Master of Science
Accounting & Information Technology
Student Handbook
Welcome!

Congratulations on your acceptance and welcome to the MSAIT program in the McCoy College of Business at Texas State! The faculty, administration, and staff of McCoy are excited to have you and hope you find your time in the MSAIT program challenging, gratifying, and successful.

This handbook is designed to provide you with essential information on policies, procedures, and expectations that will enable you to succeed as an MSAIT student. There is a tendency to skim through information contained in a handbook like this. And we get it—this isn’t exactly edge-of-your-seat material. It is, however, very important to your success in the McCoy MSAIT program. **You are responsible for knowing these policies and adhering to them.** Any student who is in doubt about how a policy or procedure applies to their specific situation should seek clarification from the MSAIT Academic Advisor.

This is your guidebook to the next few years of your graduate education at Texas State. Please take notes, highlight, flag pages, and make this book your own. We promise that the more familiar you are with applicable policies and procedures the more enjoyable—and smooth—your time at McCoy will be.

About McCoy

Texas State University’s school of business was originally established in 1958. It was named in honor of Emmett and Miriam McCoy, whose generous donation of $20 million marked the largest gift in the history of Texas State University, in 2004. The gift was the impetus for establishing the McCoy College Development Foundation, which provides funding for endowed chairs and distinguished professorships, undergraduate and graduate scholarships, and faculty, student, and program development.

McCoy College provides a curriculum that focuses on developing skills in information technology, oral and written communication, critical thinking, and teamwork. This blending of content and application has been shaped by our faculty and endorsed by our colleagues in the business community as the best way to prepare a diverse student population for successful business careers as responsible global citizens.

All McCoy College degree programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB), the highest accreditation available to schools of business at colleges and universities. Fewer than 5 percent of business schools worldwide have earned this distinguished hallmark of excellence so you are among the best in business!
# Table of Contents

Tools and Resources—General Information, Policies, and Procedures .......................................................... 1
- Administrative Issues ................................................................................................................................. 1
- Graduate Financial Aid ............................................................................................................................. 1
- Transfer Credits ...................................................................................................................................... 2
- Conditional Admittance .......................................................................................................................... 2
- Semester Off Policy ................................................................................................................................. 2
- Course Numbering System ....................................................................................................................... 3
- Probation and Suspension ........................................................................................................................ 3
- Course Load .................................................................................................................................................. 4
  - Long Semesters (Fall and Spring) .............................................................................................................. 4
  - Summer Courses ....................................................................................................................................... 4
  - International Students ........................................................................................................................... 4
  - Alternative Locations .............................................................................................................................. 4
- Academic Advising ........................................................................................................................................ 4
  - Degree Plans ........................................................................................................................................... 4
  - Scheduling Electives ............................................................................................................................... 5
- Best Practices ................................................................................................................................................ 5
  - Expectations .............................................................................................................................................. 5
  - How to Excel ........................................................................................................................................... 5
  - Professionalism ....................................................................................................................................... 6
- McCoy Graduate Student Association .......................................................................................................... 6
- MSAIT Internships ......................................................................................................................................... 6
- Communication ............................................................................................................................................ 7
- Exit Exam .................................................................................................................................................... 7
- Professional Certification Programs ........................................................................................................ 7
  - Certified Information Systems Auditor (CISA) .......................................................................................... 8
  - TERP10: SAP ERP Integration of Business Processes ........................................................................... 8
- Contact Information ....................................................................................................................................... 9
- Curriculum Outlines ................................................................................................................................. 10
Tools and Resources—General Information, Policies, and Procedures
As a Texas State student you have many resources at your fingertips. Below is information on where to find important dates, policies, and forms university-wide. Please refer to these and search the Texas State website before reaching out so you are familiar with processes and able to streamline solutions.

All students are subject to both university and McCoy College policies and procedures. This document is designed to give you information on some common issues but please familiarize yourself with all other university policies not covered here.

