



COLLEGE OF BUSINESS

**LAMAR UNIVERSITY**

Master of Science in Management Information Systems

Program Handbook  
2022-2023

Lamar University MS MIS  
PO Box 10059  
Beaumont, TX 77710  
409-880-8368 or  
409-880-8627



**AACSB**  
**ACCREDITED**

[cobmis@lamar.edu](mailto:cobmis@lamar.edu)  
[www.lamar.edu/msmis](http://www.lamar.edu/msmis)

## INTRODUCTION

The Master of Science in Management Information Systems (MS-MIS) at Lamar University is a **STEM-certified** degree program.

Lamar University's College of Business is fully accredited by the [Association to Advance Collegiate Schools of Business](#) (AACSB). AACSB accreditation represents the highest standard of achievement for business schools worldwide. Less than 5 percent of the more than 16,000 schools worldwide granting business degrees have earned AACSB accreditation.

Students can earn a Master of Science in Management Information Systems in as little as 12 months. Students can take up to 6 years to complete their degree.

Applicants must meet the general university requirements for admission. In addition, applicants must meet one of the following requirements for admission to the MS in MIS program:

- Hold a bachelor's degree from an accredited university with a GPA of 2.5 or higher (cumulative or in the last 60 hours).
- Hold a Bachelor's degree with an undergraduate grade point average and GMAT (or the GMAT equivalent of GRE) scores totaling at least 1,000 points based on the formula: 200 times the undergraduate GPA (cumulative or last 60 hours, 4.0 system) plus the GMAT (or the GMAT equivalent of GRE) score.

The GMAT or the GRE will be waived for applicants who have a Bachelor's degree from a regionally accredited university with a minimum 2.5 undergraduate GPA (cumulative or last 60 hours).

The GMAT is the preferred examination for the Lamar University MS-MIS (for applicants who do not qualify for a waiver). The Lamar University MS-MIS Program will also accept the GRE in place of the GMAT. If a GRE score (Verbal and Quantitative) is submitted, it will be converted into an equivalent GMAT score following the guidelines given by ETS.

A student whose native language is not English is expected to take the TOEFL, IELTS, or the Duolingo English test. For university requirements for these exams, visit the university's page for international student admissions. Students who received degrees from outside the United States are required to have transcripts evaluated and translated.

## CONTACT INFORMATION

- Associate Dean of Graduate Studies and Research: Dr. Soumava Bandyopadhyay: [bandyopasu@lamar.edu](mailto:bandyopasu@lamar.edu) or [cob-mba@lamar.edu](mailto:cob-mba@lamar.edu) or 409-880-8630
- Program Coordinator: Ms. Jana Austin: [jnewbold@lamar.edu](mailto:jnewbold@lamar.edu)
- Schedule Advising Appointments (On Campus): Ms. Jana Austin: [jnewbold@lamar.edu](mailto:jnewbold@lamar.edu) or 409-880-8368
- Schedule Advising Appointments (Online): Ms. Shana Shaw: [luap-misy@lamar.edu](mailto:luap-misy@lamar.edu)
- Finance Office: 409-880-8390 or [cashiering@lamar.edu](mailto:cashiering@lamar.edu)
- Financial Aid: 409-880-8450 or [financialaid@lamar.edu](mailto:financialaid@lamar.edu)
- Lamar Help Desk: 409-880-2222 or [helpdesk@lamar.edu](mailto:helpdesk@lamar.edu)
- LU Connect (blackboard) 409-880-2222 and press option 1 (day), 866-585-1738 (after hours), or [blackboard@lamar.edu](mailto:blackboard@lamar.edu)
- Veterans Affairs Office: 409-880-7198 or [va@lamar.edu](mailto:va@lamar.edu)
- Graduation Information: <http://students.lamar.edu/commencement/info-for-graduates/> Site will update with information for upcoming terms.

If you are a Financial Aid student or VA student, you must follow up with that office to ensure that you have all documentation needed to process payment for your classes. Failure to do so will result in classes being dropped for non-payment.

## IMPORTANT INFORMATION

- You will always have a “mandatory advising” hold on your account. This simply means that you will need to make an advising appointment each semester to be registered in courses.
- There are no pre-requisites for any of the courses, so you can take them in any order that you would like.
- Courses are offered on a rotational basis and you must make a ‘C’ or better in all.

