or course in which the violation occurred.
- Inability to obtain recommendation letters for graduate school or employment.
- Removal from the MISONline programs

### 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 during an exam or on assignments.

#### 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 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/>.

## **REMIEDIATION POLICIES & PROCEDURES**

The MISonline programs has established policies and procedures in place to be sure your voice is heard and your concerns are addressed.

### **Student Role in Departmental Governance**

During virtual orientation, you are introduced to the program staff, and encouraged to view these individuals as people that you can go to with any concerns about the program. In addition, all students in our program are also encouraged to contact the Department Head, the MIS Director of Graduate Studies (DGS), or their Director of MIS Online Programs to discuss problems or concerns.

### **Appeals**

Students have the right to request exceptions to department policies and procedures. A MISonline student should make their 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.

The student and instructor must complete a Report of Incomplete Grade form and provide it to the Director, MIS Online Programs for inclusion in their academic record. The form can be found here <https://registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/incomplete>. Incomplete courses must be completed timely, in accordance with the agreement in the form.

### **Academic Probation**

Students who have a CGPA of less than a 3.0 at the end of a given traditional 16-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

<b>MISonline Course</b>	<b>Semester Taken</b>	<b>Letter Grade</b>	<b>Course GPA Points</b>
MIS 503 - Programming Concepts for Business			
MIS 513 – Business Foundations of IT			
MIS 515 – Info Security in Public & Private			
MIS 531 – Enterprise Data Management			
MIS 541 – Info Systems Analysis & Design			
MIS 543 – Business Data Communications and Networking			
MIS 545 – Data Mining for BI			
MIS 696h – Master’s Project Report			
MIS Elective (Options MIS 511, MIS 514, MIS 516, MIS 517, MIS 578 and MIS 587)			
MIS Elective			
MIS Elective			
<b>TOTAL GPA for all courses</b>			
<b>Divided by number of courses completed</b>			
<b>Cumulative GPA</b>			

### Conversion Table:

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

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 (CGPA).

## Appendix B Important Links

- 1) **Department Home**
  - a. **MIS Department** <https://eller.arizona.edu/departments-research/schools-departments/mis>
- 2) **UAccess**
  - a. <https://uaccess.arizona.edu/>
- 3) **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-**
  - a. <https://cirt.arizona.edu/ualert>
- 9) **Catalog-**
  - a. <https://catalog.arizona.edu/>
- 10) **University of Arizona's code of Academic Integrity**
  - a. <http://deanofstudents.arizona.edu/codeofacademicintegrity>
- 11) **Policies on Conducting Research** (not generally applicable to students in this program)
  - a. <http://www.orcr.arizona.edu/>
- 12) **Scholarships & Financial Aid**
  - a. <https://online.arizona.edu/cost-aid/financial-aid>
- 13) **CatCard Office**
  - a. <https://catcard.arizona.edu/>
- 14) **Student Engagement & Career Development**
  - a. <https://career.arizona.edu/>
- 15) **Office of Diversity and Inclusion**
  - a. <https://grad.arizona.edu/diversityprograms/>
- 16) **Campus Health**
  - a. <https://health.arizona.edu/>
- 17) **Disability Resource Center**
  - a. <https://drc.arizona.edu/>
- 18) **Dean of Students**
  - a. <https://deanofstudents.arizona.edu/>
- 19) **Thrive Center Cultural Learning Communities**
  - a. <https://thrive.arizona.edu/>
- 20) **Counseling & Psych Services**
  - a. <https://health.arizona.edu/counseling-psych-services>

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

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