*Master of Science in*
*Information Systems – MSIS Program*

*Central Michigan University*
*College of Business Administration*
*Business Information Systems Department*

# GRADUATE STUDENT HANDBOOK
**2018 – 2019**

## The Campus Location of the MSIS Program
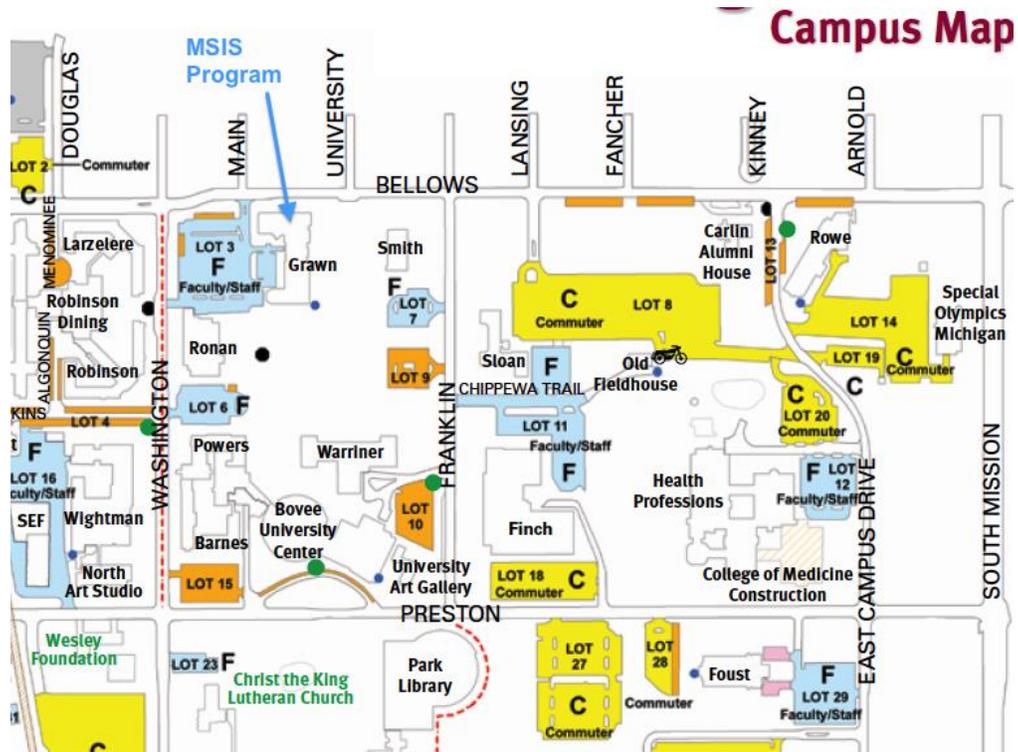
Located at Grawn Hall 305.

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## WELCOME

Our faculty and staff welcomes you to **C**entral **M**ichigan **U**niversity 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 schedules, graduation procedures, and graduate assistantships. Your classes in information systems will be taught by faculty members with expertise in the information systems discipline. If you have more questions, please contact the BIS Office in Grawn 305. The contact information for faculty and staff members in the Business Information Systems Department is listed below for your reference:

| Name | Office Grawn | Tel. 989-774 + | Email (add @cmich.edu) |
|---|---|---|---|
| Dr. Emil Boasson, MSIS Director | 322 | 3588 | boass1e |
| Dr. James Cappel | 336A | 3435 | cappe1jj |
| Mr. Kenneth Desloover | 317 | 3889 | deslo1k |
| Dr. Jerry Dimaria | 302C | 3970 | dimar1jg |
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| Dr. Ann-Marie Horcher | 305 | 1782 | horch1a |
| Dr. Zhenyu Huang | 305 | 7416 | huang1z |
| Dr. Mark Hwang | 302B | 5900 | hwang1m |
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| Dr. Anil Kumar, Chair BIS | 305 | 1906 | kumar1a |
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| Mr. Kevin McCarron | 308 | 9275 | mccar1kp |
| Mr. Christopher McBride | 317 | 3889 | mcbri1cg |
| Ms. Denise McBride | 340 | 3514 | mcbri1dm |
| Dr. James Melton | 339 | 3510 | melto1jh |
| Dr. Robert Miller | 302A | 2831 | mille5re |
| Dr. James Scott | 337 | 4370 | scott1jp |
| Dr. Vishal Shah | 336 | 4350 | shah3v |
| Mr. Stephen Tracy, SAP Program Director | 320B | 1292 | tracy1sl |
| Dr. Gustav Verhulsdonck | 334 | 1642 | verhu1g |

