

# Master of Science in Information Systems -MSIS- Program

## Graduate Student Handbook 2023-2024



COLLEGE OF

**BUSINESS  
ADMINISTRATION**

CENTRAL MICHIGAN UNIVERSITY

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# MSIS Program Location

## The Campus Location of the MSIS Program

The MSIS program is located at Grawn Hall Building 20 from the Map

1	Anspach Hall	D4
2	Auction Building	B2
3	Bennett Track	D8
4	Biosciences Building	D5
5	Bovee University Center	D3
6	Brooks Hall	D4
7	Bush Theatre	E4
8	Carlin Alumni House	E1
9	CMU Research Corporation	B12
10	College of Medicine	F3
11	Combined Services Building	E5
12	Data Center	E5
13	Dow Science Complex	D4
14	Education & Human Services Building	D5
15	Engineering and Technology Building (ET)	E5
16	Fabiano Botanical Garden & Isabella Bank Pavilion	D3
17	Finch Fieldhouse	D3
18	Foust Hall	E3
19	General Counsel & University Events	C3
20	Grawn Hall	D2
21	Grounds South & Television Tower	D9
22	Health Professions Building	E3
23	Cristy Freese Field	D8
24	Indoor Athletic Complex	E8
25	Intramural Fields	A7
26	Kelly/Shorts Stadium	E8
27	Margo Jonker Stadium	D7
28	McGuirk Arena/Events Center	D7
29	Moore Hall	D4
30	Multipurpose Stadium	D9
31	Music Building	E4
32	North Art Studio	C3
33	Park Library	D3
34	Pearce Hall	D4
35	Police/Parking Services & Welcome Center	F6
40	Research Lab	B12
41	Ronan Hall	C2
42	Rose Center/Ryan Hall	D7
43	Rowe Hall	F2
44	Satellite Energy Facility (SEF)	C3
45	Sloan Hall	D2
46	Smith Hall	D2
47	Special Olympics Michigan	F2
48	Student Activity Center (SAC)	D7
49	Theussen Stadium	D9
50	University Art Gallery	D3
51	Warriner Hall	D2
52	West Hall	C2
53	Wightman Hall	C3



Visit [Campus Map](#) for a complete map of the university

# Welcome

## Message from the Program Director

Welcome

Our faculty and staff welcome you to Central Michigan University and the Master 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 get in touch with the BIS Office in Grawn 305. The contact information for faculty and staff members in the Business Information Systems Department is listed on the next page for your reference

I wish you a greate 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](mailto:boass1e@cmich.edu) or [msis@cmich.edu](mailto:msis@cmich.edu)

## Message from the Academic Advisor

Greetings Prospective and Current Students,

As your academic advisor, I am here to provide support as you embark and navigate your academic journey in the Master of Science in Information Systems program. Whether you are a prospective, new, or continuing student, I am here to offer you guidance in your academic and professional goals.

You can schedule an appointment with me using the QR code below or visit the [booking website](#).

*Venezia Navarro*

**Venezia Navarro**

MSIS Program Coordinator/Academic Advisor



## Contact Information

<b>Name</b>	<b>Office (Grawn)</b>	<b>Tel. 989-774-xxxx</b>	<b>GlobalID@cmich.edu</b>
Dr. James Melton(Chairperson, BIS)	305	3510	melto1jh
Dr. Emil Boasson, (MSIS Director)	322	3588	boass1e
Ms. Venezia Navarro, (MSIS Advisor)	309	1782	navar1v
Ms. Ginny McLeod, (Dept. Secretary)	305	3554	mcleo1gl
Ms. Amy Bell	339	1436	bell1a
Ms. Michelle Lee Bussert	340	3514	busse1ml
Mr. Kenneth Desloover	317	3889	deslo1k
Dr. Jerry Dimaria	302C	3970	dimar1jg
Mr. Paul Dunn	268	2879	dunn1pt
Prof. Shankari Ghosh	308	4364	ghosh1sp
Dr. Susan Helser	335	3853	helse1s
Dr. Zhenyu Huang	319	7416	huang1z
Dr. Mark Hwang	337	5900	hwang1m
Dr. Scott Kowalewski	338	3485	kowal2s
Ms. Siyun (Siena) Lei	309	1782	lei1s
Dr. Ming Liu			liu3m
Dr. Emma Lozon	339	1436	lozon1e
Mr. David Madison		1051	madis1d
Dr. Santiago Aguirre Mayorga			aguir2s
Ms. Denise McBride	340	3514	mcbri1dm
Mr. Kevin McCarron	308	4364	mccar1kp
Dr. Robert Miller	302A	2831	mille5re
Prof. James Nesbitt	336	2032	nesbi2j
Dr. Javad Norouzi Nia	318	4163	norou1j
Mr. Kyle Nothstine	334	1642	noths1kt
Dr. Vishal Shah	320B	4350	shah3v
Mr. Stephen Tracy, SAP Program Director	320C	1292	tracy1sl
Dr. Gustav Verhulsdonck	336A	3435	verhu1g
Dr. Christine Witt	323	3510	witt1cm

