Master of Science in Information Systems – MSIS Program

Central Michigan University
College of Business Administration
Business Information Systems Department

GRADUATE STUDENT HANDBOOK
2012 – 2013
The Campus Location MSIS Program

Where at Central Michigan University is the office of the MSIS Program?
At Grawn Hall 305.
# Table of Contents

The Campus Location MSIS Program ........................................................................................................... 2
WELCOME .................................................................................................................................................. 5
The MSIS Program ..................................................................................................................................... 6
  MSIS Program Mission Statement ........................................................................................................... 6
  MSIS Program Student Learning Outcomes ............................................................................................... 6
  The MSIS Program is Accredited by AASCB International ...................................................................... 6
Overview .................................................................................................................................................... 6
  Graduate Student Responsibilities ........................................................................................................... 6
  Admission .............................................................................................................................................. 6
Certificate and Degree Requirements ....................................................................................................... 7
  Credit Hour Requirements ....................................................................................................................... 7
MSIS Degree Requirements ....................................................................................................................... 8
Sequence of MSIS Courses ....................................................................................................................... 8
The MSIS Program ..................................................................................................................................... 9
  MSIS Program Mission Statement ........................................................................................................... 9
  MSIS Program Student Learning Outcomes ............................................................................................... 9
  BIS Course Descriptions .......................................................................................................................... 10
  MSIS Core Courses (12 credits) ............................................................................................................... 10
Enterprise Systems using SAP software Courses (9 credits) .................................................................... 10
Plan B Research Requirement Courses (6 credits) .................................................................................... 10
Elective Courses and Courses in other Concentrations (6 credits) ............................................................. 11
Comprehensive Exam (pass/fail status) ..................................................................................................... 11
Registration ............................................................................................................................................... 11
  Procedure ............................................................................................................................................... 11
Dropping and Adding Classes .................................................................................................................... 11
Authorization of Graduate Degree Program ............................................................................................... 12
  Processing the form ................................................................................................................................. 12
  Changing the program after the form is filed ........................................................................................... 12
Transfer Credits ......................................................................................................................................... 12
  Maximum Number of Transfer Credits .................................................................................................... 12
  Transfer Procedure ................................................................................................................................ 12
Full Time Student Status ............................................................................................................................ 12
Maximum and Minimum Academic Loads ................................................................................................. 12
Academic Integrity ........................................................................................................... 13
Students with Disabilities ............................................................................................... 13
Academic Probation ........................................................................................................ 13
Inactive Status ................................................................................................................. 13
Time Limits .................................................................................................................... 13
Student Groups ............................................................................................................. 14
  Association of Information Technology Professionals (AITP) ........................................ 14
  College of Business Administration Graduate Students Association (CBA GSA) ........ 14
  SAP Student User Group (SAPSUG) ............................................................................. 14
Optional Practical Training (OPT) .................................................................................. 14
  General Information .................................................................................................... 14
  Pre-Completion OPT .................................................................................................. 14
    Pre-Completion OPT may be available in the following circumstances: ....................... 15
    OPT Application Procedure ....................................................................................... 15
    Special Consideration for Thesis/Dissertation Students ............................................. 16
Post-completion OPT ..................................................................................................... 16
  General Information .................................................................................................... 16
  OPT Application Procedure ......................................................................................... 17
17 Month STEM Extension of OPT .................................................................................. 17
  Eligibility Requirements: ............................................................................................ 17
  Required Documents and Procedures: ......................................................................... 18
  Please Note: ................................................................................................................. 18
  Student responsibilities while on STEM extension OPT .............................................. 18
Curricular Practical Training (CPT) ................................................................................ 19
  General Information .................................................................................................... 19
Graduation Procedures ................................................................................................... 19
Other Important Offices .................................................................................................. 20
  Office of Graduate Studies .......................................................................................... 20
  Career Services ............................................................................................................ 20
  Office of International Affairs (OIA) ............................................................................ 20
  English Language Institute (ELI) ................................................................................ 21
Financial Assistance for Graduate Students .................................................................... 22
  Graduate Assistantships .............................................................................................. 22
  Graduate Studies Fellowships ...................................................................................... 22
  King/Chavez/Parks Future Faculty Fellowships ............................................................ 22
  Graduate Studies Assistantships .................................................................................. 23
WELCOME

to Central Michigan University and the Masters of Science in Information Systems (MSIS) program. You have selected a program that will provide you with the opportunities to start careers in the information systems discipline. This handbook contains important information concerning your study here including admission, courses, class schedule, graduation procedures and graduate assistantship. Your classes in information systems will be taught by faculty members whose expertise is in the information systems discipline. If you have more questions, please contact the MSIS office in Grawn 305. The contact information for faculty members in the Business Information Systems Department is listed below for your reference:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Tel. 989-774</th>
<th>Email (add @cmich.edu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Frank Andera, Director SAP University Alliance Program at CMU</td>
<td>Grawn 320C</td>
<td>6503</td>
<td>ander1fj</td>
</tr>
<tr>
<td>Dr. Emil Boasson Director MSIS</td>
<td>Grawn 322</td>
<td>3588</td>
<td>boass1e</td>
</tr>
<tr>
<td>Dr. James Cappel</td>
<td>Grawn 336A</td>
<td>3435</td>
<td>cappe1jj</td>
</tr>
<tr>
<td>Dr. Roger Hayen</td>
<td>Grawn 302A</td>
<td>3889</td>
<td>hayen1rl</td>
</tr>
<tr>
<td>Dr. Nancy Hicks</td>
<td>Grawn 338</td>
<td>3485</td>
<td>csapo1n</td>
</tr>
<tr>
<td>Dr. Monica Holmes</td>
<td>Grawn 318</td>
<td>3337</td>
<td>holme1mc</td>
</tr>
<tr>
<td>Dr. Zhenyu Huang</td>
<td>Grawn 305</td>
<td>7416</td>
<td>huang1z</td>
</tr>
<tr>
<td>Dr. Mark Hwang</td>
<td>Grawn 302B</td>
<td>5900</td>
<td>hwang1m</td>
</tr>
<tr>
<td>Dr. Anil Kumar</td>
<td>Grawn 320B</td>
<td>1906</td>
<td>kumara1a</td>
</tr>
<tr>
<td>Dr. James Melton</td>
<td>Grawn 334</td>
<td>3510</td>
<td>melto1jh</td>
</tr>
<tr>
<td>Dr. Robert Miller</td>
<td>Grawn 317</td>
<td>2831</td>
<td>mille3re</td>
</tr>
<tr>
<td>Dr. James Scott</td>
<td>Grawn 337</td>
<td>4370</td>
<td>scott1jp</td>
</tr>
<tr>
<td>Dr. Karl Smart, Chair BIS</td>
<td>Grawn 305</td>
<td>6501</td>
<td>smart1kl</td>
</tr>
</tbody>
</table>

I wish you a great start of a successful study here at CMU.

