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Admitted Students

Included in this handbook are department policies and procedures regarding graduate study in the Information Systems Department. It is the student’s responsibility to be familiar with these policies and procedures. Questions regarding academic progress and admissions should be directed to the MISM advisor at mism@byu.edu or 801-422-5602. Exceptions to these policies must be approved through the Director of the MISM program by means of a written petition submitted to the Director.

Required Coursework:
The MISM is a non-thesis program, meaning that students are not required to write and defend a thesis as part of their program requirements. However, all required coursework must be completed for students to qualify for graduation.

BSIS Core and Undergraduate (pre-req):
- IS 100, 102, 201, 303
- ACC 200
- STAT 121
- ECON 110
- MCOM 320
- IS 401, 402, 403, 404, 411, 413, 414 & 415
- BUS M 387—Economics of Strategy

General Management:
- BUS M 582—Managerial Ethics
- BUS M 581—Strategic Management

MSM Core:
- BUS M 201/FIN 201—Business Finance
- BUS M 530—Operations Management
- BUS M 540—Organizational Behavior
- BUS M 241—Marketing Management

Systems Required Courses:
- IS 531—Enterprise Infrastructure
- IS 550—MISM Capstone Introduction
- IS 551—Leading Change in a Technical Environment
- IS 552—MISM Capstone Project
- IS 555—Data Mining for Business Intelligence
- IS 560—Information Security Management
- IS 562—Project Management

Electives:
15 hours of approved MISM elective courses. A list of possible electives is available outside the department office, 790 TNRB, or on-line at http://mism.byu.edu.
**Personal Conduct:**

As a condition of admission into the Master of Information Systems program, students agree to follow both the spirit and letter of the Brigham Young University Honor Code. In addition, information systems students must learn how to hold positions of trust and responsibility in the business community and acknowledge that the highest standards of reasonable and ethical behavior are part of the programs of study in the Information Systems Department (ISD). Students may be removed from the ISD programs for failure to follow these standards. The Executive Committee of the ISD is a proper place to decide questions of removal.

**Work Limitation:**

MISM students are allowed to work no more than 20 hours a week during Fall and Winter semesters while enrolled. Any exceptions to this policy must be approved by Dr. Marshall Romney, Chairman, or Dr. Rayman Meservy, Associate Chairman, of the Information Systems Department.

**Enrollment Requirement:**

Full-time enrollment and satisfactory progress toward graduation during Fall and Winter semesters are required while in the program. Independent Study courses DO NOT count toward the enrollment requirement. Enrollment in a minimum of 2 day continuing credits is required during the semester or term that a student graduates.

**GPA Requirement:**

MISM students are required to maintain a minimum 3.0 graduate major GPA throughout their time in the program. If the graduate major GPA falls below a 3.0 at any time or if a student performs poorly on a consistent basis, this is grounds for dismissal from the program. A minimum 3.0 graduate major GPA is required to graduate. Academic performance is evaluated each semester; however, it is the student’s responsibility to monitor progress and insure that the requirement is being met.

The graduate GPA is calculated on all graduate courses designated as MAJOR or ELECTIVE on your graduate progress report found on AIM and does NOT include any courses designated as PREREQ, undergraduate requirements, or any elective graduate-level courses taken, but which are not listed on the progress report.

**Progress Evaluations:**

Student performance is evaluated twice each year by Satisfactory, Marginal, or Unsatisfactory rankings. Marginal and unsatisfactory ratings result in a registration hold being put on the student’s account. To remove the hold, students must meet with the MISM advisor to create an improvement plan. Students will receive notification from the department regarding evaluations.

**Graduate Studies Policy—Graduate Evaluations:**

“Departments should encourage students to complete their degree programs in a timely fashion. Departments formally monitor each graduate student’s progress twice during the academic year, at clearly designated times, and inform the student in writing of his or her status. If marginal or unsatisfactory progress is noted, the student should be advised in writing what they need to do, when it needs to be accomplished, and whom to contact for help in order to demonstrate satisfactory progress.