## The MSIS Program

The College of Business Administration's Master of Science degree program in Information Systems is designed for individuals who do not have previous information systems or computing-related degrees.

The MSIS program is offered both on-campus and online. The program prepares students to enter various information systems positions in business, consulting, government, or nonprofit organizations, to teach computer applications and information systems at community colleges, or to enter doctoral programs in information systems-related areas after graduation.

### Mission Statement

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

### 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 Students 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 regularly to keep informed regarding program requirements and general assistance on completing the program.
- ✓ Assume primary responsibility for complying with all the regulations of the university, the Office of Graduate Studies, the department and 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 regular or conditional admission.

- **Regular:** This means that you have fulfilled all the admission requirements.
- **With stipulation:** 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 must have regular admission to graduate. You must have regular admission before your last semester to participate in the graduation ceremony.

## MSIS + MBA

### MSIS degree and MBA Degree in as little as two years

Students can earn the MSIS and MBA degrees by sharing nine (9) credits between the two programs. This option is especially interesting for students taking the same Track in the MSIS Program as their Emphasis in the MBA Program. 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 63, 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.

# Program Tracks & 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 part-time must realize that it will take longer to complete their degree, as all classes are not offered every semester. It is recommended that students work with their advisors to develop a schedule plan before beginning the program.

## MSIS Degree Requirements

### Required Core Courses: 21 hours

- 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 DURING THE FINAL SEMESTER. You must inform the director of the MSIS program that you plan to take the comprehensive exam

## MSIS Program Tracks (9 - 15 Hours)

A planned course of study in one of the following tracks approved by the graduate advisor. Students selecting a track must complete the required nine hours in that track. Students may select two tracks.

### 1 Enterprise Systems using SAP software ES or SAP (9 hours)

- 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 hours)

#### Required course I (3 hours)

- BIS 512 (3) Cybersecurity Analysis

#### Required course II (6 hours)

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 PM (9 hours)

- 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 (9 hours)

- BIS 580 (3) Business Decision Modeling
- BIS 581 (3) Business Data Analytics
- BIS 582 (3) Data Visualization: Theory and Practice
- Electives (0 - 6 hours)

Students who select one track are required to earn six hours of graduate-level elective courses for the completion of the MSIS program. These courses must come from other MSIS program tracks, if available, or College of Business Administration graduate-level courses approved by the MSIS Director. Students who select two tracks are not

## The sequence of MSIS courses

### The 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	BDA
Fall	601, 605, 628				
Spring	636, BUS 501	647	512	BUS 503	580
Summer	Internship, Elective classes, Break				
Fall	638, Elective class 1	657	521	BUS 505	581
Spring	698, Elective class 2, Comp. Exam	658	523 or 525	BUS 507	582

#### Student begins during Spring Semester (Early January)

Semester	Core	ES-SAP	CS	PM	BDA
Spring	601, 605, 628				
Summer	Elective classes, Break				
Fall	636, BUS 501	647	512	BUS 503	580
Spring	638, Elective class 1	658	521	BUS 505	581
Summer	Internship, Elective classes, Break				

Due to class scheduling, it is essential to take 3 classes each semester in the campus program. Although it is not required to graduate within 2 years, if you plan to do so, it is very important to take the classes as suggested. International students must take three classes or more per semester.

