Introduction

This handbook contains important information about UMass Boston and the graduate programs in the College of Management. It also highlights the resources that are available to you and how to access them. Please keep this handbook as you continue your career at UMass Boston.

College of Management Mission Statement

We are Boston’s public business school. The mission of the College of Management is to:

- Provide accessible and high-value education to a diverse student body
- Generate thought leadership in business and policy disciplines
- Share innovative ideas and practices, valuable to business and society
- Support sustainable, socially responsible organizational leadership
- Use the advantage of our location in Boston – we see Boston in the world and the world in Boston.

With our roots proudly in our local community, we engage in the wider world, as we prepare our graduates to take part in an economy that is interconnected and technologically dynamic.

Administration – Graduate Programs Office

David Levy
Associate Dean of Graduate Programs and Research
David.Levy@umb.edu
617-287-7720

Tara Norton
Associate Director of Graduate Programs
Tara.Norton@umb.edu
617-287-7855

Jeffrey Masse
Graduate Program Specialist
Jeffrey.Masse@umb.edu
617-287-7223

Richard Wong
Academic Program Administrator for Ph.D. in Business Administration
Richard.Wong@umb.edu
617-287-7726

Victoria Dzindzichashvili
Graduate Program Assistant
Victoria.Dzin@umb.edu
617-287-7720

General questions can also be sent to our departmental email at gradCM@umb.edu.
Guide to UMass Boston Resources

**One Stop Center** – *Upper Level (bus stop level) of the Campus Center, behind the large area of chairs and tables*

The One Stop Center is available to help with account inquiries, process payments, assist you with obtaining transcripts, and provide financial aid assistance. Most forms that have been approved by the Graduate Programs Office can also be delivered to the One Stop Center. Many services offered by the Bursar’s Office and the Registrar’s Office are offered at the One Stop Center as well.

*Hours: Mon-Thurs 8:00am-6:00pm, Fri 10:00am-6:00pm*

**Registrar’s Office** – *Campus Center, 4th Floor*

The Registrar’s Office handles all record-keeping for the university, processes applications for graduation, and governs university academic policies. Most services offered by the Registrar’s Office are also offered at the One Stop Center. Many frequently used forms are available for download at [www.umb.edu/registrar/forms](http://www.umb.edu/registrar/forms).

*Hours: Mon-Thurs 8:30am-5:00pm, Fri 10:00am-4:00pm*

Registrar’s Office Phone Number: 617-287-6200  
Email Address: registrar@umb.edu

**Bursar’s Office** – *Campus Center, 4th Floor*

The Bursar’s Office is available to process payments, answer questions about tuition and fees, issue refund checks, and handle other financial matters. Most of these services are also offered at the One Stop Center, or online at [www.umb.edu/bursar](http://www.umb.edu/bursar).

*Hours: Mon-Thurs 8:00am-6:00pm (teller windows close at 5:00pm), Fri 8:00am-4:00pm*

Bursar’s Office Phone Number: 617-287-5350  
Email Address: bursar@umb.edu

**University Bookstore** – *Upper Level (bus stop level) of the Campus Center, near the main entrance*

In addition to textbooks, the University Bookstore sells office supplies, apparel, snacks, computer items, and UMass Boston parking passes. You can also search by course number on the Bookstore website to find your textbooks and pick them up in the store. For more information, visit [http://www.umb.edu/campus_center/services/bookstore](http://www.umb.edu/campus_center/services/bookstore).

**Intersession Hours:**  
Mon-Fri 8:30am-4:30pm

**Extended Hours (beginning of semester):**  
Mon-Thurs 8am-8pm, Fri 8am-6:30pm, Sat 9am-3pm

**Regular Semester Hours:**  
Mon-Thurs 8:30am-6:30pm, Fri 8:30am-4:30pm

Bookstore Phone Number: 617-287-5090

**Office of Career Services and Internships** – *Campus Center 1st Floor, Room 1300*

The Career Services Center is available to assist with finding employment and internships, and to help with résumés, cover letters and interviewing skills. The College of Management Career Services Specialist, Deborah Federico, is available to meet by appointment.

To schedule an appointment with Deborah, call 617-287-5519. The Office of Career Services & Internships can also be reached by email at careers@umb.edu or online at careers.umb.edu.

**Office of Transportation Services** – *Quinn Administration Building, 2nd Floor*

The Office of Transportation Services sells UMass Boston parking passes and can answer any questions you may have about parking on campus.

*Hours: Mon-Fri 8:30am-5:00pm (open until 7:00pm during the first few days of the semester).*

Office of Transportation Services Phone Number: 617-287-5041
Guide to UMass Boston Resources (cont.)

**Office of Student Activities & Leadership** – located on the 3rd Floor of the Campus Center, Room 3400

The Office of Student Activities & Leadership issues student ID cards, sells discounted MBTA passes, and provides services to the UMass Boston community including ticket sales, Student Resource Centers and general university information.