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

*Emil Boasson*

*Dr. Emil Boasson*
MSIS Program Director
For more information, please visit MSIS website: email: boass1e@cmich.edu

# The MSIS Program

## MSIS Program Mission Statement

Our mission is to prepare students to be effective information systems professionals. (April 2016)

## MSIS Program Student Learning Outcomes

**SLO 1**. Demonstrate the ability to collaboratively develop information systems to solve business problems. (CBA #3, 4)

**SLO 2.** Demonstrate the ability to provide accurate information to key stakeholders. (CBA #2, 3, 4)

**SLO 3.** Demonstrate competency in core business knowledge. (CBA #1)

**SLO 4.** Demonstrate effective business writing and oral communication skills. (CBA #2)

## 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)

"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)

According to AACSB, the estimated number of educational institutions offering business degrees at all levels was 16,521 worldwide in 2016.  AACSB accredits 817 institutions in 53 countries or 5%. The total number for the North America was 1,7291 and AACSB Accredited was 537 or 30%.

# Overview

## Graduate Student Responsibilities
The graduate student is expected to:
   a. Become familiar with the academic regulations of the university and the requirements of the specific educational program.
   b. Contact the advisor on a regular basis to keep informed regarding program requirements and general assistance on the completion of the program.
   c. Assume primary responsibility for complying with all the regulations of the university, the College of Graduate Studies, the department, and for meeting all degree requirements 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 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 <u>must</u> have regular admission to graduate. You must have regular admission before your last semester to participate in the graduation ceremony.

## Combined MSIS degree and MBA degree in as little as two years
The College of Business Administration offers special arrangements for students who would like to earn both the MSIS degree and MBA degree at the same time. This option is especially of interest for students taking the Enterprise Systems Track in the MSIS Program and students taking the Information Systems emphasis in the MBA Program. This combination is most beneficial if students are registered in both programs concurrently and graduate from both programs at the same time. If well-planned, one could earn two master degrees in as short time as two academic years, including summer courses. International students who select this option with their MBA Program would be able to enjoy the STEM classification of the MSIS Program. The total credit hours for both programs, excluding prerequisites, would be as few as 57, rather than 72 if taking the programs separately.

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

## 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: 21 credits**

BIS 601  (3)  Introduction to Information Systems
BIS 605  (3)  Communication in Professional Contexts
BIS 628  (3)  Application Development
BIS 636  (3)  Systems Analysis and Design
BIS 638  (3)  Database Management for Business System
BIS 698  (3)  Information Systems Project
BUS 501  (3)  Project Management Fundamentals

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

**Tracks:  9 credits**

1.  **Enterprise Systems using SAP software ES or SAP (9 credits)**
    BIS 647  (3)  Enterprise Systems for Management Using SAP Software
    BIS 657  (3)  ABAP Programming for Managerial Systems
    BIS 658  (3)  Configuration and Implementation for Global Systems Using SAP Software

2.  **Cybersecurity CS (9 credits)**
    *Required Course I (3 credits)*
    BIS 512  (3)  Cybersecurity Analysis
    *Required Courses II (6 credits)*
    Choose two of the following:
    BIS 521  (3)  Governance, Risk, & Compliance in Cybersecurity
    BIS 523  (3)  Cybercrime Forensics
    BIS 525  (3)  Managing Privacy & Security in the Cloud

3.  **Project Management (9 credits)**
    BUS 503  (3)  Business Process Improvement
    BUS 505  (3)  Application of Project Management Principles
    BUS 507  (3)  Advanced Project Management Methodologies

4.  **Business Data Analytics (planned Fall 2019)**
    BIS 580  (3)  Business Decision Modeling
    BIS 581  (3)  Business Data Analytics
    BIS 582  (3)  Data Visualization: Theory and Practice

**Electives (6 hours)**
**The program requires six hours of graduate-level elective courses for the completion of the MSIS program.** These courses must come from BIS, BUS, or other College of Business Administration graduate-level courses approved by the graduate advisor.

