Welcome to our MISonline graduate programs!

Since 1974 the MIS department at the University of Arizona has been a pioneer in defining and advancing the field of Information Systems through its leading edge educational programs and impactful research initiatives.

The department has been a top 5 ranked department in the field of information systems for over 24 consecutive years. Our current U.S. News & World Report rankings are #4 in undergraduate programs and #3 in graduate programs.

This means that you are now part of one of the elite programs in the world!

The department has well established and extremely productive research centers that have generated over $83M in funded research projects since the 1980’s. Many of our faculty have highly successful tech transfer initiatives through commercialization of their research. The graduate curriculum that you will soon be exposed to is built on the leading edge knowledge of our top research faculty.

Top students make top departments. We choose our students with great attention and care because we are deeply invested in their development. We understand the important and unique contributions to the field and society that they will offer upon graduation. With that in mind, we welcome you to our remarkable collegial community of students, faculty and staff.

During your time with us, you will be immersed in an unparalleled academic environment with peers and instructors of outstanding ability and creativity, focused on the most compelling IT challenges.

We invite you to contribute to the University of Arizona MIS community and help Shape the Future of IT by forming and testing your own ideas, challenging and learning from your instructors and peers and expanding your intellectual horizons while honing your expertise.

Again, I welcome you to the program and look forward to interacting with you soon!

With regards,

Dr. Susan Brown
MIS Department Head
# Table of Contents

**What is UAccess?** ................................................................. 1

**Student Resources** ............................................................. 1
   University Information Technology Services ................................ 1
   Software ............................................................................. 1
   Career Services .................................................................. 2

**Academic Standing**
   Academic Integrity ............................................................... 2
   Minimum Grade Standard .................................................... 3
   Academic Probation ............................................................ 4
   Time to Completion Limitations .......................................... 4
   Continuous Enrollment and Staying Active in the Program ....... 5
   Withdrawing from the University .......................................... 5
   Transfer of Credits ............................................................. 6
   Course Requirements .......................................................... 7
   Financial Aid ........................................................................ 8

**Course Information**
   Class Order ........................................................................ 8
   Textbooks ........................................................................... 9
   Dates and Deadlines ............................................................ 9
   Registering for a Class ......................................................... 10
   Dropping a Class .................................................................. 10
   Class Cost ............................................................................ 11
   Class Survey ......................................................................... 11

**Graduation Requirements** .................................................. 11
   Plan of Study ....................................................................... 12
   Master’s Completion of Degree Requirements ....................... 12
   Degree Awarded ................................................................... 13
   Certificate(s) Awarded .......................................................... 13
   Graduation and Walking ....................................................... 13

**Contact** ................................................................................ 14

**Appendix A – Course Tracking Worksheet** ............................... 15
**Appendix B – Student recommended Links** ............................... 16
The Department of Management Information Systems (MIS) at the University of Arizona (UA) offer a Master of Science degree in Management Information Systems. This handbook only includes the additional policies, procedures and information that apply specifically to the online MIS 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.

Graduate Students are expected to follow the policies and procedures for both the UA 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 enables MISonline 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**

**No cost, Student Technology Fee Supported 24x7 Help Desk**

The 24/7 Support Center technical consultants are available 24 hours a day, 7 days a week in person, by phone, or over chat to assist with campus applications and services or to help you with your personally owned computer or device. You can reach the 247 Help Desk online at https://247.arizona.edu on the phone at (520) 626-8324 or (877) 522-7929.

**Additional 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.
Office Productivity 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 have access to additional free or deeply discounted software products, such as MS Project, MS Visio, MS Visual Studio, and VMWare. For more information, visit the MicroAge Lab website at https://eller.arizona.edu/departments-research/centers-labs/mckeever-lab/software-licensing and review the information provided.

Career Services

Student Engagement and Career Development offers a variety of services to all University of Arizona students. Visit the career services website, http://www.career.arizona.edu/, 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 and how to sign in, visit https://career.arizona.edu/jobs/handshake.

