



**METRO STATE  
UNIVERSITY**

A member of Minnesota State

Metropolitan State University

College of Business and Management

**MANAGEMENT INFORMATION SYSTEMS GRADUATE  
PROGRAM  
STUDENT HANDBOOK**

2024-2025

## Welcome and Introduction

Welcome to the Management Information Systems (MIS) graduate program. We hope that our students will engage in a transformative experience that will positively impact their lives and the lives of those around them. The graduate MIS program aims to prepare successful, ethical business professionals for significant leadership management of information systems roles in complex and changing organizations. Upon completion of the program, graduate-level MIS graduates will have accomplished the following learning objectives:

1. Apply ethical decision-making in the development, implementation, and management of information systems.
2. Apply current technical concepts and practices in the core information technologies and computer security.
3. Interpret the role of information systems to enhance organizational strategy.
4. Manage information systems using current methodologies.
5. Analyze business problems to develop appropriate technological solutions.
6. Demonstrate professional skills in leadership, teams, and communication.

## Program goals and objectives

The MIS Graduate Program adheres to the Metropolitan State University (Metro State) and the College of Business and Management (CBM) mission, vision, and values which can be found on the University's website and the CBM website. Read the [Metro State vision, mission, and values](#) and the [CBM vision, mission, and values](#).

## MIS Graduate Program Admissions Requirements

Students must have earned a baccalaureate or equivalent degree before beginning the graduate certificate or Master's program. In addition, applicants must demonstrate familiarity with information systems and technologies demonstrated by at least one of the following:

- Undergraduate degree in IT/IS/MIS-related major
- 12 credits of undergraduate IT/IS/MIS-related coursework as part of any major
- 12 graduate credits in IT/IS/MIS-related degree or certificate program
- Earned industry certification in IT/IS/MIS-related area
- Work experience of at least one (1) year in IT/IS related role, or two (2) years in any functional business role with significant use of management information systems.

Students must also demonstrate competency in programming using a visual programming language and have completed an undergraduate or graduate Statistics course with a B or better or completion of MBA Math.

## Program requirements

The MIS Graduate Program is comprised of the Masters of Science in MIS (MSMIS) and the following graduate certificates:

- Business Analytics
- Information Assurance/Security
- Management Information Systems Generalist

Students enrolled in the MSMIS may complete one of three concentrations:

- Business Analytics
- Information Assurance/Security
- Information Management

The number of credits required to earn the MSMIS is 36 credits. The number of credits to earn the certificates is as follows:

- Business Analytics – 20 credits
- Information Assurance and Information Technology Security – 20 credits
- Management Information Systems Generalist – 22 credits

## Minimum grade requirements

Students enrolled in any MIS graduate program must maintain a GPA of 3.0 or higher to remain in good standing in the program. Courses with grades less than a C do not count towards the degree or certificate.

## Curriculum

Students enrolled in the MSMIS are expected to complete 36 credits to earn the degree with a GPA of 3.0 or higher. The concentrations share core courses comprising 22 of the 36 credits:

- MIS 600 – Management Information Systems (4 credits)
- MIS 671- Problem Formulation and Problem Solving (4 credits)
- DSCI 620- Project Management (4 credits)
- MRKT 600 – Marketing Management (4 credits)
- MIS 683 – Process Analysis and Design (2 credits)
- MIS 699 – Capstone (4 credits)

Courses required to complete a concentration vary by concentration.

For the **Business Analytics concentration**, students must complete the following courses:

- MIS 687 – Business Analytics (4 credits)
- MIS 688 – Predictive Analytics (4 credits)

Choose 6 additional credits from

- MIS 685 – Data Mining
- MIS 686 – Advanced Data Mining
- MIS 673 – Knowledge Management
- MIS 693 – Advanced Supply Chain Information Systems

For **the Information Management concentration**, students may select 14 credits from graduate-level courses across the University. Students are encouraged to complete their degree with graduate certificates such as Project Management, Inclusive Leadership, Supply Chain Management, SAP Alliance Graduate Certification, Business *Analytics*, and Information Assurance.