## Sequence of MSIS Courses in the campus program

*Courses in the MSIS program are typically taken in the sequence noted below; however, part-time students must develop a different plan with their advisor.*

**Student begins during Fall semester (Late August)**

| Semester | Core | ES - SAP | CS | PM | DA |
|---|---|---|---|---|---|
| Fall | 601, 605, 628 | | | | |
| Spring | 638, BUS 501 | 647 | 512 | BUS 503 | 580 |
| Summer | Internship, Elective classes, Break | | | | |
| Fall | 636, Elective class 1 | 657 | 521 | BUS 505 | 581 |
| Spring | 698, Elective 2, Comp. Exam | 658 | 523 or 525 | BUS 507 | 582 |

**Student begins during Spring semester (Early January)**

| Semester | Core | ES - SAP | CS | PM | DA |
|---|---|---|---|---|---|
| Spring | 601, 605, 628 | | | | |
| Summer | Elective classes, Break | | | | |
| Fall | 638, BUS 501 | 647 | 512 | BUS 503 | 580 |
| Spring | 636, Elective class 1 | 657 | 521 | BUS 505 | 581 |
| Summer | Internship, Elective classes, Break | | | | |
| Fall | 698, Elective 2 Comp. Exam | 658 | 523 or 525 | BUS 507 | 582 |

Due to class scheduling, it is important to take 3 classes each semester in the campus program. 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. International students must take three classes or more per semester.

## Sequence of MSIS Courses in the online program

**Student begins during Fall semester (Late August)**

| Semester | Core | ES - SAP | CS | PM | DA |
|---|---|---|---|---|---|
| Fall | 601, 605 | | | | |
| Spring | BUS 501, 628 | | | | |
| Summer | 638, 636 | | | | |
| Fall | | 647, 657 | 512, 521 | BUS 503, BUS 505 | 580, 581 |
| Spring | 698, Comp. Exam | 658 | 523 or 525 | BUS 507 | 582 |

**Student begins during Spring semester (Early January)**

| Semester | Core | ES - SAP | CS | PM | DA |
|---|---|---|---|---|---|
| Spring | 601, 605 | | | | |
| Summer | BUS 501, 628 | | | | |
| Fall | 638, 636 | | | | |
| Spring | | 647, 657 | 512, 521 | BUS 503, BUS 505 | 580, 581 |
| Summer | 698, Comp. Exam | 658 | 523 or 525 | BUS 507 | 582 |
| Fall | Elective 1, Elective 2 | | | | |

Due to class scheduling, it is important to take 2 classes each semester in the online program. 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.

## 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 (18 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 605-Communication in Professional Contexts (3 credits)**
Students will investigate the role of communication in professional contexts and continue to develop core abilities: audience analysis, writing, presentations, interpersonal communication, and intercultural communication.

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

**BIS 636-Systems Analysis and Design (3 credits)**
Introduction to the systems approach to the analysis, design, and development of information systems; methods, tools and technologies 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.

**BUS 501-Project Management Fundamentals (3 credits)**
Covers foundational terms, concepts, and processes of project management, providing an opportunity to apply key elements of project management to a simulated project.

## Plan B Research Requirement Courses (3 credits)

**BIS 698-Business Systems Applications (3 credits),** *take this course your during your final semester*
A capstone, project-oriented study of the planning, analysis, design, development, implementation and testing of information systems projects using modeling tools, databases, and advanced programming languages. Prerequisites: Completed 24 hours in the MSIS Program, BIS 601, BIS 605, BIS 628, BIS 636, BIS 638 and BUS 501.

## MSIS Program Tracks (9 credits)

### 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 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.

### Cybersecurity (9 credits)

*Required Course I (3 credits)*

**BIS 512 Cybersecurity Analysis (3 credits)**
Using behavioral analytics and tools to improve IT security. Configuring and using threat detection tools and performing data analysis. Prerequisites: BIS 380 or BIS 510.

***Required Courses II (6 credits)***
Choose two of the following:

**BIS 521 Governance, Risk, & Compliance in Cybersecurity (3 credits)**
Investigating external and internal threats that compromise data and digitized intellectual property. Implementing effective policies for mitigating risks and security and remediation measures in organizations. Prerequisite: BIS 510.

**BIS 523 Cybercrime Forensics (3 credits)**
Introduction to cybercrime and computer forensics. Exploring laws regulating electronic evidences along with establishing the basis for gathering electronic digital evidence and artifacts. Prerequisite: BIS 510.

**BIS 525 Managing Privacy & Security in the Cloud (3 credits)**
Exploring cloud computing concepts, frameworks, and security/privacy issues related to cloud deployments. Evaluating relevant security approaches, security architecture, and cloud security policy and requirements. Prerequisite: BIS 510.

## Project Management (9 credits)

**BUS 503 - Business Process Improvement**
This course applies principles and practices of Lean Six Sigma (LSS) and other operations improvements that have been demonstrated to bring value to business. LSS builds on a business statistics foundation.