All students seeking employment may have their resume reviewed by the MIS Career Management team. Contact the MIsonline program coordinator to discuss your resume and schedule an appointment.

Academic Standing

Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student’s submitted work must be the student’s own.

Academic Dishonesty occurs whenever any action or attempted action is pursued that creates an unfair academic advantage or disadvantage for students and/or any member or members of the academic community. All forms of academic dishonesty are subject to sanctions under the Code of Academic Integrity. Sanctions include: written warning, reduction in grade for work involved, disciplinary probation, loss of credit for work involved, failing grade in the course, suspension, and/or expulsion. Various forms of academic dishonesty include, but are not limited to cheating, fabrication, facilitating academic dishonesty, and/or plagiarism.
Academic Misconduct is defined as any behavior not conforming to prevailing standards or rules within the academic community. All forms of academic misconduct are subject to sanctions under the Code of Conduct. Sanctions include: restricted access to University property, administrative hold, warning, probation, suspension, and/or expulsion. Various forms of academic misconduct include, but are not limited to disruptive behavior, threatening behavior, and/or the theft or damage of University property. For additional requirements and further information, please refer to the complete text of the Code of Academic Integrity (https://deanofstudents.arizona.edu/policies/policies) available from the Dean of Students (http://deanofstudents.arizona.edu/) office.

For more specific examples of academic dishonesty, academic misconduct, and how to avoid such behavior, please visit the following website: https://deanofstudents.arizona.edu/student-rights-responsibilities/avoiding-academic-dishonesty

Minimum Grade Standard

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>1 point</td>
</tr>
<tr>
<td>E</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Students must maintain a cumulative grade point average (CGPA) of 3.0 (based on a 4.0 scale) to remain in good standing in all MISonline programs. A letter grade of “D” is NOT a passing grade at the graduate level. For a course to be used to satisfy the degree requirement, a grade of “C” or higher is required. The Grade Replacement Option (GRO) cannot be used for graduate courses.

Students must have a 3.0 CGPA or higher to graduate. The department highly recommends that students track their progress using the course tracking worksheet provided in Appendix A.

A student cannot receive a graduate degree or certificate unless he or she has achieved a CGPA average of 3.00 or higher on all course work taken for graduate credit, including courses that are not required to meet the specific requirements for a specific graduate degree. Students who fail to maintain a minimum CGPA of 3.0 during a semester will be placed on academic probation.

TIP

Graduate students are NOT eligible for grade replacement.
Academic Probation

Students who have a CGPA of less than a 3.0 at the end of a academic term (traditional 16-week semester) will be placed on academic probation and will receive notice of probation, via email, from the Graduate College. Within two (2) weeks of receipt of academic probation notice, students are required to meet with the MISonline coordinator to discuss options.

A student whose CGPA is below 3.0 for two consecutive semesters will be subject to disqualification and may be removed from the program by the Dean of the Graduate College. For more information, see the following website: https://grad.arizona.edu/policies/academic-policies/academic-probation

Student who are removed from the program due to academic disqualification should contact the MISonline coordinator to discuss possible options for re-instatement in the program.

More at http://catalog.arizona.edu/policy/grades-and-grading-system

Time to Completion Limitations

Master’s –

All requirements for the master's degree must be completed within 6 years of start to ensure currency of knowledge. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 5 years old is typically not accepted toward degree requirements, due to time to completion requirements.

Master’s students who take a break in their studies or whose time to degree exceeds 6 years should check with the Graduate College Degree Certification Office to determine their options.

Certificates –

All requirements for a graduate certificate must be completed within 4 years. Time-to-degree begins with the earliest coursework to be applied toward the degree including any credits transferred from other institutions. Work more than 3 years old is not accepted toward meeting certificate requirements.
Continuous Enrollment and Staying Active in the Program

A student admitted to either the master's or a certificate program must register and take a minimum of 3 graduate units every spring and fall, from original matriculation until all course requirements are met.