For the Information Assurance/Security concentration, students must complete the following courses:

- MIS 680 – Information Assurance (4 credits)
- MIS 681 – Enterprise Security Management (4 credits)
- MIS 682 – Analysis of Strategic and Tactical Security IT Planning (4 credits)
- MIS 675 – Risk Analysis in Information Technology (2 credits)

Students enrolled in the Information Assurance/Security concentration may substitute CYBR 641 – Cybersecurity Operations (4 credits) for either MIS 681 or MIS 682 with permission from the Graduate Program Director.

All students must enroll in WKSP-GRAD-Graduation Workshop (0 credits) in their last semester. This course is required for all graduating students. This course prepares you for participating in commencement and provides critical information regarding the final steps necessary to receive your degree or certificate. This course is required for all students expecting to receive their degree from Metro State.

## Independent Studies

Student-directed independent study may be used to complete the MSMIS program requirements. The pedagogical intent of the Student Directed Independent Study, 660i, course is to provide an individualized project/research experience for MS-IS students guided by a faculty in the CBM. Each independent study must generate a research project and a documented academic paper under the direction of the faculty member. It is the faculty member's prerogative to agree or not to serve as a project adviser.

Employment and internships do not constitute in and of themselves a sufficient basis for independent study credit. If the experience generates research project potential, then credit may be negotiated. If a student is interested in completing an internship, they must enroll in MIS 650i with the approval of a faculty evaluator for the internship.

To enroll in an independent study, students must first complete the [Student Directed Independent Study Request Form](#). To enroll in an internship, students must first complete the [Internship Request Form](#).

The completed and signed request form is then submitted to the faculty member supervising the project for their signature, who then forwards the form to the **Department Chair** for approval. The form is sent to the Dean for final approval and to receive course registration information. In most cases, a maximum of four (4) credits of independent study may be applied toward the Masters degree or graduate certificate. For courses that exceed four (4) credits, the approval of the MIS Graduate Program Director is required.

## Transfer credit rules and appeals processes

Students may transfer a maximum of 16 graduate credits from an accredited institution. Transfer credits are subject to the same minimum grade requirements as credits earned in the MIS Graduate Program. Credits earned through a degree completion are not eligible for transfer.

Allowable transfer of credits for graduate programs shall be governed by the relevant Minnesota State Procedure 3.36.1. The Graduate Director or Coordinator shall determine what credits to accept in transfer, equivalences (if any), and application to program requirements. Students shall be able to appeal transfer decisions.

Although Metro State allows for prior learning assessment credits, the MIS graduate program generally does not accept prior learning assessments. Students seeking an exception to this policy may request a Prior Learning Assessment through the Graduate Program Director and the Dean of the College of Business and Management. No more than four (4) graduate MIS credits will be approved, and are subject to the approval of the Dean of the College of Business and Management. Prior learning assessments must be requested in the first semester of enrollment. Students may create a portfolio that includes current work products, earned certificates, and letters of reference when preparing for a Prior Learning Assessment. Students also may be required to complete specific assignments for a class to earn prior learning credit. Prior learning assessments are not accepted for the following courses:

- MIS600-Management Information Systems
- MIS699-MIS Capstone Course
- MIS671-Problem Formulation and Problem Solving
- MIS687-Business Analytics
- MIS 688-Predictive Analytics

- MIS680-Information Assurance

## **Advisor assignment and changing advisors**

Upon admission to the MIS Graduate Program, each student is assigned a professional advisor and a faculty advisor. If, after working with the assigned faculty, the student wishes to change advisors, the student must contact the Director of Advising for a change in advisor assignment.

Graduate program advising is a shared responsibility between a professional advisor and a faculty advisor. Once you are accepted into the program and have indicated your intention to enroll in the program, you are automatically assigned to one of the MIS department resident faculty members.

