



**MAYS BUSINESS SCHOOL**  
T E X A S   A & M   U N I V E R S I T Y

Department of Information and Operations Management

***Master of Science***  
***Management Information Systems***  
***Student Handbook***

***Class of 2023***

This handbook is designed to serve as a quick reference guide for Master's graduate students in the Department of Information and Operations Management in Mays Business School at Texas A&M University and their advisors. This handbook contains information about INFO Department policy and procedures. Specific references are also made to the TAMU *Graduate Catalog* for those who desire more details. This handbook is not meant to substitute for the TAMU *Graduate Catalog*. Except in cases where variation is allowed by TAMU's Graduate and Professional School, information in the TAMU Graduate Catalog takes precedence over information contained in this handbook. A current version of this handbook will always be available via the departmental website (<http://mays.tamu.edu/department-of-information-and-operations-management/>).

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## WELCOME AND INTRODUCTION

Howdy! Welcome to the Department of Information and Operations Management (INFO) at Texas A&M University (TAMU). We hope that your course of study here is rewarding and productive as you proceed toward an advanced degree in Management Information Systems.

### ABOUT THIS HANDBOOK

This handbook is designed to acquaint you with the structure, rules, policies, and procedures of the MS-MIS program. **Please become familiar with this document and refer to it when you need information on program policies. To maintain standards in graduate education, the University has several mechanisms for monitoring your progress. Failure to adhere to University rules can delay your graduation and cost you money.**

As a student, you are responsible for understanding and successfully meeting the requirements for the MS-MIS degree. The MS-MIS program faculty and staff will support you in your efforts to reach that goal. If you have questions or concerns that are not covered in this handbook, you should consult with the MS-MIS advisor or the INFO Student Services Office (SSO) for guidance or interpretation of special situations.

This handbook provides much of the information you need, but it is not exhaustive and may not cover all circumstances. Specific requirements change frequently. Current information is always available from the Graduate and Professional School (<https://grad.tamu.edu/> or call 979-845-3631).

Current INFO Department information is always available from the INFO Student Services Office. To contact INFO Student Services, visit us in 315 Wehner or call us at 979-845-0811. You may also obtain additional information at <http://mays.tamu.edu/department-of-information-and-operations-management/>.

### MS-MIS MUTUAL COMMITMENT

We recognize the investment you are making by pursuing an MS-MIS degree. You made the right decision selecting Mays and the MS-MIS program.

We commit to offering you a student-focused program with many high-impact learning experiences that put learning into action, close interaction with world-class faculty invested in your development, and unmatched loyalty and lifelong connections through the Aggie Network. The Aggie culture is naturally caring and compassionate and the MS-MIS program embodies that spirit. Your MS-MIS experience will emphasize your development as an individual, a leader, and a team member.

By accepting admission at Mays you are making a commitment to work hard and to take advantage of the many opportunities to learn and grow during your time here. Your peers and faculty will expect you to meet high professional standards consistent with Texas A&M's core values (see below). We are committed to ensuring you find your experience at Mays rewarding and one of your greatest life achievements.

## STUDENT RESPONSIBILITIES

You came to Texas A&M University to gain advanced knowledge in your area of interest and to complete your Master of Science in Management Information Systems (MS-MIS) degree. The INFO Department, Mays Business School, and TAMU faculty/staff are here to guide and support you through this process, but ultimately **your education is your responsibility**.

Consult with your academic advisor regarding your degree plan and course selection. Find out what your degree requirements and deadlines are and meet them. Ask questions if you need further explanation. **It is your responsibility to know the requirements for your degree and to meet all deadlines.**

In addition to your course work, we strongly encourage you to be involved in other student opportunities and activities by joining professional associations, attending career fairs, involving yourself with student groups, participating in enrichment activities, etc. In short, you should take responsibility to get as much from your time at Texas A&M University as you can.

## TEXAS A&M CORE VALUES

The Texas A&M University purpose is to develop leaders of character dedicated to serving the greater good. This purpose statement carries with it the responsibility, the traditions and the forward-thinking of Texas A&M exemplified by all who are associated with the university — our faculty and staff, and our current and former students.

This purpose can be defined by our six core values which provide us with a competitive advantage over all other schools because our students truly live these values. The values are genuine to the culture at Texas A&M University and Mays Business School. No other program can replicate the hard work, dedication, loyalty, and humility of our students. (See <http://www.tamu.edu/about/coreValues.html>)

### Excellence

- ❖ “Excellence stems from a great sense of pride in who we are and what we believe in.” - Former Texas A&M President Dr. Robert Gates
- ❖ “There's an optimism, a faith in the future and an attitude that propels Aggies to take on the impossible — look at Red/White/Blue-Out.” - Texas A&M leadership

### Integrity

- ❖ “The Aggie Code of Honor which Aggies recite by heart: 'Aggies do not lie, cheat or steal nor tolerate those that do' shows what goes to the heart of being an Aggie.” - Texas A&M leadership

### Leadership

- ❖ “If you don't want to be a leader of character, don't come here.” - Former Corps Commandant LTG John Van Alstyne
- ❖ “The spirit of leadership is instilled in every student — whether they go on to lead in the boardroom or in the backyard — they have the values, the confidence and the experience to lead change in their world.” - *Texas A&M leadership*



## **Loyalty**

- ❖ “Through unity, strength.” - Texas A&M University Corps of Cadets Motto
- ❖ “Loyalty and respect for tradition are about a sense of belonging to something greater than yourself. You're a part of a history of traditions ... of a larger community.” - Former Executive Vice President and Provost Dr. David Prior

## **Respect**

- ❖ “A&M students aren't just joining a university, they're joining a lifelong family that understands the value of loyalty, camaraderie, and unconditional support.” - Texas A&M leadership
- ❖ “A&M students embody a refreshing spirit: born of the values of friendliness, caring, support, confidence and a can-do attitude.” - *Former student*

## **Selfless Service**

- ❖ “If I had to tell you about Aggie values in one sentence I would simply ask the question: How can I be of service?” - Current Texas A&M student
- ❖ “A&M encourages volunteerism, encourages being one of a thousand points of light, helping others ... and it comes naturally to Aggies.” - *Former U.S. President George H.W. Bush*

## **MAYS MISSION STATEMENT**

Mays Business School's vision is to advance the world's prosperity. To advance the world's prosperity means providing a better future for generations who follow, including quality of life, environment, and economic systems. To fulfill this vision, our mission is to be a vibrant learning organization that creates impactful knowledge and develops transformational leaders.

## **TEXAS A&M UNIVERSITY STANDARDS**

### **UNIVERSITY STUDENT RULES**

All MS-MIS students should be aware of and comply with university level student rules, including those not covered in this document. These rules can be found at <http://student-rules.tamu.edu/>.

### **TAMU GRADUATE CATALOG**

The TAMU *Graduate Catalog* provides information about the academic programs of Texas A&M University to students, prospective students, faculty, and staff of the University. This catalog outlines University policies and procedures and includes an exhaustive list of university courses. You may view the catalog online at <http://catalog.tamu.edu>.

### **REPORTING INEQUITY AND/OR HARASSMENT**

Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning,

Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and the world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national, or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Students should contact the Office of the Dean of Student Life.

Refer to <http://student-rules.tamu.edu/statement>

### **CLASS ATTENDANCE**

The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Students with excused absences will receive adequate time and opportunities to submit the required deliverables that are delayed due to those absences. To submit work under the “make-up” policy requires documentation as specified in the TAMU student rules (see Student Rules: Rule 7 – <https://student-rules.tamu.edu/rule07/>).

Students with unexcused absences will receive no credit for missed deliverables.

### **STUDENTS WITH DISABILITIES**

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit <http://disability.tamu.edu>. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

### **AGGIE HONOR CODE**

***“An Aggie does not lie, cheat, or steal or tolerate those who do.”***

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Aggie Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Aggie Honor System Office (AHSO). Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System.

Academic dishonesty includes cheating, plagiarism, and fabrication in the process of completing academic work. The Aggie Code of Honor is a cherished tradition we all strive to uphold within this academic community and the Aggie Honor System Office is an office established to administer the Texas A&M University Honor System. The AHSO is the central office responsible

for maintaining records and for coordinating communication, prevention, training, remediation, and adjudication efforts for the Texas A&M University Honor Code. For more information, please visit <http://aggiehonor.tamu.edu>.

For each assignment, project, or exam that is submitted for grading in a course, students must affirm their commitment to the Aggie Honor Code with the following statement:

***“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”***

Even if you do not explicitly state the above, by submitting any course deliverable, you affirm your adherence to the Aggie Honor Code for that deliverable. Any evidence of plagiarism, cheating, or other scholastic dishonesty in violation of the Aggie Honor Code will be the basis for disciplinary action, which could include a failing grade and/or loss of assistantship or scholarship.

**Plagiarism**, as commonly defined, consists of passing off as one's own idea, the ideas, words, writings, etc., belonging to another. This can include:

- intentionally, knowingly, or **carelessly** presenting the work of another as one's own (i.e. failing to credit author/sources used in a work product);
- failing to credit sources used in a work product in an attempt to pass off the work as one's own;
- attempting to receive credit for work performed by another.

(Powers, Tim. “Aggie Honor System Office.” August 2019. PowerPoint presentation.)

Writing is considered intellectual property. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own without citing the source in writing, even if you have the verbal permission of that person.

In an effort to avoid plagiarism, you should become familiar with the various types. Please see <https://www.geteducated.com/elearning-education-blog/10-types-of-plagiarism-and-academic-cheating/>

**Cheating**, as commonly defined, is acting dishonestly or unfairly in order to gain an advantage. In an academic setting, this can include:

- having others conduct research or prepare work without advance authorization from the instructor;
- acquiring answers for any assigned work or exam from any unauthorized source;
- collaborating with other students in the completion of assigned work, unless specifically authorized by the instructor teaching the course.

(Powers, Tim. “Aggie Honor System Office.” August 2019. PowerPoint presentation.)

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case.” (<http://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules>)

## VIOLATIONS

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one’s work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case.

Academic dishonesty includes the commission of any of the following acts. This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty. Please review the Aggie Honor Code website for additional information regarding each of these violations.

<http://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules#Definitions>

- ❖ *Cheating* – Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance and has not been specifically approved in advance by the instructor.
- ❖ *Fabrication* – Making up data or results and recording or reporting them; submitting fabricated documents.
- ❖ *Falsification* – Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- ❖ *Multiple submissions* – Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.
- ❖ *Plagiarism* – The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- ❖ *Complicity* – Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

- ❖ *Abuse and misuse of access and unauthorized access* – Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.
- ❖ *Violation of departmental or college rules* – Students may not violate any announced departmental or college rule relating to academic matters.
- ❖ *University rules on research* – Students involved in conducting research and/or scholarly activities at Texas A&M University must also adhere to standards set forth.

## WHO SHOULD REPORT VIOLATIONS

EVERYONE should report a violation. No member of the University community should tolerate any form of academic dishonesty. The Aggie Honor Code has a critical component related to tolerance, “**An Aggie does not lie, cheat or steal or tolerate those who do.**” Our university and program depend on faculty and students upholding our Code. When there is evidence of a violation, it is the duty of every member of the academic community to take action.