**BUS 505 - Application of Project Management Principles**
Building on fundamentals, students analyze and apply project organization, staffing, and behavioral and qualitative skills in a simulated project to develop core project management competencies. Prerequisite: BUS 501.

**BUS 507 - Advanced Project Management Methodologies**
Evaluate and create project management solutions appropriate for projects/programs through the complete life cycle, using key processes and knowledge areas of project management. Prerequisite: BUS 505.

## Business Data Analytics (9 credits)

**BIS 580 - Business Decision Modeling**
This course offers an overview of the information systems and tools used for evidence-based business decision making. Prerequisites: Graduate Standing.

**BIS 581 - Business Data Analytics**
The course offers an overview of Business Data Analytics, theories, workflows, and challenges. Topics include data collection, cleansing, preparation, analysis, and visualization.

**BIS 582 - Data Visualization: Theory and Practice**
This course will offer details on the theory and practice of data visualization. Students will learn visualization theory and design visualizations in accordance with human cognitive structure.

## Elective Courses and Courses in other Concentrations (6 credits)

Six hours of graduate-level elective courses are required for the completion of the MSIS program. Students can take classes from another track or tracks than the one they selected. Besides, these courses must come from BIS, BUS, or other College of Business Administration graduate-level courses approved by the graduate advisor.

**BIS 688- Directed Work/Observation/Internship (1 - 3 credits)**
Work or internship experience and/or directed observation at business sites. Prerequisite: Minimum of 9 credit hours in the MSIS program.

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

## Comprehensive Exam (pass/fail status)

Description: Each student must take 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 it to the MSIS director through Blackboard at the beginning of their last semester in order to take the 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 60 - 70 multiple-choice questions covering all core courses. To pass the exam, a candidate has to score 70% or better.

# 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 to register for MSIS classes. 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

Students may add and drop a class using the on-line registration 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 Registrar's Office. Authorization of Graduate Degree Program is part of the Degree Progress Administration.

# 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. The MSIS program allows a maximum of 12 semester hours from AACSB accredited institutions.

## Transfer Procedure

To receive transfer credit, the student must fill out a Transfer Credit Request form. The form requires approvals of the Director of the MSIS Program and the Dean of the College of Graduate Studies. Transfer credits are acceptable only if these conditions are met: earned at a college or university accredited by AACSB; earned within the time limit for completion of the degree; the student must have a B or higher for each course and B or higher overall GPA in the program credits are transferred. For

students transferring from programs with official cooperation agreements, credits transfer according to the agreement.

## 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 and spring semesters 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 minimum of nine (9) credit hours during each of 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*. *Note: BIS requires <u>all</u> international students to take three (3) classes each semester.*

## 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 MSIS student may not enroll for more than 12 credits in the fall or spring semester, nor may the student enroll for more than 12 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 **The Student Disability Service**, Park Library 120, phone (989) 774-3018, at least 4 weeks prior to a scheduled event or commencement of classes.

## Academic Probation

If a student's cumulative graduate GPA falls below a 3.0, the student is placed on academic probation and the student's academic file is reviewed by the College of Graduate Studies. Graduate students are given two semesters of enrollment after being placed on academic probation to raise their cumulative graduate GPA to the required 3.0.  If a student does not raise his/her cumulative graduate GPA to a 3.0 within two semesters of enrollment after being placed on probation, the student will be dematriculated. If the student is in a degree program, the relevant department may specifically request an exception to policy. If the College of Graduate Studies concurs, the student will be granted a third and final semester to raise his/her cumulative graduate GPA to a 3.0.

However, three semesters of enrollment after being placed on probation is the limit on extensions to the probation policy.

## 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

### SAP Student User Group (SAPSUG)
The SAP Student User Group is a group focused on the use of and training in SAP. By joining the group you can take the SAP TS410 exam, previously known as TERP10. The group also takes a trip at least once a year to visit businesses that use SAP. These trips are often out of state. Lastly, not only is the group is a great way to network with visiting companies, ASUG membership is granted upon joining SAPSUG.

## 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).

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

### 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/2018/gr/administrative/financial/financial-aid.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
- 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.
- 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 available funds*. Graduate Assistants may teach introductory courses, assist instructors with classroom activities, or assist in research projects. Graduate assistants are paid a stipend and given a certain number of tuition-free credit hours during their assistantships. Graduate Assistantships are for students in the MSIS program at CMU's main campus at Mount Pleasant, Michigan.

