



Oakland University
School of Business Administration
Graduate Business Programs

Student Resource Guide

Academic year 2016-2017

Graduate Business Programs
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Rochester, MI 48309-4485
248.370.3287

Fax: 248.370.4964

Office Hours:

Monday – Friday 8:00am – 5:00pm

Evening advising appointments are available by request.

Contact Information:

For general information or to schedule an advising appointment with Donna or Paul contact:

Vanessa Lewis, Program Assistant – vlewis@oakland.edu 248.370.3287

Analya Callendar, Program Assistant – callenda@oakland.edu 248.370.3287

For program information on MBA or MSITM contact:

Paul Trumbull, Coordinator of Graduate Business Programs, trumbull@oakland.edu

For program information on MAcc contact:

Donna Free, Faculty Coordinator, Masters of Accounting Program, free@oakland.edu

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This material represents a summary of basic information about the policies and procedures of the Oakland University Graduate Business Programs. Greater detail of many of these topics can be found in the Graduate Catalog at www.oakland.edu/gradstudy. Please ask for further clarification on any topic that is not clear.

Academic Conduct Policy

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. For examples of academic dishonesty and a complete listing of faculty/student standards in the context of academic conduct, please refer to the ***Graduate Catalog***.

Address and Name Changes

OU students may submit their address changes online through the secure SAIL system under the Personal Information section. The SAIL system allows 24/7 online access while keeping your information safe and secure through the password protected system.

Online address changes through the secure SAIL system is the university's preferred way for students to submit their address changes. Students also may change their address in-person at either the Office of the Registrar (100 O'Dowd Hall) or Student Financial Services (120 North Foundation Hall).

To process a name change, bring a photo ID and legal documentation such as a marriage license, divorce decree, or other court document that clearly connects the two names to the same individual to the Office of the Registrar at 100 O'Dowd Hall.

Bookstore

The Oakland University Bookstore is the main source for textbooks. It is located on the lower level of the Oakland Center. For hours of operation, payment and delivery options, and refund policies please review the Bookstore website at <http://oakland.bncollege.com> or contact them at (248) 370-2404.

Additional resources for textbooks include web sites such as <http://www.amazon.com>.

Career Services

Career Services is staffed with professional advisers who are available to assist students, alumni, and employers with career and employment needs. Services available through the Career Services include: OU CareerLink, on-campus recruiting, career fairs, advising with Career Consultants, and online resources, guides and tutorials.

The Career Services Office is located in 154 North Foundation Hall. Regular business hours are Monday through Friday, 8:00 am to 5:00 pm. For walk-in advising hours or to schedule an appointment, call Career Services at (248) 370-3250. SBA students can visit <http://www.oakland.edu/careerservices> to learn more about Career Services events.

Catalog of Graduate Programs

The current graduate catalog is available online at www.oakland.edu/catalog.

Computer Lab

The School of Business Administration operates a computer lab in 215 Elliott Hall. The hours of operation vary throughout the year, check the web site at <http://wwwwp.oakland.edu/business/resources/> or call (248) 370-3202. The lab is equipped with Microsoft Office Suite, and access to the Internet. Lab monitors are available to assist students.

Degree Requirements / POW

All new students receive a *Transcript Evaluation and Plan of Work* detailing the courses required to complete their graduate business program. Students are expected to follow their individualized plan of work. Questions regarding your plan of work should be directed to your adviser. See *Appendix* for detailed Plans of Work and Instructions for each program (MBA, MAcc, and MSITM).

Please be aware that not all courses are offered every term. Prerequisites for all graduate business courses must be observed.

In accordance with the university requirements for graduate students, an overall grade point average of 3.0 is required for graduation. No grade below 2.0 may be applied toward a graduate degree*. Students may be dismissed if they do not maintain an overall grade point average of 3.0 or make appropriate progress toward the degree. Students who are not enrolled for 6 or more consecutive semesters must apply for readmission to the graduate program through the Office of Graduate Study. *All degrees and certificates must be completed within six years from the date of entry into the program.*

*PMC students must earn a 3.0 or better in each of the courses completed for the certificate.

Disability Support Services

The Office of Disability Support Services is located in 103A North Foundation Hall. Students with special needs are encouraged to utilize the services provided. Anyone requiring additional information may contact the office at (248) 370-3266 or (248) 370-7171 (TTY).

Email

OU email is the official method of communication for students. This includes notifications about grades, tuition bills, financial aid, schedule of classes, and graduation information. The university will hold students accountable for the information sent via email. Therefore, students should check their Oakland email account regularly - at least twice per week. Oakland's University Technology Services web site offers tips and information about activating and accessing your OU e-mail - **www.oakland.edu/uts/email**.

Grade Appeal

All OU instructors should devise a process that allows students to review the grading on their final exam, term paper, course project, and other work submitted to the instructor at or near the end of the semester.

An instructor must keep all unclaimed/non-reviewed end-of-semester student work until after the end of the semester in which students can file a written grade appeal to the appropriate department chair.