Emil Boasson
Dr. Emil Boasson,
Director MSIS Program
For more information, please visit MSIS website:

email: msis@cmich.edu
The MSIS Program

**MSIS Program Mission Statement**
The mission of the Master of Science in Information Systems Program (MSIS) is to prepare students to contribute to the analysis, design, development, and maintenance of information systems, and provide technology leadership with a global perspective. (November 18, 2010)

**MSIS Program Student Learning Outcomes**
- **Information Systems**: Demonstrate the ability to analyze, design, develop, and maintain information systems to solve business problems.
- **Information Management**: Demonstrate the ability to collect, manage and distribute meaningful information within an organization.
- **Project Management**: Demonstrate the ability to lead and manage Information Systems projects.
- **Teamwork and Communication**: Demonstrate the ability to communicate effectively in writing and through oral presentations in a team-oriented, culturally diverse environment.

**The MSIS Program is Accredited by AACSB International**
"**AACSB** provides internationally recognized, specialized accreditation for business and accounting programs at the bachelor's, master's, and doctoral level. The AACSB Accreditation Standards challenge post-secondary educators to pursue excellence and continuous improvement throughout their business programs. AACSB Accreditation is known, worldwide, as the longest standing, most recognized form of specialized/professional accreditation an institution and its business programs can earn”. ([From AACSB website](http://www.aacsb.edu/))

"Today, the AACSB Accreditation Standards are used as the basis to evaluate a business school’s mission, operations, faculty qualifications and contributions, programs, and other critical areas. AACSB accreditation ensures students and parents that the business school is providing a top-quality education”. ([From AACSB website](http://www.aacsb.edu/))

According to *Business School Data Trends and List of Accredited Schools 2011 edition* published by AACSB estimated number of educational institutions offering business degrees at all levels in January 2011 were 13,116. Worldwide 607 institutions were accredited by AACSB or 4.6%. At the same time the total number for the United States was 1,621 and AACSB Accredited was 479 or 29.5%.

**Overview**

**Graduate Student Responsibilities**
The Graduate student is expected to:
- Become familiar with the academic regulations of the university and the requirements of the specific educational program;
- Contact the advisor on a regular basis to keep informed of program requirements and to obtain general assistance on the completion of the program;
- Assume primary responsibility for complying with all the regulations of the university, the College of Graduate Studies, and the department, and for meeting all requirements for the degree within the allowable time limits.

**Admission Requirements**
To be considered for regular admission, an applicant must have:
a bachelor's degree from an accredited institution with a 2.7 GPA, or a grade point average of at least 3.0 in the last two years of a bachelor’s degree from an accredited institution.

Admission status
When you applied to Central Michigan University, you were granted either regular or conditional admission.

- **Regular**: This means that you have fulfilled all the admission requirements.
- **Conditional**: This means that you do not meet all the requirements for regular admissions.

You will need to work with your advisor to sign a course of action to complete the missing requirements as soon as possible. Once you have finished your missing requirements, you must file a Petition for Reclassification form to have your admission status changed. You must have regular admission to graduate. You must have regular admission prior to your last semester to participate in the graduation ceremony.

Combined MSIS degree and MBA degree in as short time as two years
The College of Business Administration offers a special arrangement for students who would like to earn both a MSIS degree and a MBA degree at the same time. This option is especially of interest for students taking the Enterprise Systems Concentration in the MSIS Program and students taking the Information Systems concentration in the MBA Program. This combination is most beneficial if students are registered in both programs concurrently and graduate at the same time from both programs. If well planned a student could earn two master degrees in as short a time as two academic years, including summer courses. International students who select this option with their MBA Program qualify for the STEM classification of the MSIS Program, which allows them to extend OPT for 17 additional months. The total credit hours for both programs, excluding prerequisites, would be as few as 54 hours rather than 69 hours if the programs were taken separately.

MSIS degree for BIS undergraduate students,
With good planning and course selection line up BIS students can now earn MSIS degree in as short time as one year in addition to the undergraduate degree. With a strategic planning the student might need to take additional 21 credit hours to earn the MSIS degree. For details contact your advisor.

Certificate and Degree Requirements

Credit Hour Requirements
The MSIS program was originally designed to be a cohort program, beginning in the fall. Students who begin the program in the spring must plan their sequence of courses ahead of time to avoid class conflicts. Students enrolled on a part-time basis must realize that it will take them longer to complete their degree, as all classes are not offered every semester. It is recommended that students work with their advisor to develop a schedule plan before beginning the program.
MSIS Degree Requirements

Required core courses: 18 credits
- BIS 601 - Introduction to Information Systems
- BIS 625 - Research in Information Systems
- BIS 628 - Application Development
- BIS 630 - Systems Analysis and Design
- BIS 635 - Business Systems Applications
- BIS 638 - Database Management for Business Systems

REQUIRED COMPREHENSIVE EXAM TAKEN DURING LAST SEMESTER. You must inform the Director of the MSIS Program that you plan to take the comprehensive exam.

Area of Concentration: 9 credits
1. Enterprise Systems using SAP software
   - BIS 647 (3) Enterprise Systems for Management Using SAP Software
   - BIS 656 (3) Business Intelligence Using SAP BW
   - BIS 657 (3) ABAP Programming for Managerial Systems
   - BIS 658 (3) Configuration and Implementation for Global Systems Using SAP Software
   - BUS 698 (4) Integration of Business Processes for Management Using SAP Software

2. Business Informatics
   - BIS 633 (3) Business Intelligence/Analytics
   - BIS 647 (3) Enterprise Systems for Management Using SAP Software
   - BIS 656 (3) Business Intelligence Using SAP BW
   - BIS 667 (3) Electronic Business E-Commerce
   - BIS 632 (3) Network Systems Management
   Or Graduate level programming class, e.g., JAVA, Visual Basic if approved

3. Accounting Information Systems
   - BIS 647 SAP Enterprise Software Management
   - ACC 730 Configuration, Control & Implementation of Global Accounting Systems using GRC
   - ACC 536 (3) Forensic Accounting
   Another graduate level accounting course required

4. Information Systems
   Courses from the above listed BIS concentrations, our blend of graduate level Business of Administration College courses approved by the Director of the MSIS Program

