



ANDERSON

**Graduate Programs
Student Handbook**

Table of Contents

Welcome, Mission and Vision	<u>4</u>
Anderson Staff, Addresses and Map.....	<u>5</u>
Honesty Code	<u>6</u>
Code of Professional and Ethical Conduct	<u>6</u>
Student Responsibilities	<u>9</u>
Three Semester Continuous Enrollment Leave of Absence Time to Degree (Seven Year Rule) Confidentiality UNM NetID Lobo Card	
Financial Aid.....	<u>11</u>
Registration.....	<u>11</u>
Course Sequencing Course Load Schedule of Classes Registration Course Drop/Add Dates Tuition Paying Tuition Financial Disenrollment Grade Requirements for Graduation Academic Standing Graduate Credit Graduate Grade Replacement Policy Transfer Credit Applied (Including Non-Degree) Credit	
Grade Options	<u>15</u>
Audit CR Option Incomplete (I) Extension of Incomplete Repetition of a Course Academic Probation and Suspension Withdrawal from a Course Readmission	
Student Engagement, Empowerment and Development Center.....	<u>16</u>
Internships Career Development Timeline	

Student Organizations and Activities	<u>18</u>
Computer Facilities.....	<u>18</u>
Anderson Computer Lab	
Computers in the Classroom	
Laptop Checkout	
Anderson Learning Lab	
Veterans Affairs	<u>19</u>
UNM University Libraries	<u>19</u>
Master of Accounting	<u>21</u>
Description of Program	
Requirements for Obtaining a MACCT Degree	
Master of Business Administration.....	<u>22</u>
Description of Program	
MBA	
Online MBA	
Executive MBA	
Requirements for Obtaining an MBA Degree	
Master of Science in Cybersecurity and Business Analytics.....	<u>24</u>
Description of Program	
Requirements for Obtaining an MSCBA Degree	
Master of Science in Project Management	<u>24</u>
Description of Program	
Requirements for Obtaining an MSPM Degree	
Quick Links.....	<u>25</u>
Resource Guide	<u>25</u>

Welcome

We are delighted that you have chosen the Anderson School of Management for your graduate education. We look forward to welcoming you to our Anderson community. We hope to challenge you, to expand your current horizons, and prepare you for successful leadership. You will be encouraged to think differently and approach problems with creativity and rigor. The lectures and classroom environment will be innovative and faculty will work collaboratively to foster knowledge.

To ease the transition to your graduate program, we have put together our policies and information in this Anderson Graduate Handbook. We recommend you read it and take advantage of the benefits of being well informed.

Mission

The mission of the Anderson School of Management is to serve as New Mexico's flagship institution of business education through demonstrated and growing excellence in teaching, research, and business and civic engagement.

Anderson's ongoing commitment serves to:

- Educate and encourage students to develop the values, knowledge, leadership and business skills that they need to be engaged and well-informed citizens and successful business community members
- Discover and disseminate new knowledge that enhances business practices and contributes to the well-being of New Mexicans
- Actively support community and economic development to enhance the quality of life for all New Mexicans

Vision

To be the destination for our region's students, scholars, and business leaders seeking to expand their current horizons, and to be the key knowledge and educational resource provider to for-profit businesses, non-profit organizations, tribal communities, and New Mexico government entities.

New Mexico business lives here.

Anderson Staff, Addresses and Map

Dr. Julie Coonrod, Ph.D., **Interim Dean**

Rebecca Diemer, Ph.D., **Sr. Director, Graduate Programs Operations**

Madeline Lionbarger, M.B.A., **Supervisor, Graduate Admissions and Enrollment**

Matthew Vallejos, M.B.A., **Supervisor, Student Success and Advisement**
Advisor for On-campus MS in Project Management students

Beverly Bracker, J.D., **Senior Student Success Specialist**
Advisor for Executive MBA students and MBA students

Keila Gutierrez, M.A., M.Ed., L.M.H.C., **Senior Student Success Specialist**
Advisor for Online MBA students

Maria Hazel Mendoza Jayme, **Senior Student Success Specialist**
Advisor for MS in Project Management students and MS in Cybersecurity and Business Analytics students

Allicia Moya, M.Ed., **Senior Student Success Specialist**
Advisor for Master of Accounting students

Mailing (U.S. Postal) Address:

Anderson School of Management
MSC05 3090
1 University of New Mexico
Albuquerque, NM 87131-0001

Physical Address:

McKinnon Center for Management
1922 Las Lomas NE
University of New Mexico
Albuquerque, New Mexico 87106-0001

Phone: 505.277.2525

FAX: 505.277.8436

Email: Andersongrad@unm.edu

Website: mgt.unm.edu

Map of Anderson and UNM

mgt.unm.edu/pdf/AndersonMap.pdf

Honesty Code

Our Commitment

Anderson faculty, staff, and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty.

Rationale

We recognize that academic dishonesty is a corrosive force in any university community. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act, as it undermines the bonds of trust and integrity among members of the Anderson community, defrauds those who may eventually depend on our knowledge and integrity, and devalues the Anderson culture.

Applicability

Persons employed at Anderson in any capacity and all students enrolled in any program or courses at Anderson are required to conduct themselves in a manner consistent with the Anderson Academic Honesty Code. All are responsible to acquaint themselves with it.

More information on academic honesty at Anderson can be found at: mgt.unm.edu/honesty.