**Hours:** Mon-Thurs 8:30am-6:00pm, Fri 8:30am-5:00pm.
**Special Saturday hours are offered for the first two weeks of the semester to accommodate students.**

**Graduate Research Center** - located on the 5th floor of the Library, Room 025 (right corridor off the elevators)

The Graduate Research Center is a computer lab and study space specifically for graduate students, staff and faculty. The lab contains windows computers that are equipped with word processing, spreadsheet presentation, statistical, and desktop publishing software. Students must have a valid sticker for the current semester on their ID card (can be obtained at Office of Student Activities) for access.

**Hours:** Mon-Thurs 9:15am-9:45pm, Fri 9:15am-4:45pm, Sat 9:15am-2:45pm, Sun 11:45am-4:45pm

**Beacon Fitness Center** – located on the 1st Floor of the McCormack Building

Offers cardiovascular and weight training equipment as well as exercise classes. Access to the Beacon Fitness Center is free for all current UMass Boston students. Students must have a valid sticker for the current semester on their ID card (can be obtained at Student Activities) for access. A pool, gymnasium and ice skating rink are also offered at the Clark Athletic Center.

**Hours:** Mon-Thurs 6:00am-9:00pm, Fri 6:00am-8:00pm, Sat 11:00am-4:00pm (closed Sunday)

**IT Help Desk** – located on the 3rd floor of the Library at the top of the stairs

The IT Service Desk can assist you with technical issues affecting your WISER, e-mail or Blackboard accounts, and other technical issues that may arise while you are a student at UMass Boston.

**Hours:** Mon-Fri 8:00am-6:00pm during the school year
**Mon-Fri 8:00am-5:00pm during the summer**

**IT Help Desk Phone Number:** 617-287-5220    **Email Address:** ITServiceDesk@umb.edu

**University Health Services** – located on the 2nd Floor of the Quinn Administration Building

Multidisciplinary healthcare team composed of nurse practitioners, consulting physicians, psychologists, social workers, registered nurses, laboratory technicians and health educators. University Health Services also handles all issues regarding required immunizations or immunization holds on your WISER account.

**Medical Appointments:** 617-287-5660     **Counseling Appointments:** 617-287-5690

**Health Education and Outreach Services:** 617-287-5680     **Fax:** 617-287-3977
New Students: First Steps

Setting up Email

1. Your username will be sent to you, either to your existing email address if you provided it to us, or to your home via U.S. mail. If you did not receive this letter, but you do know your student ID number (UMS number), you can look up your email address at our Secure Access ID Lookup page (www.umassadmin.net/isis/id_lookup_email). The username is the part of your email address before the “@” sign and will be a combination of your legal first name, last name, and a three digit number.

2. Your password will be in the following format: First letter of your last name (uppercase) + second letter of your last name (lowercase) + your date of birth as eight numbers (MMDDYYYY). Example: Sandy Beach, born Feb. 1, 1990, might have a username of sandy.beach001 and an initial password of Be02011990.

3. Go to our self-service password management page at spmt.umb.edu and review the password policy at the bottom. Make sure the password you choose follows those guidelines and click “Change my Password” to change your default password to a secure personal password. Log in with your username (the part of your email address before the @) and default password, and either use the generated password at the top or enter your own by clicking the button next to "Enter" and typing your new password into the boxes on the right. When you are ready, click "Change Password.”

4. Once you have changed your password and received confirmation that it was changed, click “Return to Main Menu now” and click “Edit my Profile” to set up your profile (security questions). Select three security questions, and provide answers. These security questions can be used in the future with the "Reset My Password” function if you have forgotten it. (Be careful typing, and be sure to remember your security answers. Without them there will be a significant delay in resetting your password in the future.) Click “Update” to save your profile.

5. Go to webmail.umb.edu and click on “Logon.” Log in with your full UMass Boston email address (including the @umb.edu) and new password you created in step two.

WISER Access

WISER is the official university database and self-service system that you will be using during your time at UMass Boston. Students use WISER to register for classes, update important personal information, view account balances, and much more. All students are expected to be able to access the WISER system. Students can also view and print unofficial transcripts through WISER.

To set up your WISER access, visit http://www.umb.edu/it/getting_services/wiser/wiser_first_time.

College of Management Graduate Programs Blog

The CM Graduate Programs Blog, located at blogs.umb.edu/gradCM, is one of the main ways that we communicate important information to our students. Students will receive email updates from the blog, but should also visit the blog regularly. Students are automatically subscribed to the blog upon being accepted to a graduate program.

Important information that can be found on the blog:
- Information about upcoming events
- Internship and graduate assistantship opportunities
- Commencement/graduation information
- Registration updates
- New course offerings
New Students: First Steps (continued)

**Bookstore and Textbooks**
The University bookstore is located on the Upper Level of the Campus Center. Students are usually able to search by course number to find and purchase their textbooks online, and pick them up in the bookstore. Additional information about the bookstore can be found at [http://www.umb.edu/campus_center/services/bookstore](http://www.umb.edu/campus_center/services/bookstore). To shop online for textbooks, visit this link and then click the link in the top right corner that says “University Bookstore”. If no textbook information is listed for a course, contact your professor directly.