## COURSE INFORMATION

There are 5 REQUIRED core courses:

- MISY 5340 – ERP Overview
- MISY 5350- ERP E-Commerce
- MISY 5360 – Business Intelligence
- MISY 5370 – Data Mining and Predictive Analytics
- MISY 5380 – Enterprise Systems/CRM

Students need to choose any 5 of the following available electives:

- MISY 5300 – Database Management Systems
- MISY 5310 – IT Project Management
- MISY 5315 – Introduction to Programming for Business Solutions
- MISY 5320 – Information Assurance and Security
- MISY 5325 – Cybersecurity Management
- MISY 5330 - Healthcare Information System
- MISY 5390 – Current Topics in MIS
- BUAL 5380 - Managerial Decision Making
- BUSI 5360 - Internship
- BUSI 5380 – Global Enrichment (Study Abroad)
- MGMT 5370 – Supply Chain Management
- ACCT 5355 – Data Analytics in Accounting

**Please note that all courses are not available in every term. All courses have a duration of 8 weeks. There are five terms in the year: Fall I, Fall II, Spring I, Spring II, and Summer.**

## COURSE DESCRIPTIONS

***The courses listed teach you to use software compatible with the Microsoft Windows operating system only and is not guaranteed to be compatible with Mac OS or any other operating system.***

### **CORE COURSES (REQUIRED): 15 hours, 5 courses**

#### **MISY 5340: ERP Overview**

This course will provide students with an understanding of fundamental business processes and enterprise systems used by organizations to manage them. Within the course, students will learn how to integrate these business processes into an enterprise resource planning (ERP) system, specifically SAP. Students gain hands-on experience using SAP for the fulfillment, procurement, production, financial accounting and management accounting business processes. Students will also have the opportunity to apply these skills by participating in an ERP

simulation (ERPsim) strategy game, which will enhance their understanding about how these integrated processes work within an ERP system.

### **MISY 5350: ERP E-Commerce**

This course describes the concepts, vocabulary, and procedures associated with Electronic Commerce. Students gain an overview of the principles of e-commerce from a business perspective, including but not limited to technology innovations, business models, virtual value chains and marketing strategies. In addition, as a potential disruptive technology, blockchain and its possible applications will also be explored. This course will provide students with the conceptual foundation as well as hands on experience at utilizing some of the SAP HANA modules.

### **MISY 5360: Business Intelligence**

This course will expose you to business intelligence (BI), defined as the user-centered process of exploring data, data relationships and trends - thereby helping to improve overall decision making. This involves an iterative process of accessing data (ideally stored in the data warehouse) and analyzing it - thereby deriving insights, drawing conclusions and communicating findings - to effect change positively within the enterprise. BI comprises four major product segments: interactive query tools, reporting tools, advanced Decision Support Systems and Executive Support systems. In this course, we will use SAP Business Information Warehouse (SAP BW), a major enterprise software application for Business Intelligence, analytical, reporting and Data Warehousing (DW) solution. We will also use reporting with SAP Business Objects Enterprise and SAP Crystal Reports. Additionally, Data Visualization software, such as SAS Visual Analytics and Tableau will be used for this course.

### **MISY 5370: Data Mining and Predictive Analysis**

This course introduces students to the concepts of Business Analytics. Business Analytics helps professionals make informed decisions based on data. Besides Excel functions and Add-ons, students will use data visualization and data mining techniques such as clustering, classification, association, forecasting and decision tree to discover hidden trends in data sets. Students will also use predictive analytics to anticipate future behavior to help make decisions that lead to desired goals. Students will gain hands-on experience with the latest predictive analytical tools from SAP.

### **MISY 5380: Enterprise Systems/CRM**

This course will introduce students to the concepts, capabilities and the benefits of Customer Relationship Management (CRM), the use of CRM by companies for customer acquisition, retention and development, and the implementation of CRM using concurrent technologies. The course will cover various aspects of operational, strategic and analytic CRM. Students will be introduced to CRM platforms of both SAP and Salesforce, and learn how to enact marketing, sales and service transactions related to CRM processes with hands-on exercises.

## **ELECTIVE COURSES: 15 hours, 5 courses**

Any five of the following courses may be taken as electives:

### **BUAL 5380: Managerial Decision Making**

This course provides students with an understanding and the ability to apply statistical and quantitative tools required in the managerial decision-making process. Students will become familiar with several aspects of statistical analysis such as data collection, data analysis, data interpretation, research reporting and management decisions. Some of the topics covered are sources and collection of data, analysis and presentation of data, measures of association, regression analysis, optimization of models, decision analysis and data mining models.

### **BUSI 5360: Internship**

Using an outside organization or one of the learning institutes within the College, the student must submit a paper with an analysis of their experiential learning, prepare an industry bibliography and write a paper summarizing the tasks and accomplishments encountered within the organization.

### **BUSI 5380: Study Abroad**

The global enrichment program allows students to increase their interest in other cultures, become less ethnocentric as they become aware of cultural differences, develop language skills within a cultural context and become more culturally sensitive and accepting. Students can make professional contacts, gain a sense of direction for their future career and gain a sense of responsibility in working on a project.

### **MGMT 5370: Supply Chain Management**

The primary objective of this course is to provide the student with an integrative view of the supply chain function and the role played by the supply chain manager in the overall organization. The use and applications of information systems (SAP SCM) in the supply chain function is included in the course. The course will also explore the different processes that are associated with supply chain management.