Administrative Issues
Catsweb is the most important aspect of the Texas State website (www.txstate.edu) for students. Please search Catsweb for an answer to your question before e-mailing questions to faculty and staff. It has information on:

- Enrollment and registration—registration and class schedule, access periods, class offerings, course catalog, academic calendar, Registrar’s Office website
- Financial aid—deadlines and applications, work study opportunities, financial aid website
- Billing and payments—payment history, tuition and fee rates, student balance, direct deposit sign up, Student Business Services website, emergency and short term loan information
- Academic records—official and unofficial transcripts, enrollment verification, degree audits, applying for graduation
- Online services—activating net ID/e-mail, e-mail forwarding, password recovery, TRACS
- General campus information (parking, dining, faculty and staff directory, campus maps, bookstore)
- Help and tutorials for most topics listed above

Graduate Financial Aid
All graduate business students enrolled in a minimum of six hours in the fall and spring semesters are eligible to apply for scholarships and fellowships. Students will be considered for available scholarships through both the McCoy College of Business and the Graduate College by submitting one application to the Graduate College.

Fellowship applications are separate from scholarships and can be found on the McCoy College website (https://www.mccoy.txstate.edu/future-students/graduate-programs/program-resources/scholarships.html). Applications for both scholarships and fellowships are due by January 15 of each year.

Students are encouraged to contact the Financial Aid and Scholarship Department at 512-245-2315 or financialaid@txstate.edu to check eligibility and apply for federal financial aid as well.

Many companies offer tuition reimbursement. It is each student’s responsibility to provide their company with the appropriate documentation. Many companies require a grade report and/ or verification of enrollment, which can be generated in Catsweb after semester grades are posted—
typically a week after finals are over. The Academic Calendar, found on the Registrar’s website, gives specifics of the exact date official grades post each semester. If your company requires a specific type of documentation and you are having trouble obtaining it, please contact the McCoy Dean’s Office and we will be happy to assist you.

**Transfer Credits**

If a student is not able to complete all of their electives within the McCoy College of Business it may be possible to transfer in up to six (6) hours of business-focused elective classes from another academic department at Texas State.

Justification for the proposed transfer courses is required to be submitted to the Graduate Academic Advisor via e-mail and the class syllabus must be approved before the student enrolls in a course outside of the McCoy College of Business. Core courses, non-approved classes from other departments, and any course from a completed degree may not be approved for transfer credit.

A more extensive approval process is required if a student wishes to complete classes at another university with AACSB accredited and is reserved for situations that cannot be avoided such as moving due to a work transfer. The six hour max and elective nature of the classes still applies.

**Conditional Admittance**

If a student is admitted conditionally it is a good idea to decrease outside commitments as much as possible to focus on doing well in the first nine (9) hours of coursework. Please note that all nine hours do not need to be taken in the first semester, so if a student prefers to start out slowly they can (provided there are no other conflicts such as financial aid eligibility or visa requirements for international students).

Conditional admittance requires that the student make an A or B in the first three classes, not a B average; an A and a C do not cancel each other out in this case. Example: Student makes one A, one B, and one C in their first nine hours of coursework. Conditions are not met because a C was earned even though they have an overall 3.0. Students admitted to the program under conditional status who fail to make an A or a B in each of their first three (3) courses will not be allowed to continue in the program.

**The importance of starting out strong for conditionally admitted students cannot be overstated.** We highly encourage students in this situation to take either one or two classes per semester until they satisfy the requirements. After successfully completing the first nine (9) hours with either an A or a B in each class the conditional requirement drops off completely.

**Semester Off Policy**

While students are encouraged to enroll in classes each semester, we understand that sometimes circumstances require that they must take time off. Students are able to sit out for less than one year with no penalty; however, they will need to fill out an Update Application Form, available by searching the Texas State website, when returning to the program. It should be submitted to the Graduate College to reactivate their status before they are able to enroll in classes for the next term.
If a student does not enroll in classes for one year or more they will need to submit a new application and pay the associated application fee to begin taking courses again. The application itself is sufficient—the student will not need to resubmit recommendations, essays, and other accompanying documents that were required in the original application.

**It is important to note that Graduate College policy requires that the entire program be completed within six years from the date a student first enrolls in the MSAIT program.**

**Course Numbering System**

Graduate classes will all be listed by department and level. For example, the first course you may take is BA 5352; the BA stands for business administration, the 5 indicates that it is a graduate-level course, the 3 represents the number of hours of credit the class is worth, and the last two numbers are unique to the specific class.

Most courses are listed by their respective departments (i.e. MGT, CIS, etc.), not under the BA category. They follow the same numbering system outlined above.

**Probation and Suspension**

Students must maintain a cumulative graduate GPA of at least 3.0 to remain in good standing with the university. If an individual’s GPA falls below that they will be placed on academic probation the following semester. They have one semester to increase their GPA to at least a 3.0.