<u>Semester Course Taken</u>	<u>Deadline for Submitting Written Grade Appeal</u>
Fall Semester	End of subsequent Winter Semester
Winter Semester	End of subsequent Fall Semester
Spring Semester	End of subsequent Fall Semester
Summer Semester	End of subsequent Fall Semester

A student who feels that the course instructor has not followed SBA procedures, has not adhered to written policies as stated on the course syllabus, or has acted unfairly; may follow a formal grievance procedure. For situations involving grade disputes or classroom procedures but not involving discrimination, harassment, or illegal behavior, the following is the sequence of appropriate steps for the student to follow:

Step #1: The student discusses the issue with the course instructor. If the student is not satisfied with the instructor's response, the student should proceed to Step #2.

Step #2: The student presents a written grievance to the appropriate Department Chairperson. The Chairperson will investigate the student's allegation and respond in writing to the student. If the student is not satisfied with the Chairperson's response, the student should proceed to Step #3.

Step #3: The student presents a written grievance with historical summary to the Associate Dean. The Associate Dean investigates the student's allegation and responds in writing to the student. If the student is not satisfied with the Associate Dean's response, the student should proceed to Step #4.

Step #4: The student submits a written grievance with historical summary to an augmented School of Business Administration Executive Committee (SBAEC). The augmented SBAEC consists of the Executive Committee and elected student representatives to the SBA Faculty Assembly. The Dean will inform the student in writing of the augmented SBAEC's decision.

STUDENT RESPONSIBILITIES

1. Must know and adhere to course policies.
2. Must direct academic complaints through appropriate channels.
3. If requested, meet with the instructor at a mutually convenient time.
4. Attend meetings as required by the grievance procedures.

Grading

Oakland University has a numeric grading system. The normal grades are from 1.0 to 4.0 by tenths. These grades translate to the letter grading system as follows:

<u>Oakland</u>	<u>Letter</u>
3.6 to 4.0	A
3.0 to 3.5	B
2.0 to 2.9	C
1.0 to 1.9	D
0.0	E or F

Graduate students must maintain a 3.0 cumulative grade point average to graduate and are expected to earn a 3.0 or better in each course. Any graduate course with a grade less than 2.0 must be repeated.

Graduate Research Assistantships

A limited number of graduate research assistantships are awarded, on a competitive basis, to **full-time** MBA, MAcc, and MSITM students during the Fall and Winter academic semesters. Graduate Research Assistants provide research support to an SBA faculty for 20 hours per week. As compensation, the graduate student receives a monthly stipend and 9 credits of graduate tuition per term.

Graduate Research Assistantships provide students with valuable exposure to current business research. It is a unique opportunity to supplement course work with contemporary research activity. The GA application can be obtained from the Graduate Business Programs or can be found on our website under *Graduate Business Resources & Advising*, Download Forms **www.oakland.edu/business/grad**.

Graduation / Commencement

Applying to Graduate

All master degree and post-master's graduate certificate students must submit the online Application for Graduate Degree for the semester in which they will complete the degree requirements. A graduation audit is conducted to verify that the student has met all academic requirements for the degree/certificate. Diplomas/certificates are mailed to the address the student provided on the Application for Graduate Degree. Visit **www.oakland.edu/registrar** and click on Apply for Graduation.

Semester of completion	Deadline to apply to graduate	Commencement Ceremony
Winter (term ending in April)	Last Friday in January	April
Summer 1 (term ending in June)	Last Friday in January	April
Summer 2 (term ending in August)	Last Friday in June	December
Fall (term ending in December)	Last Friday in September	December

Commencement

Commencement ceremonies are held twice each year. Students who complete their degree requirements in Winter and Summer 1 terms are invited to walk at the April ceremony. Students who complete their degree requirements in Summer 2 and Fall terms are invited to walk at the December ceremony. For commencement information, visit the Oakland University Commencement Web site at **www.oakland.edu/commencement**, see **Graduate Ceremony (Masters and Doctoral)**.

ID Cards

The SpiritCard, Oakland's official university identification card, is available to all students. ID cards are required to access on-campus printing, residence hall meal plans, the Recreation Center, and to check-out library materials. There is no charge for the first card. ID cards may be obtained at the ID Card Office at 112 Oakland Center. For hours of operation, please contact the ID Card Office at (248) 370-2291.

Independent Study

Academic credit for independent study is available to students in any departmental area. The independent study consists of individual research on a topic chosen by the student. Written approval must be obtained from a faculty member **prior to the registration period**. The Independent Study Contract is available online at www.oakland.edu/business/grad, under *Graduate Business Resources & Advising, Current Students*. You can also pick up a copy from the Graduate Business Programs. Students must complete the contract, attach a course description, secure a signature from their faculty supervisor, and deliver to the program adviser. The program adviser will then enter an override which will enable the student to register through SAIL. Students are responsible for collaborating with the faculty supervisor to define the topic and requirements for the independent study course.

Library

Most university library materials and services are housed in Kresge Library. The library's automated catalog allows patrons to identify titles held, not only in Kresge Library, but also in the collections at Wayne State University, the University of Detroit - Mercy, Detroit Public Library and a number of other libraries in the area.

Reference librarians are available to help students find materials and use the library. Lectures and demonstrations for using the library are offered regularly. The phone number for Kresge Library is (248) 370-4426.