## The sequence of MSIS Courses in the online program

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

Semester	Core	ES-SAP	CS	PM	BDA
Fall	601, 605				
Spring	BUS 501, 628				
Summer	636, 638				
Fall		647, 657	512, 521	BUS 503, 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	BDA
Spring	601, 605				
Summer	BUS 501, 628				
Fall	636, 638				
Spring		647, 657	512, 521	BUS 503, 505	580, 581
Summer	698 Comp. Exam	658	523 or 525	BUS 507	582
Fall	Elective 1, Electicve 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 hours for any course are subject to change at any time.

### MSIS Core Courses(18 hours)

#### **BIS 601-Information Systems (3 hours)**

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 hours)**

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 hours)**

This course involves designing and developing computer applications using a modern programming language.

#### **BIS 636-Systems Analysis and Design (3 hours)**

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 hours)**

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 hours)**

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 hours)

#### **BIS 698-Business Systems Applications (3 hours), take this course 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 hours)

### Enterprise Systems using SAP software Courses (9 hours)

#### **BIS 647 Enterprise Systems for Management Using SAP Software (3 hours)**

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 hours)**

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 hours)**

Configuration issues, concepts and application of enterprise software (SAP) for global business organization integration. Prerequisites: BIS 647

### Project Management (9 hours)

#### **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.

### Cybersecurity (9 hours)

#### **Required Course I (3 hours)**

#### **BIS 512 Cybersecurity Analysis (3 hours)**

Using behavioral analytics and tools to improve IT security. Configuring and using threat detection tools and performing data analysis. Prerequisites: None for MSIS students

#### **Required Courses II (6 hours)**

Choose two of the following:

#### **BIS 521 Governance, Risk, & Compliance in Cybersecurity (3 hours)**

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 512.

#### **BIS 523 Cybercrime Forensics (3 hours)**

Introduction to cybercrime and computer forensics. Exploring laws regulating electronic evidence along with establishing the basis for gathering electronic digital evidence and artifacts. Prerequisite: BIS 512.

#### **BIS 525 Managing Privacy & Security in the Cloud (3 hours)**

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 512.

### Business Data Analytics (9 hours)

#### **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 hours)

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 hours)**

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 hours)**

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

#### 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

#### 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 Credit

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 12 semester hours from AA-CSB-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 Office 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 Office 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 all 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 9 credits in the two summer sessions combined. Exceptions to the limitation require the approval of the graduate advisor and the Office 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 needs, ability, and other factors judiciously and register for a class load that permits them 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 before 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 Office 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 Office 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 Office 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 Office 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)

If aThe 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. [Website](#) | [Instagram](#) | [LinkedIn](#)

### Cybersecurity Club

The Cybersecurity Club prepares you for a career in cyber defense with active labs, workshops and captures the flag events. [Website](#)

### Project Management Registered Student Organization (PM RSO)

The Project Management chapter strives to provide students with exposure to project management professionals and hands on experience to enhance their leadership and project management skills. [LinkedIn](#)

# 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).

## 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](#)

## Other Financial Assistance Options

- Various department-specific scholarships are available. For a listing, please visit [here](#)
- 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](mailto: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 Help

- 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](mailto:CMUOSFA@cmich.edu).
- There is no guarantee that any financial assistance, graduate research fellowships, or graduate assistantships will be available.

## Tuition and Fees

### Main Campus Graduate Tuition

CMU's current upper-level tuition is lower than ten of Michigan's 15 public universities. With a graduate degree, you'll open doors for yourself. Along the way, you can apply for fellowships, pursue assistantships, and talk with a graduate counselor or adviser about work study opportunities. Many corporations and organizations also help pay for their employees to pursue advanced degrees.

	<b>MASTER'S/SPECIALIST (PER CREDIT HOUR)</b>	<b>DOCTORAL (PER CREDIT HOUR)</b>
<b>U.S. resident tuition</b>	<b>\$758</b>	<b>\$858</b>
<b>International tuition</b>	<b>957</b>	<b>\$1040</b>
<b>MBA tuition</b>	<b>\$808</b>	
<b>MSIS tuition</b>	<b>\$830</b>	

\* This applies to all graduate students who are U.S. residents. This does not apply to specialty programs with unique tuition rates. The international rate applies to students who are not eligible for the U.S. resident tuition rates, as outlined by the CMU Resident Status Policy.