The safest way for a student to ensure that their GPA is raised sufficiently is to retake the class(es) for which they earned a poor grade. By retaking a class, the original grade is replaced by the new one, so they are much more likely to get back in good academic standing. A student may, depending on their exact situation, choose to forego repeating a class and continue on in the program with the goal of earning high grades in subsequent classes. The issue with this approach is that the original low grade that caused the probation status remains on your transcript, making it more difficult to raise the GPA.

If a student fails to bring their GPA to a 3.0 or higher during the probationary semester they will be placed on academic suspension from the program and required to sit out for six months. A meeting with the Associate Dean for Graduate Programs will be required before they may enroll in classes again. This isn’t a “trip to the principal’s office”—we’re just concerned when a student struggles academically and if they are going to return after academic suspension we want to fully understand what happened and have a plan in place to increase their chances of success.

Any student enrolled in a graduate degree program in the McCoy College of Business Administration can earn no more than two grades of C or lower, regardless of whether repeated for a higher grade or not, in their courses. Upon earning the third C or lower, the student is automatically placed on academic suspension and permanently dismissed from their degree program without any possibility of readmission to their program or another degree program in McCoy College.
Course Load

Long Semesters (Fall and Spring)
Most MSAIT students who are working full-time find that a course load of six hours (two classes) in the long semesters is manageable. Students who are working part-time or not working at all usually take nine hours (three classes) in the long semesters. To be considered a full-time student for financial aid and visa purposes, an individual must take at least nine hours per long semester. Taking more than nine hours in one semester is not recommended.

Summer Courses
Summers are optional for all MSAIT students but will make each student’s time in the program shorter. Summer classes are offered in two 5 ½ week sessions (summer I and summer II); each class meets twice weekly from 6 to 10 p.m.

Summer course options are primarily elective classes and are split evenly between the Round Rock and San Marcos campuses. Check with the Graduate Academic Advisor for summer class options.

International Students
Most international students are required by their visa constraints to maintain full-time status in the long semesters. It is critical that the terms of the visa be followed exactly to avoid any serious issues. To ensure there are no problems, international students should contact the Texas State University International Office (512-245-7966; international@txstate.edu) with any questions they may have.

It is strongly suggested that international students register for classes at the earliest possible opportunity. If they are unable to register because a class is full there are limited options and they may be stuck taking unnecessary classes to remain in good academic standing—a situation that is both time-intensive and costly.

Alternative Locations
Please be aware that students may be required to attend various commitments at alternative locations such as their non-primary campus or off-site businesses. This includes but is not limited to professional development events, final classes, and client project meetings related to the capstone course consulting project. These alternative location requirements are not especially burdensome for most students but you do need to be aware of the requirement to attend some functions/meetings off campus.

Academic Advising
It is important that every student include their student ID number in the subject line of e-mails to allow staff to look up their file and provide relevant information. Even questions that may seem general in nature require this; differences in degree plans, catalog years, etc. can have a large impact on answers.

Degree Plans
It is strongly recommended that students set up an advising appointment with the Graduate Academic Advisor in their first semester to create a degree plan for their specific situation. It is critical for students
to follow their degree plan and take the courses they need—especially electives—as they are offered since many are on a set rotation and availability may be limited.

If for any reason a student needs to change their plan it is highly recommended that they contact the Graduate Academic Advisor to get the most accurate information available and ensure the plan will not alter future semesters. This will help avoid any class conflicts and graduation delays.

Please keep in mind that a variety of factors affect individual situations so what works for one person may not work for another, even if the situations seem very similar. Please do not rely on peers’ advice—contact the Graduate Academic Advisor with any advising or class scheduling questions to avoid confusion. Fellow students often have the best intentions in offering advice but it may not always be correct or applicable to your specific situation.

Scheduling Electives

It is not recommended that students wait until the end of their time in the program to take their electives. Elective courses are offered on rotations so students should plan to take at least one elective per semester (starting in their second semester) until the requirements are completed to get all classes they need.

To see what electives may be offered, students can search the graduate course catalog on Catsweb and choose the one specific to the McCoy College of Business. There is no guarantee that any given course will be taught in a certain time frame so please use that as a general guide, not a set list from which to choose electives you are firm on taking.

All elective courses outside of the McCoy College of Business, whether required as part of an emphasis or not, require special approval from the department from which they are offered. Students may find a department’s contact information by searching the department name on the main Texas State website.