Students who receive an unsatisfactory ranking or do not receive an evaluation will not be eligible to obtain financial aid. The Financial Aid Office is required by federal regulations to evaluate a student’s performance to ensure that the student will be able to graduate within the maximum time frame....
I. “Departments will monitor graduate student progress twice each academic year.
   a. The graduate faculty or a committee consisting of graduate faculty (at least the
      student’s thesis/dissertation advisory committee or program advisor [for non thesis
      programs] and the graduate coordinator) discusses the progress of each student.
   b. Each student is rated as making satisfactory [SAT], marginal [MARG], or unsatisfactory
      [UNSAT] progress.
   c. Students are notified in writing of their progress.
   d. Students making marginal or unsatisfactory progress are informed:
      i. What they need to do to make satisfactory progress.
      ii. When each task needs to be accomplished.
      iii. What faculty member(s) they should contact for more information or support.
      iv. What will happen if these tasks are not accomplished (e.g., an unsatisfactory
          rating for the next semester, termination from the program, etc.).

II. “Two unacceptable ratings will have the following consequences:
   a. If a student receives a marginal and an unsatisfactory or two unsatisfactory ratings in
      succession the university will:
      i. Terminate the student’s program at the conclusion of the semester (NOTE: ...A
         termination letter will be sent to these students unless Graduate Studies
         receives a Petition for Exception from the student’s department).
      ii. OR Graduate Studies will receive a Petition for Exception (OGS Form 2) from
         the students’ department making a convincing case that the student be given
         another semester to demonstrate satisfactory progress. A copy of a contract to
         completion listing student and faculty responsibilities and a time line must be
         attached. This document will include the signatures of the student and the
         student’s graduate committee. Note: The completion deadline in AIM will be
         shortened based on the contract to completion.

III. “If a student receives marginal rating in one semester and is not making satisfactory progress in
      the next semester, the student should be rated as making unsatisfactory progress. In other
      words, a student should not be rated as making marginal progress in two sequential semesters.
      Failing to correct marginal progress is unsatisfactory...”

Departmental Guidelines—Graduate Evaluations:
The Information Systems Department adheres to the policies set in place by the Graduate Studies Office
regarding Graduate Evaluations. See below for specific examples and results of satisfactory, marginal, and
unsatisfactory progress.

A. Examples of Satisfactory (SAT) progress are as follows:
   1) Maintaining an MISM / Graduate GPA of 3.3 or above (this includes all MAJOR and ELECTIVE
      classes listed on the graduate progress report).
   2) Following the approved graduation plan as set at the beginning of the program; OR if changes
      need to be made to the plan, ensuring that such changes are approved BEFORE the fact.
   3) Maintaining full-time enrollment (a minimum of twelve credits per semester in Fall and Winter)
      throughout the program.
   4) If a Marginal or Unsatisfactory rating has been given, a Satisfactory rating is granted when the
      student creates a plan of improvement with the MISM advisor and adheres to this plan.
B. **Marginal (MARG)** evaluations are given for reasons which include, but are not limited to:
   1) Significant deviation from the approved graduation plan without prior approval (e.g. delaying the graduation semester, dropping below full-time enrollment, taking unrelated coursework, etc.)
   2) Receiving less than a 3.0 GPA in a semester
   3) Poor performance in major/elective coursework
   4) Repeating major/elective coursework without approval
   5) Overall MISM / Graduate GPA dropping to between 3.3 and 3.0 (this includes all MAJOR and ELECTIVE classes listed on the graduate progress report).
   6) Failing a course

C. **Unsatisfactory (UNSAT)** evaluations are given for reasons which include, but are not limited to:
   1) Overall MISM / Graduate GPA drops below 3.0 (this includes all MAJOR and ELECTIVE classes listed on the graduate progress report).
   2) Continued poor performance after a “Marginal” evaluation is given and a plan of improvement is set in place.