Office Hours

Graduate Business Programs is located in room 238 Elliott Hall. Office hours are Monday through Friday from 8:00 am to 5:00 pm. Feel free to contact us at (248) 370-3287.

University hours for most department offices are open 8:00 am to 5:00 pm, Monday through Friday, and closed from 12:00 noon to 1:00 pm. Please call ahead to determine exact hours for specific university offices.

For faculty office hours check your course syllabus.

Payment of Tuition and Fees

Please visit the following website for official information on Oakland University's payment options and tuition and fees schedule: www.oakland.edu/Tuition_&_Refund_Policy.

Petition of Exception

Students may request waivers or modifications of specific academic requirements by filing a petition of exception form with their adviser. The Petition of Exception form can be found at www.oakland.edu/business/grad under Resources & Advising, Current Students. Please contact the Graduate Business Programs at (248) 370-3287 for more information.

Probation and Dismissal Policies

Graduate students are expected to earn a grade of 3.0 or better in each graduate course and to maintain a cumulative grade point average of at least 3.0. For students who do not meet these standards, the following Academic Standing Policy will be executed.

Warning: A student will receive a written warning if he/she:

1. Receives a grade between 2.5 and 2.9, inclusive, or
2. Has a cumulative GPA of less than 3.0.

Probation: A student will be placed on probation if he/she:

1. Receives a second grade below 3.0, or any grade between 0.0 and 2.4, inclusive
2. At any time in the Program has a cumulative GPA of less than 3.0 for two consecutive semesters

The Graduate Admissions Committee may recommend that a student repeat any course in which a grade below 2.5 was received. The Committee may also impose other conditions on the student (i.e., completing a writing course, seeking tutoring services, etc.) to ensure future success of the student and to maintain program standards.

Removal from Probation: The Graduate Admissions Committee may remove a student from probation if he/she earns 18 consecutive credits without a further violation.

Dismissal: A student who has been placed on probation will be brought to the Graduate Admissions Committee with a recommendation for immediate dismissal if he/she:

1. Has a cumulative GPA of less than 3.0, unless the terms of probation extend the period in which the GPA is to be raised to 3.0, or
2. Receives a grade below 3.0, or
3. Receives two grades between 0.0 and 2.4, inclusive, or
4. Shows insufficient progress towards their degree, or
5. Is on probation for the second time, or
6. Otherwise fails to fulfill the conditions of his/her probation.

Registration

Students are strongly encouraged to register at the earliest possible date for which they are eligible using the SAIL Web registration system at **www.oakland.edu**. For a list of important dates, click on Academic Calendar at the top of the OU homepage.

Students who do not register early face the possibility of classes being closed. There are two waitlists used by the School of Business Administration.

1) SBA website waitlist is used for the following SBA Graduate Courses:

All Masters of Accounting ACC courses.

ECN 605

MIS 563, MIS 606, MIS 620, MIS 622, MIS 624, MIS 640, MIS 641, MIS 645, MIS 680 (12266), MIS 680 (42390), MIS 680 (43102)

POM 640, POM 642

QMM 640

The SBA website waitlist is strictly enforced. If you wish to register for a closed course which is managed through this waitlist, you should add your name to the waitlist. Students on the waitlist will be notified as soon as there is an opening in the course or the instructor agrees to add new students. Graduate Business Programs will contact the student by email to verify that you still wish to take the course. The student will be asked to respond within 24 hours. If the student still wishes to be added to the class, an override will be entered that will allow you to register through SAIL. Please do not contact the faculty directly for a closed class override. Graduate Business Programs is asking faculty to use the waitlists maintained by our office, so students can be added to the course in the order in which they added their name to the waitlist. To add your name to the waitlist go to **www.oakland.edu/business/waitlist**.

2) SAIL waitlist is used for all other SBA Graduate Courses.

Please visit **<http://wwwp.oakland.edu/business/undergraduate-students/waitlist>** for complete details.

The SAIL waitlist is an automated process. If and when a spot becomes available, an email will be sent to your OU email account and you will have 24 hours to register for the course.

Registration for Capstone Courses

Students enrolling in ACC 660 (MAcc), MGT 535 or MGT 536 (MBA) or MIS 650 (MSITM) will have an audit completed to ensure that all prerequisites for the course have been met.

To register for capstone courses ACC 660, MGT 535, MGT 536, and MIS 650

1. Contact your adviser for an override
2. Provide advisor with course number, CRN number, and term you wish to take the course
3. Graduate Business Programs will notify the student when override has been entered into the SAIL system
4. Student can then register for the course via the SAIL system

Web Site

The Graduate Business Programs in the School of Business Administration maintains a web site at **www.oakland.edu/business/grad**. Under the Graduate Resources link you will find access to the graduate catalog, contact information, SBA Graduate schedule of classes, SBA website closed classes waitlist, schedule addendum, and downloadable forms.