Electives (6 hours)
- BIS 597 Special Studies in Business Information Systems
- BIS 634 Seminar in Information Systems Issues
- BIS 660 Administrative Business Communication
Or other BIS or College of Business Administration graduate courses approved by the Director of the MSIS Program

Sequence of MSIS Courses

Courses in the MSIS program are typically taken in the sequence noted below; however, part-time students and students who have prerequisites must develop a different plan with their advisor.
Concentration: Enterprise Systems using SAP software
(MOST POPULAR CHOICE BECAUSE OF INDUSTRY DEMANDS)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>BIS 601</td>
<td>Introduction to Information Systems</td>
</tr>
<tr>
<td></td>
<td>BIS 625 (3)</td>
<td>Research in Information Systems</td>
</tr>
<tr>
<td></td>
<td>BIS 628 (3)</td>
<td>Application Development</td>
</tr>
<tr>
<td>Spring</td>
<td>BIS 630 (3)</td>
<td>Systems Analysis &amp; Design</td>
</tr>
<tr>
<td></td>
<td>BIS 638 (3)</td>
<td>Database Management for Business Systems</td>
</tr>
<tr>
<td></td>
<td>BIS 647 (3)</td>
<td>Enterprise Systems for Management Using SAP Software</td>
</tr>
<tr>
<td>Summer</td>
<td>BIS Elective 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIS Elective 2</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>BIS 657 (3)</td>
<td>ABAP Programming for Managerial Systems</td>
</tr>
<tr>
<td></td>
<td>BIS 633 (3)</td>
<td>Business Intelligence/Analytics</td>
</tr>
<tr>
<td></td>
<td>BIS 635 (3)</td>
<td>Business Systems Applications</td>
</tr>
<tr>
<td></td>
<td><strong>Date: TBA</strong></td>
<td><strong>Comprehensive Exam</strong> (Friday in the 9th week)</td>
</tr>
<tr>
<td>Spring</td>
<td>BIS 658(3)</td>
<td>Configuration and Implementation for Global Systems Using SAP Software</td>
</tr>
<tr>
<td></td>
<td>or 656 (3)</td>
<td>Business Intelligence Using SAP BW</td>
</tr>
<tr>
<td></td>
<td>or BUS 698 (4)</td>
<td>Integration of Business Processes for Management Using SAP Software</td>
</tr>
<tr>
<td></td>
<td><strong>Date: TBA</strong></td>
<td><strong>Comprehensive Exam</strong> (Friday in the 9th week)</td>
</tr>
</tbody>
</table>

Due to class scheduling, it is important to take 3 classes each semester. Although it is not required to graduate within 2 years, if your plan is to do so, it is very important to take the classes as suggested.

If you are interested in taking only classes in SAP and cannot come to campus, check out the details on the Graduate Certificate in Enterprise Systems at:

**The MSIS Program**

**MSIS Program Mission Statement**
The mission of the Master of Science in Information Systems Program (MSIS) is to prepare students to contribute to the analysis, design, development, and maintenance of information systems, and provide technology leadership with a global perspective. (November 18, 2010)

**MSIS Program Student Learning Outcomes**

**Information Systems:** Demonstrate the ability to analyze, design, develop, and maintain information systems to solve business problems.

**Information Management:** Demonstrate the ability to collect, manage and distribute meaningful information within an organization.

**Project Management:** Demonstrate the ability to lead and manage Information Systems projects.

**Teamwork and Communication:** Demonstrate the ability to communicate effectively in writing and through oral presentations in a team-oriented, culturally diverse environment.
**BIS Course Descriptions**

Note: All information regarding the MSIS program and courses is subject to change at any time. The information presented here is to give students a general idea of the prerequisites and course descriptions and in no way represents a commitment by Central Michigan University, the Business Information Systems Department, or any Faculty to teach the courses as they are described below. Course content and the number of credits for any course are subject to change at any time.

**MSIS Core Courses (12 credits)**

**BIS 601-Information Systems (3 credits)**
Introduction to the development and use of Information Systems (IS) in organizations, contemporary IS issues, and the use of software to solve business problems.

**BIS 628-Application Development (3 credits)**
This course involves designing and developing computer applications using a modern programming language.

**BIS 630-Systems Analysis and Design (3 credits)**
Introduction to the systems approach to the analysis, design and development of information systems. Methods, tools and technologies are used to develop information systems prototypes.

**BIS 638-Database Management for Business Systems (3 credits)**
A broad overview of the development and use of database systems in business. The management of databases and their strategic implications will also be covered.

**Enterprise Systems using SAP software Courses (9 credits)**

**BIS 647 Enterprise Systems for Management Using SAP Software (3 credits)**
Examination of the application and management of business enterprise software using SAP. Issues include software deployment that supports transaction processing in the business supply chain.

**BIS 656: Business Intelligence Using SAP BW (3 credits)**
A study of SAP Business Information Warehouse (BW). Enterprise data warehousing and advanced reporting and data analysis tools are covered.

**BIS 657 ABAP Programming for Managerial Systems (3 credits)**
Application of the ABAP Programming language to implement business processing using the SAP R/3 System as an example of contemporary enterprise software. Prerequisites: BIS 628, BIS 647.

**BIS 658 Configuration and Implementation for Global Systems Using SAP Software (3 credits)**
Configuration issues, concepts and application of enterprise software (SAP) for global business organization integration. Prerequisites: BIS 647, BIS 630

**BUS 698 Integration of Business Processes for Management Using SAP Software (4 credits)**
Examination of how business processes interact with in the SAP software modules including the analytical and reporting functions. Prerequisites: An SAP course taken at CMU.

**Plan B Research Requirement Courses (6 credits)**

**BIS 625 -Research in Information Systems (3 credits)**
Addresses information systems (IS) research concepts and methods, and the application of concepts in planning and conducting IS research studies.

**BIS 635-Business Systems Applications (3 credits)**
A capstone, project-oriented study of the planning, analysis, design, implementation and testing of a business system application using modeling tools and available technology platforms. Prerequisites: BIS 630.

Elective Courses and Courses in other Concentrations (6 credits)

**BIS 597- Special Studies in Business Information Systems**
Selected topics not normally included in existing courses, with current topics listed in the semester Class Schedule.

**BIS 633-Business Intelligence/Analytics (3 credits)**
A seminar on the information systems and tools used to aid intelligent decision making in contemporary business environment. Prerequisites: BIS 601.

**BIS 634-Seminar in Information Systems Issues (3 credits)**
Overview of contemporary information systems issues.

**BIS 660-Administrative Business Communication (3 credits)**
Developing and refining business communication skills for enhancing corporate policy, management, and technology.