Students, faculty and staff are expected to adhere to University standards of conduct and honesty as set forth in the following publications:

University of New Mexico Faculty Handbook handbook.unm.edu

University of New Mexico Catalog registrar.unm.edu/UNMCatalog/index.html

University of New Mexico Pathfinder unm.edu/-pathfind

Code of Professional and Ethical Conduct

Anderson is committed to maintaining an expectation of high-level professionalism and integrity in all that we do. Two core values, professionalism and integrity, are the cornerstones of the Anderson Code of Professional and Ethical Conduct. All students enrolled in the Anderson School, as well as Anderson faculty and staff, pledge to uphold these values.

Anderson constructed the code of conduct to encourage the development and growth of a professional community. The codes and practices detailed here serve to remind us of a way to pursue a high standard of professional and ethical conduct. This code should serve as a means to engage with one another about professional behavior. The spirit of this policy is to enhance productive and constructive interactions among all members of the Anderson community. We expect all members to adhere to this policy to foster professional communication across campus.

Cultivating Compassion and Respect

Anderson asks its community members to be compassionate, respectful and culturally aware in their communication and behavior with one another. We are proud to maintain a diverse and international community, a characteristic that should be reflected in how we communicate with each other.

The UNM Division for Equity and Inclusion offers a series of trainings available to the campus community, including offerings on biases, intersectionality and responsible leadership. The UNM School of Law has also produced an educational series on preventing microaggressions that provides excellent practical advice on how we can each play a positive role in cultivating a compassionate and respectful environment for all of our community members. This series is available at news.unm.edu/news/addressing-new-forms-of-racism-part-ii-preventing-microaggressions. We encourage everyone to engage with these materials and be active partners in creating an Anderson environment that is welcoming to all.

Professionalism Expectations – Students

A career in business is a professional career, involving all aspects of behavior as well as interactions with others. As an Anderson student, it is expected that you represent the school at every level and both in and out of the classroom (through internships, meetings, student groups and other activities). Professionals pay attention to one another, listen and actively engage in discussions during meetings and gatherings. They work toward a goal and avoid being distracted or working off task. Anderson students maintain this standard during class sessions and in meetings outside of class.

Students are expected to act professionally in all Anderson courses and in their contact with faculty members, fellow students and University personnel. Anderson faculty and staff members are dedicated to helping students achieve their professional career goals. To accomplish this, it is essential that students respect each other's right to pursue their education in the most beneficial atmosphere possible. All students are expected to adhere to the following standards of professional behavior.

In the Classroom:

- Arrive on time to class, prepared to engage in the day's topics
- Keep cell phones and other electronic devices turned off unless they are relevant to the class
- Respect colleagues by refraining from disruptive behavior or engaging in non-class related activities during class sessions
- Encourage and maintain civil and respectful conversations with the instructor and among other students
- Treat classmates, the teaching assistant and professor with respect and courtesy at all times
- Participate fully in all in-class activities as outlined in the instructor's syllabus
- Foster academic honesty and abide by the **Anderson Academic Honesty Code**, found at mgt.unm.edu/honesty/

Outside the Classroom:

- Treat email correspondence as professional communication
- Be a responsible group member; attend group meetings and fully contribute to the group's discussions, work products and presentations
- Be respectful and gracious when a working professional takes time to interact with you both in and out of class
- Care for the integrity of Anderson's physical buildings, resources and technologies
- Honor all appointments, especially those with employers, advisors, faculty and fellow students
- Foster research integrity and academic honesty

As outlined in UNM's policies, students should refrain from engaging in disrespectful, retaliatory or disruptive behavior. Examples include behavior that can be reasonably viewed to have a negative impact on integrity of Anderson faculty, staff, the education of students or the conduct of research, such as:

- Physical assault or other uninvited or inappropriate physical contact (see **UAP Policy 2210**, policy.unm.edu/university-policies/2000/2210.html, and **UAP Policy 2740**, policy.unm.edu/university-policies/2000/2740.html)
- Shouts, profane or offensive language (see **UAP Policy 2240**, policy.unm.edu/university-policies/2000/2240.html)
- Degrading or demeaning comments (see **UAP Policy 2240**, policy.unm.edu/university-policies/2000/2240.html)
- Discriminatory or harassing behavior or language (see UNM's **Discrimination and Harassment Policy 2720**, policy.unm.edu/university-policies/2000/2720.html)
- Threats or similar intimidating behavior, as reasonably perceived by the recipient
- Doxing, trolling and Zoom bombing members of the campus community (see **UNM Online policies**, webmeetings.unm.edu/online-safety/)
- Misconduct in research or misdirection during the process of generating new knowledge (see **Faculty Handbook Policy E40**, handbook.unm.edu/e40/)

Academic Conduct and Expectations – Students:

The **University of New Mexico Student Code of Conduct** (found at pathfinder.unm.edu/code-of-conduct.html) specifies definitions and adjudication processes for academic misconduct and states, "Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters." The Academic Dishonesty Policy is found at pathfinder.unm.edu/campus-policies/academic-dishonesty.html.