## REPORTING PROCESS

When you become aware of a violation, you may report the violation to the INFO Student Services Office (MS-MIS academic advisor or Director of Student Services), the faculty connected with the coursework, and/or the Aggie Honor System Office. Working with the Aggie Honor System Office protects the rights of the student and the faculty member, provides a resource for assistance in facilitating the process, and helps address situations involving repeat offenders. When violations are reported to the INFO Student Services Office, we will complete the reporting process on your behalf coordinating with any students and faculty affected and working closely with the Aggie Honor System Office.

The process for addressing academic integrity issues is designed to be fair to all students. We will follow the process in all situations. Aggie Honor Code violations and subsequent sanctions are confidential. Typically, first violations do not result in removal from the program (see the section below for typical sanctions), so when we take action on a reported incident you likely will not know the result of the case. Please be assured we take violations seriously, we take action as quickly as possible, and we are motivated to preserve the integrity of the MS-MIS program.

More information on reporting can be found at the Aggie Honor System Office’s website:

<http://aggiehonor.tamu.edu/Faculty/What-To-Do/Appropriate-Process>

More information on the process if you are reported can be found at the Aggie Honor System Office’s website: <http://aggiehonor.tamu.edu/>.

## SANCTIONS

Faculty have the ultimate right to implement sanctions they feel are appropriate with the advice of the Aggie Honor Systems Office. A typical sanction for a first violation, (and the sanction the MS-MIS program recommends), is an F\* recorded on a student’s transcript. The \* indicates an academic integrity violation and remains on a student’s record until they complete an academic

integrity training. The F will remain, even after completion of the training. The minimum sanction recommended is a zero on the related assignment and a requirement to complete the academic integrity training.

A student who is found responsible for a violation and assessed a sanction has five (5) university business days from the date of notification of the sanction to file an appeal with the Honor System Office (from <http://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Appeals>).

## **GRADUATION**

Texas A&M confers graduate degrees at the close of each regular semester and 10-week summer session. If a student expects to complete his/her work at the end of a given semester, **he/she must apply for graduation** by submitting the electronic application via Howdy by the deadline published each semester in the Grad School's calendar.

Application instructions and deadlines can be accessed at <http://graduation.tamu.edu>. A student also must pay a \$47.50 diploma fee. There is a \$50 late fee if an application for a degree is received after the published deadline. If an application is cancelled after the application deadline, the student will not receive a refund of the diploma fee.

A student will not be officially cleared for graduation until a final degree audit is completed. A student may check <http://howdy.tamu.edu> after 10:00 p.m. the Thursday before commencement to make sure he/she has cleared.

Commencement ceremony dates/times will be published at <http://graduation.tamu.edu/> a few weeks after the initial application deadline.

## **MS-MIS BEHAVIORAL PERFORMANCE STANDARDS**

### **DRESS CODE**

Dressing for success isn't just about looking nice to those around you; how you dress can help — or hinder — the way people perceive you in the workplace. Presenting a polished, professional image gives others a lasting first impression and instantly boosts your professional credibility.

**The appropriate dress for all MS-MIS classes is college casual.**

- Jeans or shorts
- Polos, t-shirts, collarless shirts, sweaters
- Sneakers, flats, sandals

**For all other program events (company presentations, workshops, seminars, etc.), business casual is appropriate.**

- Shirts, khakis, or pants, nice, dark-washed (and hole-free) jeans
- Open-collar shirts (polos), sweaters, casual button-down, knit tops (no spaghetti straps or low-cut shirts)

- Flats, loafers, heels, or nice sandals (no sneakers or unprofessional heels)

**Business Professional dress is appropriate for career fairs, interviews, presentations, etc.**

- Business suit (matching pants/skirt and jacket), sheath dress with or without jacket
- Collared, button-down shirt
- Ties for men
- Closed-toe dress shoes (flats or conservative heels)

You will typically be notified of the appropriate attire for an event; however, if you are unsure, please ask! Also, err on the side of caution. If you are uncertain about what constitutes business casual or business professional, please ask and we can provide more resources.

## **COMMUNITY OF RESPECT**

A community of respect exposes students to a broad range of perspectives and experiences in an environment that inspires discovery, innovation, and collaboration. As such, this program strives to provide an inclusive environment and a safe place to learn and teach, where every person feels respected. Everyone should feel comfortable asking questions, admitting they need help, and seeking advice.

Discrimination based on any social characteristics, such as race, gender, sexual orientation, disability, etc. will not be tolerated. Please refrain from using phrases that are disrespectful to groups of people, even when they are intended to be self-deprecating (i.e., "I am so..."). These statements would have consequences in a professional environment. Actions inconsistent with a community of respect will be considered a violation of the student handbook and the typical sanction process will be implemented to address such actions of which we are aware.

No one should quietly tolerate discrimination or disrespect directed toward them. We can all learn from each other's perspectives to be more inclusive. If one of your peers says or does something that you feel shows a bias, you may respectfully call the issue to their attention. Taking time to consider your response, and at times to even seek counsel, may allow you to achieve a more satisfactory outcome. In many cases, disrespect is unintentional and stems from a lack of knowledge about other people's experiences.

If you feel uncomfortable addressing such issues directly with the offender, the MS-MIS Program will support you while keeping your identity anonymous if you choose. Please notify the MS-MIS advisor or the Director of Student Services. Hateful or biased behavior can also be reported anonymously or with contact information at <http://stophate.tamu.edu/>.

## **EXPERIENTIAL LEARNING PARTICIPATION AND EVENT ATTENDANCE**

Many learning experiences while you are in the MS-MIS Program occur outside of the classroom. There are some experiential learning opportunities, in which students are required to participate. Examples of mandatory events include, but are not limited to, participation in the Texas A&M ChallengeWorks course and career preparation modules through the Career Management Center (CMC). These events are an essential part of the MS-MIS experience and learning through these opportunities is often as valuable as the technical expertise acquired in coursework.



Other experiential learning opportunities will be available for optional participation. Students will be notified as to whether programming is optional or mandatory in e-mail communication.

**Failure to attend mandatory events, or leaving early without prior approval, could result in the student being required to submit an alternate written assignment and/or the student's dismissal from the program.**

## **INFORMATION TECHNOLOGY USAGE**

Mays provides information technology services to students, which come with certain responsibilities. Students must comply with University policy and local, state, and federal law in order to maintain access.

### **Academic Use of E-mail**

University issued e-mails, network, and computers should be used primarily for academic purposes. Some personal use is acceptable, but discretion should be used to ensure university technology is being used responsibly and with respect for others. The following should be considered when using university-issued technology:

- ❖ Refrain from sending messages of a non-academic nature to any university-related e-mail groups
- ❖ Carefully reply to specific individuals and use "Reply All" very judiciously
- ❖ Refrain from altering e-mail headers to hide the sender's identity
- ❖ Never use university e-mails for commercial purposes

### **Respectful Communication**

The MS-MIS Program expects all student correspondence with all stakeholders, including staff, faculty, peers, alumni, and potential employers to be professional and respectful. The MS-MIS Program will not tolerate communication by students which is prohibited by University policy and local, state, and federal law. Prohibited communication includes but is not limited to:

- ❖ Obscenity
- ❖ Defamation
- ❖ Advocacy directed to incite or produce lawless action
- ❖ Threats of violence
- ❖ Disruption of the academic environment
- ❖ Harassment based on sex, race, disability, or other protected status
- ❖ Anonymous or repeated messages designed to annoy, abuse, or torment

### **Professional Communication**

Students are expected to use a high-degree of professionalism when communicating with faculty or staff of Texas A&M University. Students should use only their TAMU-issued e-mail accounts for any official communication with a University employee. The subject line of all e-mail messages should include a succinct description of the content of the message. In addition, every e-mail should include your full name, as well as your university ID number (UIN). Members of the INFO Student Services Office will not respond to messages sent from third-party e-mail accounts.



## Social Media

Upon accepting admission to the MS-MIS Program, you became a representative of Mays Business School in all of your actions and correspondence. Your reputation and the reputation of Mays is forever impacted by your presence on social media. Prospective employers will monitor your social media presence in evaluating you for job opportunities and in evaluating Mays as a potential recruiting source.

While you are in the MS-MIS Program, all social media activity should be professional. Consider dress and atmosphere when posting pictures. Consider language and wording when posting dialogue. All posts should adhere to the intention of this handbook in maintaining your professionalism and respect for others.

## Accountability

Mays will hold system users accountable for the irresponsible use of university networks and hardware, including known security violations. Mays reserves the right to withhold computing privileges from those who do not abide by the intent of this policy. Violations could result in sanctions as outlined in this student handbook.

## REPRESENTING TEXAS A&M AT EXTERNAL EVENTS

MS-MIS students are often invited to participate in external events such as case competitions, hackathons, start-up competitions, etc. If you receive such an invitation, you are expected to notify your academic advisor. Class absences to participate in external events are not considered excused unless they are submitted to Student Activities by your advisor. Students who are not in good standing within the MS-MIS program may not participate in external events as representatives of Texas A&M, Mays Business School, or the MS-MIS program. Reasons for not being in good standing with the program include but are not limited to the following:

- On academic probation
- Have a case pending with the Aggie Honor System Office
- Received any sanction by the Aggie Honor System Office for academic misconduct

## MANDATORY STUDENT CHECK-IN

Graduate courses tend to move at a rapid pace, with the work beginning on the first day of class! Often, professors will assign students to academic teams within the first week and assignments or quizzes may also be on the schedule for week 1. Thus, it's important that students are in attendance from the onset of the semester. Students must attend class by the 2<sup>nd</sup> class day, or they will not be put in a group for the group project/assignment and will not be given an alternate assignment. This will result in a grade of zero for the group project/assignment.

To ensure that everyone is on campus and engaged in courses, all MS-MIS students are required to physically check-in with the INFO Student Services Office **on the first day of each semester**. Failure to do this will result in all classes being dropped from the student's schedule and a hold being placed on the student's account. The student will need to see the MS-MIS advisor, Dr. Aaron Becker, for assistance with being reinstated in classes. Please note that

enrollment in the original classes/sections is not guaranteed, and late fees may be assessed by Student Business Services.

In cases of emergency such as the death of a family member, exceptions **may** be granted. Please contact the Director of Student Services, Ms. Veronica Stilley ([vstilley@mays.tamu.edu](mailto:vstilley@mays.tamu.edu)), with such requests. Please note that any exceptions will be **only** in the case of an emergency and documentation to substantiate the emergency may be required. Approval will **not** be granted for such things as family weddings, births, graduations, etc.

## MS-MIS ACADEMIC STANDARDS

### ACADEMIC STANDARDS

Academic excellence is expected in all work undertaken in the MS-MIS program. Graduate students at Texas A&M University must maintain a minimum degree plan grade point ratio (GPR) of 3.000 (B average, based on a 4.000 maximum) throughout the period of graduate study. Further, students must maintain a minimum cumulative GPR of 3.000 for all courses taken at Texas A&M University.