Frequently Used Phone Numbers

Office	Phone
Emergency Services	911
Book center	(248) 370-2404
Financial Aid Office	(248) 370-2550
Kresge Library	(248) 370-4426
Graduate Business Programs	(248) 370-3287
Office of Graduate Study	(248) 370-2700
Career Services	(248) 370-3250
OU Police Department	(248) 370-3331
Registration Office - Registrar	(248) 370-3450
Academic Records - Registrar	(248) 370-3452
SBA Computer Lab	(248) 370-3202
Storm Closing Hotline	(248) 370-2000
Student Business Services	(248) 370-2550
University Operator Assistance	(248) 370-2100

For contacting faculty members, check the Faculty/Staff Directory at www.sba.oakland.edu or contact the appropriate department, information listed below:

Department Chair	Secretary	Department	Phone	Email
Mohinder Parkash parkash@oakland.edu	Sally Galloway	Accounting Finance	(248) 370-4288	shafer@oakland.edu
Anandi P. Sahu sahu@oakland.edu	Shannon Johnson	Economics	(248) 370-3283	mjohnson3@oakland.edu
Vijayan Sugumaran sugumara@oakland.edu	Shannon Johnson	Mgmt Information Systems Production Operations Mgmt Quantitative Methods	(248) 370-3283	mjohnson3@oakland.edu
Karen Markel markel@oakland.edu	Jenifer Wieske	Management Marketing Organizational Behavior	(248) 370-3279	watson@oakland.edu

Oakland University
School of Business Administration
Graduate Business Programs

Degree Requirements / Plan of Work:

MBA (MBA Concentrations)

MAcc

MSITM

MBA CONCENTRATIONS

Accounting Concentration

To provide more background in accounting, the student would be required to complete *three* electives from the following list for the concentration in Accounting:

ACC 505	Business Law for Accountants
ACC 515	Federal Income Taxation
ACC 518	Introduction to Accounting Information Systems & Databases
ACC 521	Federal Income Tax II
ACC 522	Auditing
ACC 524	Government and Not-for-Profit Accounting
ACC 526	Accounting Information Systems: Audit and Control
ACC 533	Accounting Information Systems: Analysis and Design
ACC 600	Financial Reporting and Analysis
ACC 617	International Financial Accounting Standards & Reporting
ACC 620	Cost Management
ACC 622	Advanced Auditing
ACC 625	Federal Income Taxation for Business
ACC 631	Fraud Examination
ACC 650	Professional Issues in Accounting
ACC 680	Special Topics in Accounting
ACC 690	Independent Study in Accounting

Business Analytics Concentration

To provide more background and exposure to industry needs in business analytics, the student would be required to complete the following two courses for a concentration in Business Analytics:

MIS 546	Business Analytics
MIS 636	Decision Support Systems

and any one elective from the following list:

MIS 606	Advanced Databases and Big Data Management
MIS 645	Simulation in Management
MIS 680	Practical Computing for Data Analytics
MIS 680	Web Analytics
QMM 640	Management Science

Business Economics Concentration

To provide more background in the application of economics in business, the student would be required to complete *three* electives from the following list for a concentration in Business Economics:

ECN 605	Econometrics
ECN 618	Seminar in Economic Policy
ECN 620	Money, Financial Institutions & Markets
ECN 656	Public Finance
ECN 667	Economics of Health Care
ECN 673	International Trade & Finance
ECN 680	Special Topics in Economics
ECN 685	Economics of Industries
ECN 690	Independent Study in Economics
FIN 627	International Financial Management
FIN 633	Advanced Financial Management
QMM 652	Forecasting

Entrepreneurship Concentration

To provide more background in the strategic aspects of entrepreneurship, startups, and small businesses, the student would be required to complete the following for a concentration in Entrepreneurship:

MGT 656	Entrepreneurship
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and two electives from the following list:

ACC 625	Federal Income Taxation for Business
FIN 633	Advanced Financial Management
FIN 650	Real Estate Investment Analysis
MGT 660	Launching and Managing Small Businesses
MGT 670	Business Ethics
MGT 682	Special Topics in Entrepreneurship
MGT 692	Independent Study in Entrepreneurship
MKT 608	Strategic Marketing
MKT 660	Entrepreneurial Marketing
MKT 673	Product and Brand Management
ORG 635	Decision Making in Organizations
ORG 636	Leadership and Group Performance
ORG 640	Quality and Operational Excellence
POM 640	Process Management
POM 648	Project Management

Finance Concentration

To provide more background in finance, the student would be required to complete three electives from the following list for a concentration in Finance:

ACC 600	Financial Reporting & Analysis
ECN 620	Money, Financial Institutions & Markets
FIN 618	Investment Analysis
FIN 627	International Financial Management
FIN 633	Advanced Financial Management
FIN 650	Real Estate Investment Analysis
FIN 680	Special Topics in Finance
FIN 690	Independent Study in Finance

Human Resources Management Concentration

To provide more background in human resources management and personnel, the student would be required to complete the following for a concentration in Human Resources Management:

ORG 631	Human Resources Management
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and two electives from the following list:

MGT 638	Labor Management Relations
MGT 670	Business Ethics
ORG 632	Change Management

HRM electives continued

ORG 635	Decision-Making in Organizations
ORG 636	Leadership & Group Performance
ORG 637	Motivation and Work Behavior
ORG 640	Quality and Operational Excellence
ORG 670	International Org. Behavior & Human Resources
ORG 672	Creativity
ORG 680	Special Topics in Org. Behavior
ORG 690	Independent Study in Org Behavior