**Student IDs**
All UMass Boston students are required to have a student ID. Your first student ID is free. Student IDs can be obtained at the Office of Student Activities & Leadership, located in the Campus Center, 3rd Floor, Room 3401. To get a student ID, you will need to:

- Be registered for courses at UMass Boston
- Have a valid photo ID with you (license, passport, etc.) OR:
  - 3 documents proving address (utility bills, university correspondence, etc.)

If any corrections to your name are needed, they can be made through the WISER system or by visiting the One Stop office (Campus Center, Upper Level). Replacement IDs can also be obtained at the Office of Student Activities & Leadership for a replacement cost of $15.00.

**Accessing Journals and Databases Off-Campus**
Students should go to the front desk of the Healey Library (2nd floor) with their Student ID to obtain a barcode. This barcode will allow you to access research databases from any computer with internet access. Students must have a current semester sticker on their ID (can be obtained from the Student Activities office, on the 3rd floor of the Campus Center).

**Health Insurance**
All full-time students are required to have health insurance coverage. Full-time students are automatically enrolled in the University’s Student Health Insurance for the academic year. Students may waive this insurance coverage if proof of health insurance coverage is provided to the Office of the Bursar. For current health insurance fees or waiver forms, please visit the bursar’s office website at: [http://www.umb.edu/bursar](http://www.umb.edu/bursar)
Registration Information

Pre-Requisites and Registration Requests
Some graduate students may have waived certain classes as part of their admission to the program. If these waived courses are pre-requisites for other courses, you may get an error message when registering for classes through the WISER system.

Students who encounter errors through Wiser should submit a Registration Request form, located at [http://www.umb.edu/academics/cm/student_resources/cm_graduate_registration_request](http://www.umb.edu/academics/cm/student_resources/cm_graduate_registration_request).

The College of Management does not use permission numbers. The Registration Request form should also be used when trying to register for courses that require instructor permission, and also for capstone classes.

Add/Drop Deadline
Each semester, an Add/Drop deadline is set to allow students to make changes to their schedule if needed. The deadline is typically about 1 week after the start of classes. All schedule changes must be made before the Add/Drop deadline in order to avoid financial or academic penalties. For Add/Drop deadlines, view the academic calendar.

The Graduate Programs Office is not able to override penalties that occur as a result of missing the Add/Drop deadline.

Withdrawal Deadline
The deadline to withdraw from courses with a grade of “W” is generally about 1 month before the end of the semester. After the withdrawal deadline has passed, students must receive a letter grade for the courses they are enrolled in.

**Add/drop, withdrawal, and other deadlines can be viewed at [www.umb.edu/registrar/academic_calendar](http://www.umb.edu/registrar/academic_calendar).**

Registering for an Independent Study
An Independent Study is an option for students to work 1-on-1 with a professor over the course of a semester to complete one of their 3-credit elective requirements, according to a plan that is agreed upon by the student and the professor. Students may participate in a maximum of two independent studies while completing their degree. An Independent Study cannot take the place of a course offered by the College of Management. It is a good idea to identify more than one professor with whom you would like to work, in case certain professors are not available. Students should be working with instructors at the professorial level (assistant, associate, or full professor).

Once a professor has agreed to conduct an Independent Study, you will need to fill out the Independent Study Form and have it approved and signed by the professor, department chair, and a graduate programs advisor. Keep a copy of this form!

Once the Independent Study Form has been approved by the professor and department chair, bring a copy of it to the Graduate Programs Office (McCormack 5th Floor) and we will register you for the Independent Study course. This course will appear on your WISER account as one of the following: MBAAF 696, MBAMGT 696, MBAMS696, MBAMKT696, or MSIS 696. You will not be able to register yourself for these courses.

Independent Studies are subject to the same registration and add/drop deadlines as all other courses at UMass Boston.
Registration Information (continued)

Completing Coursework Off-Campus for Transfer Credit
Graduate students may transfer in a maximum of 6 credits toward their degree at UMass Boston. To ensure that classes are eligible to transfer, students who wish to take classes off-campus must have the course approved by the Graduate Programs Office prior to enrolling.

The steps for taking a class off-campus are as follows:
1. Identify the class you are interested in taking off-campus, and provide the Graduate Programs Office with a detailed course description of the class. Verify that you meet the other institution’s eligibility requirements. For online course offerings through the UMass system, visit http://www.umassonline.net.
2. Submit a course description to the Graduate Programs Office via email at gradCM@umb.edu for approval.
3. If the course is approved, you will then need to register for the class through the institution where it is being offered.
4. After you have received your grade for the class, submit an official transcript to our office to have the transfer credit posted to your transcript.

Advising and Help with Course Planning

Academic Advisors are available via email or by appointment. Appointment requests can also be sent to gradcm@umb.edu.

Last Name A-M: Jeff Masse – Jeffrey.Masse@umb.edu
Last Name N-Z: Tara Norton – Tara.Norton@umb.edu

Course planning guides are available on the CM Student Resources page. A personalized course planner was emailed to you shortly after you were registered for classes.