After admission to the MS-MIS program, all grades earned in courses taken at Texas A&M University will be used in computing the GPR (including pre-requisite courses).

- ❖ A minimum GPR of 3.000 across all required courses is required to clear for graduation.
- ❖ A grade of C or better is required to obtain credit for a graduate level course. A grade of C or better is required for all course prerequisites.
- ❖ Earning a D or F in a required or prerequisite course will prevent a student from progressing through the program and will result in dismissal from the MS-MIS program.
- ❖ Three or more grades of C earned in any required courses will result in a recommendation for dismissal from the MS-MIS program.

The term “required course” in the previous bullets refers to a course that is either: A) on the student’s degree plan or B) part of the required curriculum, for students who do not yet have a degree plan. This includes elective courses that meet a degree requirement.

### GRADING SCALES

Graduate courses on a student’s degree plan may not be taken on a Satisfactory/Unsatisfactory (S/U) basis, except for courses bearing the numbers 681, 684, 690, 691, 692, 693, 695, and 697. Graduate courses **not** on the degree plan may be taken on an S/U basis (see student rule 10.4 at <http://student-rules.tamu.edu>).

In addition, the INFO Department has the following guidelines for graduate students:

- ◆With the exception of the courses listed above, ISTM and SCMT courses may NOT be taken on an S/U basis.

- ◆Students serving as INFO GAs must take all TAMU classes for a grade.
- ◆INFO students wishing to take an out-of-department (off-degree plan) course on an S/U basis must first obtain written approval from the course instructor to do so. That written approval should be submitted to the Student Services Office and will be placed in the student's academic file.

## PROBATION

If a student's cumulative or degree plan GPR falls below the specified minimum of 3.000, he/she will be allowed the next semester to raise the GPR to at least 3.000. Any student on probation is permitted to register only for courses on his/her degree plan or for required courses if no degree plan has been filed.

For students on assistantships or scholarships, funds will be terminated immediately after the probation is invoked since graduate students on probationary status are not eligible for graduate assistantships, fellowships, or scholarships.

If deemed to be scholastically deficient after the probationary period, the INFO Department will recommend the student's dismissal from the MS-MIS degree program.

## ATTENDANCE AND PUNCTUALITY

Students are expected to attend all classes regularly and punctually. For late arrivals and absences, it is the *student's responsibility* to obtain information from missed classes from other students (this includes changes to due dates and contents of exams, assignments, labs, and projects). **A late arrival to the class is counted as an absence.**

For classes meeting once per week:

*Students with absences will begin losing "participation points."  
Students having more than 2 absences will drop one letter grade.  
Students having more than 4 absences will drop two letter grades.*

For classes meeting twice per week:

*Students with absences will begin losing "participation points."  
Students having more than 4 absences will drop one letter grade.  
Students having more than 7 absences will drop two letter grades.*

For classes meeting three times per week:

*Students with absences will begin losing "participation points."  
Students having more than 6 absences will drop one letter grade.  
Students having more than 11 absences will drop two letter grades.*

## TEAMS AND PARTICIPATION IN GROUP PROJECTS

Teams and cohorts are a critical part of the learning environment of the MS-MIS Program. The MS-MIS Program assembles these groups to facilitate your learning and to teach you how to function better as a member of a collaborative group.

During the Program, you will be exposed to ideas and methods to help you function better as a team member and help you better manage your team. Each team will be responsible for developing its own set of ground rules and expectations. These ground rules and expectations will form the basis of your “team contract” or “team charter” and will establish the foundation for a positive team experience throughout the Program.

Most teams (permanent work teams, temporary work teams, cross-functional teams, educational teams, etc.) experience team challenges at some point. Working through team challenges is important. Teams function better and more often meet their objectives when they successfully overcome challenges. Personally, you’ll also grow as a result of your team experience in the MS-MIS Program.

We expect teams to respond to and deal with any and all issues or challenges professionally and efficiently. As you embark on the development of your team expectations and ground rules, please consider the following guidance:

- ❖ Successful teams establish a set of common ground rules and expectations in the early days of their time together.
- ❖ Each member of the team must agree to these common expectations and ground rules for the team. These expectations are developed by the team with input from all members. It is your team’s “contract” for behavior.
- ❖ As team challenges arise, the team should return to their common expectations and ground rules as the basis for working through challenges, identifying solutions, and growing as a team and individual. Ground rules and expectations are often clarified or expanded as teams seek to avoid future frustrations.
- ❖ Remember, in organizations, you must learn to work effectively in teams – both diverse, heterogeneous teams and more homogeneous teams. And there’s research to show that diverse teams can often accomplish goals better than homogeneous teams (depending on the nature of the goal). Working with your team through problems, challenges, disagreements, and other dysfunction is an important part of your MS-MIS education at Texas A&M and your personal growth.

Teams are valuable in organizations. Please consider your MS-MIS experience a wonderful opportunity to learn how to be a member of highly functional teams.

### **ACADEMIC CONTRIBUTIONS TO TEAMS**

All team members are expected to contribute equally to the academic content produced by the team. Students’ expertise based on prior experience and current skill levels will vary by content area. Accordingly, students’ contributions on specific assignments or portions of assignments may also vary. However, on average, work should be fairly distributed as should contributions made by each team member.

Failure to contribute to your group and claiming the group’s effort as your own is a violation of the Aggie Honor Code, as it constitutes turning in someone else’s work and claiming it as your own. Students should remind teammates prior to deadlines that their lack of contribution is a violation of the Aggie Honor Code. If students are not responsive to the reminder, then teams

should involve the professor. The student, the program, or the professor can report such a violation to the Aggie Honor System Office.

### TEAM CONTRACT

A team contract is due during the third week of class, signed by each team member. The team contract details the team's decisions about: guiding principles, purpose, division of labor, group roles, team plan, meetings, rewards and punishments, and provisions for changes to the contract. Also include a conflict resolution agreement which outlines the consequence of missing team meetings or not completing assigned tasks. All team members will retain a copy of this contract. The rewards section of the contract will be used to develop and administer peer evaluations and report results to the instructor. Each team should develop the criteria for their peer evaluations and include these as part of the team contract. The team contract should include the form that will be used by each team member to evaluate one another.

All groups submit an end of project peer evaluation form (similar to the following). It would be best to have this submitted online, as opposed to a hard copy in class to avoid peer pressure. If a particular team member gets multiple low ratings, their group grade is reduced. For example, if a group earns an 80 on the project but one group member averages 70 using the following rubric, that individual receives a 56 ( $80 * .70$ ) for their group grade.

*ISTM XXX  
Fall 2021  
Team Project  
Peer Evaluation*

*Evaluate each of your team members on the scales below, with 1 being the lowest. Consider such attributes as: shows up to meetings, actively contributes to project completion, demonstrates respect for other team members, willing to help other team members, level of contribution to the team, has a positive attitude towards team, accepts and shares team responsibilities, actively contributes to the preparation of the report.*

*A unanimous low score for one team member by the other team members may result in that team member's total project grade being adjusted lower, accordingly.*

Your Name: \_\_\_\_\_

Your Section: \_\_\_\_\_

Your Group #: \_\_\_\_\_

<i>Write team member names here</i> →			
<i>Shows up to meetings (10 points max)</i>			
<i>Demonstrates respect for other team members (10 points max)</i>			
<i>Level of contribution to the team (20 points max)</i>			
<i>Accepts and shares team responsibilities (10 points max)</i>			
<i>Actively contributes to project completion (15 points max)</i>			
<i>Willing to help other team members (10 points max)</i>			
<i>Has a positive attitude towards team (10 points max)</i>			
<i>Actively contributes to the preparation of the report (15 points max)</i>			
<i>Total individual scores (add up the scores from above)</i>	<i>100 max</i>		

*Any comments you want to make:*

## **PLAGIARISM AND CHEATING**

Faculty in the MS-MIS courses will follow the steps and processes outlined in the Honor Council Rules and Procedures in all cases of academic misconduct in the MS-MIS program (<http://aggiehonor.tamu.edu/Rules-and-Procedures>).

## **WITHDRAWALS AND DISMISSALS**

An MS-MIS student who withdraws or is dismissed from the program may not reenter the program. An exception may be granted in the case of voluntary withdrawal in good academic standing with prior written approval at the time of withdrawal from the MS-MIS Academic Advisor. A student who withdraws or who is dismissed from the program after the deadline for refund will not receive any refund of tuition and fees.

## **RIGHT TO APPEAL**

A student can appeal decisions of dismissal from the MS-MIS program. The appeals process begins with the Mays Assistant Dean for Graduate Programs and proceeds as follows:

1. Student submits a written appeal documenting the reason for the appeal to the Assistant Dean for Graduate Programs.
2. After submitting the written appeal, the student may request to meet with the Assistant Dean for Graduate Programs in person.
3. A student who is reinstated following a successful appeal of dismissal will be placed on scholastic probation.

If a student is dissatisfied with the results of the appeal made to the Mays Associate Dean of Graduate Programs, then students may also appeal to the Graduate Appeals Panel at the university level. For more information seek guidance from the TAMU student rules <http://student-rules.tamu.edu/rule59>.

## **MS-MIS DEGREE PLAN**

Each student must develop a formal degree plan in consultation with the MS-MIS Advisor. The proposed degree plan must be submitted online at the Graduate and Professional School web page: <http://ogsdpss.tamu.edu>.

## **PURPOSE OF DEGREE PLAN**

The degree plan sets forth the selection of courses graduate students must complete to satisfy the requirements for their degree. After a student's submitted degree plan is approved by the Graduate and Professional School, the degree plan represents the student's contract with TAMU for completing the degree. The student agrees to take the courses specified on the degree plan and the University agrees that after the student has fulfilled the requirements of the degree plan, the degree will be awarded.

## DEGREE REQUIREMENTS

This section explains in detail how to complete each step toward the MS-MIS degree. In most cases, careful reading of these instructions will save a student a lot of time and frustration that can arise from inaccurate or incomplete information.

## CURRICULUM

The MS-MIS program is a 36-credit hour, non-thesis program. A typical course load for the MS-MIS program is as follows:

- ◆ Fall I            3 courses (9 credit hours)
- ◆ Spring I        3 courses (9 credit hours)
- ◆ Summer        Internship (3 credit hours)
- ◆ Fall II          3 courses (9 credit hours)
- ◆ Spring II       2 courses (6 credit hours)

Students who do not participate in an internship during the summer may take classes during that time period or may take three classes instead of two in the second spring semester to complete his/her degree on time.

The MS-MIS degree requires 12 information system and business related courses. This section describes the requirements to complete the MS-MIS degree. For course descriptions and the complete graduate catalog, visit <http://catalog.tamu.edu/>.

The table below contains a summary of the coursework required for completion of the MS-MIS degree.