International Business Concentration

To provide specialized work in international business, the student would be required to complete *three* electives from the following list for a concentration in International Business:

ACC 617	International Financial Accounting Standards & Reporting
ECN 673	International Trade and Finance
FIN 627	International Financial Management
MGT 681	Special Topics in International Management
MGT 691	Independent Study in International Management
MKT 650	International Marketing
MKT 673	Product and Brand Management
MKT 675	Customer and Supplier Relationships in the Global Enterprise
MIS 630	Managing Global Sourcing of IT and IT Enabled Services
MIS 648	Issues in International Information Technology
ORG 670	International Organizational Behavior & Human Resources

Management Information Systems Concentration

To provide more background in MIS, the student would be required to complete *three* MIS electives (600 level courses) for a concentration in Management Information Systems:

MIS 546	Business Analysis
MIS 563	Networks
MIS 564	Network Management
MIS 604	Introduction to Databases and Data Warehouses
MIS 606	Advanced Databases and Big Data Management
MIS 620	Electronic Commerce
MIS 622	Business Object Development
MIS 624	Business Application Architecture
MIS 625	IT Planning and Strategy
MIS 630	Managing Global Sourcing of IT and IT Enabled Services
MIS 636	Decision Support Systems
MIS 640	IS Security
MIS 641	IS Privacy
MIS 642	IS Issues in Supply Chain Management
MIS 643	Intellectual Property & the Public Domain in the Age of Remix
MIS 645	Simulation in Management
MIS 648	Issues in International Information Technology
MIS 680	Special Topics in Management Information Systems
MIS 690	Independent Study in Management Information Systems

Marketing Concentration

To provide more background in marketing, the student would be required to complete *three* electives from the following list for a concentration in Marketing:

MKT 604	Consumer Behavior
MKT 605	Marketing Research
MKT 608	Strategic Marketing
MKT 620	Distribution Channels Management and Logistics
MKT 625	Supply Chain Logistics
MKT 650	International Marketing
MKT 660	Entrepreneurial Marketing
MKT 670	Business to Business Marketing
MKT 673	Product and Brand Management
MKT 675	Customer & Supplier Relationships in the Global Enterprise
MKT 680	Special Topics in Marketing
MKT 690	Independent Study in Marketing

Production/Operations Management Concentration

To provide more background in production and operations management, the student would be required to complete the following for a concentration in Production/Operations Management:

POM 643	Operations Planning and Control
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and two electives from the following list:

ACC 620	Cost Management
POM 635	Management of Service Operations
POM 640	Process Management
POM 642	Supply Chain Management
POM 645	Cases in Operations Management
POM 648	Project Management
POM 680	Special Topics in POM
POM 690	Independent Study in POM
QMM 652	Forecasting

Supply Chain Management Concentration

To provide more background in supply chain management, the student would be required to complete three electives from the following list for a concentration in Supply Chain Management. POM 642 will be required for all students who do not have previous coursework in supply chain management.

MGT 642	Supply Chain Purchasing
MKT 625	Supply Chain Logistics
MKT 675	Customer & Supplier Relationships in the Global Enterprise
MIS 642	IS Issues in Supply Chain Management
POM 640	Process Management
POM 642	Supply Chain Management

Master of Business Administration Program Instructions for Reading your Plan of Work

Each student's Plan of Work is individualized based upon previously completed course work. Your transcripts will be reviewed at the time of admission to determine the number of credits that you will be required to complete. *If you have any questions about your Plan of Work, please contact the Office of Graduate Business Programs – 248-370-3287 or ougradbusiness@oakland.edu.*

Program of Study

Foundation Courses (prerequisites) – If you are required to complete any prerequisite, a check (✓) will be placed to the left of the requirement. The Oakland University course that will fulfill the requirement will also be indicated. A new admit to graduate business programs has one year to fulfill their prerequisites. Prerequisites may be completed either in Post-Baccalaureate (undergrad) status or Grad status.

Core Courses – Any required core course will be indicated with a check (✓) to the left of it. This indicates that the course *must be taken* to satisfy your degree requirements. Any course that does not have a check (✓) to the left of it is *not required* and *no credit will be given if the course is taken*. If you have completed a course that is approved as an equivalent to a core course within the last ten years and earned a grade of 2.0 (C) or better, the corresponding core course may be waived. To be waived from FIN 533 or POM 521, a more recent equivalent course is required. If you think that you should have been waived from a core course and you were not, contact the Office of Graduate Business Programs to discuss the matter.

Electives – Each student must take a *minimum* of 5 electives (15 credits). If you are waived from core courses you will take additional electives to graduate with the minimum required 36 credits for the degree.

Designated Electives – Each student will have to complete an International Elective. Any 600 level course with International or Global in the title will fulfill this requirement. Each student will have to complete an Information Technology Elective. Any 600-level MIS course will fulfill this requirement. Some students will have additional designated electives required to ensure that students have at least one upper-level course in each of the functional areas (ACC, MKT, POM/QMM, and FIN.) For MKT, POM/QMM, or FIN you may take any 600 level course within that field to fulfill the requirement. To fulfill your ACC elective you may take any accounting course greater than ACC 512 or any 600 level Accounting course except for ACC 630. ACC 630 – Accounting and Communications does not fulfill this requirement. If you have a designated elective, you *may not* take a core course in its place. (Example: If you have been waived from FIN 533, Financial Management, because you took the equivalent course at the undergraduate or graduate level, you *must* complete a Finance elective. You will not be given credit toward your degree for completing FIN 533.)