Anderson endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step toward developing an ethical backbone needed in a professional career. Failure to practice academic honesty is considered academic misconduct and will be penalized. Students are expected to:

- Be knowledgeable of activities that are considered academic misconduct, as defined in the Academic Dishonesty section of the UNM Student Code of Conduct
- Practice academic honesty on all exams, quizzes, homework, in-class assignments and all other activities that are part of the academic component of a course
- Encourage other students to do the same

Confusion may arise in what is and is not academic misconduct. Students should ask their instructor if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. Please refer to the **Anderson Academic Honesty Code** at mgt.unm.edu/honesty/ for additional information. Cases of research misconduct are investigated by UNM's Office of the Vice President for Research and guided by **Faculty Policy E40** (handbook.unm.edu/e40/).

A partial list of situations that are considered academic misconduct includes:

- Plagiarism – using another's words, ideas, data or materials and representing them as your own. This includes lifting anything from the Internet and embedding it in your work without proper citation of the source. It also includes using your own work previously graded for another class, unless explicitly permitted to do so by the current course instructor.

- Cheating on an academic exercise, including:
 - Using a source that the instructor did not explicitly authorize, regardless of how you came across the source
 - Using solutions manuals, test banks, graded material from another semester, information from another student (with or without their consent) and online essays or analyses (free or purchased)
 - Sharing information about exam content with a student who has not yet taken the exam
 - Removing exams from the room without authorization
 - Consulting any unauthorized source during an exam, such as a cell phone, notes, Internet or another student's paper
 - Receiving assistance on an academic exercise without instructor permission
- Improper Influence - deceptively influencing the instructor to assign a grade other than the grade actually earned. This includes lying to the instructor in pursuit of extensions, leniency or grade alterations.
- Facilitating Academic Dishonesty - knowingly helping another person engage in academic misconduct.

Student Responsibilities

Ignorance of a rule is not a basis for waiving that rule.

It is the student's responsibility to attain grade point average and to maintain satisfactory academic standing and progress toward the degree. Anderson faculty and graduate advisors are available to support graduate candidates in planning their course of study. Please schedule a meeting with them as soon as possible.

Since the responsibility for meeting degree and academic requirements rests with the student, familiarize yourself with the requirements set forth in these pages. These requirements apply to all Anderson graduate programs, unless otherwise stated.

Three Semester Continuous Enrollment. A student who is admitted and completes at least one semester in graduate status will receive registration materials for three subsequent semesters (including summer) whether they enroll or not. Students not enrolled by the published registration deadline of the third semester must apply for readmission. Such "stop-out" periods *are* included in the time to degree.

Leave of Absence. A student unable to continue graduate studies due to exceptional circumstances, may request, in advance, a leave of absence. The written request is to be addressed to the Anderson School of Management Entrance and Credits Committee and sent to the Graduate Admission Office, andersonapplication@unm.edu. A leave of absence is determined on a semester-by-semester basis and is limited to a maximum of three semesters. Leave of absence semesters are *not* included in the time to degree.

Time to Degree (Seven-Year Rule). Graduate students are expected to complete their studies within seven years of the first graduate-level MGMT course taken.

- Students, who *stop-out* and interrupt their studies, will be required to repeat MGMT coursework older than seven years.

- Students who are granted a formal leave of absence will be required to repeat MGMT coursework older than eight years.

Confidentiality. The University of New Mexico complies with the Family Educational Rights and Privacy Act (FERPA). Copies of and information about FERPA are available in the Records and Registration Office, Student Services Center, Room 250, and at registrar.unm.edu/privacy-rights/ferpa.html.

Directory information may be released to the public unless the student has requested that information be withheld. Directory information includes the student's name, address, e-mail address, telephone listing, date of birth, major field of study, full- or part-time status, dates of attendance, degrees and awards received, most recent previous educational agency or institutions attended by the student, participation in official recognized activities and sports, and the weight and height of members of athletic teams. Students who wish to have directory information withheld must show a photo ID and submit a written request for such status to the Records and Registration Office in the Student Services Center, Room 250, by the end of late registration for any semester. The form can be submitted in person or via mail and is found at registrar.unm.edu/forms/confidential-request.pdf and.

UNM NetID. Each student must create a UNM NetID. Your NetID and password provide access to various online services. You need a NetID to complete a wide variety of UNM services, including:

- Using your UNM email account
- Registering for classes
- Buying a parking permit
- Taking online classes via Canvas
- Scheduling an appointment with your academic advisor via LoboAchieve
- Checking your financial aid
- Additional computer and network services

When you create a NetID, a UNM email account is automatically created for you in this format: <your netid>@unm.edu. Visit the following to create your NetID: netid.unm.edu/new-netid-registration/.

LoboCard. The LoboCard allows you to:

- Check out materials from the libraries
- Receive discounts at the UNM Bookstore on specified items
- Attend athletic events
- Use Student Health and Counseling services
- Take advantage of recreational services
- Access campus meal plans
- Use as a debit card at specified restaurants both on and off campus
- Access user-activated options for the card, including use as a bank debit card, ATM card and telephone calling card

Learn more: lobocard.unm.edu

Financial Aid

UNM Financial Aid Office. financialaid.unm.edu

UNM Scholarships. grad.unm.edu/funding/scholarships

Anderson Scholarships. mgt.unm.edu/students/scholarships.asp

Registration

Course Sequencing. Students are expected to observe all prerequisites.

Students take courses required for admission and MGMT 600/700 during the first semester.

Students should plan to take core courses that are linked to their elective interests first. For example, students interested in cybersecurity should take a basic programming course first during the first semester in the program, as that is a requirement for specialized courses.