Required MIS Core Courses (21 credits)	ISTM 622 – Advanced Database Management ISTM 624 – Advanced Systems Analysis & Design ISTM 630 – MIS Project Management and Implementation ISTM 631 – Information Systems Design & Development Project ISTM 635 – Business Information Security ISTM 637 – Data Warehousing ISTM 643 – Corporate Information Planning
Required Business Course (3 credits)	ACCT 640 – Accounting Concepts

Four elective courses (12 credits) must be added to a student's degree plan. A list of pre-approved elective courses can be found at <http://mays.tamu.edu/ms-management-information-systems/courses/>. If you're interested in a course that is NOT included on the list, you must get approval from the MS-MIS Academic Advisor **before** taking the course or adding it to your degree plan. A maximum of two courses may be taken from any given discipline (e.g., MGMT, STAT).

## GRADUATE/UNDERGRADUATE COURSE EQUIVALENCIES

Students who have TAMU undergraduate degrees frequently enter the MS-MIS degree program. Many of these students have taken the undergraduate equivalent of graduate elective courses (see examples in following table). Students with TAMU undergraduate degrees may



not add the graduate version of an undergraduate course taken previously at TAMU to their MS-MIS degree plan. If you're unsure of the graduate and undergraduate course equivalencies, be sure to consult with the MS-MIS Academic Advisor, Dr. Becker, before registering for any elective courses.

Graduate Course	Undergraduate Equivalent
MGMT 680	MGMT 466
MKTG 621	MKTG 321
SCMT 645	SCMT 345
SCMT 637	SCMT 336

Similarly, the content of ACCT 640, a required MS-MIS course, is covered in the undergraduate BBA curriculum. Thus, any student with a BBA degree from Mays Business School will replace ACCT 640 with an additional elective course.

### TRANSFER COURSES

With the approval of the MS-MIS advisor, a maximum of 6 hours of graduate course credit may be transferred from another university and applied to your TAMU degree plan. Students must provide documentation from their previous university that the transfer course was **NOT** applied towards a previous degree before receiving approval from the INFO Department to add a transfer course to the degree plan.

After a transfer course is approved and added to the degree plan, a student may not subsequently request to remove the course from the degree plan.

### COURSE REGISTRATION

University regulations regarding registration are presented in the *Graduate Catalog* under the title "Registration." MS-MIS students will be placed in cohorts for the first year of study and will be registered for the first-year MS-MIS classes by the program leadership. Students will be responsible for registering themselves for classes in the summer and in year two of the program. **Per University policy, international students may only take one online (web-based) class per semester.**

### WAIT LIST REQUESTS

If a student wishes to register for a particular departmental (ISTM/SCMT) class and there are no seats available, he/she may submit a wait list request. All INFO Department wait list requests are submitted online and forwarded to the MS-MIS advisor. The student will receive notification via e-mail regarding the outcome of the request. The submission of a wait list request does not guarantee a seat in the class.

To submit a wait list request for a departmental course, please visit <http://www-info.tamu.edu/infowait/>. Wait list requests for out-of-department courses (e.g. CSCE, MGMT, STAT) must be filed with the respective department. Contact the appropriate department to learn the procedures to be followed.



## INTERNSHIPS

As part of the MS-MIS degree program, students earn course credit (ISTM 684) for internship work experience in the IT industry. We encourage students to use the Career Management Center office within Mays Business School, career fairs, and the TAMU Career Center to obtain an internship with an IT organization. **On campus internships are not permitted.**

ISTM 684 is a three-credit course and requires 10 to 12 weeks of **full-time** employment (i.e., 40 hours per week) in an intern position during the summer term. To enroll in ISTM 684, students must file an INFO internship application form, which must be approved by the MS-MIS Academic Advisor and Director. **A student will be charged the standard tuition and fees for the 10-week summer term for a three-credit course.**

The internship (ISTM 684) application form will be provided by the department. The deadline for submitting an application for ISTM 684 is 7 calendar days prior to the start of the semester in which the internship will occur. **There are no exceptions to this deadline.** ISTM 684 may only be completed one time and can only be completed in the summer. Fall/spring internships (and/or Co-Ops) are not allowed due to the program's course structure. **There are no exceptions to this policy.**

International students completing a professional internship must apply for Curricular Practical Training (CPT) through the Office of International Student Services. Details on the CPT approval process can be found at <http://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training>. To qualify for CPT, a student must be on an F-1 Visa.

**“In Absentia” versus “In Residence.”** A student who participates in an ISTM 684 course must declare whether the course will be completed “in absentia” or “in residence.”

A student who registers “in absentia” will not have to pay certain University fees as part of his/her tuition and fees for the semester. As per University requirements, to qualify for “in absentia” registration, a student must not have access to or use of facilities or properties belonging to or under jurisdiction of The Texas A&M University System at any time during the semester or summer term for which he/she is enrolled. “Facilities” includes human resources and services such as those provided by graduate advisory committee members responding to drafts of theses, dissertations, or records of study, or other academic materials.

## DIRECTED STUDIES

Students may take ISTM 685, Directed Studies, only in the case of a high-quality research project as approved by the faculty supervisor and the MS-MIS Advisor and Director. A student must receive approval to enroll in ISTM 685 **before** adding the course to his/her degree plan. As this is a research-oriented course, we allow only a select few to take this course. A student may not register for Directed Studies as his/her **only** course (i.e., as final credit hours). Also, students may not register “in absentia” for Directed Studies.

The student is responsible for identifying an INFO faculty member who is willing to work on a directed study research project with him/her. The student and faculty member work out the details of the course deliverables and grading scheme.

Students may apply a maximum of 3 credit hours of ISTM 685 to their degree plan, with approval. Additional instructions and the ISTM 685 request form are available on the departmental website.

### **SUBMITTING THE DEGREE PLAN**

The INFO Department requires that the official degree plan be filed with the Graduate and Professional School after completing 24 credit hours. Thus, for most students, the degree plan must be filed following the 2<sup>nd</sup> fall semester. However, international students must have an approved degree plan filed before ISS will approve CPT. Therefore, international students should file official degree plans by April 15. Also, students who take prerequisite classes will also reach the 24-credit hour threshold earlier and will need to submit an official degree plan upon reaching that milestone.

Domestic students may wait until the fall semester of Year 2 to file. At this point, all elective course selections will be finalized. Deadline: October 1

Please note that students wishing to take ISTM 685 must receive approval for the course before it is added to the degree plan. Instructions for completing a degree plan are provided in the online degree plan system. The INFO Department requires that students specify the semester and year they plan to take the courses added to the degree plan. Grades for courses already completed must also be entered. Questions about completing the online degree plan may be directed to Dr. Aaron Becker ([abecker@mays.tamu.edu](mailto:abecker@mays.tamu.edu)).

Students should follow the instructions of the online degree plan submission system to submit the degree plan. Students must identify themselves as MISY non-thesis option students. In addition, students must specify their advisory committee as part of the degree plan process. All students in the MS-MIS degree program have the same advisory committee. When completing the degree plan, students should specify the advisory committee as follows:

Committee Chair: Dr. Aaron Becker

This will direct degree plans to Dr. Becker for approval. Degree plans must also be approved by the following individuals/offices, but the plan will automatically route to these, and you will not need to enter them into the system:

- ◆Ms. Veronica Stilley; Director
- ◆Dr. Rich Metters; INFO Department Head
- ◆Graduate and Professional School

*Please note:* Releasing a draft is NOT the same as submitting the degree plan for approval. If a student chooses to release a draft of his/her degree plan to the committee for their input, the student must notify the members that the draft degree plan is available for review. The draft then must be retracted before the student can submit the formal degree plan for the approval process.

As part of the degree plan submission process, a student will request a degree plan audit. The audit checks the degree plan against a set of rules outlined in the Graduate Catalog for degree requirements and limitations. The student is notified if any rule violations occur. If a violation occurs, the student must correct the degree plan and perform another audit. "Auditing" and

“submitting” a degree plan are not the same. After auditing a plan, the student must also SUBMIT it.

## **DEGREE PLAN PETITIONS**

During the course of a student’s graduate career, it may become necessary for him/her to make requests of the Graduate and Professional School to make changes to his/ her degree plan. Such petitions should be filed via the Document Processing Submission System (DPSS) at <https://ogsdpss.tamu.edu>. Each petition will be considered on its own merit by the Dean of Graduate Studies.

Most degree plan petitions require signatures from various members of the INFO Faculty/Staff. The online requests will be routed to the various faculty/staff members for signatures, and finally to the Graduate and Professional School for processing.

The INFO Department is an academic unit within Texas A&M University. The purpose of the Department is to assist students in obtaining undergraduate, masters, and doctoral degrees. As a general rule, petitions and requests received from students attempting to alter their degree plan or graduation date for immigration purposes will not be approved by the Department. For example, a student has fulfilled the requirements of his/her degree plan and petitions to cancel graduation as he/she has not yet obtained a job and wants to remain in status with a student visa. In this case, the request to cancel graduation will not be approved by the INFO Department or the Graduate and Professional School.

## **GRADUATE CERTIFICATES**

Texas A&M University offers a number of [graduate certificates](#) that students may opt to pursue in addition to their degrees. The INFO Department currently administers the [Business Intelligence and Analytics Certificate](#). This certificate is attractive to students with an inquisitive interest in databases, data cultivation, and extracting hidden information. Students pursuing this certificate should have a base interest in programming and data management, as well as some technical background and an interest in statistical applications. Advanced coursework in calculus, statistics, and computing is strongly recommended.

Students interested in pursuing this option should plan ahead and start early, as the courses included in the certificate are not offered every semester.

To complete the Certificate in Business Intelligence and Analytics, students must successfully complete two required courses (6 credit hours) and two elective courses (6 credit hours).

Required courses:

- ISTM 637 Data Warehousing (fall)
- ISTM 650 Business Data Mining (spring)

Elective courses (choose two):

- FINC 646 Technical Analysis of Financial Markets (spring)
- SCMT 611 Statistical Foundations of Data Analytics (fall)
- ISTM 660 Applied Predictive Analytics for Business [formerly SCMT 650] (spring)
- STAT 656 Applied Analytics (fall/spring)

- ISTM 689 Special Topics in...<sup>1</sup>
- SCMT 689 Special Topics in...<sup>1</sup>

<sup>1</sup> As approved by academic advisor.

The INFO Department has also offers a [Cybersecurity Management Certificate](#). This certificate provides an opportunity for student growth in the field of cybersecurity. The focus of the program is at the intersection of the business and technical aspects related to cybersecurity. Students will gain a broad technical knowledge of cybersecurity as well as an understanding of the alignment with and support of key business objectives. Students will understand the challenges of computer network security while ensuring the confidentiality, availability, and integrity of data. Further, they will be able to integrate policy, best practices, and strategies to address a broad range of challenges and threats, while balancing the development of a security environment that is usable, yet secure.

Students interested in pursuing this option should plan ahead and start early, as the courses included in the certificate are not offered every semester.

To complete the Certificate in Cybersecurity Management, students must successfully complete three required courses (9 credit hours) and one elective course (3 credit hours). ISTM 635 is a prerequisite for the other two required courses.