### **MISY 5300: Database Management Systems**

This course covers design, implementation, and management of database systems. Students will learn: 1) database design concepts which are vital to building an error-free database; 2) the physical implementation of a database design with software such as MS Access, Oracle and SQL (Structured Query Language); 3) DBMS functions, database administration, and database management approaches.

### **MISY 5310: Information Technology Project Management**

The student who successfully completes this course should understand the genesis of project management and its importance to improving the success of information technology projects. Students must demonstrate knowledge of project management terms and techniques such as:

the triple constraint of project management, project management knowledge areas and process groups, project life cycle, tools and techniques of project management (for example: project selection methods, work breakdown structures, network diagrams and critical path analysis, cost estimates and earned value analysis). Students would learn to use the current version of Primavera P6 Professional Project Management software to help plan and manage an IT project.

### **MISY 5315: Introduction to Programming for Business Solutions**

This course introduces students to programming fundamentals as well as computational thinking and problem solving. Students will be able to apply elementary programming concepts including the use of variables, loops, decision logic, functions, data types and simple object-oriented concepts. Students learn to develop simple business applications using a high-level computing language. The course will use a variety of computing scenarios to help students gain fundamental knowledge in developing solutions and creating programs to solve real world business problems.

### **MISY 5320: Information Assurance and Security**

In this course, students will learn about the elements that constitute Information Assurance and Security. Information Assurance and Security is a topic of increasing importance for many organizations as threats to computer and network systems continue to increase and evolve. It is imperative that the information organizations store in their systems be protected from unauthorized disclosure, modification, or destruction. This course provides an in-depth presentation of information assurance concepts, terminologies, models and practices. The topics covered in this course include but are not limited to: Organizational Security Management, Cryptography, Physical Security, Infrastructure Security, Intrusion Detection Systems, Network Security and Risk Management. Various software tools will be introduced to enhance students' hands-on capabilities. This course can effectively help the students prepare for the CompTIA Security+ certificate exam.

### **MISY 5325: Cybersecurity Management**

Students will examine cybersecurity functions in a system and describe their relevant strengths and weaknesses. Students will acquire knowledge necessary to define and implement cybersecurity programs and policies for the protection of an organization's systems and data. This course will cover topics such as cybersecurity policy and governance, policy organization, format, and style, cybersecurity frameworks, asset management and data loss prevention, cybersecurity incident response, and business continuity management.

### **MISY 5330: Healthcare Information Systems**

Information technology (IT)-enabled healthcare is at present one of the fastest growing fields. There is an increasing demand for professionals who can design, develop and apply technologies such as Electronic Health Records (EHRs) and Tele-Health systems and who have the skills to analyze and manage the large quantity of information generated by these systems. The primary goal of this course is to prepare students to understand and apply the concepts related to the emerging trends in IT- enabled healthcare and to understand the role of analytics in healthcare and clinical decision-making.

### **MISY 5390: Current Topics in Management Information Systems**

This course is designed to cover new technologies and current trends in the design, development and implementation of Information Systems in a business environment.

### **ACCT 5355: Data Analytics in Accounting**

This course will provide the student the opportunity to learn about data analytics as it applies to the accounting profession. Data Analytics is a topic of increasing importance for many organizations as the need for data-driven insights and recommendations grows throughout the business industry. This course provides in-depth coverage of data analytics, giving students hands-on experience working with different types of data and the tools use to analyze it. The topics covered in this course include but not limited to: Critical Thinking, Data Preparation and Cleaning, Data Modeling and Evaluation, Data Presentation, Audit Analytics, Generating Key Performance Indicators, and Financial Statement Analysis. Various software tools will be introduced to enhance students' hands-on capabilities.

## **Dual MS-MIS/MBA with ERP Concentration (On campus and Online)**

Students must meet the admission and prerequisite requirements for both the MBA Program and Master of Science in Management Information Systems Program. The MBA/MS-MIS student must meet the graduation requirements of each program individually including minimum grade point average and time limit policies. Grade point averages in both programs are computed separately. The MBA/MS-MIS student will be enrolled as a student in the dual degree program as long as the student meets minimum standards for continuation in each program. In the rare case that a student is dismissed or withdraws from one program, the student may continue and complete the other program as long as the student meets the minimum standards in that program. However, the student must fulfill all requirements for regularly admitted students in the remaining program. Students must complete this degree within 6 years.