Open Electives – Some students have Open Electives. These are electives that are not specified to a particular department within the School of Business Administration. Any graduate elective course within the School of Business Administration will fulfill this requirement. Electives from outside the School of Business Administration must receive prior approval. It is possible to create more flexibility in your schedule. For example, if you need a marketing elective and an international elective, you may take International Marketing and this would fulfill the international requirement and the marketing requirement. The number of total hours needed would not change, but you would have another open elective.

Capstone Course (Integrative Business Policy Course) – *Every student is required to take MGT 535, Policy, Strategy & Goals.* This course should be taken after your core classes are completed, usually during the last year of your program. When you are ready to take MGT 535, contact the Office of Graduate Business Programs and an audit will be performed to ensure that you have met all of the required prerequisites for the course. If prerequisites have been met, the registration will be processed by the Office of Graduate Business Programs.

Transfer Credit: Up to nine graduate credits of relevant MBA course work at the core or elective level may be transferred from another MBA program at an accredited institution. For credit to transfer, the student must have earned a grade of 3.0 (B) or better in the equivalent graduate 3 credit course. There is a six year limit between the time the MBA course was taken at another institution and the date the Oakland University degree is awarded in order for transfer credit to be valid.

Concentrations: Up to two concentrations may be earned and noted on a student's transcript. No single class may be counted toward two concentrations. Electives used to satisfy your requirements outlined on your Plan of Work may also be used to satisfy the requirements of a concentration. Specific course requirements for a concentration can be found on the Graduate Business Programs website:
<http://wwwp.oakland.edu/business/graduate-executive-programs/mba/>.

OAKLAND UNIVERSITY

MASTER OF ACCOUNTING PROGRAM

Transcript Evaluation and Plan of Work

Name: _____ Student Number: _____

Semester of Admission: _____ Concentration 1: _____ Concentration 2: _____

Foundation Courses		Requirements Met By:		Grade/ Credits	Required Credits
Course	School				
<input type="checkbox"/> ACC 200	Introductory Financial Accounting				
<input type="checkbox"/> ACC 210	Managerial & Cost Accounting I				
<input type="checkbox"/> ACC 310	Intermediate Financial Accounting I				
<input type="checkbox"/> ACC 311	Intermediate Financial Accounting II				
<input type="checkbox"/> ACC 320	Managerial & Cost Accounting II				
<input type="checkbox"/> ECN 200	Principles of Macroeconomics or				
<input type="checkbox"/> ECN 201	Principles of Microeconomics				
Required Business & Accounting Foundation Courses					
<input type="checkbox"/> ACC 401 or 531	Advanced Financial Accounting				
<input type="checkbox"/> ACC 411 or 522	Auditing				
<input type="checkbox"/> ACC 415 or 515	Federal Income Taxation				
<input type="checkbox"/> ACC 518	Intro to Acctg Info Systems & Databases				
<input type="checkbox"/> ACC 601	Financial Analysis & Valuation				
<input type="checkbox"/> ACC 622	Advanced Auditing				
<input type="checkbox"/> FIN 533	Financial Management				
<input type="checkbox"/> QMM 510	Statistical Analysis for Managers				
Accounting Electives (Select a minimum of 3 courses - 9 credits) **					
<input type="checkbox"/> ACC 412 or 524	Government and Not-for-profit Accounting				
<input type="checkbox"/> ACC 505	Business Law for Accountants				
<input type="checkbox"/> ACC 521	Federal Income Tax II				
<input type="checkbox"/> ACC 526	Acctg Info Systems: Audit & Control				
<input type="checkbox"/> ACC 533	Acctg Info Systems: Analysis & Design				
<input type="checkbox"/> ACC 550	Tax Research and Procedure				
<input type="checkbox"/> ACC 552	International Tax				
<input type="checkbox"/> ACC 617	International Fin Acctg Standards & Reporting				
<input type="checkbox"/> ACC 620	Cost Management				
<input type="checkbox"/> ACC 626	Enterprise Risk Management				
<input type="checkbox"/> ACC 630	Accounting and Communications				
<input type="checkbox"/> ACC 631	Fraud Examination				
<input type="checkbox"/> ACC 650	Professional Issues in Accounting				
<input type="checkbox"/> ACC 680	Special Topics in Accounting - Taxation				
<input type="checkbox"/> ACC 680	Special Topics in Accounting				
<input type="checkbox"/> ACC 690	Independent Study in Accounting				
<input type="checkbox"/> FIN 633	Advanced Financial Management				
<input type="checkbox"/> FIN 680	Special Topics in Finance				
Open Electives, approved 500 & 600 level Graduate Business courses (____ credits)*					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
Capstone Course					
<input type="checkbox"/> ACC 660	Professional Accounting Research				

* No more than 12 credits may be obtained from courses numbered 400-499.