Core courses may be offered during the fall and the spring semesters with some offerings during the summer. In some cases, core courses may only be offered once per year. You should work with your advisor to plan your courses in advance.

Elective courses are typically offered once a year, in either the fall or the spring semester. Therefore, students should take elective courses as they are available.

Registration for MGMT 598/MGMT 798 is restricted to students in the MBA program who are entering their final semester and have completed an application to graduate, which is found at: online.mgt.unm.edu/graduation.

Course Load

Spring and Fall Semesters

- Full-time status is nine or more credit hours per semester.*
- Part-time status is eight credit hours or less per semester.

*If holding an assistantship, the minimum course load is six graduate credit hours per semester and is considered full-time status.

Summer Sessions

- Full-time status is six or more credit hours per session.
- Part-time status is five credit hours or less per session.

Schedule of Classes. schedule.unm.edu

Registration. To register for classes:

1. Log in to My UNM with your NetID and password.
2. Select **Enter LoboWeb**.
3. Once in LoboWeb, select **Registration and Records** and then select **Registration (Add/Drop classes)**.

See the Office of the Registrar website for semester-specific add/drop/withdrawal dates. See the UNM Catalog and your departmental guidelines for specific enrollment guidelines. For a list of current courses being offered, visit: my.unm.edu/home.

Course Drop/Add Dates. registrar.unm.edu select the **Semester Deadline Dates** tab.

Tuition. bursar.unm.edu/tuition-and-fees/tuition-and-fee-rates.html

Paying Tuition. my.unm.edu to make tuition payments:

1. Log on to My UNM with your NetID and password.
2. Click **Enter LoboWeb**.
3. Select **Make Payments**.
4. Select **Bursar Account Suite**.
5. Select **Make a Payment** and enter payment information.

Financial Disenrollment. Students who fail to pay the full tuition and fees or set up a payment plan with the Bursar's Office before the tuition deadline will have their registration canceled and will be disenrolled from all classes. Enrollment cancellation usually takes place at the end of the second week of classes for full-term classes.

Students with canceled registration must re-register, make full payment or a payment plan and pay any non-refundable re-registration/late registration fees.

Grade Requirements for Graduation. To earn a graduate degree at The University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Graduation Application.

Students may not graduate with Incompletes (I) or unrecorded grades (NR) pending in any graduate course or while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earns at least a "B" (3.0) in each of these courses. If a grade of less than a "B" (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than six credit hours of coursework in which a grade of C (2.0) or C+ (2.33) was earned may be credited toward a graduate degree.

Courses taken on a CR/NC basis will not be credited toward a graduate degree, unless the course is required by the graduate program and is offered only on a CR/NC basis.

Academic Standing. To remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at The University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their application to graduate.

Graduate Credit. In general, courses numbered 5xx, 6xx, and 7xx are available for graduate credit. Additionally, some 3xx or 4xx courses are available for graduate credit; these courses are marked with a single asterisk in the published catalog or noted as available for graduate credit in the online catalog. Only students in graduate or non-degree graduate status automatically receive graduate credit for these courses. Graduate credit cannot be earned by examination as in the College Level Examination Program (CLEP). Exceptions to this policy are the following:

1. Selected programs offer courses that are **only** available for graduate credit for students outside the discipline. These courses are marked with a double asterisk. A graduate student who is enrolled in the degree program offering the course must obtain a **Program Override** from their department.
2. Undergraduate students who are either within 10 credit hours of earning the baccalaureate degree and have an overall minimum cumulative GPA of 3.0 **OR** already have a completed baccalaureate degree may receive graduate credit for a graduate course by processing a Level Restriction/Graduate Credit Authorization form available on the Office of the Registrar's website at registrar.unm.edu/forms/
3. A grade of B or better must be obtained in the courses for them to be accepted for graduate credit. No more than six hours of graduate credit taken in undergraduate status may be applied to a graduate degree at The University of New Mexico.
4. For undergraduate students with a minimum of 3.5 overall cumulative grade point average, up to six credit hours can be shared for both graduate and undergraduate credit with approval of the department's graduate advisor. A grade of B or better must be obtained in the courses for them to be accepted for graduate credit.

NOTE: Undergraduates may not enroll in graduate "problems" courses for undergraduate degree credit.

Graduate Grade Replacement Policy. The Grade Replacement Policy limits graduate students to a maximum of nine credit hours of replacement grades during the student's graduate program and requires signature approval by the course instructor, the student's advisor, the unit chair and Graduate Studies.

A required core course may only be repeated once (two instances). The grade from the first instance may be replaced with the repeated grade (second instance), if the student follows the grade replacement procedure described below. The original grade remains on the student's transcript; however, the higher grade is used in the calculation of the student's grade point average and earned credit hours.

Only students in graduate status are eligible to use this policy, although the student may have been in non-degree graduate status when the course was taken. Only courses taken Summer 2007 forward are eligible for grade replacement.

The process is not automatic. The student must initiate the process by completing a Graduate Grade Replacement Form available on the Office of the Registrar's website at registrar.unm.edu/forms/. The course number and title must be identical except where equivalencies or a change has been noted in The University of New Mexico Catalog. No substitute courses are acceptable. Forms are accepted after the second instance in the course has been completed and a grade has been assigned.

Once a grade replacement has been approved, the process cannot be reversed or changed.