**Required courses:**

- ISTM 635 Business Information Security (spring)
- ISTM 645 IT Security Controls (fall)
- ISTM 655 Security Management and Compliance (spring)

**Elective courses (choose one):**

- CSCE 652 Software Reverse Engineering
- CSCE 664 Wireless and Mobile Systems
- CSCE 665 Advanced Networking and Security
- CSCE 701 / CYBR 601 Foundations of Cybersecurity
- CSCE 702 / CYBR 602 Law and Policy in Cybersecurity
- CSCE 703 / CYBR 603 Cybersecurity Risk
- CSCE 704 / CYBR 604 Data Analytics for Cybersecurity
- CSCE 711 / CYBR 711 Introduction to Modern Cryptography
- CSCE 713 Software Security
- ECEN 759 / CYBR 630 Hardware Security
- MATH 673 Information, Secrecy, and Authentication I
- MATH 470 Communications and Cryptography
- PSAA 608 / CYBR 661 Cybersecurity Policy, Issues, and Operations

## ADMINISTRATIVE ITEMS

### HOWDY.TAMU.EDU

The howdy.tamu.edu website is part of Texas A&M's student information management system, known as Compass, and is provided to students by the Office of the Registrar. Among other things, this computer-based system should be used to

- update your address, phone number, and e-mail
- register for classes
- check your class schedule
- view the availability of course sections
- view your tuition/fee statement
- conduct an academic degree evaluation
- check for holds on your account
- apply to graduate

It is extremely important that the INFO Student Services Office be able to contact students. Please be sure to keep your contact information up to date in Howdy.

### ACADEMIC ADVISOR

The MS-MIS Academic Advisor, Dr. Aaron Becker, is an INFO faculty member who handles all official master's student documents and academic requirements and needs. Dr. Becker is the first and primary source for any academic and program inquiries and/or consulting. He is located in 315D Wehner and may be reached by e-mail at [abecker@mays.tamu.edu](mailto:abecker@mays.tamu.edu) or by phone at 979-458-4051.

### COMMUNICATION FROM THE PROGRAM

The MS-MIS program staff make every effort to streamline communication coming from the program office. You will receive e-mails as necessary from the INFO Student Services Office with efforts made to minimize ad hoc communication. Important announcements regarding departmental/Mays events, job openings (part-time, internships, and full-time), scholarship opportunities, etc. will be communicated via e-mail. As per university policy, the MS-MIS program staff will use your [@tamu.edu](mailto:@tamu.edu) e-mail address to send e-mail communications.

You will be held accountable for all information communicated via e-mail. Information communicated via e-mail will not be duplicated verbally. If program communication (individual or group) requests a response, it is expected for you to respond within 24 hours.

### ROUTING FORMS FOR SIGNATURES

There are a number of various forms (electronic and hard copy) that students may need to submit for departmental approval. These forms may require the signature of the Academic Advisor, the Director, and/or the Department Head, among others. Such approvals will likely take time to secure, as faculty and staff play many different roles and are often out of the office for classes, meetings, etc. We will always work to ensure that we review and approve forms as

efficiently as possible; however, you should always **allow three to five business days** for the routing of forms for signatures. You cannot expect to have forms approved any sooner than this.

You should also take into account that most forms approved through the department also require secondary levels of approval (e.g., Dean, Registrar, Graduate and Professional School, and/or ISS). You should also take this into account and realize that each office will require several days for the approval process. For international students, **the standard processing time for all ISS forms is five to ten business days. Plan accordingly.**

### **REQUESTS FOR LETTERS**

At times students need letters to document their status at Texas A&M University. The INFO Department may issue special request letters, determined on a case-by-case basis. To obtain a special request letter from the Department, submit a written request via e-mail to Veronica Stilley ([vstilley@mays.tamu.edu](mailto:vstilley@mays.tamu.edu)). **Please allow 3-5 days for processing.**

### **ENROLLMENT VERIFICATION**

In most cases, enrollment verification is handled by the TAMU Office of the Registrar through the National Student Clearinghouse, a contracted agent of Texas A&M University and an Authorized Certifying School Official for providing certificates of enrollment verification. A free student-self-service enrollment verification link can be accessed via Howdy. Under the MyRecord tab, access the "Verification of Enrollment" link in the My Schedule Channel. The student's Net ID and password are required to log in to this secure system.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, the following directory information may be made public unless the student desires to withhold any or all of this information:

- Student's name
- UIN
- Address (local and permanent)
- Telephone number (local and permanent)
- E-mail address
- Major
- Classification
- Dates of attendance
- Degree(s) awarded
- Awards or honors
- Previous institutions attended by the student
- Participation in officially recognized activities and sports

Currently enrolled students may select to protect all or parts of this information by restricting it in the "My Information" section of Howdy (<http://howdy.tamu.edu>). This instruction remains in effect

until/unless the student changes these elections or after he/she completes his/her degree and is no longer enrolled.

Faculty or staff may release directory information about students. Before doing so, however, Compass should be checked to be sure that there is no block on this information.

Present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. Parents of dependent students (if certified via Howdy) have these same rights. Students do not have access to personal notes, confidential letters of recommendation where the student has waived the right to access, medical records, and records concerning admission to a program in which the student has not enrolled.

TAMU administrative, supervisory, and instructional staff have access to student educational records for legitimate educational purposes related to their proper functions in educating students. With the exception of directory information, the University will only release information from or permit access to a student's educational records if the student gives his/her prior written consent for the disclosure. The written consent must include the type of records to be released, the reasons for the disclosure, to whom the disclosure is to be made, the student's signature, the date of request, and if appropriate, the date when consent is terminated.

## **FUNDING YOUR EDUCATION**

After the academic issues are addressed, a student needs to consider how he/she will pay for his/her graduate education. Students at Texas A&M are financially supported in a variety of ways:

- personal funds -- individual, family, benefactor
- loans -- credit union, bank, federal student loan programs
- fellowships and/or scholarships
- graduate assistantships
- employment on campus
- self-employed services
- awards from extracurricular funding sources

Students are responsible for securing their own funding. It is not the responsibility of the Department to obtain funding to support students during their graduate studies. The INFO Department offers two sources of funds on a competitive basis: Graduate Assistantships and Graduate Scholarships

### **Graduate Assistantships**

The INFO Department hires a limited number of students into Graduate Assistant Teaching (GAT) positions each semester. GATs are half-time employees of the INFO Department, TAMU, and the State of Texas who are assigned to work with a faculty supervisor. GAT responsibilities are typically centered on supporting a class for a faculty member. As such, GATs may be asked to hold office hours for student consultation, grade completed assignments and papers, maintain grade books, proctor exams, etc.



GATs are responsible for supporting undergraduate or graduate courses within the INFO Department. Assignments are made by Ms. Veronica Stilley, Director of Student Services. During the term of the GAT, the professor teaching the class supervises the work of the GAT. GATs are expected to work 20 hours a week in the fall semester (September - December) or spring semester (January - May).

A limited number of graduate assistantships are offered each semester. The number of GAT positions depends on available funds and the number of teaching opportunities. There are currently 25-30 GAT positions offered per semester. The criteria for selection are based on the Department's need for each semester.

All first-year students are automatically considered for a GAT as part of the application process. In subsequent semesters, students may apply for GAT positions. Open positions will be announced by the Student Services Office via e-mail.

Students whose first language is not English will need English Proficiency Certification to hold a GAT position (see section for international students on pg. 29). In addition, GATs must remain enrolled full-time (at least 9 hours in the fall and spring or 6 hours in the summer) throughout the assistantship.

GATs currently receive a monthly salary of \$725. In addition, GATs who are not residents of Texas receive a non-resident tuition waiver. GATs who are employed for at least 4.5 months are also eligible for half-time employee benefits, including health insurance.

The Director of Student Services makes departmental assistantship offers based on merit and need. The selection process for determining who will be awarded a graduate assistantship takes into consideration such factors as (but not limited to) the student's GPR, GRE/GMAT scores, work experience, motivation, and letters of reference. An additional consideration is a student's availability (i.e., course schedule). The number of offers made is contingent upon faculty need and the Department's budget.

The student's assistantship supervisor will be asked to periodically evaluate the assistant's performance. The purpose of this evaluation is to assure that the Department's needs are being met and that the assistant-supervisor relationship is working satisfactorily. A completed copy of the evaluation will be retained in the student's file. If the performance level of a GAT is unsatisfactory, he/she will meet with the Director of Student Services to discuss options for remediation. If the GAT's performance remains unsatisfactory, he/she will be dismissed as an employee and will lose the GAT position.

Academic excellence is expected of all GATs. In addition, GATs are expected to uphold basic professional and ethical standards. Failure to meet these high standards may result in loss of the assistantship. In general, a student holding a graduate assistantship is subject to losing his/her assistantship when:

- his/her cumulative or degree plan grade point ratios fall below a 3.0 average
- he/she has failed to adequately perform the assistantship duties
- he/she has been involved in scholastic dishonesty
- he/she has failed to uphold professional and ethical standards



A student's assistantship will be terminated if the Director of Student Services, in consultation with the supervising instructor(s), concludes that the student's poor performance does not merit continuance of the assistantship. Protests stemming from termination of an assistantship will be addressed through formal University grievance procedures (see Right to Appeal on page 16).

A student who has lost his/her assistantship as a result of unsatisfactory grades becomes eligible again for assistantship funding when he/she raises his/her cumulative and degree plan GPR to 3.0 or higher. At that time, he/she may apply for an assistantship for a later semester as outlined above.

Renewal of a student's assistantship in subsequent semesters is not guaranteed but rather is subject both to the same competitive process under which it was initially offered and to funding availability.

GAT positions are contingent upon the completion of a criminal background check, an online and in-person orientation, and completion of the Teaching Assistant Institute and several online training modules.

### **Scholarships – INFO Department**

The INFO Department offers a limited number of competitive scholarships. Scholarships are awarded to graduate students on a competitive basis and are intended to reward superior academic achievement and student involvement. Depending on the terms of each, a student may be eligible to hold a scholarship in conjunction with a graduate assistantship, fellowship, loan, or other type of financial aid.

All first-year students are automatically considered for INFO scholarships as part of the application process. Scholarships offered to first-year students are divided equally between the first two semesters (fall and spring).

A limited number of scholarships are also available for second-year students. Application forms will be made available sometime during the spring semester and recipients will be announced in March or April. Scholarships will be funded the following fall and/or spring semesters (in the 2<sup>nd</sup> year). We are grateful to our former students who, as individuals or corporate sponsors, provide these scholarships.

Under current state law, if a student holds a competitive TAMU scholarship of \$1,000 or more, he/she may be eligible to pay resident tuition regardless of his/her official residency status.

Each funding entity determines the eligibility criteria for its own scholarships. Most require that the recipient be enrolled as a full-time student (at least 9 hours in the fall and spring and 6 hours in the summer) throughout his/her scholarship. This requirement can be circumvented during a student's final semester if all degree requirements are being met.