**Degree Plan for Dual MS-MIS / MBA with ERP Concentration (48 hours plus 6 hours of MBA leveling, if needed):**

### **Core (MBA and MIS) Plus MBA ERP Concentration Electives (36 hours, 12 courses)**

ACCT 5370: Managerial Accounting  
ECON 5370: Managerial Economics  
FINC 5310: Financial Management  
BUAL 5380: Managerial Decision Making  
MKTG 5310: Marketing Management  
MGMT 5340/BUSI 5380: Global Enrichment  
MGMT 5380: Strategic Management  
MISY 5340: ERP Overview  
MISY 5350: ERP E-Commerce  
MISY 5360: Business Intelligence  
MISY 5370: Data Mining and Predictive Analysis  
MISY 5380: Enterprise Systems/CRM



### MIS Electives (12 hours, 4 courses)

Any 4 courses from the following:

MGMT 5370: Supply Chain Management  
BUSI 5360: Internship  
BUSI 5380: Global Enrichment (if not taken in the core)  
MISY 5300: Database Management Systems  
MISY 5310: IT Project Management  
MISY 5315: Introduction to Programming for Business Solutions  
MISY 5320: Information Assurance and Security  
MISY 5325: Cybersecurity Management  
MISY 5330: Healthcare Information Systems  
MISY 5390: Special Topics in MIS

### MBA Leveling (Up to 6 hours, 2 courses, for non-business undergraduates)

ACCT 5315: Financial and Managerial Accounting Foundation  
FINC 5300: Foundations of Economics and Finance

## **OTHER IMPORTANT INFORMATION**

Check your self-service banner account to verify your registrations. Refer to your Degree Audit by visiting the following: <https://bmtdegreeworksprod.lamar.edu/>

**Class schedule and billing:** Please log on to your Self-Service Banner account by visiting: <https://luconnect.lamar.edu/>. Here you will be able to view your course schedule, view/pay your bill, retrieve financial aid information, and see final grades.

Username: L#  
Password: 6-digit date of birth

**Campus email:** <https://luconnect.lamar.edu/>. If you have trouble, please email [helpdesk@lamar.edu](mailto:helpdesk@lamar.edu) or call 409-880-2222.

**Textbooks:**  
<https://lamar.bncollege.com/shop/lamar/page/find-textbooks>

## **COURSE DROP INFORMATION**

Lamar has three different drop periods:

- Drop with a refund: Send email with your name, L#, and class that you want to drop to the Records office at: [records@lamar.edu](mailto:records@lamar.edu). **If you are a Financial Aid student be sure to contact them before requesting to drop.** Please refer to attached calendar for deadline.
- A drop without academic penalty- Send email with your name, L#, and class that you want to drop to the Records office at: [records@lamar.edu](mailto:records@lamar.edu). **If you are a Financial Aid student be sure to contact them before requesting to drop.** You will receive a “Q”, no refund, and this will count against one of six state drops. Please refer to attached calendar for deadline.
- Drop with academic penalty- Email your professor requesting to drop with a “Q” and then forward approval to the Records office for processing at: [records@lamar.edu](mailto:records@lamar.edu). **If you are a Financial Aid student be sure to contact them before requesting to drop.** Instructor has right to give an “F” if you are failing the course during the drop with academic penalty. You will receive a “Q” or “F”, no refund, and this will count against one of the six state drops. Please refer to the Lamar University Academic Calendar for deadlines.

## Academic Policies

**Academic Advising:** MS-MIS students receive personalized academic advising each semester. Students are expected to schedule this appointment in advance to discuss progress and to plan future coursework.

To schedule an appointment:

On campus students- 409-880-8368 or [jnewbold@lamar.edu](mailto:jnewbold@lamar.edu)

Online students -[luap-misy@lamar.edu](mailto:luap-misy@lamar.edu)

**Academic Dishonesty, Misconduct, and Discipline Code:** These regulations include policies relating to academic dishonesty, plagiarism, University disciplinary code, and student rights and responsibilities. It is the responsibility of all graduate students to read the *Student Handbook* and to abide by all University regulations.

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

Cheating includes:

- a) copying, without authorization from the instructor, another student’s test paper, laboratory report, other report or computer files, data listings, and/or program;
- b) using, during a test, materials not authorized by the person giving the test;
- c) collaborating, without authorization, with another person during an examination or in preparing academic work;

- d) knowingly, and without authorization, using , buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of test or assignment that has not been administered or assigned;
- e) substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit;
- f) bribing another person to obtain a test not yet administered or information about such; and
- g) purchasing, or otherwise acquiring and submitting as one's own work any research paper or other written assignment prepared by an individual or firm

**Plagiarism** shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

**Collusion** shall mean the unauthorized collaboration with another person in preparing work offered for credit.

**Abuse of resource materials** shall mean the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.

**Academic work** shall mean the preparation of an essay, dissertation, thesis, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Procedures for discipline due to academic dishonesty shall be the same as in other violations of the Student Code of Conduct, except that all academic dishonesty cases shall be considered and reviewed by the faculty member, and if necessary, the Department Chair, Dean and Provost. The faculty member shall conduct a complete, thorough, and impartial investigation of the charge of academic dishonesty and determine whether or not the student was responsible for the violation. If the faculty member determines that the student was responsible for the violation, the faculty member may assess an appropriate and reasonable sanction. The student shall be entitled to a written notice from the faculty member of the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. A copy of the faculty member's notice to the student shall be forwarded to the Provost. If the student does not accept the decision of the faculty member concerning the determination of dishonesty and/or the penalty imposed, the student may appeal to the faculty member's Department Chair for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Chair within five working days of notification of the right to appeal. The student shall be entitled to a written notice of Chair's decision and the student's right to further appeal.