No course numbered below 400 will apply toward the graduate degree.

Total Prerequisite Credits:

Total Graduate Credits:

Total Credits for Degree:

****A MAcc student may choose to earn a concentration by selecting specific electives during their program.**

Concentration Options	Required Course	Two courses from the following:
Assurance	ACC 622	ACC 526, ACC 626, ACC 631
Taxation	ACC 521	ACC 550, ACC 552, ACC 680 (ST in Accounting –Taxation)

Approved by: _____

Date: _____

10/2015

Master of Accounting Program Instructions for Reading your Plan of Work

Each student's Plan of Work is individualized based upon previously completed course work. Your transcripts will be reviewed at the time of admission to determine the number of credits that you will be required to complete. *If you have any questions about your Plan of Work, please contact the MAcc Faculty Coordinator at 248-370-3287 to schedule an appointment or email free@oakland.edu.*

Program of Study

Foundation Courses – If you are required to complete any core courses, a check (✓) will be placed to the left of the requirement. The Oakland University course that will fulfill the requirement will also be indicated. A new admit to graduate business programs has one year to fulfill their core courses. Core courses may be completed either in Post-bach (PB) status or Grad (GR) status. If a student has many core courses, they will be admitted as a Graduate Student working on Preparatory courses (GPB status). Your official level within the university will be PB (post-bachelor). As a GPB student, you will pay undergraduate rates for your core courses and you will be eligible for financial aid. After completing your core courses, your file will be reviewed for full admission as a graduate student. For more information on GPB status, contact Donna Free, MAcc Faculty Coordinator.

Required Foundation Courses - Any required core course will be indicated with a check (✓) to the left of it. This indicates that the course *must be taken* to satisfy your program requirements. Any course that does not have a check (✓) to the left of it is *not required* and *no credit will be given if the course is taken*. If you have completed a course that is approved as an equivalent to a required course within the last five years and earned a grade of 2.0 (C) or better, the corresponding required course will be waived. No student will be waived from ACC 601 – Financial Analysis and Valuation. All 400 level accounting courses have equivalent 500 level courses; graduate students should register for the 500 level course of each of the foundation courses to avoid any financial aid or prerequisite issues.

Accounting Electives – Three courses from the list of Accounting Electives must be completed. On your plan of work, three courses have randomly been selected and a (✓) has been placed to the left of the course. This does not mean that you have to take this specific course. You should choose three courses that interest you or meets your specific career goals. If you are planning on taking the CPA exam in Michigan, you must complete 30 semester hours in accounting coursework and within these 30 hours you must complete a course in financial accounting, managerial accounting, accounting systems and controls, taxation, government/fund accounting and auditing. If you have not completed a course in governmental accounting, you should choose ACC 524 as one of your accounting electives. The MAcc Coordinator can help you with your course selections.

Open Electives – Some MAcc students will have open electives to fulfill the minimum requirement of a 30 credit hour program. Open electives may be satisfied with additional courses from the accounting elective list or approved business electives. Choose courses that interest you or meet your specific career goals. The MAcc Faculty Coordinator must approve your electives and will provide suggestions for courses that meet your objectives.

Capstone Course - (Professional Accounting Research) – *Every student is required to take ACC 660*. This course should be taken after your core classes are completed, usually during the last semester of your program.

Other Information

400 – Level Courses: A maximum of four courses (12 credits) at the 400 level may be completed during your graduate program at OU and applied to your MACC degree. 400 level courses completed at OU during your undergraduate years can only be applied to your graduate degree if they were not used to fulfill your undergraduate degree requirements. These courses may be transferred to your graduate transcript and the difference between graduate and undergraduate rates will be applied.

Transfer Credit: Up to nine graduate credits of relevant graduate course work may be transferred from another graduate program at an accredited institution. For credit to transfer, the student must have earned a grade of 3.0 (B) or better in the equivalent graduate 3 credit course. There is a six year limit between the time the graduate course was taken at another institution and the date the Oakland University degree is awarded in order for transfer credit to be valid.

Concentrations: If you chose to earn a concentration in either *Assurance* or *Taxation*, it will be noted on your transcript. The course requirements and electives for your concentration, if applicable, are noted on your Plan of Work.

OAKLAND UNIVERSITY
MASTER OF SCIENCE IN INFORMATION TECHNOLOGY MANAGEMENT
Transcript Evaluation and Plan of Work