Students who are unable to meet the above continuous enrollment status may consider completing a “Graduate Student Leave of Absence” form.

The Graduate Student Leave of Absence form may be approved for one semester or one year for the master’s degree or the certificate program. It is important to note that the leave of absence cannot be outside of the allotted time to completion limitations noted above (6 years for master’s and 4 years for certificates.)

Graduate students who do not return at the end of the approved leave or students who do not enroll for a semester without being granted official leave of absence will be considered to be making unsatisfactory academic progress toward degree completion and will be subject to conversion to non-degree status. Use of University facilities is suspended while on leave. The time allotted toward your degree is not extended when you are on a leave of absence.

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 or the hard copy form that can be found at the University’s Graduate College website.

https://grad.arizona.edu/policies/enrollment-policies/leave-absence

Withdrawing from the University

A student who elects to withdraw from the University by dropping all classes after having paid registration fees must initiate such a procedure through the Registrar’s website.

(http://www.registrar.arizona.edu/students)

A withdrawal may not be initiated after the last day of classes of any semester, and must be completed before the beginning of the final examination period.
Transfer of Credits

Possible transfer credits from other accredited institutions are limited to the Master’s in MIS degree program. Transfer credits are not allowed for the certificate programs.

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 was taken within six years of planned date of degree completion
- Transfer course was at the equivalent level of an MIS 5xx or 6xx graduate course

Grades of transfer work will not be used in computing the student’s grade-point average. Typically, correspondence courses or extension work from other institutions will not be accepted for graduate credit to meet a degree requirement.

Steps to 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. UA’s Graduate College will review the students request and notify student of their findings.
3. Student should contact the MIsonline Program Advisor/Coordinator to alert them that the credits have been reviewed by the Graduate College.
4. MIsonline Program Advisor/Coordinator will review the Graduate College recommendations and notify the student of the transfer results.
Course Requirements

The chart below lists which courses are needed to complete a Master’s in MIS or a certificate program. Master students must complete all seven (7) core classes and a minimum of three (3) elective courses. Each course is three (3) credits.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Master’s in MIS Courses</th>
<th>Business Intelligence Certificate Courses</th>
<th>Enterprise Security Certificate Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 503</td>
<td>Programming Concepts for Business</td>
<td>Pre-req</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 511</td>
<td>Social and Ethical Issues of the Internet</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 513</td>
<td>Business Foundations of IT</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 514</td>
<td>Information Technology Audit</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 515</td>
<td>Information Security in Public and Private Sectors</td>
<td>Core</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>MIS 516</td>
<td>Information Security Risk Management</td>
<td>Elective</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>MIS 517</td>
<td>Systems Security Management</td>
<td>Elective</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>MIS 531*</td>
<td>Enterprise Data Management</td>
<td>Core</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>MIS 541</td>
<td>Information Systems Analysis and Design</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 543</td>
<td>Business Data and Communications</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 545</td>
<td>Data Mining for Business Intelligence</td>
<td>Core</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>MIS 578</td>
<td>Project Management</td>
<td>Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIS 587</td>
<td>Business Intelligence</td>
<td>Elective</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>MIS 696h</td>
<td>Master’s Project Report</td>
<td>Core</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 531 is a prerequisite for 587

A Master student must complete all three (3) courses that are part of a certificate program to receive that departmental certificate. 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](https://eller.arizona.edu/programs/masters/mis/online/program)
Financial Aid

Financial aid is not available for certificate programs but may be available to master’s students. Since financial aid is complex and every student’s needs vary – the department highly recommends that students contact UA’s financial aid office for exact details. (520) 621-1858 or online at http://financialaid.arizona.edu/graduate-students

Below are general instructions and guidelines.

All graduate 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 http://www.fafsa.ed.gov/. It is recommended that graduate students complete the FAFSA by March 1 to receive priority processing.