**ACC 536-Forensic Accounting**
The study of financial fraud and the methods of fraud detection, investigation, and prevention.

**ACC 730-Configuration, Control & Implementation of Global Accounting Systems using GRC**
Basic conceptual framework, design, implementation, and control of enterprise resource planning systems.

**Comprehensive Exam (pass/fail status)**
Description: Each student must pass a written comprehensive exam in information systems. The exam is taken during a student’s last semester. Students must fill out an application and submit to the MSIS director in Grawn 305 at the beginning of their last semester in order to take the Comprehensive Exam. The exam is offered during the 9th to 11th week of each semester, determined by the MSIS director. Students must take the exam on the scheduled date. The Comprehensive Exam is 100 multiple-choice questions covering all courses (core, concentration and electives). To pass the Exam candidate has to score 70% or better.
No exceptions. A student, who does not pass the exam, may re-take the exam once. If the student does not pass the exam the second time, he/she must re-take one or more courses.

**Registration**

**Procedure**
Only students who are admitted to the MSIS or MBA programs are allowed to register for the BIS classes. Non-MSIS/MBA students can email the Director of the MSIS program at msis@cmich.edu to register for these classes. They can also call 989-774-4364. A $100 late registration fee is charged to a student’s account when they initiate registration on the first day of classes.

**Dropping and Adding Classes**
Courses are added only by the Director of the MSIS program. Students may drop a class using the on-line registration through https://portal.cmich.edu during the times listed for drop and add. They may also drop or add a class during the walk-in registration period at the Bovee Center. Dropping or Adding classes after the official drop/add period is permitted only in exceptional
situations and requires the approval of the department chairperson. If you are having severe difficulty in a course, please talk to your advisor.

Authorization of Graduate Degree Program

The Authorization of Graduate Degree Program form is the official document that lists all requirements for a student’s graduate degree. When a student applies for graduation, the student’s transcript is compared with the Authorization of Graduate Degree Program on file in the College of Graduate Studies.

Processing the form

The advisor will meet with the student shortly after admission to the College of Graduate Studies. At this time, all requirements for the graduate degree will be recorded on the Authorization of Graduate Degree Program form. This form specifies course requirements at CMU as well as acceptable transfer credits and is signed by the advisor. The original of this form must be on file in the College of Graduate Studies.

Changing the program after the form is filed

Any changes to an authorized program should be made via the Course Substitution Form available in the College of Graduate Studies.

Transfer Credits

An important responsibility of the graduate advisor is to carefully review student transcripts for acceptable transfer credits. The advisor should evaluate credits eligible for transfer in terms of the Graduate Transfer Credit Policy published in the Graduate Bulletin. This should be done prior to signing the Authorization of Graduate Degree Program form if transfer credits are included.

Maximum Number of Transfer Credits

CMU graduate programs all have a maximum number of allowable transfer credits. Generally, certificate programs allow a maximum of 6 semester hours and master’s degree programs allow a maximum of 15 semester hours. In order to determine the maximum number of transfer credits allowable on a specific program, the student should consult the Graduate Bulletin. Information can be found under Graduate Transfer Credit Policy.

Transfer Procedure

In order to receive transfer credit, the student must fill out a Transfer Credit Request form. The form requires the signature of the advisor and the Dean of the College of Graduate Studies. Transfer credits are acceptable only if these conditions are met: credits must be earned at a college or university of recognized standing, the credits must be earned within the time limit for completion of the degree, the student must have a B or higher in the course(s).

Full Time Student Status

The College of Graduate Studies considers a normal load for full-time resident study to be 9-12 hours in the fall or spring semester and 4-6 hours in a six-week summer session. To qualify as a full-time student for financial benefits under Veteran’s or Social Security Administration programs or other CMU financial aid programs, a student must take a min. of nine (9) credit hours during the fall and spring semesters. To qualify as a part-time student, a student must take five (5) credit hours. Some loan programs require six (6) credit hours for part-time status. International students without graduate assistantships are required to enroll for a minimum of nine (9) hours per semester in order to maintain their student visa status with the US Bureau of Citizenship and Immigration Services. International students who have a GA are required to enroll in a min. of six (6) hours. Note: BIS requires all international students to take three (3) classes each semester. (See pg. 7)

Maximum and Minimum Academic Loads
Limits are set on the number of credits that a graduate student may take in a given semester. Specifically, a graduate student may not enroll for more than 15 credits in the fall or spring semester, nor may the student enroll for more than 15 credits in the two summer sessions combined. Exceptions to the limitation require approval of the graduate advisor and the Dean of the College of Graduate Studies. Unless financial or immigration requirements necessitate defining a minimum number of hours for status as a full-time graduate student, there is no minimum load requirement for graduate studies. It is expected that students will assess need, ability, and other factors judiciously and register for a class load that permits one to maintain graduate standards.

**Academic Integrity**

Because academic integrity is a cornerstone of the University’s commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

**Students with Disabilities**

Central Michigan University provides students with disabilities reasonable accommodations to participate in university activities, programs and services. Students with disabilities requiring an accommodation should contact Mr. Ernie Bedford, DSS Liaison or Ms. Kari Rojas, DSS Coordinator at 1-800-950-1144 ext 3264 at least 4 weeks prior to a scheduled event or commencement of classes.

**Academic Probation**

If a student’s GPA drops below a 3.0 in any session, the student is placed on probation. Once placed on probation, a student must show satisfactory progress toward regaining a 3.0 cumulative GPA, by earning a grade point average ABOVE a 3.0 during the next semester. When the GPA reaches 3.0, the student will be taken off probation. If a student fails to obtain a GPA higher than 3.0 in the first session following notification of probation status, the department may recommend to the Dean of the College of Graduate Studies that the student be removed from the degree program. A department may ask to extend the probation for an additional session if circumstances warrant. If a student does not regain a 3.0 GPA by the end of the second session, he or she may be continued only if the department makes a specific request and the Dean of the College of Graduate Studies concurs.

**Inactive Status**

If, after completing one or more courses, no further graduate credit is earned for 3 consecutive years, a student is classified as inactive and admission is terminated. To reactivate the admission status, a student must reapply to the College of Graduate Studies but will not have to pay the application fee providing the student is applying to the same program. There are, of course, no guarantees that the student will be readmitted, since some departments have limited openings available for graduate students, or admission standards may change.