You should download this form when you begin the program, and fill it in as you complete the program. Each course planning guide has a link to the list of electives for the program.

MBA students must complete electives across 4 functional areas, as well as an International Focus requirement. To verify the functional areas, specializations, and International Focus designation for an MBA elective, use the Master Course List.

Holds
Various holds may be placed on student accounts by the university. Here are some common holds:

Emergency Contact Verification – Students who have this hold should log into their WISER account and click the link on the bottom left that says “Emergency Contact Information”. Verify or update the information and the hold will be removed.

Past Due Balance – This hold is placed by the Bursar’s Office. To remove a Past Due Balance hold, students must pay their balance. It generally takes about 2 days for Past Due Balance holds to be removed after payments are made.

Advising – Students with advising holds should contact an advisor directly. This can be done by emailing Jeff Masse (last names A-M) at Jeffrey.Masse@umb.edu, or Tara Norton (last names N-Z) at Tara.Norton@umb.edu. An advising meeting may be required, at the discretion of the advisor.

Immunization – This hold is placed by University Health Services. Students are required to maintain updated immunization records. For information about which immunizations are needed, students should contact UHS directly.
Study Space on Campus

Healey Library
The Healey Library offers numerous study spaces and computer labs, including:

- Quiet Study Area on the 6th floor – offers single booths and large tables in a quiet area
  - No talking is allowed in the Quiet Study Area
- Group Study Area (8th floor) – partially-enclosed group study areas as well as large tables for group study
  - Quiet group study is encouraged in this area
- Graduate Research Center on the 5th floor – private computer lab for graduate students, faculty and staff
- Computer labs are located on the Upper Level (2 floors down from the catwalk), and floors 2, 3 and 4.
- Bloomberg Room offering official Bloomberg trading terminals

Campus Center
- Atrium Lounge – large area of small and large tables including armchairs and electrical outlets
  - Located on the Upper Level, next to the Atrium Café and One Stop Center
- Point Lounge – 3rd Floor – armchairs that can be arranged for group study, with attached tray tables
- University Terrace – 1st Floor outside the Food Court – chairs and tables with floor-to-ceiling windows

In addition to these study spaces, chairs and tables are located throughout the campus center.

McCormack Hall
- Ryan Lounge – 3rd Floor
  - The Ryan Lounge is also used for events and may not always available for study space
- Booths – 1st Floor – each booth accommodates 4 students and comes with a large table

Quinn Administration Building
- Lobby – 1st Floor - area of chairs and tables one floor up from the Quinn Café

Places to Eat
Dining hours change throughout the year. Visit http://site.www.umb.edu/sodexo/ for the most current hours.

Food Court – Campus Center 1st Floor
  - 7 food stations, a fruit & salad bar, Green Mountain Coffee, and gluten-free options

Atrium Café – Campus Center Upper Level, next to Atrium Lounge
  - Coffee, muffins, bagels, pastries

Jazzman’s Café – Healey Library 2nd Floor
  - Starbucks Coffee, tea, lattes, cappuccino, sandwiches, salads, pastries
  - *Computers also available for use inside Jazzman’s Café

McCormack Express- McCormack Hall 1st Floor
  - Coffee, tea, sandwiches, salads, pastries, snacks

Quinn Market – Quinn Administration Building Upper Level (one floor down from the 1st floor lobby)
  - Coffee, sandwiches, salads, ready-to-heat meals

In addition to the above establishments, vending machines are located throughout the campus which accept both cash and credit/debit card, including a Seattle’s Best coffee vending machine located in McCormack Hall.
Parking and Transportation

Parking Lots
There are several parking lots on campus, with overflow parking at the Bayside Expo Center lot located on Mt. Vernon Street. Free shuttle buses run regularly from the Bayside Lot to the Campus Center.

Paying for Parking
You can pay for parking with cash or credit/debit card upon exiting the lot, or purchase a parking pass from the Parking & Transportation Office or from the bookstore. The following parking passes are available:

- Semester Pass (unlimited parking for one semester)
- Multi-Use Passes in 5, 10, 30, 45 and 60-use increments
  - Multi-use passes are only charged once per day, even if you enter and exit the lot multiple times. These passes are often the best choice for students who are on campus a few days a week, since the uses do not expire and are cheaper than paying the parking fee each time you leave the lot.

For the most up-to-date information on parking costs, visit [http://www.umb.edu/the_university/getting_here/parking/fees](http://www.umb.edu/the_university/getting_here/parking/fees)

Public Transportation Passes
The MBTA offers an 11% discount to all students if purchased through UMB Office of Student Activities and Leadership. Discounted passes for the semester must be purchased prior to the start of the semester.

For further information about passes, please contact the Office of Transportation Services at 617-287-5041.
Waiver Policy

Students who have completed relevant coursework with a grade of B or better are eligible to waive certain core courses.

Students are required to complete a minimum of 10 courses to finish a master's degree at UMass Boston. If a student waives enough courses that they have fewer than 10 courses remaining, the difference must be made up with electives of the student's choosing.