Note: The president may vary these tuition rates according to cohorts, markets, programs, locations, or terms of contracts.

For Information on tuition and fees, click [here](#)

## Residence Life

### Graduate Housing

CMU offers state-of-the-art living facilities for graduate students. The Graduate Housing Complex is a two-building, smoke-free residential housing area, located on the north end of campus. click [here](#) to visit the apartments website.

## 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 Graduate 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

## Graduation Procedure

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 aSII requirements pertinent to Plan B.

## When should I apply for Graduation

Students should submit a graduation application by the semester before their anticipated graduation date. Applications can be submitted through [Degree Progress](#).

Applications should be submitted based on the following timeline, however late applicants may be able to graduate.

- **October 1st** for spring graduation
- **February 1st** for summer graduation
- **April 1st** for fall graduation

## Audits

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

### Office of Global Engagement (OGE)

330 Ronan Hours: 8 am-5 pm, M-F Phone: 989-774-4308

[Website](#).

Besides orientation and advising services, the OGE 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 work authorization, cross-cultural communication, driving in the U.S., study skills, nutrition, etc.

### Office of Graduate Studies

Office of Graduate Studies Address: 251 Foust

Hours: 8am-5pm, M-F, Phone: (989) 774-1318 [Website](#)

The Office of Graduate Studies supports and provides assistance in academic matters to all students seeking to continue their education with a graduate or doctorate degree from CMU.

As a graduate student, you'll conduct research, connect with employers, and work in your field so you're ready to lead. Here are some of the offices you'll work directly with, from submitting your application to accepting your diploma.

### Residence Life

Ronan Hall 270 Hours: 8am-5pm, M-F, Phone: (989)-774-3111

The Office of Residence Life includes the following units: Facilities Operations, Care Advocate Program, Central Office in Ronan Hall and Residential Education.

We are committed to providing residents a comfortable, educational, diverse and caring community where academic success, personal growth and social responsibility are valued.

Please email us at [reslife@cmich.edu](mailto:reslife@cmich.edu) if we can be of any assistance regarding your decision to attend CMU or to live on campus.

### Student Health Services (Foust)

Foust Hall 220 Hours: 8am-5pm, M-F (Closed for lunch 12pm-1pm)

Phone: (989)-774-6599, [Website](#)

If you are in need of health care while you are away from home, CMU Student Health Services is here to care for you. Our on-campus clinics are staffed with board-certified health care professionals who can provide the treatment you need. Our staff can also work hand-in-hand with your family doctor or specialist to manage ongoing treatments

### CMU Career Development Center

240 Ronan Hours: am-5 pm, M-F Phone: (989)774-3068 [Website](#)

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, if you plan to graduate in May 2025, your CV should be ready no later than November 2023. 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.

### CMU Online Student Services (OSS)

802 Industrial Dr, Hours: 8am-5pm, M-F, Phone: (989) 774-4371, [Website](#)

[Email \(onlineprograms@cmich.edu\)](mailto:onlineprograms@cmich.edu) - New Inquiries & Application Support

[Email \(cmuonline@cmich.edu\)](mailto:cmuonline@cmich.edu) - Post Admission Support

CMU's Online Student Services (OSS) team is focused on supporting online learners. This team assists online learners with a variety of services to ensure they have the tools necessary to be successful in their educational journey. The OSS team:

- helps learners choose a good program fit
- assists with the application and admission process
- delivers online orientation and provides onboarding assistance
- supports students with issues they may have regarding their studies
- connects students with beneficial and relevant CMU resources
- is a constant support system

Each online student will have an Assistant Director of Enrollment dedicated to their success. Students can connect with their Assistant Director of Enrollment at any time during their educational journey for support and guidance.

### IT Help Desk

Park Library 101 Hours: 7am-8pm, M-T, 7am-5pm Fri, 12pm-5pm Sat, 12pm-8pm Sun.