**Time Limits**

Two calendar years should be adequate for the completion of the MSIS degree program. However, in all instances requirements must be met within 7 years from the time of your initial coursework. Unless the College of Graduate Studies has granted a policy exception, transfer credit that is more than 7 years old at the time of graduation will not count towards a graduate degree program.
Student Groups

Association of Information Technology Professionals (AITP)
- AITP brings in experts from the IT workforce and lets you hear what real world jobs in business and technology are all about. Weekly meetings allow you to gain knowledge about the IT industry. The National conference lets you compete in specialized areas of technology against AITP students from around the country. The networking and educational experience AITP brings is a great way to enhance your college experience. Take a look around our website to learn more about CMU’s chapter of AITP and how you can become an active member.

College of Business Administration Graduate Students Association (CBA GSA)
- The College of Business Administration Graduate Students Association (CBAGSA) is an association made up of highly spirited members who strive to bring in innovative ideas and activities that uphold the academic, business, as well as entrepreneurial aims of students in the College of Business Administration.

SAP Student User Group (SAPSUG)
The SAP Student User Group is a group focused on the use and training of SAP. By joining the group you can take the SAP Terp10 exam. The group also takes a trip at least once a year to visit businesses that use SAP. These trips are often out of state. The group is also a great way to network, and you automatically become a member of ASUG.

Optional Practical Training (OPT)
The information about OPT and CPT are from:
Office of International Affairs – OIA | Tel: (989) 774-4308 Fax: (989) 774-3690
330 Ronan | Mount Pleasant | Michigan | 48859 | USA

General Information
Optional Practical Training (OPT) is defined as: “temporary employment for practical training directly related to the student’s major area of study.” 8 C.F.R. § 214.2(f)(10)(ii)
OPT may be authorized to an F-1 student who has lawfully enrolled in an academic program on a full-time basis for one full academic year. The student may apply for OPT employment authorization for work that is directly related to his or her area of study. It is intended to provide hands-on practical work experience complementary to the student’s academic program. English language training students are not eligible for OPT.

There are three types of OPT available to eligible F-1 students:
- Pre-Completion Optional Practical Training (link)
- Post-Completion Optional Practical Training (link)
- 17-month STEM OPT Extension (The MSIS Program is a STEM Program) (link)
Although an employment offer is not required to apply for standard OPT, it is expected that a student work during his or her period of employment authorization. Students applying for a 17-month STEM extension are required to have an offer of employment with an E-verify registered employer. Students on Post-Completion OPT may only accumulate a total of 90 days of unemployment.

Pre-Completion OPT
Optional Practical Training before completion of a student’s program of study is called Pre-Completion OPT. Pre-Completion OPT may be authorized to an F-1 student who has lawfully enrolled in an academic program on a full time basis for 1 full academic year. Students with approved Pre-Completion OPT may work up to 20 hours per week while school is in session. Students may be authorized to work full time
when school is not in session if they are eligible to register for the next semester and plan to do so, and for students who have completed all degree requirements except for their thesis or dissertation.

**Pre-Completion OPT may be available in the following circumstances:**
During a student’s annual vacation and at other times when school is not in session if he/she is eligible to register for the next semester and intends to do so.

While school is in session, provided that OPT does not exceed 20 hours per week.

A student who has completed all coursework but for his/her thesis or dissertation can apply for either part-time or full-time pre-completion OPT

The student’s program end date usually determines whether he/she requests Pre- or Post-Completion OPT. Pre-Completion OPT is authorized before the student’s program end date. Post-Completion OPT is authorized after the student’s program end date.

Students are eligible for a total of 12 month’s full-time OPT for each degree level completed. Both Pre- and Post-Completion OPT are counted against this 12 month total. Part-time OPT is deducted from the 12 month total at the rate of one-half the full-time rate.

**OPT Application Procedure**

1. Make an appointment with an advisor and bring the following to the OIA:
   a) A recommendation letter from student’s academic advisor or department chairperson (a sample letter can be found in the OPT application packet available in the OIA).
   b) USCIS Form I-765 completed, indicating (c)(3)(A) in item 16.
   c) Photocopies of current and previous I-20s.
   d) Photocopies of information pages of passport, visa page and Form I-94.

2. After reviewing the material listed above, and confirming eligibility for Post Completion OPT, the advisor will recommend the student for OPT and issue an I-20 with an OPT recommendation.

3. Once receiving the I-20 with the recommendation, the student will submit the following documents to CIS:
   a) Original Form I-765
   b) Original I-20 with OPT recommendation.
   c) Photocopies of all previous I-20s.
   d) Photocopy of Form I-94, front and back.
   e) Photocopy of information pages of passport and visa page.
   f) Two photos meeting CIS specifications see attached examples.
   g) Check or money order for $340* payable to The Department of Homeland Security. *Please note that this fee has increased to $380 effective November 23, 2010.

4. Mail the documents by certified mail with return receipt to the following address:

<table>
<thead>
<tr>
<th>USCIS</th>
<th>If using express package (FedEx, UPS) deliveries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 21281</td>
<td>USCIS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>1820 E. Skyharbor Circle S, Suite 100</td>
<td>Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>

Once an application packet has been received by CIS, it may take 60-90 days to complete processing. Students are not allowed to begin employment until they receive the EAD in the mail. Please allow sufficient time for processing.
Special Consideration for Thesis/Dissertation Students

Students with only a thesis or dissertation to complete may apply for either Pre-Completion or Post-Completion OPT while completing work on the Thesis or Dissertation. According to the SEVP Policy Guidance on OPT, dated 4/10/09, if a student in this situation applies for Pre-Completion OPT, he or she:

- May work full time.
- Is not subject to the unemployment provisions, and may receive a program extension.
- May not apply for the STEM extension from a period of Pre-Completion OPT.
- Would not be eligible for the cap-gap extension of OPT.

Alternatively, if a student in this situation applies for Post-Completion OPT, he or she:

- May work full time.
- Would be eligible for the cap-gap extension.
- May apply for the STEM extension if otherwise eligible.
- Would be subject to the unemployment provisions.
- Would be unable to receive an extension of his or her program.

If a student applies for and receives 12 months of Post-Completion Optional Practical Training and does not complete his/her thesis or dissertation, the student must prepare to change status, begin a new program of study, or depart the country prior to the end of his/her grace period.

Post-completion OPT

General Information

Post Completion Optional Practical Training (OPT) may be authorized to an F-1 student who has lawfully enrolled in an academic program on a full-time basis for one full academic year, after the completion of the degree or after completion of all course requirements for the degree (excluding thesis or equivalent). Post Completion OPT is OPT authorized for employment after a student’s program end date on his/her Form I-20.

Post-Completion OPT may be requested up to 90 days prior to the program end date or up to 60 days from the end of the student’s program. OPT must be completed within a 14-month period following the completion of study. The student seeking OPT may not begin employment until he/she has been issued an Employment Authorization Document (EAD card). Authorization to engage in OPT is automatically terminated when a student transfers to another school or begins study at another educational level.