Criteria for waiving a course:

- Based on previous academic course work only (professional experience does not apply).
- Must have received a grade of B or higher – for waivers that require two courses, a B or higher is required in both courses.
- It is up to the discretion of the College of Management, but typically the course work must have been completed within the last 7 years at the time the student applies.

Course waiver requirements are as follows:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Required Core Course</th>
<th>Equivalent Course(s) Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA, MSA, MSIM, MSF</td>
<td>MBAMS 600 - Mathematical Analysis for Managers</td>
<td>Calculus I and Calculus II, or 70% or higher quantitative score on GMAT</td>
</tr>
<tr>
<td>MBA, MSA, MSIM, MSF</td>
<td>MBAAF 601 - Economics for Managers</td>
<td>Microeconomics and Macroeconomics</td>
</tr>
<tr>
<td>MBA, MSA, MSIM, MSF</td>
<td>MBAAF 610 - Accounting for Managers</td>
<td>Financial Accounting and Managerial Accounting</td>
</tr>
<tr>
<td>MBA, MSA, MSIM, MSF</td>
<td>MBAAF 620 - Financial Management</td>
<td>Intro to Finance and an upper (300-400) level finance elective</td>
</tr>
<tr>
<td>MBA, MSIT</td>
<td>MBAFS 630 - Statistical Analysis for Managers</td>
<td>Business Statistics and Managerial Decision Making</td>
</tr>
<tr>
<td>MBA, MSIT</td>
<td>MBAFS 635 - Operations Management</td>
<td>Upper (300-400) level operations course</td>
</tr>
<tr>
<td>MBA, MSIT</td>
<td>MBAFS 640 - Computer Info. Processing Systems</td>
<td>Intro to Information Systems and an upper (300-400) level information systems elective (programming courses not included)</td>
</tr>
<tr>
<td>MBA, MSIM</td>
<td>MBAMKT 670 - Marketing Management</td>
<td>Intro to Marketing and an upper (300-400) level marketing elective</td>
</tr>
</tbody>
</table>

In addition to the courses above, the following courses can be waived for MSA students only:

<table>
<thead>
<tr>
<th>Required MSA Course</th>
<th>Equivalent Course(s) Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA AF 611 - Intermediate Accounting</td>
<td>Two Courses: Intermediate Accounting 1 and Intermediate Accounting 2</td>
</tr>
<tr>
<td>MBA AF 612 - Cost Accounting</td>
<td>Advanced Cost Accounting</td>
</tr>
<tr>
<td>MBA AF 613 - Federal Tax Planning</td>
<td>Two Courses: Taxation 1 and Taxation 2</td>
</tr>
<tr>
<td>MBAMGT 664 - Legal Environment of Business</td>
<td>Business Law</td>
</tr>
</tbody>
</table>

International coursework must be evaluated by CED (Center for Educational Documentation – www.cedevaluations.com) before it can be considered for waiver eligibility. A course-by-course evaluation is required for this purpose.
MBA Curriculum

The Program
Students in the UMass Boston MBA program are required to satisfy 19 course requirements through coursework or waiver (see waiver policy for more information about waivers). The program consists of 10 business foundation courses, 8 electives, and 1 capstone course.

Part 1: Business Foundation Courses
- MBA MS 600 Mathematical Analysis for Managers
- MBA AF 601 Economics for Managers
- MBA AF 610 Accounting for Managers
- MBA AF 620 Financial Management
- MBA MS 630 Statistical Analysis for Managers
- MBA MS 635 Operations Management
- MBA MS 640 Computer Info. Processing Systems
- MBA MKT 670 Marketing Management
- MBA MGT 650 Organizational Analysis and Skills (not eligible for waiver)
- MBA MGT 660 Business & Its Environment (not eligible for waiver)

Part 2: Elective Courses
MBA students are required to complete 8 elective courses. These electives must satisfy a minimum of 4 functional areas (read more below), and one course must have an international focus.

Each elective course has a functional area designation, international focus designation, and a specialization designation. These indicate which functional areas/specializations are satisfied by the course, as well as whether the course satisfies the international focus requirement.

Electives fall into the following functional area categories:
- Accounting
- Finance
- Operations
- Information Systems
- Marketing
- Management
- Communications

Students must complete electives from at least 4 functional areas to complete the program. Courses may only be counted toward one functional area, but can satisfy more than one specialization.

Examples:
- For a course that falls under both the Accounting and Finance functional areas, you must choose one functional area requirement to satisfy with the course.
- For a course that falls under both the Management and Marketing specializations, the course may be counted toward both specializations.

Part 3: Capstone
All MBA students are required to complete MBA MGT 689: Strategic Management in their final semester as a capstone requirement.
MBA Curriculum (more information)

Specializations
Students in the MBA program can complete 1-3 specializations, although a specialization is not required.

Many courses count for more than one specialization, and students can work with an advisor on a course plan that will satisfy 2-3 specializations, in many cases without lengthening the program.

EXAMPLE: MBA AF 616 – Financial Statement Analysis covers both the Accounting and Finance specializations. This course can be counted toward both specializations.