Name: _____ Student Number: _____

Semester of Admission: _____ Concentration 1: _____ Concentration 2: _____

Preparatory and Foundation Courses		Requirements met by:		Grade/ Credits	Required Credits
		Course	School		
<input type="checkbox"/> MIS 305	Information Technology Foundations				
<input type="checkbox"/> MIS 524	Enterprise Information Systems				
<input type="checkbox"/> QMM 510	Quantitative Methods for Managers				
IT Core Courses (three courses totaling 9 credits)					
<input type="checkbox"/> MIS 604	Intro to Databases and Data Warehouses				
<input type="checkbox"/> MIS 515	Systems Design or MIS 546 – Business Analytics (BA) or MIS 563 – Networks (ISM)				
<input type="checkbox"/> MIS 516	Software Program and Project Management				
<input type="checkbox"/> Elective Courses (six courses totaling 18 credits) listed by Concentration and General Focus					18
<i>Business Analytics Concentration – Required Course</i>					
<input type="checkbox"/> MIS 636	Decision Support Systems				
<i>Business Analytics Concentration – Choose at least 2</i>					
<input type="checkbox"/> MIS 606	Advanced Databases and Big Data Management				
<input type="checkbox"/> MIS 645	Simulation in Management				
<input type="checkbox"/> MIS 680	Special Topics: Practical Computing for Data Analytics				
<input type="checkbox"/> MIS 680	Special Topics: Web Analytics				
<input type="checkbox"/> QMM 640	Management Science				
<i>Information Security Management Concentration – Required Courses</i>					
<input type="checkbox"/> MIS 564	Network Management				
<input type="checkbox"/> MIS 640	IS Security				
<i>Information Security Management Concentration – Choose 1</i>					
<input type="checkbox"/> MIS 641	IS Privacy				
<input type="checkbox"/> MIS 643	Intellectual Property & Public Domain in Age of Remix				
<input type="checkbox"/> MIS 680	Special Topics: IS Risk Assessment				
<input type="checkbox"/> MIS 680	Special Topics: Info Security Controls Development				
<input type="checkbox"/> CIT 448	Information Security Practice				
<i>General Focus - IS Strategy and Management</i>					
<input type="checkbox"/> MIS 620	Electronic Commerce				
<input type="checkbox"/> MIS 622	Business Object Development				
<input type="checkbox"/> MIS 624	Business Application Architecture				
<input type="checkbox"/> MIS 625	IT Planning and Strategy				
<input type="checkbox"/> MIS 630	Managing Global Sourcing of IT & IT Enabled Services				
<input type="checkbox"/> MIS 641	IS Privacy				
<input type="checkbox"/> MIS 642	IS Issues in Supply Chain Management				
<input type="checkbox"/> MIS 643	Intellectual Property & Public Domain in Age of Remix				
<input type="checkbox"/> MIS 648	Issues in International Information Technology				
<input type="checkbox"/> MIS 680	Special Topics in Management Info Systems				
Open Electives, approved from related disciplines to meet required 18 credits					
<input type="checkbox"/>					
<input type="checkbox"/>					
Capstone Course					
<input type="checkbox"/> MIS 650	Project Seminar				
Notes:				Total Transfer Credits**: _____ Total Graduate Credits: _____ Total Credits for Degree: _____ (Minimum credits required for degree is 30)	

**To receive graduate transfer credit approval, you must complete a "Request for Transfer Credit" form and return it to the Office of Graduate Business Programs (OGBP). Official transcripts must be on file. Policies governing transfer credits are detailed in the *Graduate Catalog* as well as on the "Request for Transfer Credit" form.

Approved by: _____

Date: _____

Master of Science in Information Technology Management

Instructions for Reading your Plan of Work

Each student's Plan of Work is individualized based upon previously completed course work. Your transcripts will be reviewed at the time of admission to determine the number of credits that you will be required to complete. *If you have any questions about your Plan of Work, please contact the Office of Graduate Business Programs – 248-370-3287 or ougradbusiness@oakland.edu.*

Program of Study

Preparatory and Foundation Courses – If you are required to complete any foundation courses, a check (✓) will be placed to the left of the requirement. The Oakland University course that will fulfill the requirement will also be indicated. Students may be waived from these courses.

IT Core Courses – These core courses *must be taken* to satisfy your degree requirements. If you have completed a course that is approved as an equivalent to an IT core course within the last ten years and earned a grade of 2.0 (C) or better, the corresponding core course may be waived. MSITM students who are waived from any core courses must select other graduate business electives to fulfill their 30-credit hour program.

Electives – After a student has built a solid foundation, they will be able to choose 18 credits from a host of electives offered by the Department of Decision and Information Sciences on emerging information technologies and topics of contemporary interest. Other electives from related disciplines may be considered with the approval of the program director. MSITM students wanting a more structured set of electives can select from one of two concentrations; *Business Analytics* or *Information Security Management*. Note. A single class may not be counted toward more than one concentration.

Open Electives – Some MSITM students will have open electives to fulfill the minimum requirement of a 30 credit hour program. Open electives may be satisfied with additional courses from the elective list or any prior approved electives. The Program Coordinator must approve your electives and will provide suggestions for courses that meet your objectives.

Capstone Course (Project Seminar) – *Every student is required to take MIS 650.* This course should be taken after your core classes are completed, usually during the last year of your program. The project seminar provides students an opportunity to integrate the concepts in the MSITM program.

Transfer Credit: Up to nine graduate credits of relevant graduate course work may be transferred from another graduate program at an accredited institution. For credit to transfer, the student must have earned a grade of 3.0 (B) or better in the equivalent graduate 3 credit course. There is a six year limit between the time the graduate course was taken at another institution and the date the Oakland University degree is awarded in order for transfer credit to be valid.

Concentrations: If you chose to earn a concentration in either *Business Analytics* or *Information Security Management*, it will be noted on your transcript. The course requirements and electives for your concentration, if applicable, are noted on your Plan of Work.