No grade may be replaced once a degree has been awarded.

Transfer Credit. Students who have completed a BBA from the Anderson School of Management or another AACSB-accredited program within in the last five years may request a substitution of up to six credit hours (two courses) of the MBA core, with the exception of MGMT 598/798, which all students must take as a capstone course. Substitutions are not available for students pursuing the EMBA degree.

All students, including those who have had courses substituted, must complete a minimum of 43 credit hours to earn the Anderson MBA. Of these, 12 credit hours may be transferred from an approved graduate program offered by another university. Approved universities include AACSB-accredited business schools, as well as international business schools with which UNM has a current written exchange agreement.

NOTE: Coursework that has been counted toward a previous degree may not be counted again toward any other degree, except master's coursework for a doctoral degree.

Additionally, students may transfer up to 12 credit hours of coursework between UNM MBA programs (MBA/EMBA/online MBA). After completion of 12 credit hours of coursework in one MBA program, students are no longer able to transfer to a different Anderson MBA program.

Exception: Students with an earned JD, PharmD, or PhD from a regionally accredited research I institution can petition to waive up to 12 credit hours of elective coursework for completion of the MBA program.

Students are expected to maintain at least a 3.0 cumulative GPA and must have a 3.0 or higher cumulative GPA at graduation.

Applied (Including Non-Degree) Credit. Courses taken by students at The University of New Mexico while in non-degree, undergraduate or professional degree status may be applied toward a graduate program degree if they meet the following conditions:

1. The courses must have been taken for graduate credit, and a Graduate Credit Authorization card (available here: [Graduate Studies Forms :: | The University of New Mexico \(unm.edu\)](#)) must have been filed with Records and Registration.
2. A grade of "B" (3.0) or better must have been earned.
3. The course must meet all other degree requirements, including time to degree limits.
4. A maximum of nine credit hours of approved graduate-level courses taken in undergraduate status may be applied.

The number of transfer and/or applied (including non-degree) credit hours used toward a graduate program may not exceed 50% of the required coursework for the degree. Departments may impose more restrictive limits on transfer and/or applied credit hours.

NOTE: Undergraduate and graduate coursework already applied toward another degree at The University of New Mexico, or at any other institution, may not be applied again toward another graduate degree.

Grade Options

All grade options are available in the transcript key, available at: registrar.unm.edu/forms/TranscriptKey.pdf.

Grade requirements for graduation, probation, suspension and all other grade instances are in the catalog, accessed here: catalog.unm.edu/catalogs/2021-2022/.

Audit. Students may not apply audited courses to degree requirements nor use them as the basis for waivers. Tuition and fees for an audited course is the same as for credit courses.

CR Option. With the exception of MGMT 600/700, Anderson courses may not be taken under the CR option.

Incomplete (I). Incomplete grades must be completed before a student is eligible to graduate from The University of New Mexico. The grade of I is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a semester or session.

Extension of Incomplete. A student may apply for an extension of the time allowed to complete the coursework required to remove the I grade.

Repetition of a Course. A student may repeat any course but only receives credit once, unless otherwise noted in the catalog. ALL ATTEMPTS and ALL GRADES are computed in the student's grade point average. A grade replacement policy is available for repeated coursework as described above.

The University of New Mexico uses a fractionated grading system. Following are the allowable grades and associated grade points:

NOTE: Graduate students may not be assigned C-, D+, D or D- grades.

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
F	0.00

I **Incomplete.** Given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. (See the policy on Removal of Incomplete.)

IF An Incomplete (I) grade must be removed within one calendar year from the term in which the student was awarded the "I" grade or the "I" will revert to an I/F (0.0).

AUDIT Recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

W **Withdrawal.** Used for withdrawals after the grade required deadline and for

approved administrative withdrawals at the end of a semester. Examples of administrative withdrawals include determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student's control.

Academic Probation and Suspension. MBA/MACCT/MSPM/MSCBA candidates are required to maintain a cumulative grade point average of 3.0 or higher in Anderson graduate courses. If at the end of any semester a candidate's grade point average falls below this minimum, the student will be placed on probation. Candidates on probation who do not remedy their scholastic deficiencies by the end of the following semester will be suspended from the MBA/MACCT/MSPM/MSCBA program; however, in cases where the deficiency has not been completely eliminated but substantial progress has been made, the School's Entrance and Credits Committee may allow an additional semester of probation. A maximum of three semesters on probation is allowed. After this time, a student will be placed on suspension and will be disenrolled from the program.

It is the student's responsibility to withdraw from any coursework upon notice of suspension. No coursework completed while the student is on academic suspension may be applied toward any Anderson graduate program. Suspended students are not eligible to reenter graduate studies for a period of one calendar year from the date when disenrollment takes effect.

A student is automatically suspended upon receiving two letter grades of F. It is the student's responsibility to assure remedial action, as this policy is strictly enforced.

Withdrawal from a Course. See <https://catalog.unm.edu/catalogs/2022-2023/> in the **Changes in Enrollment** section. Students may withdraw from a course prior to the deadlines published on the Registrar's website: registrar.unm.edu/.

Readmission. See <https://catalog.unm.edu/catalogs/2022-2023/> in the **Readmission Process** section. Individuals who have previously attended The University of New Mexico in graduate status but have not been enrolled for three or more semesters (including summer sessions) and wish to resume a graduate degree program may apply for readmission. Students who were in probationary status at the end of their previous enrollment return in probationary status unless the cause of probation was resolved.