NOTE: Be sure not to confuse functional areas with specializations. Although a course that fulfills 2+ specializations can be double counted, a course that fulfills 2+ functional areas cannot be double counted.

Students can find the complete details of the various specializations by visiting www.umb.edu/mba and clicking the “Specializations” link. To verify the specializations for an MBA elective, use the Master Course List, which can be found on the CM Student Resources page.
MS-Accounting Curriculum

The Program

Students in the UMass Boston MSA program are required to satisfy 15 course requirements through coursework or waiver (see waiver policy for more information about waivers). The program consists of 6 business core courses, 5 required accounting courses, 3 accounting electives and 1 capstone course.

Part 1: Business Core Courses

- **MBA MS 600** Mathematical Analysis for Managers
- **MBA AF 601** Economics for Managers
- **MBA AF 610** Accounting for Managers
- **MBA AF 620** Financial Management
- **MBA MGT 650** Organizational Analysis and Skills (not eligible for waiver)
- **MBA MGT 664** The Legal Environment of Business

Part 2: Required Accounting Courses

- **MBA AF 611** Intermediate Accounting
- **MBA AF 612** Cost Accounting
- **MBA AF 613** Federal Tax Planning
- **MBA AF 614** Financial & Managerial Auditing
- **MBA AF 618** Accounting Information Systems

Part 3: Elective Courses

MSA students are required to complete 3 courses from the list of approved MSA electives:

- **MBA AF 615** International Accounting
- **MBA AF 616** Financial Statement Analysis
- **MBA AF 617** Management Accounting and Control
- **MBA AF 633** Advanced Federal Tax Planning
- **MBA AF 631** Environment Accounting & Finance
- **MBA AF 637** Accounting Fraud Examination

Part 4: Capstone

All MSA students are required to complete **MBA AF 691: Financial Accounting Theory & Analysis** in their final semester as a capstone requirement.
MS-Finance Curriculum

The Program

Students in the UMass Boston MSF program are required to satisfy 15 course requirements through coursework or waiver (see waiver policy for more information about waivers). The program consists of 4 business core courses, 5 required finance courses, 5 finance electives and 1 capstone course.

Part 1: Business Core Courses

- MBA MS 600  Mathematical Analysis for Managers
- MBA AF 601  Economics for Managers
- MBA AF 610  Accounting for Managers
- MBA AF 620  Financial Management

Part 2: Required Finance Courses

- MBA AF 616  Financial Statement Analysis
- MBA AF 621  Advanced Corporate Finance
- MBA AF 623  Financial Modeling
- MBA AF 626  International Financial Management
- MBA AF 628  Portfolio Analysis & Investment Management

Part 3: Elective Courses

MSF students are required to complete 5 courses from the list of approved MSF electives:

- MBA AF 603  Massachusetts in the Global Economy
- MBA AF 611  Intermediate Accounting
- MBA AF 622  Global Portfolio Investment Management
- MBA AF 624  Managing Mutual Funds
- MBA AF 625  Derivative Securities
- MBA AF 627  Healthcare Financial Management
- MBA AF 629  Managing Financial Institutions
- MBA AF 630  International Economy & Business
- MBA AF 631  Environmental Accounting & Finance
- MBA AF 632  Student Managed Fund
- MBA AF 634  Risk Management
- MBA AF 636  Quantitative Analysis

Part 4: Capstone

All MSF students are required to complete MBA AF 635: Mergers & Acquisitions during their final semester as a capstone requirement.
MS-Information Technology Curriculum

The Program

Students in the UMass Boston MSIT program are required to satisfy 14 course requirements through coursework or waiver (see waiver policy for more information about waivers). The program consists of 4 business core courses, 5 required IT courses, 4 IT electives and 1 capstone course. Students also have the option to complete a specialization in Business Intelligence.

Part 1: Business Core Courses

- MBA MS 630  Statistical Analysis for Managers
- MBA AF 635  Operations Management
- MBA AF 640  Computer Information Processing
- MBA AF 650  Organizational Analysis & Skills

Part 2: Required Information Systems Courses

- MSIS 614  Business Data Communication & Computer Networks
- MSIS 615  Object Oriented Information Systems
- MSIS 618  Database Management
- MSIS 619  Systems Analysis & Design
- MSIS 670  Enterprise Business Intelligence

Part 3: Elective Courses

MSIT students are required to complete 4 courses from the list of approved MSIT electives:

- MSIS 610  Innovation in Information Technology Management
- MSIS 611  Knowledge Management and Business Intelligence
- MSIS 612  Information Technology Controls and Auditing
- MSIS 613  Information Security, Privacy and Regulatory Compliance
- MSIS 616  Information Technology for Quality and Competitive Management
- MSIS 620  Customer Relations Management and Technology
- MSIS 621  Information Technology Services and Operations
- MSIS 622  e-Business and e-Commerce
- MSIS 627  Business Computer Forensics and Incident Response
- MSIS 656  Information Storage Management
- MSIS 670  Enterprise Business Intelligence
- MSIS 671  Enterprise Data Mining and predictive analytics
- MSIS 672  Enterprise Data Warehousing
- MSIS 695  Information Storage and Management
- MSIS 697  Special Topics

Part 4: Capstone

All MSIT students are required to complete **MSIS 630: Project and Change Management** during their final semester as a capstone requirement.
MS-International Management Curriculum

The Program

Students in the UMass Boston MSIM program are required to satisfy 15 course requirements through coursework or waiver (see waiver policy for more information about waivers). The program consists of 5 business core courses, 5 required International Management courses, 3 International Management electives, a study abroad experience, and one capstone course.