Duties of professional and faculty advisor roles are provided below. Your professional advisor is available Monday through Friday 9AM until 4PM except holidays and when the university is closed. Appointments can be made to meet with the professional advisor by using the Bookings page for the CBM. Your faculty advisor has ten office hours that they devote to addressing student issues and concerns. In addition to working with you as an advisee, the faculty advisor also uses those ten office hours to meet with students. If your faculty advisor has standard office hours, they will be posted outside their current office location and/or on the CBM Bookings site. If a faculty member is on the Bookings page, you may schedule a meeting with them during any of their available open appointment slots. Faculty advisors are only available during the academic year not including holidays or when the university is closed.

Your professional advisor is assigned to you from admission through to graduation, supplemented by a faculty advisor assigned to you at major declaration. Having a professional advisor assigned throughout your degree program ensures that you will have year-round access to a professional advisor to assist with all manner of degree program questions. Having a faculty advisor assigned at admission means that you will be able to connect with a faculty person who has strategic and professional knowledge of your degree program and possible career pathways. The faculty advisor can guide you on developmental questions that focus on curriculum, student development, and career planning.

### **Duties of Professional Advisors:**

- Assigned at admission and stay with that advisor through to graduation
- Develop relationship with student as new admit
- Establish degree plan at outset of degree program
- Available year-round to advise students
- Responsible for registration management (overrides, access codes)
- Connect students to campus resources
- Conduct persistence and retention tracking
- Assist students through concentration declaration

- Monitor students through academic standing process (probation, warning, suspension)
- Conduct degree clearance

### **Duties of Faculty Advisors:**

- Assigned at concentration declaration (every effort will be made, as much as possible, to assign you to a faculty from the selected major area or at least the same department)
- Provide curriculum context and course planning
- Work with you on course-taking strategies
- Partner with your professional advisor to help you work through any concerns/conflicts
- Answer questions about working through faculty/course conflicts
- Mentor you on your career pathway
- Explore internships and employer networking or connections with you
- Support your development in the context of student learning outcomes for the program
- Answer questions related to discipline-related research questions

### **Advisor Contact Information:**

Your advisor(s) and contact information can be found on your Degree Audit Report (DAR). General questions can be sent to [METRO-GRAD@metrostate.edu](mailto:METRO-GRAD@metrostate.edu) or [com-advising@metrostate.edu](mailto:com-advising@metrostate.edu).

## **Program Plans**

Students are expected to complete, in conjunction with their faculty advisor, a program plan during the first semester of enrollment. This program plan helps the students ensure the courses they plan to take are available during the desired semester. Most courses except MIS600, MIS671, MIS699, MKTG600, DSCI 620, and MIS 683 are only offered once an academic year. MIS 600, DSCI 620, and MIS699 are offered Fall, Spring, and Summer. MIS 671, MIS683, and MRKT600 are offered Fall and Spring. Please review the MIS Program Planner in Appendix A for the schedule of MIS graduate course offerings. Program plans can be changed as student interests change. Program plan changes must be discussed with the Faculty Advisor or Graduate Program Director.

## **Academic Standing Requirements and Appeals Processes**

Students are expected to enroll in a minimum of eight (8) credits to be considered enrolled full-time. International students must enroll in eight (8) credits each semester excluding summer sessions, of which one course must be face-to-face, hybrid, or hyflex. **International students** enrolled in a hyflex course are expected to attend the course in-person.

To remain in good standing and qualify for graduation, students must maintain a cumulative grade point average of at least 3.0 and complete 67% of graduate credits attempted at Metro

State University. Grades below C do not earn credit nor apply to program requirements but are calculated in the cumulative grade point average. Students shall have a right to appeal academic suspensions and petition for reinstatement or readmission after suspension.

To apply for an academic appeal, please use the [Academic Appeal Form](#).

## The Appeals Process

Metro State uses the following appeal process.

### Step 1: Informal Resolution of Grade Disputes

You should first attempt to resolve an appeal issue informally with the instructor. An instructor shall respond to a student's informal appeal within 14 calendar days of receipt of the appeal. In response, the instructor may simply explain the origin of the grade or come to another mutually agreeable solution.