Student Engagement, Empowerment and Development Center

The Anderson Student Engagement, Empowerment and Development (SEED) Center provides a wide range of guidance activities, including Anderson Career Services, to entering and continuing students. The SEED Center hosts workshops and events at the beginning of the term, and during midterms and finals. Students are encouraged to use the Center to meet and connect with their classmates.

All services are provided to students free of charge: mgt.unm.edu/student-life

Internships. Employers overwhelmingly point to internship experience as the most important factor they consider in hiring new graduates for full-time positions. Internships

provide opportunities to experiment and pursue careers that match academic and personal interests. There are many benefits to completing an internship including increased job confidence, the chance to develop industry-specific abilities, and the opportunity to apply the skills you have learned in the classroom in a real-world setting. Internships help students become viable, experienced job applicants when seeking employment after graduation. In fact, employers often look to their own interns as the best potential candidates for full-time positions. Anderson Career Services can assist you in your search for an internship. You can gain real-world experience while earning three hours of academic credit. Email at andersoncareer@unm.edu and check out the internship opportunities listed on unm.joinhandshake.com/login.

Career Development Timeline. A suggested timeline is provided for career development in the graduate program. Please note that this timeline can be adapted for transitioning job seekers or for professionals seeking to enhance their career development rather than transition to new employment.

FALL Year 1

- Register for Handshake: include year in school in your profile.
- Prepare your resume and meet with the Anderson Career Services to refine it.
- Upload your resume to Handshake and post to a Resume Book.
- Update your LinkedIn profile.
- Join student organizations; begin networking and professional development.
- Attend the Fall Business and Accounting Career Fair.
- Explore internship opportunities for spring/summer by visiting employers, informational interviews, networking events, career fairs and Handshake.

SPRING Year 1

- Update your Handshake profile.
- Make appointments with Anderson Career Services to discuss your goals and professional materials, such as resume, cover letter and interviewing skills.
- Attend at least three SEED events, including career fairs, speed interviewing/networking and resume workshops.
- Plan for summer career development.

SUMMER Year 1

- Keep up the momentum!
- Work with Anderson Career Services to find an employer to job shadow.
- Complete an internship.
- Locate a part-time job in your industry.
- Set up informational interviews in your chosen field.

FALL Year 2

- Update your Handshake profile.
- Update LinkedIn.
- Design job search strategy with Anderson Career Services.
- Attend fall career fairs and preparatory events.
- Explore job search options, including databases and networking contacts. Expand network through LinkedIn and mentors.
- Work to enhance your resume and other professional materials.
- Complete an internship (or second internship).
- Build network by working with student organizations, professors, family, friends and alumni mentors.

SPRING Year 2

- Update Handshake.
- Update resume with internship experience, relevant academic projects and more according to the needs of your industry.
- Implement job search plan in coordination with Anderson Career Services.
- Track opportunities applied for and new connections that can provide strategic support in job search.
- Attend career fairs and career development events.
- Use a combination of online and offline resources to conduct job search. Network to access the hidden job market.
- Apply for jobs.
- Complete exit survey upon graduation.

Student Organizations and Activities

Anderson students are actively involved in student professional organizations. A list of student organizations is available at: <https://www.mgt.unm.edu/current-students/mba/student-resources.asp>

These organizations promote interaction between students, faculty and administration, as well as sponsor a variety of professional and social events from speaker series to conferences. The clubs provide students with career information, networking opportunities and a direct link to the business community.

Computer Facilities

Courses in computer applications and systems are an integral part of Anderson's curriculum. To support the high level of computer-based classes, Anderson is equipped with state-of-the-art computer facilities offering a wide range of business and technical

software, along with on-site technical expertise and consulting.

Anderson Computer Lab. The Anderson computer lab is located in the Student Tech Support Center (STSC), MCM 2074. View current hours at: mgt.unm.edu/technology/.

Computers in the Classroom. Anderson is committed to providing a comprehensive educational experience while preparing students for the business world. To that end, Anderson has adopted an integrated approach to technology in the graduate curriculum.

We strongly recommend that students purchase a laptop for use in their Anderson courses. The laptops will be used to integrate technology with business practices, theory and research presented at Anderson. This will provide the necessary education and experience to succeed in the current and future business environments.

Anderson has partnered with Dell computers to provide affordable solutions to our students' needs. To review specifications and Anderson recommendations for a laptop computer, visit dell.com/unm. For questions, email: ASMISStaff@mgt.unm.edu.

Laptop Checkout. Anderson students can check out a laptop for their management courses in the Student Tech Support Center (STSC), MCM 2074. Laptops must be returned the same day they were checked out to avoid late fees. View checkout hours at: mgt.unm.edu/technology/.

Anderson students will need their UNM Lobo Card, Banner ID number and must have completed the digital laptop check out form at online.mgt.unm.edu/laptopcheckout to receive the laptop. If you have any questions about the check-out program, email Anderson IS staff at: asmisstaff@mgt.unm.edu.

Anderson Learning Lab. The Anderson Learning Lab is a free academic support program available to all Anderson students enrolled in undergraduate and graduate classes. We offer free, peer-based consultation/tutoring in a range of business classes, available both in person and online. Students can work with peer tutors, attend review sessions before key exams, and take part in prep sessions to refresh their understanding of core ideas to prepare for coursework.