Part 1: Business Core Courses

- MBA MS 600 Mathematical Analysis for Managers
- MBA AF 601 Economics for Managers
- MBAMGT 650 Organizational Analysis and Skills
- MBAMGT 660 Business and its Environment
- MBAMKT 670 Marketing Management

Part 2: Required International Management Courses

- MBAMGT 691 Emerging Markets in the Global Economy
- MBA AF 630 International Economy & Business
- MBAMGT 665 Cross-Cultural & Comparative Management
- MBAMKT 674 International Marketing
- MBAMGT 674 Managing in the Global Economy

Part 3: Elective Courses

MSIM students are required to complete 3 courses from the list of approved MSIM electives:

**College of Management Courses**
- MBA AF 603 Massachusetts in the Global Economy
- MBA AF 615 International Accounting
- MBA AF 622 Global Portfolio Investment Management
- MBA AF 626 International Financial Management
- MBAMGT 677 Multinational Corporations and Globalization
- MBAMGT 688 Global Warming and International Business Management
- MBAMKT 693 Entering International Markets
- MSIS 617 Management of the Supply Chain

**Other Courses (maximum of 2):**
- PAF G 631 Theories & Concepts of Int’l Relations
- PAF G 635 Globalization & Int’l Development
- PAF G 638 Global Governance
- PAF G 639 Int’l Organizations and the Environment
- PAF G 632 Contemporary Issues in World Politics
- PAF G 637 International Institutions and Development
- CONRES 624 Cross-Cultural Conflict
- SOCIOL 604 Theories of Globalization

Part 4: Study Abroad/International Experience Course

All MSIM students are required to complete a study abroad experience which will correspond with a 3-credit course.

Part 5: Capstone

- MBAMGT 685 Global Industry & Competitive Analysis
Academic Policies and Procedures

Minimum GPA for Graduation
Students must have a minimum cumulative GPA of 3.0 in order to graduate from the program. The minimum passing grade for a graduate level course is C. Although a student may receive a C and still pass a course, you must maintain a cumulative GPA of 3.0 (B) to graduate.

Course Load
Full-time status is defined as being enrolled in 9 or more graduate level credits. Part-time status is defined as being enrolled in 8 or fewer graduate level credits. Graduate students are limited to a maximum course load of 15 credits per semester.

International students are required to maintain full-time student status in order to comply with immigration regulations.

Completing a Dual/Second Degree in the College of Management
Students in a College of Management graduate program are also able to complete a degree in one of our other Master’s programs. All students must take a minimum of 6 additional courses if the second degree is a Master of Science degree (MSA, MSF, MSIT, MSIM), depending on the requirements of the program and the courses that were completed as part of the first degree. Students completing an MBA of their second degree will need to complete more courses.

To apply for a second degree, you must complete the Graduate Additional Program Form which is located at www.umb.edu/registrar/forms. This form will need to be signed by a Graduate Programs advisor and delivered to the One Stop office (located on the Upper Level of the Campus Center). You will also need to meet with an advisor to go over the plan for your second degree. To do this, please email gradCM@umb.edu.

NOTE FOR INTERNATIONAL STUDENTS: International students can complete 2 degrees, but cannot be enrolled in 2 programs at the same time. They must complete the first degree before applying to begin the second degree. International Students must also fill out an additional form, which can be obtained at the Graduate Programs Office. Part of this form is proof of the necessary funds to complete additional coursework.

Students who wish to complete a second graduate degree outside of the College of Management should contact the college where they wish to complete the second degree.

Applying for Graduation
Graduate students apply for graduation by submitting a paper form to the Registrar’s Office. You can download the graduation application form by going to http://www.umb.edu/registrar/graduation/applying_for_graduation. There is a specific application form for each of the 5 graduate programs in the College of Management. Students who are applying for a 2nd degree should use the College of Management Second Degree Application.

Once the application is completed, it should be delivered directly to the Registrar’s Office. The form will be forwarded to the Graduate Programs Office for review. The form should not be delivered to the Graduate Programs Office.
Academic Policies and Procedures (cont.)

Transfer Credit
A maximum of 6 credits can be transferred into a College of Management graduate program, dependent on equivalencies and grade requirements. These credits must be at the graduate level and cannot be transferred if they are part of a completed degree. These credits, however, may be eligible for waivers through our waiver policy (page 9). Transfer credit is evaluated by the Graduate Programs Office.

Keep in mind that students may only transfer in a maximum of 6 credits total toward each degree. If you have transferred in 6 credits from a prior program, you will not be able to transfer in additional credits by taking courses off-campus. Similarly, if you have transferred in 3 credits from a prior program, only 3 credits can be taken off-campus.