If the student does not accept the decision of the Chair concerning the determination of dishonesty and/or the sanction imposed, the student may appeal to the Dean for review of the

case. To do so, the student must submit, in writing, a request for an appeal to the Dean within five working days of notification of the Chair's decision. Prior to rendering a decision about an appeal, the Dean may request a review of the case and recommendation from the College's Student-Faculty Relations Committee. The student shall be entitled to a written notice of the dean's decision and the right to further appeal.

If the student does not accept the decision of the Dean, the student may then appeal to the Provost for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Provost within five working days of notification of the dean's decision. Before rendering a decision, the Provost shall convene an ad hoc Student-Faculty Relations Committee composed of members from the standing Student-Faculty Relations Committees from the other Colleges to review the case and offer a recommendation. The student shall be entitled to a written notice of the Provost's decision. The decision of the Provost shall be final.

No disciplinary action against the student shall become effective until the student has received substantive and procedural due process as described above. A copy of the record pertaining to each case shall be forwarded to, reside in, and considered by the Office of the Vice President for Student Affairs where it shall be treated as a disciplinary record as described in the Student Handbook. If additional judicial action is necessary, as in the case of flagrant or repeated violations, the Student Affairs Office shall initiate further action in accordance with the procedures for student discipline as described in the Student Handbook.

Instructors shall take reasonable and necessary precautions, including the careful administration and monitoring of examinations and assignments, to prevent acts of academic dishonesty.

*For more information, please visit the Lamar University Student Handbook at <https://lamar.edu/student-handbook>*

**Class Attendance and Punctuality:** Due to the accelerated format of the MS-MIS program, class attendance and participation is a crucial factor to the success of a student's degree program. Students are responsible for attending all scheduled class meetings, arriving for class in a timely manner, and completing required work. Each faculty member sets his or her policy with respect to class attendance. If a student is absent, it is the student's responsibility to inform the professor of the reason as early as possible. Make-up exams or homework is assigned upon the discretion of the instructor. In all cases, communication with the faculty is essential. Please refer to the individual course syllabus for class policy.

**Adding/Dropping Courses:** Students should refer to the Lamar University Academic Calendar (available on the Lamar University website) for specific drop dates for each semester. Students may drop a course and receive a grade of "Q" during the penalty-free period of the semester or session. For drops after this penalty-free period, grades are recorded as "Q" or "F," indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office. Students may drop a

course online up to the census day by logging into Self-Service Banner. After the census day, courses must be dropped through the Records Office. For additional help, contact your academic advisor or the Records Office at [records@lamar.edu](mailto:records@lamar.edu). Students may not drop a course during the last 20 percent of the term.

Students requesting a refund of tuition and/or fees resulting from dropped courses or from withdrawing from the university should direct questions to the Cashiers' Office. Due to the expedited schedule in eight week courses, students will be unable to register for additional courses after the first week of an eight week session has expired. Students are welcome to add courses during this first week with the approval of the MS-MIS office.

### **Emergency Preparedness**

Lamar University is a very safe campus and there is a low probability that a serious incident will occur here. However, we want to emphasize our emergency procedures for evacuation and shelter in place incidents. Our preparedness will be critical IF an unexpected event occurs! Instructions for specific emergencies, such as severe weather, chemical release, active shooter, or fire can be found at: <http://www.lamar.edu/about-lu/administration/risk-management/index.html>

Here are some simple things you should do in the event an emergency occurs during our class.

- Always follow the directions of the instructor or emergency personnel
- If told to evacuate, do so immediately.
- If told to shelter-in-place, find a room, in the center of the building with few windows, on the lowest level of the building.
- If told to lockdown, lock and barricade the door if possible. Turn off the lights and wait for police to arrive.

**Severe Weather:** In the event of severe weather, here are simple things you should do.

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.
- Stay in the center of the room, away from exterior walls, windows, and doors.

**In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage ([www.Lamar.edu](http://www.Lamar.edu)) for instructions about continuing courses remotely.**

### **Violence/Active Shooter (CADD):**

- CALL - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.

- **AVOID-** If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY-** Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- **DEFEND-** Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

**Evaluation of Instruction and Services:** Students are given an opportunity to evaluate the educational services and their instructors every semester towards the conclusion of the semester. This evaluation is completely confidential, voluntary, and anonymous. The feedback is used to improve the instruction and services provided through the college. Students are strongly encouraged to participate in these evaluations.

**Final Examinations:** Final exams are scheduled during the University scheduled “final week” for the semester. Upon the discretion of the instructor, approved alternate exam dates can be scheduled outside of the scheduled time. Check each course syllabus for individual instructor policies.