Phone: (989) 774-3662, [Website](#)

The IT helpdesk professional and student staff members are ready, willing, and able to assist with any and all technology-related questions that students may

## English Proficiency Standards for International Students

\*\*\*You may be exempt from submitting an English Proficiency Test if you are from an English-speaking country.  
\*\*\*

- a. TOEFL:** 550 PBT/79 IBT for regular admission. School Code 1106
  - b. IELTS:** 6.5 for regular admission.
  - c. Pearson Test of English (PTE):** 53 for regular admission.
  - d. Duolingo:** 100 for regular admissions.
  - e. Michigan English Test (MET):** A score of 52 is required for regular admission.
  - f. International Baccalaureate (IB):** A grade of 5 in English at the Higher Level is required for regular admission.
  - g. Advanced Placement (AP):** A score of 4 on the English Language or English Literature Exams.
  - h. General Certificate of Secondary Education (GCSE) or General Certificate of Education (GSE):** a score of A or B on the English Language Exam.
  - i. SAT:** Evidence-based Reading and Writing (EBRW) score of 520
  - j. ACT:** English score of 21.
  - k. ELS Language Center Program:** Completion of Level 112 for regular admission.
  - l. Graduate of a U.S. high school** with at least three years of attendance.
  - m. Completion of courses** that meet CMU's requirements for Oral English (i.e. COM 101) and Writing Competency (i.e. ENG 101/103 and ENG 201).
  - n. Successful completion of a course of study** (e.g. high school diploma, associate degree, baccalaureate degree) at a recognized institution where the language of instruction is English.
  - o. Successful completion of 24+ graded,** academic, postsecondary credits with a GPA of 2.50 at a recognized institution where the institution's language of instruction is English.
- English Language Programs:** English Language Programs from outside CMU may be considered on an individual basis.

**Test scores are valid for two (2) years from the test date. When tests provide "best scores" in specific areas, CMU will use the composite score generated by using the highest from each section.**

### English Language Proficiency Testing Exemptions (List of Exempt Countries)

Anguilla  
Antigua and Barbuda  
Australia  
Bahamas  
Barbados  
Belize  
Bermuda  
Botswana  
British Indian Ocean Territory  
Brunei Darussalam  
Canada  
Cayman Islands  
Christmas Islands  
Cook Islands  
Dominica  
Ethiopia  
Falkland Island  
Fiji  
Gambia

Grenada  
Gibraltar  
Guam  
Guyana  
Ireland, Republic of  
Jamaica  
Kenya  
Kiribati  
Lesotho  
Liberia  
Malawi  
Malta  
Mauritius  
Micronesia  
Montserrat  
Namibia  
New Zealand  
Nigeria  
Norfolk Island

Samoa, American  
Samoa, Western  
Sierra Leone  
Singapore  
Solomon Islands  
South Africa  
St. Helena  
St. Kitts and Nevis  
St. Lucia  
St Vincent and Grenadines  
Swaziland  
Tanzania  
Tonga  
Trinidad and Tobago  
Uganda  
United Kingdom and Northern Ireland  
Vanuatu  
Virgin Islands, American  
Virgin Islands, British  
Zambia

## Optional Practical Training (OPT)

### 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](#)
- [Post-Completion Optional Practical Training](#)
- [24-month STEM OPT Extension](#)

**(The MSIS Program is a STEM Program)**

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.

**The information about OPT and CPT are from:  
Office of Global Engagement – OGE | Tel: (989) 774-4308  
Fax: (989) 774-3690  
330 Ronan | Mount Pleasant | Michigan | 48859 | USA**

### 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. ([link](#))

#### 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 Global Engagement informed of the correct position name, employer name and address, place of employment, and interruptions of employment
  3. 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.