To be eligible for financial aid, a student must:

- Admitted as 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, and summer)
- Maintain satisfactory academic standing (CGPA ≥ 3.0)

Course Information

Class Order

Both master’s and certificate students have the option to register for whichever class they choose in whatever order they wish. The ONLY exceptions to this are the courses that have prerequisites. A prerequisite course must be taken first before the “main” course is taken. Students can register for one or two classes each mini-semester. The average study time per course is between 10 to 25 hours per week. However your technical skill level could influence the amount of time you may need to spend on some classes.

<table>
<thead>
<tr>
<th>“Main” course</th>
<th>Pre-requisite needed before taking the “main” course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 543 Business Data Communications and Networking</td>
<td>Prior Python programming experience</td>
</tr>
<tr>
<td>MIS 587 Business Intelligence</td>
<td>MIS 531 Enterprise Data Management</td>
</tr>
<tr>
<td>MIS 696h Master’s Project Report</td>
<td>Any two MISonline courses totaling 6 credits with a grade of “B” or better</td>
</tr>
</tbody>
</table>
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 textbook and some will not. The MISonline course description webpage (https://misonline.eller.arizona.edu/course-descriptions) lists textbook information for each class.

Cost of textbooks is not included in the course fees, so you may purchase your textbooks from any source and in any format that best suits your personal needs, such as hardcopy or eBook. A good place to start is The University of Arizona Bookstore (https://shop.arizona.edu/textbooks/default.asp) for buying of textbooks or you can also rent textbooks.

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.

To view Graduate Dates and Deadlines visit the Office of the Registrar. Make sure you select the correct options in the drop down. For example:
Registering for a Class

All Master level students should plan to self-register for their MIS classes on UAccess.

While students may take additional course work from other departments on campus, they must petition the MIS Department, prior to taking the class, for approval to include the class as part of their program of study. In addition, many courses require instructor’s approval to enroll, and it is up to each student to investigate the requirements to register for graduate level courses if outside their MISonline program.

Steps to register

1. Go to http://uaccess.arizona.edu/ and click on Student Center, using your NetID and password to sign in.
2. Click on “Enrollment”
3. Go to the “Class Search”
   a. Type “MIS” and select “MIS - Management Info Systems Main” in the Subject dropdown
   b. Also select “Arizona Online” in the Campus dropdown and click search
4. Select the course you would like to enroll in, making sure the section number is either 205 or 206, by clicking Select.
5. Click Next. This will add the course to your shopping cart.
6. Repeat steps 3 through 5 for each course you wish to enroll in.
7. After all the courses you wish to enroll in are added, click on “Proceed to Step 2 of 3.”
8. You will see the list of courses you selected. Select the checkboxes corresponding to the courses you intend to enroll into, then click “Finish Enrolling.”
   a. You will have a list of courses you successfully enrolled in with green ticks in the Status column. This indicates that you have successfully enrolled into these courses. If you are not successfully enrolled into one or more of the selected courses, the status column will have red crosses corresponding to those courses with the error message.

Dropping a Class

In order to be eligible for a refund of tuition, program fees and fees, students must drop courses by the specified refund dates for each session, https://bursar.arizona.edu/dates/refund. These dates are early due to accelerated 8-week courses. To review the refund policy, please visit https://bursar.arizona.edu/refunds/options/policies.

Students can also review the drop day for a refund by visiting the Dates & Deadlines website mentioned earlier (http://registrar.arizona.edu/courses/dates-deadlines?audience=students&cat1=10&cat2=30) and choosing the appropriate term.

Students can use UAaccess Student Center to drop a course, if they do so by the deadline determined by the Registrar.
Steps to drop a course

1. Got to http://uaccess.arizona.edu/ and click on Student Center, using your NetID and password to sign in.
2. Click on “Enroll”
3. Select the correct term you wish to drop a course in and the click “Continue”
4. Choose the Drop tab
5. Select the checkboxes corresponding to the courses you would like to drop. Click “Drop Selected Classes”
6. You will see the list of courses you selected. Confirm the courses are the correct classes you wish to withdrawal from, then click “Finish Dropping.”

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.