Veterans Affairs

UNM is approved for certification of students eligible to receive educational assistance from the Veterans Administration. Individuals applying to UNM who are eligible for veterans benefits should follow the requirements and procedures outlined in the Admission and Registration section of the UNM General Catalog. This division can also provide advisement counseling. Additional information and all forms necessary for these government programs are available from the Veteran & Military Resource Center at vrc.unm.edu/.

UNM University Libraries

University Libraries provides business and economics resources to support Anderson and other departments and colleges. Most of these physical materials are housed in Zimmerman Library. University Libraries oversees Zimmerman and two other main campus libraries (Fine Arts & Design, Centennial Science & Engineering) along with their physical and online collections. Anderson students may use all UNM libraries. Hours for all libraries can be found at library.unm.edu.

The Business & Economics Librarian (uills.unm.edu/people/directory/q/quinn-todd.php) and other subject librarians (library.unm.edu/about/employees/subject-librarians.php) offer the following resources:

- Personalized research consultations by appointment (in person, phone, Zoom, etc.)
- Online Research Guides (libguides.unm.edu) to resources for business-related subjects
- Ask a Librarian (libguides.unm.edu) for general help by phone, text, chat and email

Online resources are accessible from a library or remotely with your NetID, including:

- Subscriptions (libguides.unm.edu) to business and economic resources
- Research and trade literature
- Financial data and accounting resources
- Market research, industry and company reports
- Local, national and international news (updated daily)
- Business plans

Check out materials from the print collection with your LoboCard:

- Thousands of titles on various business and economic issues and topics
- Thousands of international titles including many on the borderlands and Latin America

Spaces and services in the libraries str available for student use, including:

- Adobe Creative Commons
- ArcGIS Studio
- Reserve individual or group study rooms libcal.unm.edu
- Desktop computers; laptops for checkout (in-library use only)
- Current print newspapers and magazines
- Quiet spaces, some with natural sunlight
- Reserve a locker
- Check out or print course reserve materials
- Copiers, printers and scanners
- Request materials (books, articles) not available at UNM via Interlibrary Loan service at no extra cost to you

Master of Accounting

Description of the Program

The Master of Accounting (MACCT) degree offers three concentrations. All concentrations are 33-credit hour programs of study.

1. The *Accounting and Assurance Track* is designed for individuals who have already earned an undergraduate degree in accounting and who wish to pursue graduate study in accounting.

Requirements: The degree consists of seven graduate core accounting courses, a minimum of two graduate courses in the student's area of concentration, and two approved graduate accounting or business electives.

2. The *Professional Track* is designed for students who have a non-accounting undergraduate degree and wish to enter public accounting as a certified professional.

Requirements: Prerequisites consist of an introductory financial accounting course (MGMT 502) and an introductory managerial accounting course (MGMT 503) *prior to admission in the program*, and 33 credit hours of specified graduate accounting coursework.

3. The *Tax Track* is designed for students who have already earned a BBA with a concentration in accounting and wish to pursue advanced studies in taxation.

Requirements: The degree consists of seven graduate core accounting courses, a minimum of three graduate courses in taxation, and one approved graduate accounting or business elective.

Information on each program can be found at
<https://macct.mgt.unm.edu/default.asp?SRC=REDIR>

Requirements for Obtaining a MACCT Degree

There are **two important requirements** for completing each track of the Anderson MACCT degree:

Requirement 1: Minimum Graduate Credit Hours

All students must complete a minimum of 33 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy

Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.

Master of Business Administration

Description of the Program

Anderson offers three formats toward completion of the MBA degree:

1. MBA
2. Online MBA
3. Executive MBA

The MBA and the online MBA programs may be completed on a full-time or part-time basis. The EMBA is a cohort-based program and is completed in two years on a set, full-time schedule. For many students whose professional commitments preclude full-time study, pursuing an MBA on a part-time basis is a viable option. Late afternoon and evening classes are offered year round to accommodate the needs of working students. Students completing some BBA concentrations may be able to substitute up to two core classes for management electives. For more information on the course substitution, visit mgt.unm.edu/current-students/mba/core.asp.

The MBA and the Online MBA consist of 43 credit hours (16 classes). These 43 hours are broken down as follows:

1. MBA core of 31 hours
2. Electives of 12 hours

The MBA Core

- MGMT 600/700 — Perspectives on Management and Careers / Management Perspectives (1 credit hour)
- MGMT 501/701 — Data Driven Decision Making / Statistical Analysis for Management Decisions (3 credit hours)
- MGMT 502/702 — Financial Accounting & Analysis / Financial Reporting Systems (3 credit hours)
- MGMT 504/704 — Managerial Economics / Economics for Managers (3 credit hours)
- MGMT 506/706 — Managing People in Organizations / Organizational Behavior and Diversity (3 credit hours)
- MGMT 508/708 — Business and Society / Contemporary Ethical & Legal Issues for Organizations (3 credit hours)
- MGMT 511/711 — Technology, Commercialization & Global Environment / Management of Technology and Innovation (3 credit hours)
- MGMT 520/720 — Operations Design and Decision Making / Operations Management (3 credit hours)
- MGMT 522/722 — Managerial Marketing / Marketing Management (3 credit hours)
- MGMT 526/726 — Financial Decision Making / Financial Management (3 credit hours)
- MGMT 598/798 — The Strategic Management Process / Strategic Management (3 credit hours)
- MGMT 601 — The Knowledge Exam (0 credit hours)

Electives/Track Courses (12 credit hours)

The MBA and the Online MBA require completion of the 31 hours of core courses listed in the MBA core, plus 12 credit hours (four classes) of track courses or electives.