## University/Academic Alliances

### SAP Academic Alliance Program

In 1997, the decision was made to introduce business students to Enterprise Resource Planning using SAP. The goal was to give students a better understanding of the integration across the functional areas of business and enhance their value with future employers. CMU continues to be a world leader in the SAP University Alliance Program. We have been recognized by SAP as an elite program among 3,500 other universities around the globe. Click [here](#) for more



### The Dow Chemical SAP Award of Excellence

The Dow Chemical SAP Award of Excellence has been sponsored by the Dow Chemical Company since 1998. For the past 45 semesters, three scholarships have been awarded to students each semester for outstanding achievement in an Information Systems course supported by SAP. Each student receives a \$750 scholarship. To date 136 students have received scholarships. The awards and scholarships are presented at a formal luncheon near the end of each semester. Click [here](#) for more



### ERPsim Competition

The ERPsim competition is a simulation that provides students the opportunity to run a business using a live enterprise resource planning system. It is a game of analytics and strategy where teams compete to make the best business decisions to maximize corporate valuation. Using SAP Software and business acumen, student teams, assisted by corporate mentors work to execute a winning business strategy by integrating diverse functional responsibilities within the enterprise resource planning architecture. Click [here](#) for more



## University/Academic Alliances

### SAP Academic Alliance Program - Corporate Connections

Each year the SAP Next-Gen University Alliance program and the SAP Student User Group work together to schedule various company visits. These visits are conducted to give our students the opportunity to see a variety of business processes/operations and to promote our program. The premise of the visits is to have the companies share with students their best practices and lessons learned from their implementations. It also provides an opportunity for CMU students to present to corporate partners the knowledge and skills they have acquired through their coursework and SAP Next-Gen projects.

This past year, we had companies in person (Auto Owners, Dow, PwC, and Stryker) and used WebEx to virtually connect several companies (3M, Deloitte, Ford, Infosys, and Microsoft) with students. Click [here](#) for more



## Celonis Academic Alliance Program

### CMU named a global leader in 'process mining' for business solutions



CMU hosts Celonis for inaugural Process Mining Case Competition

Celonis is a German process mining company that holds more than 60% of the global market. It has certified CMU a Celonis Academic Center of Excellence—one of only four in the nation and 14 worldwide. CMU shares this honor with elite schools such as the London School of Economics, Brigham Young University, Arizona State University, and RWTH Aachen University-Germany. CMU is working to include process mining in curriculum and conducting further research on the topic in conjunction with Celonis

and their customers, many of them Fortune 500 firms. We aim to institutionalize the culture of data literacy, process transparency, and efficiency as the world deals with mountains of data. This initiative prepares our students for innovative jobs and leads the digital age.



The BIS Department hosted the Celonis Datathon in the Grawn Atrium on April 7 and 8, 2022. A total of 153 students were certified across four BIS classes. The top 10 teams competed in the final competition and the top 3 recipients were awarded \$7,000.00 in scholarships provided by Celonis. The event was judged and attended by representatives from Dow Chemical Company, PricewaterhouseCoopers (PwC), InfoSys, and Celonis.



## Popular Places on Campus

### Bovee University Center

The Bovee University Center is located in the center of campus, which makes it a popular gathering place for students, faculty and staff. The Center provides the University community opportunities for involvement in group discussions, meetings, conferences, informal conversations, and social activities, with meeting and conference rooms and catering services available. A variety of entertainment and special events are sponsored in the University Center throughout the year, making it an exciting place to be.

Services and offices that are located at the Bovee University Center include the Campus Information desk, Student Service Court, the CentralCard Office, the Office of Student Activities and Involvement, Student Employment Services, the Mary Ellen Brandell Volunteer Center, Civil Rights and Institutional Equity, and the Center for Inclusion and Diversity. First Impressions (free attire for CMU students) is also located in the UC. The Student Government Association, Program Board and many other student organizations are housed there as well. Several retail operations are provided,



### CENTRALCARD

OneCentral exists to provide excellent service to our A by bringing together the services of the Office of Scholarships and Financial Aid, Student Account Services and University Billing, and the Registrar's Office all in one location

Central card services include central mobile ID, central ID card, lost ID card or Mobile devices, Replacement ID card, Temporary ID card and ID card Misuse.