**Grades:** The grading system for graduate students is “A” (superior), “B” (good), “C” (marginal), “D” (poor), “F” (fail), “I” (incomplete), “S” (satisfactory), “U” (unsatisfactory), Drop, and Withdrawal. Credits applicable to graduate degrees are given only for the grades A, B, C, and S. In computing grade-point averages, an “A” is valued at four grade points per credit hour, a “B” three, a “C” two, a “D” one and an “F” zero. An overall grade point average (GPA) of “B” (3.0) on all graduate work attempted is required for graduation.

Incomplete work that is not finished during the next long semester (Spring and Fall) will be credited with an “F.” International students must receive a “NG” for courses (such as Graduate Projects) that have not been completed, and should not receive an “I” in any course. With compelling justification, the MS-MIS Program Director may grant an extension of the time limit for the completion of incomplete work.

#### **Lamar University’s Graduate Course Grade Replacement Policy:**

Students may replace a graduate course grade by repeating a course for up to three graduate-level courses (nine semester hours). If a student repeats a course, the last grade recorded will be considered the official grade and used in calculating the GPA, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. Special topics courses that have the same course number are not considered to be the same course if the topics differ. The repetition of a course taken at another institution will not replace a grade in the GPA calculation of the Lamar University course. This policy does not apply to classes repeated before the fall of 2014. If a student earns a D or F in a course required for his/her graduate degree, the course must be repeated and a passing grade of A, B or C must be

earned. Once a degree has been conferred, a student may not use the Grade Replacement Policy for any courses used to award the degree or to recalculate GPA.

### **Quality of Work Required: Probation/Suspension Regulations :**

The MS-MIS student must maintain a 3.0 grade point average on all courses that receive graduate credit, whether or not they are to be applied toward a graduate degree. Leveling and elective courses taken for graduate credit are included in the computation of the grade point average. A student whose GPA in graduate work falls below 3.0 must make up the deficit, either by repeating courses in which the grades are low or by completing other graduate courses with grades high enough to bring the GPA up to 3.0.

MS-MIS students who do not meet the academic standards of the Graduate College will be placed on probation or suspended. Students on probation may enroll in graduate courses but may not apply for graduation. Suspended students may be temporarily or permanently denied permission to enroll in graduate courses. In computing graduate academic status, all graduate work taken during the previous six years, except thesis and field study courses, applies. Graduate work taken at another institution will be included in the computation of semester hours toward a degree only when that work is applied toward a degree in progress at Lamar University. Transferred credits will not be used in the computation of the graduate grade point average at LU.

1. *Minimum Academic Performance.* A graduate student with a cumulative grade point average (CGPA) of 3.0 or higher is in good standing. A student with a CGPA below 3.0 will be placed on probation, suspended, or expelled.
2. *Probation.* Students with full graduate admission status who fail to achieve and maintain a CGPA of 3.0 at the completion of nine semester hours of graduate enrollment will be placed on academic probation (P1). A P1 student who earns a grade point average (GPA) of at least 3.25 on all graduate courses in the next enrolled semester and whose CGPA is below 3.0 will be placed on (P2) probation. A P1 student who fails to earn a 3.25 GPA in the next enrolled semester and whose CGPA is less than 3.0 will be suspended. Students on probation may enroll in courses but may not apply for admission to candidacy or for graduation. The probationary status applies whether or not the student receives a letter of notification from the Graduate Office.
3. *Suspension.* A graduate student who has been placed on (P2) probation and who fails to raise his/her CGPA to at least 3.0 in the next enrolled semester will be suspended. Suspended students may enroll in graduate courses in the summer and undergraduate courses during spring, fall, or summer semesters; however, students must receive recommendation from their department chair, college dean, and approval from the graduate dean in order to enroll. Undergraduate grades are not used in the computation of the graduate CGPA. Suspension for the fall semester may be removed if the student raises the graduate CGPA to at least 3.0 during the summer term. The first academic suspension (S1) shall be for one long semester (fall or spring). A graduate student who has been suspended (S1) and who fails to raise his/her CGPA to at least 3.0

in the next enrolled semester will be suspended again (S2), and the second suspension (S2) will be for two long semesters. An S2 student who fails to raise the CGPA to 3.0 or higher in the next enrolled semester will be expelled.

### **Time Limit for Degree Completion:**

Students can take up to 6 years to complete their degree. The timeline commences with the first semester of graduate enrollment. These time limits apply to all work at the graduate level, including work transferred from other institutions. At the discretion of the program faculty, course work taken outside these time windows may be recertified and counted toward the degree based upon a specific, objective, written plan filed in the department, college, and College of Graduate Studies offices and posted on their web sites. Time spent in active military service is not included in the six-year limit. Due to U.S. Citizenship and Immigration Services (US CIS) regulations, a shorter period of time may apply to international students.

**Scholarship Requirements:** Students who are receiving the graduate studies scholarship or other named scholarships (available only to on-campus students) from the College of Business are required to participate in MS-MIS events. These include MS-MIS socials, speaker series, career development events and open houses for prospective students.