Scholarship holders are expected to maintain at least the same academic performance levels and progress as assistantship holders. Higher levels may be stated in the offer letter of specific scholarships, depending on the donor's expectations. A GPR  $\geq$  3.0 and adequate progress toward the degree are minimum requirements. Students not meeting these standards are

subject to losing their scholarships. The termination procedures are the same as for assistantships.

### **Scholarships – TAMU**

There are a number of university-level scholarships and other types of financial aid available. The following resources detail these opportunities:

<http://scholarships.tamu.edu/>

<https://financialaid.tamu.edu/>

<https://grad.tamu.edu/buttons/funding-opportunities>

### **STUDENT ORGANIZATIONS**

There is more to being a graduate student in MIS than attending class, completing assignments, and studying. There are many opportunities offered by TAMU, Mays Business School, and the INFO Department for professional development and enrichment.

Texas A&M University is large and diverse. As such, there are student organizations for virtually every ethnic group, interest, hobby, political group, and lifestyle. The Memorial Student Center (MSC) holds an Open House for student groups to advertise their activities and recruit members around the first Sunday after classes begin in the fall and spring semesters. For exact dates, visit <http://mscopenhoused.tamu.edu>.

Participation in student organizations allows students to gain experience and skills in planning and administration that will remain valuable in their professional lives. To get involved in a student organization, a student can attend meetings and contribute his/her opinion, serve on committees, run for office, accept leadership roles, etc. The INFO Department strongly encourages graduate students to become involved in at least one of the three student organizations within the department, as well as one organization at the university level.

### **Business IT Students (BITS)**

This student-run organization provides leadership, educational, and networking opportunities through partnerships with industry, government, and academia. Typical BITS activities include hosting industry speakers, coordinating field trips, and interfacing with the Center for the Management of Information Systems (CMIS) and the INFO Department for planning student-oriented events. BITS interacts with other student groups and participates in campus-wide student events.

#### **Contact Information:**

President: Namrata Bamb ([namratamb@tamu.edu](mailto:namratamb@tamu.edu))

Faculty Advisor: Dr. Jordana George ([jgeorge@mays.tamu.edu](mailto:jgeorge@mays.tamu.edu))

## **Buddy Connect**

Buddy Connect is an organization created by MS-MIS students for MS-MIS students. Their mission is to motivate, encourage, and support the incoming class of MS-MIS students by sharing experiences and providing direction to appropriate resources.

### **Contact Information:**

President: Ashik Bekal ([ashikbekal@tamu.edu](mailto:ashikbekal@tamu.edu))

Faculty Advisor: Ms. Veronica Stilley ([vstilley@mays.tamu.edu](mailto:vstilley@mays.tamu.edu))

## **THE AGGIE RING**

One of the greatest moments in the life of any Aggie is the day that he/she receives an Aggie Ring. This tradition began with the Class of 1889. The ring worn by all Aggie graduates is the same except for the class year. This serves as a common link for former students. When an Aggie sees the ring on another Aggie's hand, a spontaneous reunion occurs.

The Aggie Ring is one of the most symbolic of our traditions. Everything seen on the ring represents a value that an Aggie should hold. Please visit the following websites for additional information about the Aggie Ring.

- <https://www.tamu.edu/traditions/aggie-culture/>
- <https://www.aggienetwork.com/ring/history.aspx>

## **Qualifications for Graduate Students**

A graduate student in a non-thesis program must meet the following requirements to qualify for an Aggie Ring.

- 75% of coursework (9/12 courses) completed for degree program at TAMU
- Must not be on academic probation, suspension, dismissal, expulsion, or on honor violation probation from the University

## **How to Get an Aggie Ring**

Please visit <https://www.aggienetwork.com/ring/your-aggie-ring/> for instructions about how to complete an Aggie Ring Audit and how to order an Aggie Ring. This site also provides specific instructions, requirements, dates, and times for picking up an Aggie Ring.

## **INTERNATIONAL STUDENTS**

### **ENGLISH LANGUAGE REQUIREMENTS**

All international graduate students whose native language is not English must fulfill an English proficiency requirement, through either English Proficiency Verification or English Language Certification.

There are two levels of English Proficiency Status for graduate students: English Proficiency Verified and English Proficiency Certified. To achieve admission to a graduate program at TAMU, international students must attain English proficiency verification; however, English Proficiency Certification is required, by the State of Texas, before a graduate student is eligible to serve as a Graduate Assistant Teaching (GAT), or any other position considered to be a teaching position (e.g., instructor, lecturer, etc.). Students who are interested in teaching opportunities at TAMU, or who will hold GAT positions in an upcoming semester, must obtain English Proficiency Certification. For all other students, English Proficiency Verification will suffice.

## **Verification**

English Language Proficiency Verification can be obtained using the following:

- A TOEFL score of at least 80 Internet-based or 550 paper-based, or
- An IELTS score of at least 6.0, or
- A GRE Verbal Reasoning score of at least 146, or
- A GMAT Verbal score of at least 22, or
- A PTE Academic score of at least 53, or
- Acquiring alternative verification during the admission process from the Graduate and Professional School via a departmental request. An international graduate student holding a master's degree from an accredited institution located in the U.S. qualifies for alternative verification.

## **Certification**

To serve in a Graduate Assistant – Teaching (GAT) position, the State of Texas requires that international graduate students attain English Language Proficiency Certification. This can be achieved in any one of the following ways:

- A TOEFL Speaking score of 26-30
- An IELTS Speaking score of  $\geq 8.0$
- A PTE Speaking score of  $\geq 85$
- An ELPE Oral score of  $\geq 80$  (administered at TAMU; <http://dars.tamu.edu/Testing/ELPE>)

## **VISA STATUS**

The International Student Services (ISS) office is the best source of information on matters pertaining to an international student's visa status, as well as other questions pertaining to employment of international students. The Department does not write policies regarding to international students; instead, it upholds the policies outlined by ISS and the U.S. Federal Government.

### **Contact Information:**

1<sup>st</sup> floor – The Pavilion

979-845-1824

[iss@tamu.edu](mailto:iss@tamu.edu)

<http://iss.tamu.edu/>

## **OUT-OF-COUNTRY TRAVEL**

The INFO Department does not approve out-of-country travel for students during the regular school semesters. Out-of-country travel should occur during regular University holidays, semester breaks, and/or summer. **Students are required to be on campus and attending class for the entirety of each semester for which they are enrolled.** The academic calendar can be accessed via the My Record tab in Howdy (Academic Resources → Academic Information → Academic Calendar).

The semester dates provided on the academic calendar are inclusive of final exam dates. These exam dates/times are assigned by the Office of the Registrar and cannot be modified for individual students who wish to get a jump-start on their semester break. The exam schedule represents a delicate balance that allows the University to schedule appropriately sized rooms so that over 68,000 students can take all their final exams within a four-day period. If students try to adjust the schedule in any way (e.g., requesting to take an exam with a different section), the balance is upset, and we run out of seats. Thus, students must take their final exams in the timeslots indicated in the syllabi for their particular courses and sections. No exceptions will be made.

## **UNIVERSITY CONTACTS AND RESOURCES**

### **DEPARTMENT OF INFORMATION AND OPERATIONS MANAGEMENT**

The Department of Information and Operations Management (INFO) offers courses and research which focus in the areas of management information systems and supply chain management. The INFO program teaches students with the goal of creating professionals who understand the underlying theory of decision-making systems and have the problem-solving skills necessary to succeed in a highly competitive business environment.

The INFO faculty and staff have office space in three office suites located in the east wing of the Wehner building (301, 320, and 330). Directory information for departmental faculty and staff is located on the bulletin board outside of the main department office and outside the main door to each office suite.

Office Hours: M-F 8:00 a.m. – Noon and 1:00 p.m. – 5:00 p.m.

#### **Contact Information:**

320 Wehner

979-845-1616

<http://mays.tamu.edu/departments-of-information-and-operations-management/>

### **INFO Student Services Office**

The INFO Student Services Office (SSO) is available to assist students in the MS-MIS program. The SSO faculty and staff are available to answer questions from potential, current, and former students about our program and the University. The SSO is also a resource for other academic, course, or department scholarship inquiries and needs as well.

While walk-ins are welcome, scheduling an appointment will ensure that one will have time to address all his/her questions.

Office Hours: M-F 8:00 a.m. – Noon and 1:00 p.m. – 4:30 p.m.

**Contact Information:**

315 Wehner  
979-845-0811

<http://mays.tamu.edu/department-of-information-and-operations-management/advising/>

**Center for the Management of Information Systems**

The Center for the Management of Information Systems (CMIS) is an industry consortium of firms that guides the academic programs of the Department, provides industry contacts for securing student internships and full-time employment, and offers leadership and professional development opportunities for MS-MIS students.

CMIS sponsors a number of student-oriented events each academic year including the CMIS Case Competition and the Women in IT Conference.

**Contact Information:**

330 Wehner  
979-845-1618

<http://mays.tamu.edu/center-for-the-management-of-information-systems/>

**MAYS BUSINESS SCHOOL – WEHNER BUILDING**

The E.L. Wehner Building houses Mays Business School. The Wehner Building provides classrooms, computer labs, lounge areas, meeting areas, etc. for all business students.

The Wehner Building is open according to the following schedule:

Fall/Spring

Monday – Thursday	6:45 a.m. – 9:30 p.m.
Friday	6:45 a.m. – 6:00 p.m.

Summer

Monday – Friday	6:45 a.m. – 6:00 p.m.
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The building is not open on weekends or during school holidays or closures. Graduate students are given “swipe” access via their Aggie Cards to open the doors after hours or on weekends. This allows students to access and work in the computer labs 24/7. A student who has access to the building when it is closed should not prop open doors or allow access to others who don’t have swipe access.

**GRADUATE AND PROFESSIONAL SCHOOL**

The Graduate and Professional School maintains the official record for each graduate student. It serves as the primary administrative body and overarching source of information for graduate student education at TAMU. Once a graduate student is accepted by an academic department

or college, the Graduate and Professional School assists and facilitates progression toward completion of a graduate degree through maintenance of all official documents.

The Graduate and Professional School has final approval on all degree plans, petitions to change degree plans, and final clearance for graduation. **Failure to comply with regulations and deadlines of the Graduate and Professional School will delay a student's graduation (and likely cost him/her money!).**

The Graduate and Professional School deadline calendar can be accessed from their web site. Failure to meet these deadlines will delay a student's graduation until the next semester.

**Contact Information:**

*Graduate and Professional School*

204 Nagle Hall

979-845-3631

[grad@tamu.edu](mailto:grad@tamu.edu)

<https://grad.tamu.edu/>

## **SCHOLARSHIPS AND FINANCIAL AID**

The Department of Scholarships and Financial Aid (SFAID) offers guidance to students seeking financial aid, provides resources for locating scholarship and fellowship opportunities, and administers short-term, emergency tuition loans.