Repeating Courses
Students are able to retake a limited number of courses throughout their graduate career. When a course is repeated, the first grade is excluded from the GPA calculation but still remains on the student’s transcript. The second grade will be used in the GPA calculation. Keep in mind that the second grade will be used in the GPA calculation even if it is lower than the first grade.

Students may repeat a course only once, and are strongly urged to consult with an advisor before repeating a course.

Leave of Absence
Students who wish to take time off from their program during the fall or spring semesters should register in CAS 600, the Leave of Absence course. Students are charged the per-semester Program Fee (approximately $200), but are kept active in the program and do not have to pay readmission fees.

Students who do not register for CAS 600 when taking time off will be automatically withdrawn from their program. In addition to the Program Fee, these students will need to submit an Application for Readmission along with a $60.00 readmission fee.

Academic Honesty
It is the expressed policy of the University that every aspect of academic life not only formal coursework situations, but all relationships and interactions connected to the educational process shall be conducted in an absolutely and uncompromisingly honest manner. The University presupposes that any submission of work for academic credit indicates that the work is the student’s own and is in compliance with University policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively, up to and including revocation of the degree. Any student who reasonably believes another student has committed an act of academic dishonesty should inform the course instructor of the alleged violation.

The Healey Library offers various resources to assist students in this area, including academic integrity assessments and writing workshops. For more information, contact the Graduate Programs Office or the Healey Library.
Academic Policies and Procedures (cont.)

Transcripts
Unofficial transcripts can be viewed and printed through the WISER system. To pull up an unofficial transcript, select “Transcript: View Unofficial” from the “Quick Links” menu at the top left corner of your WISER home page. WISER will then guide you through the process of downloading your unofficial transcript. Unofficial transcripts can also be saved as a PDF file if you wish to send a transcript by email.

Official transcripts are sent by mail from the university, but can be requested through the WISER system. To request an official transcript, select “Transcript: Request Official” from the “Quick Links” menu. You will then be asked for name and address information for the recipient of the official transcript. Transcripts are sent in a sealed envelope stamped by the Registrar.

Time Limit for Degree Completion
Students are given a maximum of 5 years to complete their graduate degree in the College of Management. Students requesting an extension will need to submit a request for a Statute of Limitations Extension. Approval of extensions is at the discretion of the Graduate Programs Office.

Office of Disability Services (Ross Center)
Location: Campus Center, 2nd floor, 2010
Phone: 617-287-7430

Any individual with a physical or mental impairment that substantively limits some major life activity, and needs an accommodation, must provide documentation of the disability to the Director of the Ross Center for Disability Services. The Director of Disability Services will determine whether or not accommodation is needed. Once this determination is made, the Director of Disability Services will consult with faculty on appropriate accommodations. A student with disability is encouraged to register with Disability Services (CS 2-2010) or call 287-7430.

Incompletes
Students are eligible to discuss the option of a grade of Incomplete (INC) when they have completed a large portion of the class assignments and an event such as serious illness, extreme personal circumstances, or scholarly reasons, occurs that will prevent the student from completing the coursework to the best of his/her ability.

Permission of the instructor must be obtained and Incomplete grade form must be completed. This form is available on the CM Student Resources page.

If you are receiving the grade of incomplete (INC), you are allowed one year in which to complete the course. The new grade must be submitted to the Registrar by the grading deadline for that semester (i.e. by the end of the next fall for the fall semester incompletes). The grade for any course not completed by this deadline will be converted to the grade of 'IF'(incomplete fail) and will affect the student’s overall GPA.
Frequently Used Forms and Documents

The following forms can be found at [www.umb.edu/registrar/forms](http://www.umb.edu/registrar/forms):

- Graduate Program Change
- Graduate Student Withdrawal
- Graduate Additional Program form
- Graduate Readmission Form
- Statute of Limitations Extension Request
- Graduate Transfer Credit

Registration Requests

Registration Request forms are submitted online and are located at [http://www.umb.edu/academics/cm/student_resources/cm_graduate_registration_request](http://www.umb.edu/academics/cm/student_resources/cm_graduate_registration_request)

The following documents can be found at the [Student Resources](http://www.umb.edu/academics/cm/student_resources/cm_graduate_registration_request) page:

- Master Course List
  - List of all courses currently offered with functional area and specialization designations
- Course Planning Guides for all 5 programs
- Waiver Policy
- Student Handbook (electronic copy)
- Graduate Independent Study form

The following forms from the Office of International & Transnational Affairs can be found at [www.umb.edu/academics/oita/isss/forms](http://www.umb.edu/academics/oita/isss/forms):

- Curricular Practical Training (CPT) Authorization Form
- Final Semester Declaration Notification
  - For international students who are below a full-time course load because they have completed all other graduation requirements
- Social Security Request Form
- Medical Reduced Course Load Request

*In addition to these forms, many other forms for international students can be found on the ISSS website at the URL above.*

Graduation Applications

Graduation Applications can be found on the Registrar’s website.