Best Practices

The McCoy MSAIT program has less structure than students may have experienced during their time as an undergraduate. While this may take a little getting used to, it allows for more chances to explore issues, discuss with peers and faculty, and innovate.

Expectations

Each student is expected to 1) Communicate with faculty, peers, and staff about issues they may encounter as early as possible, 2) Come to class and meetings on time, prepared, and ready to discuss the topic(s) at hand, and 3) Participate fully in class, online forums or discussions, and group meetings.

How to Excel

In short: Do your best. Over the years we have encountered MSAIT students who dash into class at the last minute, do the bare minimum on homework and group projects, and do not attend social or professional development events. While it may be technically possible to complete graduate school in this manner it is highly likely that your skillset and professional network will be subpar compared to an
MSAIT student who always did their best, made an effort to attend professional development and networking activities, and prioritized their education. You will get out of this program what you put in.

Professionalism
Students should communicate with all faculty, staff, peers, and clients in a professional manner. This includes but is not limited to verbal, written, and electronic communication. Please bear in mind that you represent not just yourself and your peers, but all McCoy graduates (and for that matter, all Texas State graduates). Think about how hard you will work to earn your MSAIT. Now think about someone with “McCoy MSAIT” on their resume or business card acting immature and foolish in a professional setting. That person drags down the entire brand. Do not be that person.

Students are not required to dress in professional clothing for regular class periods, but professional dress is highly encouraged for any presentations, client meetings, or professional development activities.

Pay attention and respond to details in all communications. While the most common instance of this will be related to courses, it also applies to communication from university administration. The Registrar’s Office, Graduate College, Student Business Services, and Financial Aid departments all send out relevant information on various deadlines. If, for example, a student misses the deadline to apply for graduation in their final semester, they will not be allowed to graduate until the following term. That may sound a little extreme but it is surprising how often that exact situation occurs.

Be respectful of others; you may disagree with someone’s opinion, but part of your graduate education is learning to and enhancing your ability to disagree with someone courteously and back your stance up with facts.

McCoy Graduate Student Association
The McCoy Graduate Student Association, or MGSA, is a group comprised of current business graduate students, faculty, administrators, and McCoy alumni across all four business programs in the College of Business. The MGSA typically meet several times a semester for social events, community service activities, and professional development opportunities. Leadership opportunities within the MGSA (officers and committee chairs) are available at both the San Marcos and Round Rock campuses and are a great way to shape the organization while building solid resume material. Matt Painter, MBA Program Director, serves as the Faculty Advisor to the organization. Please contact him via e-mail, mpainter@txstate.edu, if you are interested in serving as an officer or committee member/chair.

MSAIT Internships
Students may choose to complete an internship for course credit to earn three hours of elective credit toward their degree as CIS 5397. All internships require prior approval to ensure graduate-level job duties. Students must have established a minimum 3.0 GPA and completed 12 or more hours of course work to be eligible for internship credit.
Once enrolled in the internship class, students will be required to complete 200 hours of work and submit weekly reports describing any projects they are working on and what they are learning. At the end of the semester the student will receive an evaluation from their supervisor and submit a more in-depth final paper with insights on the final project and everything they have learned.

**Communication**
With a good understanding of these policies and excellent communication there are very few questions or issues that we cannot work through together. Where things typically go sideways, however, is when questions or issues are communicated poorly or at the last minute—or even after the fact. We are here to help, but good communication is critical.

Please set up your Texas State e-mail account via the ITAC website immediately. Once set up you can forward this to your personal (Yahoo, Gmail, etc.) account and use that instead of BobcatMail. You MUST pay attention to your Texas State e-mail or you will miss critical pieces of communication from both the university and the McCoy College of Business.

Once each semester the MGSA newsletter is e-mailed to your Texas State e-mail account. In this newsletter we include important academic and professional development dates, news about MGSA socials, program updates, and other news that is specific to the McCoy graduate programs. Since this newsletter only comes out once a semester please take a few minutes and read through the entire document.

E-mail signatures: Each semester we encounter students who—unintentionally or otherwise—represent themselves as already holding an MSAIT degree when in fact they are still a student. It is completely acceptable to represent yourself as an “MSAIT Student.” It is misleading to have your signature or LinkedIn profile say: “Your Name, MSAIT” as this indicates you already hold that degree. In your final semester, it is appropriate to change your signature to say “MSAIT candidate” rather than MSAIT student.

Also, unless you are an employee of Texas State University, please make sure your signature line clearly states your status as a student and not simply “Texas State University” as sometimes this can be misconstrued.