While on OPT, individuals are still considered to be F-1 students at CMU although they may be working elsewhere in the United States. Students continue to be responsible for informing CMU and the Office of International Affairs of their current address until their OPT has been completed and they leave the United States. Once an employment offer has been accepted, student’s are required to notify the OIA of their employer’s name and address.

Employment requirements during the period of OPT include:

- Employment must be related to student’s field of study.
- Student’s may not accumulate more than 90 days of unemployment during the OPT period.
- Non-paid employment is permitted. Student’s with internships or volunteer positions may be considered employed for OPT purposes.
- Students must report employment information to the OIA. Any changes to this information must be updated within 10 days.
OPT Application Procedure

1. Make an appointment with an advisor and bring the following to the OIA:
   a) A recommendation letter from student’s academic advisor or department chairperson (a sample letter can be found in the OPT application packet available in the OIA).
   b) USCIS Form I-765 completed, indicating (c)(3)(B) in item 16.
   c) Photocopies of current and previous I-20s.
   d) Photocopies of information pages of passport, visa page and Form I-94

2. After reviewing the material listed above, and confirming eligibility for Post Completion OPT, the advisor will recommend the student for OPT and issue an I-20 with an OPT recommendation.

3. Once receiving the I-20 with the recommendation, the student will submit the following documents to CIS:
   a) Original Form I-765
   b) Original I-20 with OPT recommendation.
   c) Photocopies of all previous I-20s.
   d) Photocopy of Form I-94, front and back.
   e) Photocopy of information pages of passport and visa page.
   f) Two photos meeting CIS specifications see attached examples.
   g) Check or money order for $380 payable to The Department of Homeland Security.

4. Mail the documents by certified mail with return receipt to the following address:
   
   USCIS  
   P.O. Box 21281  
   Phoenix, AZ 85036  
   If using express package (FedEx, UPS) deliveries:
   
   USCIS  
   Attn: AOS  
   1820 E. Skyharbor Circle S, Suite 100  
   Phoenix, AZ 85034

Once an application packet has been received by CIS, it may take 60-90 days to complete processing. Students are not allowed to begin employment until they receive the EAD in the mail. Please allow sufficient time for processing.

17 Month STEM Extension of OPT
F-1 students who completed a bachelor’s, master’s, or doctoral degree in a STEM field and are currently engaged in Post-Completion OPT may apply for a 17 Month STEM extension of their OPT if they have a job or job offer from an E- Verify employer.

Eligibility Requirements:
F-1 students may be eligible for a 17 month extension of OPT if they:

- Are currently participating in a 12-month period of approved, post-completion OPT and apply in advance of the current OPT’s expiration date.
- Have completed a Bachelor’s, Master’s, or Doctoral degree in Science, Technology, Engineering, or Mathematics (STEM) as identified by the Department of Homeland Security
- Are employed in a job directly related to their major area of study
- Work for, or have accepted employment with, an employer enrolled in the E- Verify Program. Please check with the employer’s HR department to confirm if the company is enrolled.
- Are properly maintaining F-1 status:
  1. Have not been unemployed more than 90 days during current OPT period. Violating this rule may affect eligibility for further benefits.
  2. Have kept the Office of International Affairs informed of the correct position name, employer name and address, place of employment and interruptions of employment
Required Documents and Procedures:

1. Completed CIS Form I-765, with the eligibility code in Item #16:(c)(3)(C) for a 17-month extension and list the degree in Item #17 that appeared on your I-20. Please note that this may be different from the name used by CMU.
2. OPT extension request form; completed by student and employer
3. Photocopies of previous I-20(s)
4. Photocopy of current EAD card
5. Photocopy of CMU transcript or diploma stating STEM degree
6. Photocopy of I-94 card (front and back) and copies of your passport (biographic and U.S. visa pages)
7. Check or Money Order for $380 payable to Department of Homeland Security.
8. 2 passport style photographs. Write your name and I-94 number on the back of your photographs
9. Employment letter including job description including how the employment relates to the STEM field

Please schedule an appointment and bring the above documents to the OIA in addition to the completed STEM Request Form. If you are out of town, contact your OIA advisor by email for instructions. It may take 10 days for the office to process your application by mail so please plan accordingly. Please note that you will receive a new I-20 when applying for a stem request.

Mail the required documents to the appropriate USCIS Service Center based on your address.

You will receive a letter of receipt within 10 to 30 days from the USCIS Service Center. It may take up to 90 days to obtain the EAD (Employment Authorization) card.

Please Note:

- If a STEM student receives a 17-month extension, the limit on unemployment is no more than 120 days, applied to the entire 29-month period of post-completion OPT.
- Employment authorization is automatically extended while a timely-filed 17-month OPT EAD extension is pending until the new EAD is received or for 180 days, whichever is earlier.
- The employment authorization period for the 17-month OPT extension begins on the day after the expiration of the initial post-completion OPT employment authorization and ends 17 months thereafter, regardless of the date the actual extension is approved.
- The 17-month extension is allowed once per lifetime.
- The extension is only for those in Post-completion OPT employment.
- A student may change employer during the 17-month extension; however, USCIS advises against changing employers while the I-765 is pending, since the I-765 names a specific employer.

Student responsibilities while on STEM extension OPT

A student pursing a period of STEM extension OPT must:

- Work in a paid position for an E-Verify employer at least 20 hours per week
- Work in a position related to the STEM degree
- Report to the DSO within 10 days of:
  1. Legal name change
  2. Change in residential or mailing address
  3. Change in employer, providing the employer name and employer address
  4. Loss of employment
- Send the DSO a validation report every six months starting from the date the STEM extension starts and ending when the student’s F-1 status ends or the STEM extension ends, whichever is
The validation report is due to the DSO within 10 days of each reporting date and must include the student’s:

1. Full legal name
2. SEVIS identification number (found on the I-20)
3. Current mailing and residential address
4. Name and address of the current employer
5. Date the student began working for the current employer

- A student pursuing a period of STEM extension OPT must not:
  1. Work for any employer that is not an E-Verify employer
  2. Accrue more than 120 days of unemployment time during the entire period of post-completion OPT (regular post-completion OPT and STEM extension OPT)

**Curricular Practical Training (CPT)**

**General Information**
Curricular Practical Training (CPT) for F-1 students is intended to provide hands-on, practical work experience in situations where the work serves as an integral part of a student's academic program and is prior to completion of that program. Students that have been in F-1 status for one academic year may apply to participate in this type of training. **Students who have received one year or more of full-time CPT in an academic level are ineligible for Optional Practical Training (OPT) in that same academic level.**

To be eligible for curricular practical training, you must have a job offer, as the employment authorization will be employer specific. In addition, at least one of the following conditions must be met:

- Your academic program requires employment in the field of study as a condition of graduation. In this case, CPT does not need to be credit bearing.
- Your academic program offers credit-bearing training opportunities that are an important, but optional part of the program of study.