### FIRST IMPRESSIONS

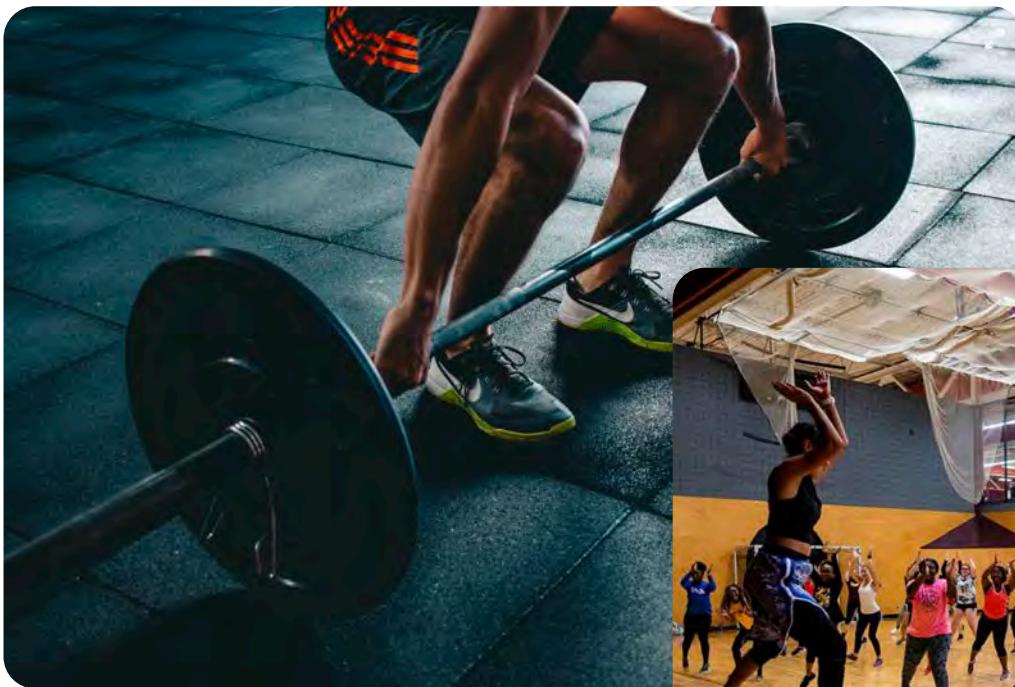
First Impressions provides Central Michigan University students with free professional attire for interviews, job fairs, and other professional events.



## The CMU Student Activity Center (SAC) and Outdoor Sports Complex

The Student Activity Center, or SAC, is the place to get active and get involved. Whether you'd like to take a dip in our state-of-the-art aquatic center or burn some energy in our 12,000 square-foot fitness center, the SAC is where you can move.

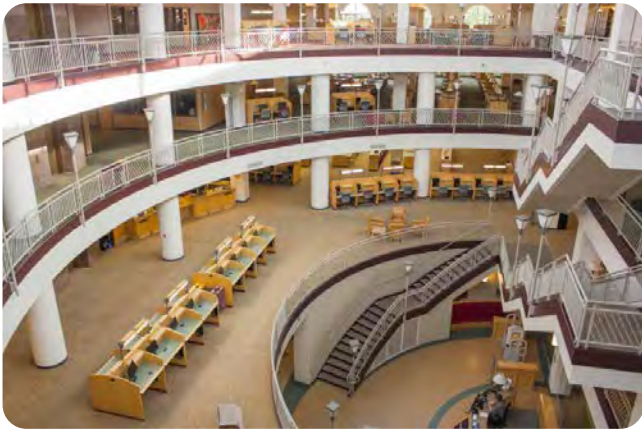
Students and community members use the SAC for a wide variety of activities including aquatics, group fitness, personal training, jogging, billiards, indoor soccer, archery, table tennis, badminton, tennis, floor hockey, dancing and leisure activities.



## The Park Library

The University Library and the Clarke Historical Library are both located in the Park Library building on CMU's main campus in Mount Pleasant. Renovated in 2002, the magnificent building houses physical collections including books, periodicals, government documents, microforms, maps and videos. Users may access the Libraries' online collections on- or off-campus, including at one of 300+ public computers in the Park Library.

Also located in the park library is the writing centre. The Writing Center is a free resource providing assistance with any writing, at any level, from any discipline. The Writing Center is open to all current students, faculty, and staff.



The University Library



Clark Historical Library

### Some services in the Library

- ADOBE DIGITAL LOUNGE**
- EVENT AND MEETING SPACES**
- STUDY SPACES**
- GRADUATE STUDENT SERVICES**
- SCHOLARLY COMMUNICATION SERVICES**
- BORROW AND RENEW**