**Exit Exam**
The Graduate College requires all master’s students to pass a master’s comprehensive examination that “could consist of the completion of a capstone course, defense of a thesis, or an actual written or oral exam.” All MSAIT students are required to take a written comprehensive exam in their last semester of the program.

**Professional Certification Programs**
Please note that there are many specialized certifications available to those students with a MSAIT degree. Two certification programs available are discussed as follows.
Certified Information Systems Auditor (CISA)
The Certified Information Systems Auditor (CISA) is world-renowned as the standard of achievement for those who audit, control, monitor and assess an organization’s information technology and business systems. The CISA examination is open to all individuals who have an interest in information systems audit, control and security. The exam is offered twice a year, in June and December. A minimum of five years of professional information systems auditing, control or security work experience is required for certification.

TERP10: SAP ERP Integration of Business Processes
A special two-week SAP Certification Academy are offered by SAP America through many universities. SAP-America provides SAP Certified faculty to teach the SAP certification training and administer the SAP Certification Exam.
Contact Information
Dean’s Office (McCoy Hall 530): 512-245-3591

Dr. Bill Chittenden – Associate Dean of Graduate Programs
chittenden@txstate.edu

Dr. Sam Lee – MSAIT Academic Advisor
samlee@txstate.edu
Curriculum Outlines

Background Courses

The purpose of background courses is to provide a strong base of knowledge for advanced business and accounting studies. Background courses may be waived for students who have successfully completed and achieved a grade of “B” or higher on previous course work addressing current developments in the content area. The background course requirement is composed of the following courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2361</td>
<td>Introduction to Financial Accounting ¹</td>
<td>3</td>
</tr>
<tr>
<td>ACC 3313</td>
<td>Intermediate Accounting I ²</td>
<td>3</td>
</tr>
<tr>
<td>QMST 2333</td>
<td>Business Statistics ¹</td>
<td>3</td>
</tr>
</tbody>
</table>

¹ Must be completed before admission to the graduate program.
² Students must make a grade of “B” or better to continue in graduate program.

Background courses cannot be used to fulfill the 36 hours of M.S. core and elective courses. The equivalent undergraduate courses also may be taken at any accredited four-year college or university. Information regarding transfer work is identified in the Course Credit section of this catalog.

Applicants who have not met the admission standards and who must satisfy background course requirements may be admitted as non-degree seeking students to take undergraduate courses only. While under the non-degree seeking student enrollment status, students may take whatever actions that may be required to satisfy the admission requirements. See the Non-Degree Seeking Applicants section of this catalog for further information regarding enrolling as a non-degree seeking student.

Course Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core ¹</td>
<td>Developing the Financial Perspective of the Firm</td>
<td>3</td>
</tr>
<tr>
<td>BA 5352</td>
<td>Accounting Analysis for Managerial Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5361</td>
<td>Business Information Consulting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5375</td>
<td>Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5355</td>
<td>Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5368</td>
<td>Agile Project Management For Business Professionals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 538</td>
<td>Accounting Information Systems and Controls</td>
<td>3</td>
</tr>
</tbody>
</table>
Recommended Accounting and Information Technology Electives

Choose 15 hours from the following: ²

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 5352</td>
<td>Financial Statement Reporting and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5362</td>
<td>Cost and Managerial Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5373</td>
<td>Fraud Detection and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>ACC 5355</td>
<td>IT Auditing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5364</td>
<td>Data Warehousing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5318</td>
<td>Information Technology in the Digital Economy</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5357</td>
<td>Computing for Data Analytics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5370</td>
<td>Enterprise Resource Planning and Business Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5378</td>
<td>Information Security Policies and Compliance</td>
<td>3</td>
</tr>
<tr>
<td>CIS 5395</td>
<td>Internship in Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>QMST 5332</td>
<td>Quantitative Methods</td>
<td>3</td>
</tr>
<tr>
<td>QMST 5334</td>
<td>Advanced Statistical Methods for Business</td>
<td>3</td>
</tr>
<tr>
<td>QMST 5335</td>
<td>Introduction to Forecasting and Simulation</td>
<td>3</td>
</tr>
<tr>
<td>QMST 5336</td>
<td>Analytics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 36

¹ Students must satisfy all prerequisites of a graduate course before enrolling. These prerequisites include the background course or its equivalent and undergraduate accounting courses, if applicable.

² At least one but not more than two of the four must be an Accounting course.