## **STUDY ABROAD**

Students are encouraged to participate in study abroad activities to enhance the knowledge gained by traditional course delivery methods. The College of Business offers three study abroad options:

### **1. Argentina**

This trip is typically offered over Spring Break and the preceding weekend. The trip is eight days long and includes:

- International seminars about Argentina's emerging market, economic growth, and its impact on the global economy
- Meeting with entrepreneurs of Buenos Aires's growing startup community
- Talking with representatives of major multinational companies
- Engaging with Argentina's rich cultural tradition and exploring historical sites

### **2. China**

This trip is offered in the time between Spring and Summer when courses do not run. The trip is eleven days long and includes:

- Travel to Hong Kong, Guangzhou and Beijing
- Business visit to Crocs Shoe Factory



- Business visit to Hyundai Motors
- Business visit to Oracle Software Systems
- Business visit to Lenovo Computer Company
- Meeting with the representatives of the Chinese Ministry of Commerce
- Business visit to Shanghai Futures exchange

### 3. Spain

This trip is typically offered twice a year—in early January and early June, and is two weeks long. This trip includes:

- Attending international seminars in Finance, Management, Marketing, and Tourism at the campus of the University of Alicante
- Visits to Spanish multinational companies
- Exploring major Spanish cities in the Valencia region of Spain
- Awareness of cultural differences, development of language skills within a cultural context, and becoming more culturally sensitive and accepting.

**Study Abroad Scholarships:** Graduate students participating in one of the above trips are encouraged to apply to become a Janie Nelson and Mark Steinhagen Global Fellow. Steinhagen Global Fellows will be awarded on a competitive basis to outstanding scholars who complete an application and essay describing how being a global fellow will enhance their educational experience and help them achieve their career goals.

**Study Abroad Eligibility:** Graduate level students in the College of Business are eligible to participate in the study abroad options offered by the college.

**Study Abroad Course Requirement:** Students participating in the trip must enroll in BUSI 5380: Global Enrichment. Students will have assignments to complete during and after their study abroad experience and will receive a course grade based on these assignments. Students who have previously enrolled in BUSI 5380 for one study abroad excursion and want to take a second trip may do so under a ‘Special Topics’ course number (MGMT 5390). This option requires the approval of the MIS Office. Students choosing to participate in a second study abroad are not eligible for scholarship money toward the expense of the trip.

**Transfer Credits:** Students can transfer up to six credit hours of classes from another AACSB accredited institution into the MIS program at Lamar University. Grades on transfer courses must be A or B. A G6 form must be completed.

Students who wish to transfer up to six credits from a regionally accredited university that is not AACSB accredited will be required to submit a course syllabus for review by the academic department under which that course resides.

If the coursework to be transferred is older than six years, by agreeing to accept the course as transfer credit, the academic department indicates the course is approved for recertification. The usual recertification process (see below) will apply. Courses older than six years that are denied transfer are also denied recertification.

**Recertification of Out-of-Date Graduate Credit:** At the discretion of the program faculty, academic credit granted outside the six-year time limit established for master's degrees must be recertified by examination or other appropriate means before the work can be applied toward the requirements of the MIS degree. Course(s) to be recertified must have been completed at Lamar University or be acceptable as transfer credit in lieu of Lamar University courses. In order to recertify out-of-date course(s), the student must receive the permission of his/her graduate committee, the chair of the department, and the dean of the college. The form "Request to Recertify Out of Date Course(s)" (G-20) shall be used to record student and course(s) information, means of recertification, and approvals. This form along with a memorandum from the department chair describing the method of recertification must be submitted to the College of Graduate Studies for final approval by the graduate dean.

**Application of Credits from One Master's Degree toward a Second Degree:** A maximum of six semester hours taken for one master's degree may be counted toward a second master's degree with the approval of the department in which the second degree is sought. Coursework must be not be more than six years old.

Students may also transfer hours beyond the six hours (as mentioned above) from another program at Lamar University to fulfill concentration elective requirements if these courses were not used toward another degree. These courses transferred from another program at Lamar University must be additional courses taken above and beyond what was required by the student's initial graduate degree.

**Textbooks/Course Materials:** In addition to the textbook, some courses may require ancillary course materials that may range up to \$250 each. Use of additional resources are at the discretion of each professor.

**Withdrawal from the University:** Students should refer to the academic calendar on the LU website (<https://www.lamar.edu/events/academic-calendar-listing.html>) for specific drop and refund dates for each semester. Students wishing to withdraw entirely from the university and drop all Lamar University courses should contact their academic advisor or the Records Office at [records@lamar.edu](mailto:records@lamar.edu). Students must clear all financial obligations and return all university property. If, however, the student is unable at the time of withdrawal to clear financial obligations to the university, the student will be permitted to withdraw with the understanding that transcripts will be withheld and re-entry to Lamar University will not be permitted until all financial obligations are cleared.