**Contact Information:**

*Department of Scholarships and Student Financial Aid*

2<sup>nd</sup> Floor Pavilion

979-845-3236

[financialaid@tamu.edu](mailto:financialaid@tamu.edu)

<http://financialaid.tamu.edu>

## **OFFICE OF THE REGISTRAR**

The Office of the Registrar has the primary responsibility of maintaining and storing the academic records of all current and former students. Students may need the assistance of this office for a myriad of reasons, including but not limited to the following:

- Name changes (international students' names must be as appears on their passports)
- Enrollment/Degree verification
- Transcripts and diplomas
- Residency status

**Contact Information:**

1<sup>st</sup> Floor General Services Complex (GSC)

979-845-1145

[registrar@tamu.edu](mailto:registrar@tamu.edu)

<http://registrar.tamu.edu/>

## **STUDENT BUSINESS SERVICES**

Student Business Services is responsible for helping each student understand and manage his/her financial obligations to Texas A&M University. This office can assist with questions regarding the following:

- Tuition and fee charges and payments
- Tuition and fee refunds
- Tuition and fee waivers
- Loans
- Aggie Card (TAMU ID)

### **Contact Information:**

2<sup>nd</sup> Floor General Services Complex (GSC)

979-847-3337

[sbs@tamu.edu](mailto:sbs@tamu.edu)

<http://sbs.tamu.edu/>

## **OFFICES OF THE DEAN OF STUDENT LIFE**

The Offices of the Dean of Student Life provide programs and services for graduate students and other students living off campus, including special resources and programs for women. Some of their services include:

- Aggie Search -- online campus housing database and roommate search
- Off Campus Survival Manual and Map
- Resources for dealing with roommates
- Conflict mediation -- A problem-solving service for resident/manager disputes
- Support for other issues associated with off-campus living

### **Contact Information:**

Room 103 Bizzell Hall

979-845-3111

[studentlife@tamu.edu](mailto:studentlife@tamu.edu)

<http://studentlife.tamu.edu/>

## **TAMU LIBRARIES**

### **Sterling C. Evans Library**

The Sterling C. Evans Library is the largest library on campus and serves the departments on Main Campus. The building is comprised of two additions to the original library building (Cushing Memorial Library and Archives), one in 1968 and one in 1979. In 1975 it was dedicated as the Sterling C. Evans Library to honor the Library's major benefactor and his service to the University.

The Library departments residing in Evans are Main Circulation, Interlibrary Services, Instructional Services, Reference Services, Course Reserves & Current Periodicals Department, the Map/GIS Room, and the Library Administrative Offices. Evans Library also



accommodates services that are not overseen by the Library Administration, including the University Writing Center.

#### **Contact Information**

979-845-3731 or <http://library.tamu.edu>.

#### **Business Library and Collaboration Commons**

The Business Library and Collaboration Commons (BLCC) is a branch of Evans Library and provides library resources and services to Mays Business School. It offers limited, specialized collections of current periodicals, reference works, and monographs in business and agriculture.

The main reference service point at the BLCC is where students and faculty can ask questions, use print reference works, and use electronic research databases, electronic journals, and Internet resources at the R.C. Barclay Reference and Retailing Resources Center.

The BLCC Circulation Desk is the library service point for book check-out, reserve material check-out, and the deliverEdocs service, which includes interlibrary loan service for materials not owned by the University Libraries, articles from any library print resource converted to electronic format and delivered to your desktop computer, and a campus library courier service which shuttles books between the campus libraries.

The three-story building seats 1,000 students, with computer workstations on the 1st and 3rd floors. The upper two floors contain study space, circulating books, and bound journal volumes. On the 2nd and 3rd floors, seven group study rooms, each equipped with a CIS computer, are available by reservation by calling 979-862-1983.

The BLCC houses an Open-Access Computer Lab (OAL) operated by Computing and Information Services (CIS), with 250 computers connected to the campus network. The entire building has wireless connectivity to the campus-computing network.

The University Writing Center also has an office in room 205 of the BLCC. Students may use the writing center as a resource in completing term papers and research projects.

#### **Contact Information**

979-845-2111 or <http://library.tamu.edu>.

#### **COMPUTER INFORMATION SERVICES**

Computing & Information Services (CIS) provides the students, faculty, and staff of Texas A&M University with access to a vast array of computing resources, facilities, and support. In addition to Internet access, e-mail accounts, and Web servers for University use, CIS also operates numerous open access labs equipped with top-of-the-line computers, software, printing systems, and peripherals including scanners, digital video editing suites, CD/DVD-burners, and projectors.

Students pay a computer fee with their tuition bill each semester which entitles them to full access to all the University computer resources. The INFO Department maintains its own computer labs which are networked with the University system. Graduate students in MIS may use the University or departmental systems (or both) for their computing needs.

CIS provides students, faculty, and staff with 24-hour per day telephone computer support, offers professional training courses and free short courses on a number of topics, and develops/supports Web sites and applications for Texas A&M use. CIS maintains the campus network infrastructure as well as acts as the point of contact for information security related issues.

**Contact Information:**

1112 Computing Services Center

979-845-4211

Help Desk: 979-845-8300

[helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

<http://it.tamu.edu/>

### **Open Access Labs**

The TAMU Open-Access Computer Labs (OALs) are available for faculty and students of the University. These facilities provide access to e-mail accounts as well as Web navigation, image-manipulation, desktop Publishing, spreadsheet applications, computer-to-computer communications software, programming languages, and a number of course-specific programs. Lab access is twenty-four hours per day when classes are in session in the Student Computing Center (SCC) in order to better serve the needs of the students and faculty.

Students are allocated a print allowance of \$30.00 each regular semester and \$15.00 for the summer session to cover some of their printing expenses. In addition, students can access 1 GB of storage space to save files or create a web page.

### **MAYS MS LAB**

Mays Business School has a computer lab available for master's students. This lab is located in Wehner 288. Students will gain access to the lab with their Aggie Cards. If your card does not work by the end of the 2<sup>nd</sup> week of classes, please notify Meaghan Marler at [marler@mays.tamu.edu](mailto:marler@mays.tamu.edu).

Students have a 500 page/semester print allowance in this lab. If all the pages have been used, a student can take a ream of paper to the IT team in Wehner 339 and an additional 500 pages will be added to his/her allowance.

The wireless networking in Wehner is part of the "tamulink" network. It is maintained and supported by Computing and Information Services (CIS). If you need assistance using the wireless network, please visit <http://tamulink.tamu.edu>.

### **STUDENT HEALTH SERVICES**

The Beutel Health Center houses TAMU's on-campus health care facility for students. All TAMU registered students who have paid the Health Center Fee with their tuition are eligible to receive care at the Beutel Health Center. Students' dependents may not receive health care at Beutel Health Center unless they are TAMU students.

The Health Center Fee covers most services that the center provides but does not provide comprehensive health insurance. If a student is not listed as a dependent on someone's health insurance or if he/she has dependents who are not TAMU students, he/she should purchase student health insurance for him/herself and/or his/her family.

Beutel Health Center offers out-patient services such as physician appointments, basic laboratory tests, physical therapy, nutrition counseling, some types of specialist care, and a pharmacy that provides in-stock medications at discount prices.

Appointments and most services are available at no charge, but nominal fees are charged for some tests, x-rays, and medications. Beutel Health Center is not equipped to provide highly specialized care or in-patient care. Some patients may be referred to a specialist off-campus or to one of the Bryan/College Station hospitals.

**Contact Information:**

A. P. Beutel Health Center Building

Appointments: 979-458-8250

Emergencies: 9-911 (on campus)

Emergencies: 911 (off campus)

[info@shs.tamu.edu](mailto:info@shs.tamu.edu)

<http://shs.tamu.edu>

## **MEMORIAL STUDENT CENTER**

The Memorial Student Center (MSC) is designed to be the focal point of campus activity in College Station. It houses many dining areas, the TAMU Bookstore, art galleries, several lounge areas (including a gaming lounge), and much more.

Campus committees affiliated with the MSC organize student groups and special events, including performance arts series, film festivals, a distinguished lecturer series, and more. For more information about the MSC and its affiliated activities and organizations, please visit <http://msc.tamu.edu>.

## **RECREATION CENTERS**

Texas A&M students have access to two on-campus recreation centers. The Student Recreation Center (The Rec) is located on West Campus and is open 7 days per week, with the exception of University holidays. A wide variety of intramural sports teams compete throughout the year, including softball, volleyball, soccer, and much more. For more information contact: Rec Sports at 979- 845-7826. For a full list of facilities and programs offered by the Student Recreation Center, please visit <http://recsports.tamu.edu>.

The Polo Road Rec Center is located near the intersection of University Drive and Polo Road. This center offers strength and cardio equipment, group fitness classes, and more. For a full list of amenities, please visit <https://recsports.tamu.edu/polo-road-rec-center/>.

The cost of the recreation centers is covered by student fees paid with tuition; therefore, currently enrolled students will not be charged to visit the centers.

## **CAREER MANAGEMENT CENTER**

The Career Management Center (CMC) will help you develop a career plan, polish your professional skills and then make essential connections to take your career to the next level. The CMC specializes in one-on-one individualized career coaching and consultations. In addition, they offer many CMC team also works closely with employers to identify and connect to talented, hard-working students with the right background to contribute to the company or organization. For you that means the Career Management Center is the connection point. So, get connected for career success!

### **Contact Information:**

383 Wehner

979-845-1998

<https://mays.tamu.edu/career-management-center/>

## **CAREER MANAGEMENT CENTER POLICIES ON PROFESSIONAL CONDUCT**

### **MAYS MASTERS PROGRAMS CAREER PLANNING AND EMPLOYMENT**

Mays Business School expects its students to uphold a high standard of professionalism when interacting with corporate representatives as well as career center staff. In turn, we expect a similar standard of conduct from employers that interview on our campus. Students or employers that fail to behave in an ethical, professional manner risk losing the privilege of participating in career-related programs, events, and on-campus recruitment activities.

The following policies specify the behaviors we expect of students and employers using the career services of the Mays Career Management Center. These policies are derived from the standards set forth in the Principles of Professional Conduct of the National Association of Colleges and Employers (NACE). The purpose of the NACE standards is to assure that both students and employers appropriately conduct their employment related activities. A complete copy of the NACE standards is available in the resources section of the Mays Career Management Center's CareerLaunch website.

All students are responsible for following these policies while conducting their career planning and job search. When in doubt, a student should seek the assistance of a Mays Career Management Center staff member before taking action that could compromise the standards. Similarly, the student should notify the Career Management Center if they believe a recruiter is engaging in activity that compromises these policies.

Any reported breach of these policies will be reviewed by the Career Management Center and, if it is determined that there has been a violation by a student or an employer, appropriate corrective actions will be taken.

## STUDENT POLICIES

### Career Planning and Job Search Preparation

Prior to arrival on campus at the beginning of the master's degree program, students are expected to complete all modules in the online Career QuickStart program. Content centers on self-discovery for brand development and includes both verbal and written brand messaging.

The Career Management Center offers additional training seminars designed to help you refine your job search and career management skills. These sessions expand on QuickStart content and cover key elements for any career including personal branding, verbal and written messaging, networking, interviewing, job search strategies, offer review, and salary negotiations.