The Executive MBA consists of 43 credit hours (16 classes). These 43 credit hours are taken in a cohort-based program and completed in two years. These 43 credit hours are as follows:

- MGMT 700 — Perspectives on Management and Careers (1 credit hour)
- MGMT 701 — Statistical Analysis for Management Decisions (3 credit hours)
- MGMT 702 — Financial Reporting Systems (3 credit hours)
- MGMT 704 — Economics for Managers (3 credit hours)
- MGMT 706 — Organizational Behavior and Diversity (3 credit hours)
- MGMT 707 — Executive Leadership (2 credit hours)
- MGMT 708 — Contemporary Ethical and Legal Issues for Organizations (3 credit hours)
- MGMT 711 — Management of Technology and Innovation (3 credit hours)
- MGMT 712 — Business Communication (3 credit hours)
- MGMT 720 — Operations Management (3 credit hours)
- MGMT 722 —Marketing Management (3 credit hours)
- MGMT 726 — Financial Management (3 credit hours)
- MGMT 751 — Practicum (Introduction to track) (3 credit hours)
- MGMT 751 — Practicum (Residency) (3 credit hours)
- MGMT 794 — Special Topics (Internship) (1 credit hour)
- MGMT 798 —Strategic Management (3 credit hours)

Requirements for Obtaining an MBA Degree

There are four important requirements for completing each track of the MBA degree at Anderson:

Requirement 1: General Core Coursework

The core consists of 11 courses (31 credit hours). All MBA students must complete these courses.

Requirement 2: Electives or Track Requirements

Students must either complete a track or take four electives (12 credit hours). These electives (tracks) differ in each program.

Students with an earned JD, PharmD, or PhD from a regionally accredited research I institution can petition to waive up to 12 credit hours of elective coursework for completion of the MBA program.

Requirement 3: Minimum Graduate Credit Hours

All students admitted after Fall 2021 need to complete a minimum of 43 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program, or waived with an earned terminal degree from a regionally accredited research I institution.

Requirement 4: Grade Point Average Policy

Students are expected to maintain at least a 3.0 GPA throughout their academic career and must have a 3.0 or higher GPA at graduation.

Master of Science in Cybersecurity and Business Analytics

Description of the Program

The Master of Science in Cybersecurity and Business Analytics degree (MSCBA) is a 33-credit-hour degree program targeted at students with an undergraduate degree in a business or technical field:

Requirements for Obtaining an MSCBA Degree

There are two important requirements for completing each track of the MSCBA degree:

Requirement 1: Minimum Graduate Credit Hours

All students must complete a minimum of 33 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy

Students are expected to maintain at least a 3.0 GPA throughout their academic career and must have a 3.0 or higher GPA at graduation.

Master of Science in Project Management

Description of the Program

The Master of Science in Project Management (MSPM) degree is a degree program targeted at students interested in an advanced career in project controls, project management, technology project management, program management and/or technology program management.

The program provides a flexible way to pursue graduate-level education to meet the exceptional business needs in New Mexico, nationally and internationally for this career path.

Requirements for Obtaining an MSPM Degree

There are two important requirements for completing the MSPM degree at Anderson:

Requirement 1: Minimum Graduate Credit Hours

All students must complete a minimum of 30 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy

Students are expected to maintain at least a 3.0 GPA throughout their academic career and must have a 3.0 or higher GPA at graduation.

Quick Links

Registration: registrar.unm.edu

Class Schedule: schedule.unm.edu

Financial Aid: financialaid.unm.edu

Libraries: unm.edu/libraries

Scholarship Office: scholarship.unm.edu

Scholarships at Anderson: mgt.unm.edu/students/scholarships.asp

Accessibility Resource Center: as2.unm.edu

Student Health & Counseling: shac.unm.edu

Student Union: sub.unm.edu

Veteran & Military Resource Center: vrc.unm.edu

Resources

Academic Affairs: unm.edu/~acadaffr

African American Student Services: afro.unm.edu

American Indian Student Services: aiss.unm.edu

Asian American Pacific Islander Resource Center: aapirc.unm.edu

Center for Academic Program Support: caps.unm.edu

College Enrichment Program: cep.unm.edu

Dean of Student Office: dos.unm.edu

Dining: dineoncampus.com/unm

El Centro de la Raza: elcentro.unm.edu

Extended Learning: online.unm.edu

Housing: housing.unm.edu

Information Technologies: it.unm.edu

Language Learning Center: llc.unm.edu

Latin American Institute: laii.unm.edu

Lobo Food Pantry: loborespect.unm.edu

Lobo Respect and Advocacy Center: loborespect.unm.edu

Placement Testing Center: test.unm.edu

Recreational Services: recservices.unm.edu

STEM Collaborative Center: stem.unm.edu

Student Services: studentservices.unm.edu

UNM Children's Campus: childcare.unm.edu

Vice President for Student Affairs: studentaffairs.unm.edu

Women's Resources Center: women.unm.edu