**If a withdrawal is made before the end of the penalty-free period or if the student is passing at the time of withdrawal during the penalty period, a grade of "W" will be issued for each course affected. A grade of "F" may be issued for all courses not being passed at the time of withdrawal after the penalty-free period. A student may not withdraw within the last 20 percent of the term. A student who leaves without withdrawing officially will receive a grade of "F" in all courses.**

## Campus Services

**Bookstore:** Lamar University's on campus bookstore, a Barnes and Noble affiliate, is located in the Setzer Center or online at <http://lamar.bncollege.com/>. Through this website, students can search for courses and find the required materials. The bookstore provides new, used, rental and electronic options.

**Cardinal One Card:** Lamar University ID card is known as the Cardinal OneCard. The Cardinal OneCard provides many benefits.

The Lamar Student ID card is used for more than just identification. It is used for library usage, entrance to all athletic events and university-sponsored functions, recreational facilities, receiving care at the Health Center, securing university payroll checks, and use of individual student facilities at the Student Center. Students on a university meal plan also use their ID card in the dining rooms for meals. This ID is a debit card, **NOT A CREDIT CARD**.

All students should receive a Cardinal One card. On campus students should visit Wimberly Bldg Room 116. Online students not in the immediate area, please contact [cardinalone@lamar.edu](mailto:cardinalone@lamar.edu) or call (409) 880-2236 to request your Cardinal One card.

*For more about Lamar University's Cardinal OneCard, visit:*  
<https://lucardinalone.higheroneaccount.com/>

**Career Center:** The Career Center is located in the Galloway Business Building room 102. The Lamar Career Center provides career support for all students and alumni. By registering with the Career Center students become eligible to participate in a variety of career related activities and events including the Career Expo, Recruiting, On Campus Interviews, Company Presentations, Special Workshops and Seminars.

*For more about Lamar University's Career & Testing Center, visit:*  
<http://www.lamar.edu/career-and-testing-services/>

**Computer Labs:** For the convenience of our students, we have a computer lab in room 109. Students can log into these computers using their user name. Hours of operations depends on the current semester. 7:30 am – 8:30 pm during long semesters and 7:30 am – 5:00 pm during summer. The John Gray Library also has computer labs on the first and seventh floors.

**Disability Resource Center:** The [Disability Resource Center \(DRC\)](#) is committed to supporting students with disabilities at Lamar University through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The DRC is located in the Communication Building room 105.

*For more about Lamar University's Disability Resource Center, visit: <http://www.lamar.edu/disability-resource-center>*

**Financial Aid:** Different types of financial aid are available to most resident and non-resident graduate students through the Financial Aid Office in the Wimberly Building room 216.

For more about Lamar University's Financial Aid process, visit: <https://lamar.edu/financialaid>

**Food Services:** Locations of food services include the Brooks-Shivers Dining Hall, Cardinal Nest Mirabeau's, and Juice bar in the Recreational Sports Center.

*For more about Lamar University's Food options, visit: <http://www.dineoncampus.com/bigred/>*

**International Student Services:** For questions regarding immigration, admissions and grades please contact the international student service office. The office is located in Wimberly building room 117.

*For more about Lamar University's International Student Services, visit: <http://international.lamar.edu/>*

**Library:** The Mary and John Gray Library of Lamar University facilitates access to scholarly information in all forms, within the overall framework of the University's stated mission. To this end, the Library is committed to the following initiatives:

- Teaching information literacy skills that promote academic success and continuous learning.
- Developing appropriate collections and making them discoverable.
- Designing and delivering efficient services within a collegial educational environment.
- Providing leadership in the creation of campus information policy

Hours of operation:

Sunday 2:00pm - 1:45am

Monday – Thursday 7:30am - 11:45pm (during finals 7:00 am – 1:45 am)

Friday 7:30am - 5:45pm

Saturday 10:00am - 6:45pm

*For more about Lamar University's Mary and John Gray Library, visit: <https://library.lamar.edu>*

**Police Department:** Lamar University maintains a full-service police department with full-time officers to respond to reports of criminal acts and emergencies on campus. These officers are state certified and hold police commissions with the State of Texas.

*For more about Lamar University's Police Department, visit: <http://universitypolice.lamar.edu/>*

**Student Health Center:** The Student Health Center of Lamar University is dedicated to promoting the health and wellness of the university population by offering quality medical and psychological services to the students of Lamar University. The Student Health Center houses a

medical clinic staffed by a physician and several nurse practitioners, a clinic pharmacy with discounted prescriptions and over-the-counter items, licensed psychological counselors, and a health education department. Services are available to currently enrolled Lamar University students. Students are charged only for medications, lab tests or supplies, not for the office visit.

*For more about Lamar University's Student Health Center visit,*  
<http://lamar.orgsync.com/org/studenthealthcenter67959/home>

**Veterans Affairs:** The [Veterans Affairs Office](#) is maintained to aid veterans in obtaining their educational benefits. Veterans are encouraged to complete admissions and testing requirements 90 to 120 days prior to the period for which they wish to enroll.

*For more about Lamar University's Veteran's Affairs Office visit,*  
<http://www.lamar.edu/veterans-affairs>