HOW TO APPLY FOR AN ASSISTANTSHIP
1. Complete a graduate assistantship application on MSIS Blackboard plus submit a Letter of Interest and current resume.
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 you 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.
5. If you are currently holding a graduate assistantship position with the BIS department, submit your updated resume and application each semester.
6. 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.

## Graduation Procedures

To graduate, a master's degree student must:
  a. Have **regular admission** to the degree program;
  b. File an Authorization of Graduate Degree Program form;
  c. Complete a minimum of 36 semester hours of graduate work with an overall GPA of 3.0 or higher;
  d. **Earn at least a "C" in each course** applied to MSIS;
  e. Earn 18 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;

**Students must apply for graduation themselves through the Registrar's Office.** 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 by the Registrar's Office to verify completion of program requirements.  After the audit is completed, the student and advisor will each be mailed an audit related to Degree Progress online.  This email will either indicate 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.


## Important Offices

### College of Graduate Studies
*Location*:  251 Foust                                 *Hours*:  8am-5pm, M-F
                                                       *Phone*:  774-1318

### CMU Online Programs
*Location*:  802 Industrial Drive, click here          *Hours*:  8am-5pm, M-F
                                                       *Phone*:  (989) 688-4268

### 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 Career Development Center

The Career Development Center assists students in preparing for a career after graduation.  It is strongly recommended that students begin preparations such as CV writing no later than 18 months before intended graduation.  In other words, ifyou plan to graduate in May 2020, your CV should be ready no later than November 2018.  Translated into the time for graduation from the MSIS Program, begin your career preparations during your first semester.  Contact the Career Development Center early for professional advice and help.  You should also sign up for the service Handshake. Handshake offers apps for iPhone and Android Phones.

## Office of International Affairs (OIA)
*Location*:  330 Ronan          *Hours*:  8 am-5 pm, 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. Check the OIA website here.

## English Language Institute (ELI)
*Location*:  350 Ronan Hall
*Phone*:  989-774-2567 or 989-774-1717

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.  Check ELI website here.

# For international students

## English Proficiency Standards

a. *Test of English as a Foreign Language (TOEFL)*: A score of 500 PBT/61 IBT is required for conditional admission or 550 PBT/79 IBT for regular admission.
b. *International English Language Testing System (IELTS) Academic Module*: A score of 5.5 required for conditional admission or 6.5 for regular admission.
c. *Pearson Test of English, Academic Module*: A score of 44 for conditional admission or 53 for regular admission.
d. *International Baccalaureate (IB)*: A grade of 5 in English at the Higher Level is required for regular admission.
e. *Michigan English Language Assessment Battery (MELAB)*: A score of 69 is required for conditional admission or 77 for regular admission.
f. *ELS Language Center Program*: Completion of Level 112 for regular admission.
g. *ELI (CMU English Language Program):* Successful ELI completion and recommendations for regular admission.
h. *English Language Programs:* English Language Programs from outside CMU may be considered on an individual basis.
i. *English Language of Instruction* (Received Baccalaureate Degree): Applicants whom have satisfactorily completed a baccalaureate degree where the language of instruction is English may also qualify for English Proficiency.
j. *English Language Proficiency Testing Exemptions (List of Exempt Countries):*

| | | |
|---|---|---|
| Anguilla | Grenada | Singapore |
| Antigua and Barbuda | Gibraltar | Solomon Islands |
| Australia | Guam | South Africa |
| Bahamas | Guyana | St. Helena |
| Barbados | Ireland, Republic of | St. Kitts and Nevis |
| Belize | Jamaica | St. Lucia |
| Bermuda | Kenya | St Vincent and Grenadines |
| Botswana | Kiribati | Swaziland |
| British Indian Ocean Territory | Lesotho | Tanzania |
| Brunei Darussalam | Liberia | Tonga |
| Canada | Malawi | Trinidad and Tobago |
| Cayman Islands | Malta | Uganda |
| Christmas Islands | Mauritius | United Kingdom and |
| Cook Islands | Namibia | Northern Ireland |
| Dominica | New Zealand | Vanuatu |
| Ethiopia | Nigeria | Virgin Islands, American |
| Falkland Island | Norfolk Island | Virgin Islands, British |
| Fiji | Samoa, American | Zambia |
| Gambia | Samoa, Western | Zimbabwe |
| Ghana | Sierra Leone | |

## 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

## OPT 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)
- 24-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 24-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.

## 24 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 24 Month STEM extension of their OPT if they have a job or job offer from an E-verified employer.

### Eligibility Requirements:

F-1 students may be eligible for a 24 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.

## 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.** Visit OIA for further information about CPT.

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.