Class Cost

Please visit the Bursar’s Office, https://bursar.arizona.edu/tuition, for information regarding tuition and fees.

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

Students must have a 3.0 CGPA or higher in order to graduate. If a 3.0 CGPA is not attained, students will be required to take additional courses, outside of the MISonline program, and therefore extend their program timeline to bring their cumulative grade point average up to this standard.

The chart below lists the MISonline program 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>
<thead>
<tr>
<th>MISonline Program</th>
<th>Credits required to graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s in MIS</td>
<td>30 credits – 10 classes</td>
</tr>
<tr>
<td>Business Intelligence and Analytics certificate</td>
<td>9 credits – 3 classes</td>
</tr>
<tr>
<td>Enterprise Security certificate</td>
<td>9 credits – 3 classes</td>
</tr>
</tbody>
</table>

The chart below will outline the requirements for graduation and/or certificate completion.
Plan of Study

The Plan of Study includes:

1. Courses the student intends to transfer from other institutions;
2. Courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and
3. Additional course work to be completed to fulfill degree requirements.

The Plan of Study is completed online through the GradPath module in UAccess. Please visit the following link to learn more about the Plan of Study fee, https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees.

Please use Dr. William Neumann as your Graduate Advisor, when completing the Plan of Study.

- Certificate students must complete their Plan of Study during their second class
- Master’s students must complete their Plan of Study before they enroll in their final four (4) courses; however, students are encouraged to meet with their academic advisor and complete their Plan of Study early in their studies.

Master’s Completion of Degree Requirements

The Master’s Completion of Degree Requirements form is completed online by the student using the GradPath module in UAccess. The form must be completed by the end of your last class. The form will require you to identify “completion of degree committee members.” Please use Graduate Advisor’s name for this purpose.
**Degree Awarded**

The degree awarded is the Master’s in Management Information Systems. The degree will be awarded with the traditional University diploma, and will not indicate that the degree was earned online. For example, the Master’s diploma will read:

*Master’s in Management Information Systems
University of Arizona*

The Graduate College only awards diplomas at the end of spring, fall, and summer academic terms.

**Certificate(s) Awarded**

The MIS department will award hard copy departmental certificates to students upon successful completion of certificates.

Only students who applied (submitted an application) to the certificate program(s) will have their earned graduate certificate(s) noted on their University graduate transcripts upon successful completion. The University will not send a hard copy of any certificates.

**Graduation and Walking**

MISonline 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. Winter and 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 the MISonline Program Advisor/Coordinator for more details.
Contact

We will be mailing (via postal mail) documents throughout your MISonline academic career.

We will mail the documents to the “preferred” address you have listed in UAccess so kindly make sure this information is kept up to date.

Director, MIS Online Programs

Bryn Pallette
520.621.0193
Email: brynf@arizona.edu
Appendix A  
Course Tracking Worksheet

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

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) How to navigate GradPath-
   a. https://grad.arizona.edu/new-and-current-students/faq#question-2165
2) UA Alert-
   a. https://cirt.arizona.edu/ualert
3) Graduate College-
   a. https://grad.arizona.edu/
4) Degree Requirements-
   a. https://grad.arizona.edu/gsas/degree-requirements
5) Catalog-
   a. https://catalog.arizona.edu/
6) Scholarship Universe
   a. https://financialaid.arizona.edu/scholarshipuniverse
7) Grad Center
   a. https://gradcenter.arizona.edu/
8) Office of Diversity and Inclusion
   a. https://grad.arizona.edu/diversityprograms/
9) Campus Health
   a. https://health.arizona.edu/
10) Disability Resource Center
    a. https://drc.arizona.edu/
11) Dean of Students
    a. https://deanofstudents.arizona.edu/
12) Thrive Center Cultural Learning Communities
    a. https://thrive.arizona.edu/CLC
13) Counseling & Psych Services
    a. https://health.arizona.edu/counseling-psych-services
14) SOS – Support Outreach and Success (Any Question – Just Ask)
    a. https://sos.arizona.edu/