**Application Procedure**
Make an appointment with an OIA advisor and bring the following:
- Passport and Form I-94;
- Completed Curricular Practical Training Recommendation Form [view];
- Letter of Curricular Training offer from prospective employer stating terms, length and location of employment;
- Current and any previous Form I-20

If it is determined that you are eligible to receive CPT, an OIA advisor will authorize your request. The advisor will update your record in SEVIS for CPT that is directly related to your major area of study. He/she will indicate whether the training is full-time or part-time, the employer's identification information and the dates of practical training. The advisor will then issue a SEVIS Form I-20 indicating that CPT has been approved. This updated Form I-20 will serve as proof of your authorization to work.

Once you receive your CPT endorsed Form I-20, you may engage in curricular practical training from the start date indicated on the Form I-20.

**Graduation Procedures**
To graduate, a master’s degree student must:
- Have **regular admission** to the degree program;
b. File an Authorization of Graduate Degree Program form;
c. Complete a minimum of 30 semester hours of graduate work with a GPA of 3.0 or higher;
d. **Earn at least a “C” in each course** applied to MSIS;
e. Earn 15 or more hours for the degree in courses at or above the 600 level;
f. Pass the comprehensive exam;
g. Fulfill all requirements of the chosen curriculum and all other university regulations pertaining to the program;
h. Complete all requirements pertinent to Plan B; and

**Students must apply for graduation themselves through the Graduate School.** Send a completed Graduation Application form, along with a check or money order for the $50.00 fee, to the College of Graduate Studies, approximately 8 weeks before the end of the semester. Deadline dates are published in the current Graduate Bulletin.

- **Audit**
  After a student submits a **Graduation Application** form, the student’s record is audited in the College of Graduate Studies to verify completion of program requirements. After the audit is complete, the student and advisor will each be mailed an audit form **Your Progress Towards Graduation** indicating either that all requirements are satisfied or that the student has requirements left to complete. In the latter case, the audit form indicates what the student must do before graduating. Students who fail to complete requirements by the deadline will receive a **Failure to Complete Requirements For Graduation** form, indicating that they will not graduate at the upcoming graduation and advising them to apply for the next graduation period.

- **Diplomas**
  Diplomas are mailed to students about 6 weeks after commencement. If a student needs evidence of degree completion in less than 6 weeks, written verification is available.

**Other Important Offices**

**Office of Graduate Studies**

*Location:* 100 Foust  
*Hours:* 8am-5pm, M-F  
*Interim Dean:* Dr. Roger Coles  
*Phone:* 989-774-4890  
*Director of Graduate Admissions:* Judy Prince  
*Phone:* 989-774-1059

The College of Graduate Studies handles all types of issues relating to graduate students, from admission through awarding of graduate certificates and degrees. The grad office processes Fellowship and graduation applications.

**Career Services**

*Location:* 240 Ronan  
*Hours:* 8am-5pm, M-F  
*Phone:* 774-3068

Services provided are free of charge and include: career advising, mock interviews, resume critiques, career resource center, on-campus interviewing program, employer referral program, employment vacancy bulletin, internship center, and internship fairs.

**CMU eRecruiting Network:**

[https://go2.cmich.edu/support_services/career_services/Pages/jobsearch.aspx](https://go2.cmich.edu/support_services/career_services/Pages/jobsearch.aspx)

**Office of International Affairs (OIA)**

*Location:* 330 Ronan  
*Hours:* 8am-5pm, M-F  
*Phone:* 989-774-4308
Besides orientation and advising services, the OIA coordinates a number of programs designed to help students become familiar with campus and community life. OIA staff members also conduct programs and workshops covering issues such as work authorization, cross-cultural communication, driving in the U.S., study skills, nutrition, etc.

https://go2.cmich.edu/academic_programs/undergraduate/international_students/international_affairs_study_abroad/OIA---StudentServices/Pages/default.aspx

**English Language Institute (ELI)**

*Location:* 350 Ronan Hall  
*Phone:* 989-774-2567 or 774 1717

If you are an International Student, the English Language Institute offers a series of courses to assist students whose native language is not English to acquire the level of proficiency adequate for success in academic study. Because TOEFL scores are not always a reliable predictor of proficiency in English for academic tasks, the Institute gives new non-native speakers of English a placement test to determine their actual proficiency.

**Only international students who have received TOEFL scores of 213 CBT, 550 PBT, or 79 iBT and above, or IELTS scores of 6.5 and above may be granted regular admission.**
Financial Assistance for Graduate Students

Graduate Assistantships

- Administered by & applied for through departments/programs (see MSIS application form at the end of this Handbook.
- Some departments make GA applications available on websites.
- Some programs require GRE scores with GA applications.
- Can be awarded a full- or part-time GA.
- May be awarded for a semester only or for the entire academic year.
- Types: teaching, research, or administrative (depending upon program).
- Decisions are generally made during spring for following fall.
- Recent full-time master’s GA terms:
  Stipend: $10,300 (average – can vary by department).
  Tuition scholarship of 20 hours (in-state $467 each) valued at $9,340; (out-of-state $766 each) valued at $15,320. Provides resident tuition for academic year & subsequent summer. Required to work 20 hours per week for department.

Graduate Studies Fellowships

- Administered by the College of Graduate Studies
- Applications_INFORMATION AVAILABLE AT https://www2.cmich.edu/academics/graduate_studies/GSNewandCurrentStudents/GSApplication sandForms/Pages/Graduate_Fellowship_Forms.aspx
- Deadline on the 1st Monday in February by 5 p.m. (17:00) EST.
- Awarded to master’s students* for the entire academic year.
- Requirements:
  GRE or GMAT score.
  Statement of qualifications / goals for graduate study.
  Three letters of recommendation.
  Application for graduate admission & transcripts on file.
  Further details are on the application form.
- Recent Graduate Studies Fellowship:
  Stipend: $10,300.
  Tuition remission: 24 credits ($388 each) valued at $11,208.
  Provides resident tuition valued at $18,384 for out-of-state students. No work requirement.
* Doctoral students should apply for Doctoral Research Fellowships instead.