This attempt to resolve the grade dispute with the instructor of record is the only step in the informal appeal process for the student. At this point, the instructor may wish to contact the department chair and/or curriculum unit coordinator regarding the status of the appeal.

If the instructor has given no response to the student after 14 calendar days, the appeal is considered denied and the student may proceed to file a formal grade appeal.

### Step 2: Formal Appeal Process

You must begin the formal appeal process within 60 calendar days of the posting of the grade or evaluation. Once the formal process has started, the student must use the appropriate university forms and meet deadlines as stated on the appeal form and in this policy.

1. To begin the formal appeal process, you must complete and submit an appeal form, available from the ombudsperson's office. The written appeal must include relevant information, such as your requested resolution of the grievance and any evidence or reasons you believe supports your requested resolution. Do not include information that is not relevant to the course grade as it will not be considered by the committee. The burden of proof rests with the student filing the appeal. If requested, the ombudsperson can guide you in formulating and filing an appeal.
2. Upon receipt of the appeal form, the ombudsperson forwards copies to the instructor and appropriate department chair and appropriate dean (and/or designee).
3. The formal appeal is first reviewed by the appropriate department chair. If the chair does not respond to the ombudsperson within 14 calendar days of receiving the appeal form, the appeal is considered denied. If denied, the appeal is then forwarded by the ombudsperson to the appropriate dean (and/or designee).



4. The appropriate dean (and/or designee) must notify the student and the ombudsperson in writing of their decision within 14 calendar days of receiving the notification. If the appeal is denied, the response needs to provide a rationale for the decision.
5. Within 14 calendar days of receipt of the dean's decision, you must notify the ombudsperson in order to bring the appeal before the Academic Appeals Committee. If you do not communicate with the committee via the ombudsperson within 14 calendar days, the ombudsperson shall bring a summary of the case to the committee, which will vote on whether to consider the case without the student being present at an appeal hearing or to close the appeal.
6. The Academic Appeals Committee hears the appeal at its next scheduled meeting. Faculty serving on the committee must remove themselves in cases directly involving their own classes. Following the hearing, the committee forwards its recommendation, in writing, to the provost within 14 calendar days of the hearing.
7. The provost and/or designee notifies, in writing, the student, ombudsperson, Academic Appeals Committee chair, appropriate dean, and instructor of their decision within 10 calendar days of receipt of the recommendation. This is the final step in the appeal process. **Decisions of the provost (or designee) are not appealable.**

## Continuous registration, leave of absence, and time limit extensions

Starting with the semester for which they are admitted, students shall have up to five (5) years from the first date of enrollment to complete graduate certificates and master's degrees. Students are expected to enroll each semester not including summers while enrolled in the program. Students shall have the right to request a leave of absence and/or extensions of these time limits, including the right to appeal a negative decision. The request for a leave of absence or extension of the five-year time limit should be submitted in writing via email to the Director of the MIS Graduate Program.

## Dismissal grounds and appeals

Students who do not meet academic requirements, have been found in violation of the academic integrity policy, or do not meet professional standards, dispositions or competencies required for a student earning a graduate degree may be dismissed from a graduate program and from the university.

## Academic Integrity

Academic integrity might best be defined, quite simply, as doing one's academic work without unauthorized assistance from other persons or resources. More specifically, academic integrity means that students take their coursework seriously and place significant value on learning and

engagement in the classroom and while completing assignments and projects. Alleged academic misconduct is subject to disciplinary actions as outlined in the [University's policies and procedures on academic integrity](#).

## Plagiarism

Plagiarism is making use of other people's ideas, words, creative works, and expressions without giving credit or otherwise listing the source of the information. Plagiarism is also misrepresentation and includes handing in someone else's work, ideas, or answers as your own. Regardless of whether it happens inadvertently through sloppy research or on purpose through unethical behavior, it is plagiarism just the same and the person plagiarizing will be held liable. Alleged academic misconduct, such as plagiarism is subject to disciplinary action against the student as outlined in the [University's policies and procedures on academic integrity](#).