Participation in Career QuickStart is a required element of the master's degree program. All students are also expected to complete the following requirements:

1. Complete all modules in the online Career QuickStart program prior to the beginning of the master's degree program.
2. Meet with a career coach for an initial intake appointment
3. Meet with a career coach for at least one additional appointment during fall semester to discuss career development plan/job search strategy
4. Attend at least one career fair during fall semester

Students have additional career programming throughout the master's degree program and are strongly encouraged to attend. Doing so will help fully leverage the Master program experience for career success.

### Career Coaching Appointments

Students may schedule appointments (30 minutes) with career coaches to discuss career development and job search plans. Walk-in visits (15 minutes only) are also available during designated walk-in hours.

### Career Management Center Events

**Definition:** A Career Management Center "EVENT" is a scheduled meeting, coaching appointment, company information session, seminar/workshop, networking event, or company presentation/event.

No-shows to Career Management Center events are not acceptable. If an event cancellation is necessary, the cancellation must be done **at least forty-eight (48) working hours** in advance of the event (where possible). There are two exceptions to the 48-hour rule:

- A) *Career coaching appointment* – Cancellations for career coaching appointments must be done by at least 5:00 p.m. on the day prior to the scheduled appointment.
- B) *Accident or emergency situations* – In cases of accident or emergency, the student must notify the Career Management Center by the end of the second working day after the cancellation. This notification should include an explanation of why notice could not be sent prior to the cancellation.

Arriving more than 15 minutes late is considered a no-show (unless permission for late arrival has been granted in advance by the career center director or associate director).

A record will be made of your first and second no-show to any Career Management Center event. The third no-show to any Career Management Center event will result in immediate suspension of your MaysConnect and HireAggies accounts, along with suspension of your privileges to utilize the Career Management Center and its resources for two weeks. After your third no-show, each subsequent no-show will result in an additional two-week suspension of system privileges and CMC resources. Event no-shows will be tracked June 1 – May 31.

### **Failure to sign-in at an event will result in a documented no-show.**

Event participants are expected to exhibit courteous and professional behavior. You should **arrive at least 5 minutes but preferably 10-15 minutes before** the event is to begin. Plan to stay for the entire event. Dress appropriately following the Career Management Center dress code. Do not bring food or drink into an event other than food served at the event. Turn off your cellphone and keep in a bag or pocket during the event rather than out in public view. Prepare before the meeting! Ask relevant questions that show you have prepared and done your “homework” in advance.

The University’s absence policy will apply to excused absences for Career Management Center events (see TAMU Student Rule 7 available at <http://student-rules.tamu.edu/rule07>).

### **Accuracy of Information**

All information submitted to the Mays Career Management Center, or directly to an employer, must be accurate. Any situation involving falsified information on a student resume, cover letter, MaysConnect, HireAggies, AGGIEvisors profiles, employer application, or other job-related document is a serious violation of our policies and can result in suspension or termination of all services offered by the Mays Career Management Center or Texas A&M Career Center and/or other sanctions as outlined by the Mays Master program. In addition, employers may view inaccurate or falsified information as justifiable grounds for termination if uncovered after the hiring decision has been made.

### **Applying for Job Postings**

Students are expected to interview only when genuinely interested in the positions for which the employer is interviewing. Interviewing for practice takes advantage of recruiters and the significant resources they are expending to identify qualified and interested candidates. In addition, this limits interviewing opportunities for other students who may be sincerely interested in the position being offered.

### **Appropriate Attire**

Students should assume all interviews call for professional attire unless otherwise noted by the employer or the Career Management Center. Corporate receptions, networking lunches, and other recruiting activities will usually call for either business professional or business casual attire. (Refer to the Mays Career Management Center Dress Code information for specific descriptions of business professional versus business casual attire.) Jeans, shorts, tee shirts,

athletic or other leisure apparel, flip flops, and similar casual attire are considered inappropriate for any employer sponsored activity, unless such attire is explicitly encouraged by the employer.

### **Interview Cancellations and No-Shows**

When a student requests pre-select status, or signs up for an interview, a commitment is made to the recruiter and prospective employer. Failure to honor an interview appointment is considered by all parties to be a serious breach of professional courtesy. As such, cancellations are prohibited without sufficient notice provided to both the employer and the appropriate Career Management Center office (see *below*).

If, due to unavoidable conflict, the student must cancel the interview, the student must notify the **appropriate office**, the Mays Career Management Center (Main Desk, 979-845-1998 or employer relations staff, 979-845-3889) or the Texas A&M Career Center (979-845-5139) if scheduled there, **at least forty-eight (48) business hours before** the scheduled interview. This advance notice will allow the Career Center staff to inform the recruiter and possibly fill the open interview slot with one of your classmates. **Failure to cancel your appointment at least 48 business hours before the scheduled interview is considered a late cancellation and will be recorded as a no-show.**

If an emergency occurs on the day of the interview that prevents the student from attending the interview, the student is responsible for contacting the appropriate office (see above) so that the recruiter can be notified of the cancellation. *Make sure it is a true emergency and not just an inconvenience for you*, otherwise it will be recorded as a no-show.

Also, if a candidate is 15 minutes late for an interview, it is up to the discretion of the employer as to whether the interview will be conducted. Invalid explanations and/or repeat incidents may be recorded as an interview no-show.

The Mays Career Management Center maintains a formal policy regarding missed (no-show) interviews.

The first unexcused interview no-show will result in a 3-month suspension of access to all Career Management Center resources, including CMC staff and MaysConnect/HireAggies. Subsequent violations will result in additional 3 month or longer suspensions of access to all Career Management Center resources, including CMC staff and MaysConnect/HireAggies

In the event of an interview no-show (late cancellation, missing the scheduled interview due to a non-emergency situation, or being more than 15 minutes late), the student must follow up with a letter of apology and explanation to the Career Management Center **within seventy-two (72) hours**. The letter will be reviewed by CMC staff. Revisions may be required if the letter is lacking in content or quality.

### **Offers and Acceptances**

Students may receive multiple job offers during the career search. Students are NOT required to accept the first offer extended and may continue to interview until such time as an offer is accepted. Students should acknowledge all offers, whether they accept or reject the offer.

Acceptance of an offer by a student is defined as verbal or written affirmation of a verbal or written offer of employment. The United States operates under the legal and business tradition of Employment at Will, meaning employers and employees may start or end the employment

relationship at any time. It is less common for United States employers or employees to work under a formal, contractual agreement that requires signed contracts and/or witnesses. In simpler terms, in most instances in the United States, your word is your bond. Therefore, be very careful how you phrase your response to a verbal offer of employment.

Upon acceptance of an offer, all job search activities must cease, and the student should:

- ❖ Inform the Career Management Center employer relations staff of the acceptance to prevent us from referring your resume to any other employers
- ❖ Report all extended offers as well as acceptances to the MaysConnect offer/accept reporting portal
- ❖ Withdraw your candidacy from any recent job postings to which you applied
- ❖ Notify all employers still actively considering you as a candidate that you are no longer available

If you receive an offer and are not ready to accept it, you should seek counsel from the Mays Career Management Center staff about how to best handle the situation. Requests of companies to extend offer decision deadlines should be made as early as possible, not on the same day as the original response deadline.

Continuing to interview after accepting an internship or full-time job offer will result in a minimum 3-month suspension of access to all Career Management Center resources, including CMC staff and MaysConnect/HireAggies.

### **Reneging on a Job or Internship Acceptance**

All Mays students are expected to bargain in good faith and to stand behind any employment decision they make with an employer. Once an offer is agreed upon, it is unacceptable to continue interviewing, to continue making company site visits, or to generally pursue other job or internship opportunities.

The decision to renege on an accepted offer is a personal decision, but one that has broad ramifications for the entire Mays community. Students who renege on accepted offers of employment or internships seriously damage the reputation of Texas A&M University, Mays Business School, and the Mays master's degree program and greatly impair our ability to attract and build lasting corporate partnerships. The resulting diminished recruiter base ultimately hurts all students and alumni of the program. Moreover, students who renege on an accepted offer, especially when the only reason for the decision is that "a better offer surfaced", can negatively impact our ranking in the short term, plus devalue our brand equity over the long term.

### **Consequences of Reneging on a Job or Internship Acceptance**

Any potential renege incident will be evaluated on a case-by-case basis. In the event a Mays graduate student is found to have reneged on an accepted job or internship offer, the individual may experience some or all of the following consequences:

- ❖ Three (3) month suspension of access to all Career Management Center resources, including CMC Staff and MaysConnect/HireAggies. CMC reserves the right to increase or decrease the length of suspension based on the specifics of the situation.



- ❖ Notification to Mays administration, program and/or faculty of the student's adverse decision and conduct.

## **EMPLOYER POLICIES**

### **Nondiscrimination**

Employers should not ask questions during the interview that could be construed by a student as unethical, illegal, or in violation of personal privacy. Prospective employers must evaluate students without consideration of a person's sex, race, color, religion, age, disability, national origin, ethnicity, veteran status, or sexual orientation.

### **Accuracy of Information**

Employer representatives are expected to provide accurate information about their organization, positions, career advancement opportunities, and benefits, as well as timely information on a student's status in the hiring process.

### **Evaluation of Fellow Students**

Employers are discouraged from asking a student to evaluate the appropriateness of a fellow student for employment.

### **Grade Disclosure**

The Mays Career Management Center does not provide recruiters with GPA or GMAT information. Companies interested in knowing GPA or GMAT information, as part of the employment evaluation process, should directly request it of students.

### **Timing of Offers and Acceptances**

Employers extending internship or permanent job offers to Mays Master program students are expected to provide candidates with a reasonable amount of time to make a decision about an offer. Exploding offers are not acceptable.

### **Alteration in Offer Terms**

A significant alteration of offer terms (such as base salary, signing bonus, and/or start date) after a student has accepted the initial offer is considered a breach of professional conduct. If a student is approached by an employer about making a significant post-acceptance change in terms, the student should immediately notify the Associate Director of Employer Relations in the Mays Career Management Center about the situation.

### **Rescinding an Accepted Offer**

The withdrawal of an accepted offer is an extremely serious violation of professional conduct, one that can do irreparable harm to an organization's reputation. Furthermore, employers that renege on student offers of employment severely limit their firm's ability to attract students. If a student is approached by an employer about the possibility of an offer withdrawal, the student should immediately notify a Mays Career Management staff member.

If, because of a severe change in business conditions an employer can no longer honor a job offer accepted by a student in a Mays master's degree program, the employer is encouraged to offer fair and equitable assistance, including (but not limited to) financial assistance and outplacement services.

Under no circumstances shall a firm encourage a student to renege on a previously accepted offer of employment from another company.

### **Consequences of Recruiting Violations by Employers**

Any potential incident of recruiter misconduct will be evaluated on a case-by-case basis. In the event an employer is found to have engaged in an inappropriate recruiting activity, the organization may experience some or all the following consequences:

- ❖ A warning letter from the Director of the Mays Career Management Center to the organization's head of university relations and/or senior management contact
- ❖ Suspension of on-campus recruiting privileges or job posting services through the Mays Career Management Center and/or the Texas A&M Career Center