King/Chavez/Parks Future Faculty Fellowships

- Administered by the College of Graduate Studies through support from the Michigan Department of Labor and Economic Growth with the goal of increasing the pool of traditionally underrepresented candidates pursuing faculty teaching careers.
Applications/information available at https://www2.cmich.edu/academics/graduate_studies/GSNewandCurrentStudents/GSAppliedandForms/Documents/KCP%20Fellowship%20Application%202010-2011.doc

- Deadline April 1.
- Open to master’s and doctoral students who are U.S. citizens and residents of Michigan.

Graduate Studies Assistantships
- Administered by the College of Graduate Studies.
- Application available at www.grad.cmich.edu/forms.htm.
- No application deadline.
- Awarded for two years, with terms of award like departmental assistantships.

Neighboring Regions Tuition Awards
- Automatically awarded only to residents of Ohio, Illinois, and Indiana who have a 3.3 or higher cumulative undergraduate GPA. No application necessary.
- Grant in-state (Michigan resident) tuition to students admitted to a CMU graduate program.
- Good for the duration of the program contingent upon the recipient remaining in good standing (3.0 GPA).

Graduate Student Presentations & Research Grants
- Graduate Assistant Conference Grant Form
- Graduate Student Publication & Presentation Grant
- Graduate Student Research & Creative Endeavors Grant Application
- Dissertation Research Support Grant

Legacy Tuition Program
- Students with at least one parent or grandparent who has graduated with an earned degree from CMU are eligible for in-state tuition.

Other Financial Assistance Options
- Various department-specific scholarships are available. For a listing, please visit https://bulletins.cmich.edu/2009/ug/Financial%20Aid/Memorial.asp
- Further information about scholarships, loans, and other forms of financial assistance is available through CMU’s Office of Scholarships and Financial Aid, (888) 392-0007 or (989) 774-3674, by e-mail at CMUOSFA@cmich.edu, or on the web at http://financialaid.cmich.edu/.

On-Campus Employment
- Jobs are available on campus through the Student Employment Office, 206 Bovee University Center, (989) 774-3881. Vacancies are also posted on the web at http://ses.cmich.edu/.

Financial Assistance/Graduate Research Fellowships/Graduate Assistantships
- Students interested in financial assistance should contact the Office of Scholarships and Financial Aid, Central Michigan University, 205 Warriner Hall; Mt. Pleasant, Michigan 48859. Telephone (989) 774-3674, Fax: (989) 774-3634, e-mail: CMUOSFA@cmich.edu.
- Students interested in graduate Research Fellowships should contact the College of Graduate Studies, Central Michigan University, Mt. Pleasant, MI 48859; Telephone: (989) 774-GRAD; e-mail: GRAD@cmich.edu.
- There is no guarantee that any financial assistance, graduate research fellowships or graduate assistantships will be available.
MSIS Graduate Assistantships

A small number of graduate assistantships are available for students who are working on their MSIS degree. Appointment to an assistantship is an **honor** by which **academic excellence is encouraged and rewarded**. Appointments are awarded to students who have **records of high quality academic attainment** in the past or who are judged to offer promise of high quality academic achievement in the future.

The Department offers full or part time positions **depending on Department needs and funds available**. Graduate Assistants may teach introductory courses, assist instructors with classroom activities or assist in research projects. Graduate assistants are paid a stipend and are given a certain number of credit hours of tuition free during their assistantships.

**HOW TO APPLY FOR AN ASSISTANTSHIP**

1. Complete a graduate assistantship application plus submit a Letter of Interest, current resume, an unofficial transcript and a class schedule for the semester that you are applying to be a GA.
2. The deadline for Fall graduate assistant positions is April 1 and the deadline for Spring is November 1. There are no graduate assistant positions available in the summer.
3. MSIS students are given priority for Graduate assistantship appointments in the BIS department.
4. If you are an international student, the English writing and speaking test are required. This test is given at the beginning of the semester. Call the English Language Institute at (989) 774-2567 before applying.
5. You will need an F1 or J1 visa to work on campus. If you have another visa or work authorization card please contact the Office of International Affairs.
6. If you are currently holding a graduate assistantship position with the BIS department, submit your updated resume, class schedule and application each semester.
7. *All applicants might be required to give a presentation on a teaching topic selected by the BIS department. Time, date, and place to be determined.*
**Business Information Systems Department**

Central Michigan University

**MSIS GRADUATE ASSISTANTSHIP APPLICATION**

Deadline for submission: April 1st for Fall semester; Nov 1st for Spring semester

All hired GA’s are required to be back on campus the week before classes begin to attend training. If you cannot make this deadline, your position may be terminated.

Name: __________________________   _______________________   ______ DOB: _____ / _____ / ______

Last   First   Initial   mm   dd   yyyy

Student ID # ___________________________   CMU Email address: __________________________________

Permanent Address ____________________________

Phone # ____________________________

Current Address ____________________________

Phone # ____________________________

Have you been admitted to the College of Graduate Studies? (Yes/No) ____________________________

Have you been accepted into the MSIS graduate program? (Yes/No) ____________________________

Do you have another job? (Yes/No) Where? ____________________________

Do you have another GA appointment in another department? (Yes/No) Where/How many hrs?

____________________________________________________

Do you give the BIS department permission to release your academic transcripts to Faculty Personnel Services in the event you are hired? (Yes/No) ____________________________

Are your skills better suited for Research or Teaching? ____________________________

Please explain: ____________________________

List all your skills that would be relevant to this position: (ex: blackboard, experience in SPSS, SAP, research for a publication) ____________________________

____________________________________________________

List **CMU courses taken** (if any):

____________________________________________________

**Previous Graduate Information**

<table>
<thead>
<tr>
<th>Institute</th>
<th>Degree/Major</th>
<th>GPA</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**General Information**

1. Complete applications require the following:
   a. This Graduate Assistantship Application form (completed)
   b. Letter of Interest
   c. Current Resume
   d. English Language exam completed, if needed.
2. Please make sure that your application and any supporting materials are complete.
3. Graduate assistantship appointments in the BIS department are contingent upon admission to the College of Graduate Studies and acceptance into the Master of Science in Information Systems graduate program.
4. You will need an F1 or J1 visa to work on campus. If you have another visa or work authorization card please contact Office of International Affairs.
   
   5. If you are currently holding a graduate assistantship position with the BIS department, submit your updated resume and application each semester.
   6. Applicants may be required to give a presentation on a teaching topic selected by the BIS department. Time, date, and place to be determined.

Please submit application materials to:

BIS Department, Grawn 305
Central Michigan University
Mt. Pleasant, Michigan 48859
Phone: 989-774-3554
Fax: 989-774-3356
Email: msis@cmich.edu