## Statement on Discrimination and Harassment

In accordance with federal and state law, Metro State does not discriminate on the basis of age, color, creed, disability, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, and protected U.S. veteran status (collectively referred to as "Protected Status") in its programs, activities, or employment.

This policy prohibits all forms of unlawful discrimination and harassment based on Protected Status. In addition, this policy prohibits purposefully assisting in an act that violates this policy (i.e., complicity) and prohibits retaliation against any individual who in good faith participates in protected activity. Metro State also provides for the prompt and equitable resolution of reports of discrimination, harassment, complicity, and retaliation. The university's [Office of Equity and Inclusion](#) is responsible for investigating discrimination complaints on behalf of the university.

All Metro State administration, supervisors, faculty, staff, and students are responsible for completing the university's annual non-discrimination, anti-harassment, and anti-retaliation training program. The training program is specifically designed for its target audience (e.g., students, staff, faculty, supervisors, etc.) and is intended to assist university community members in understanding this policy.

The university has separate guidelines that govern concerns of Title IX sexual harassment, sexual assault, dating violence, domestic violence, and stalking. The university also has a non-retaliation guideline that prohibits retaliation against persons who engage in protected activities.

## Professionalism

MIS graduate students are expected to conduct themselves in a manner that upholds high standards of professionalism. These standards must provide a foundation for your actions

inside and outside the classroom. Students committing unprofessional or unethical acts, whether from carelessness, ignorance, or malice, quickly lose the respect of their peers and others.

If you witness unprofessional or unethical acts, you should first address the issue with the individual(s) involved. Acts of a serious nature must be discussed with the Director of MIS Graduate Programs, the MIS Department Chair, or the CBM Dean. In all cases, prompt attention to the issue at hand is desired to maintain the cohesiveness of the MIS Graduate student body and the integrity of the program.

## Appendix A. Program Planner Summer 2024-Spring 2026

MIS Courses							
Course Title	Crs	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025	Spring 2026
MIS 600-Management Info Systems	4	Online Async	Hybrid	Hyflex	Online Async	Hybrid	Hyflex
MIS 671-Problem Formulation	4		Online Sync	Online Sync		Online Sync	Online Sync
MIS683-Process Analysis	2			Online Async			Online Async
MIS 643-Telecommunications	2				Online Async		
MIS653-Supply Chain Information Systems	2	Online Async			Online Async		
MIS657-Database and Client Server Systems	2			Online Async			Online Async
MIS658-Advanced Database Systems	2				Online Async		
MIS665-Systems Design and Decision Support	4			Online Async			Online Async
MIS673-Knowledge Management	2	Online Async		Online Async			Online Async
MIS675-Risk Management	2		Online Async			Online Async	
MIS676-Legal Environment in IT	4				Online Async		
MIS680-Information Assurance	4			Online Async			Online Async
MIS681-Enterprise Security Management	4				Online Async		
MIS682-Analysis of Strategic and Tactical Security Planning	4		Hybrid			Hyflex	
MIS685-Data Mining	2			Online Async			Online Async

<b>MIS Courses</b>							
<b>Course Title</b>	<b>Crs</b>	<b>Summer 2024</b>	<b>Fall 2024</b>	<b>Spring 2025</b>	<b>Summer 2025</b>	<b>Fall 2025</b>	<b>Spring 2026</b>
<b>MIS686-Advanced Data Mining</b>	2	Online Async			Online Async		
<b>MIS 687-Business Analytics</b>	4			Online Async			Online Async
<b>MIS688-Predictive Analytics</b>	4	Online Async			Online Async		
<b>MIS693-Advanced Supply Chain Information System</b>	2				Online Async	Online Async	
<b>MIS694-Cyber Ethics</b>	2			Online Async			Online Async
<b>MIS699-Capstone</b>	4	Online Async	Online Async	Online Async	Hybrid	Online Async	Online Async
<b>MIS685-Data Mining</b>	2	Online Async					