**Graduation Timeline:**
Significant deviation from the graduation plan set in place at the time of admission without prior approval (including, but not limited to, delaying the graduation semester, dropping below full-time enrollment or taking unrelated coursework) is grounds for dismissal.

**Graduate Tuition Requirement and Pay Grad Info:**
The Graduate Tuition (Pay Grad) Date on the on-line Grad Plan indicates when MISM students are scheduled to begin paying graduate tuition. The Pay Grad date is determined when a student is admitted and fills out an initial graduation plan. Unless that date is changed by submitting a Change Form to the MISM Academic Advisor, the student’s name will be submitted to the Graduate Studies Office a full semester before the Pay Grad Date to begin the process that will change the status from undergraduate to graduate. For this reason, it is VERY important that the Pay Grad Date be accurate. When a student changes status from undergraduate to graduate, the status CANNOT revert back to undergraduate. If students are admitted to the integrated graduate program, they are still considered undergraduate until they begin paying graduate tuition.

MISM students must be enrolled full-time and pay graduate tuition during their final two semesters in the program. Spring AND Summer terms together count as one semester; and students must be enrolled full-time in both Spring AND Summer terms to have them count as full-time enrollment. When students change from undergraduate to graduate student status, they are required to pay graduate tuition for all courses taken after that point, regardless of the course level.

**Graduation:**
Students must have a minimum of 150 (one hundred fifty) university credit hours to receive the MISM and BSIS degrees concurrently. At least 30 (thirty) of those hours must be graduate-level coursework (i.e. coursework designated as MAJOR or ELECTIVE on the graduate progress report). Students must have a program (MISM) GPA of 3.0 or higher to qualify for graduation with the master’s degree.

**Applying for Graduation:**
All students must submit an on-line application for graduation by the posted university deadlines (see [http://registrar.byu.edu/registrar/graduation/](http://registrar.byu.edu/registrar/graduation/) and [https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8_current.pdf](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8_current.pdf)).
1. Integrated BSIS/MISM
   a. Integrated students must graduate with the undergraduate and master’s degrees at the same time. Two separate applications must be submitted, both of which are available through myBYU. To apply for graduation for the undergraduate degree, students fill out an on-line application, pay a $15 graduation application fee and visit with a graduation advisor in the undergraduate programs office in 460 TNRB. To apply for graduation for the master’s degree, students will submit a separate on-line graduation application and visit with the MISM Advisor—no fee is required for the graduate application. Please note that the deadlines for undergraduate and graduate applications are different.

2. Graduate Students only
   a. Students will submit an on-line graduation application by the appropriate deadline via myBYU and visit with the MISM Advisor – no fee is required for the graduate application.

**Exit Interview and Survey:**
Completion of the on-line Marriott School Exit Survey AND an in-person exit interview with a faculty member are graduation requirements for the MISM program. These requirements will be listed on your ABC report when you begin paying graduate tuition. You will receive reminders of these requirements during the semester you graduate.

**Graduation Plan Changes:**
Once admitted to the MISM, changes to your graduation plan must be made on-line and submitted to and approved by the Graduate Academic Advisor to ensure timely graduation. Failure to notify our office of a change and failure to have that change approved may result in delayed graduation or the payment of extra graduation tuition.

**Transfer Credit:**
Current Graduate Studies policy states that there is not a “transfer” option for graduate study like there is often in undergraduate work. Students wishing to pursue graduate study at BYU must follow the formal application process, be admitted to a graduate degree program, and fulfill all program requirements to receive the degree. An applicant may petition through the department to transfer courses taken at another institution to be counted towards the graduate degree, but these courses cannot exceed 25% of the total number of required credits. For example, if a program requires 30 hours, a maximum of 7 credits may be transferred. The Information Systems Department determines whether the transfer courses may be used to fulfill program requirements, in accordance with policies set by the Graduate Studies Office.

**Financial Aid:**
The Information Systems Department utilizes the Marriott School’s financial aid provisions. Qualified students can receive aid from the following: the Marriott School Scholarship Fund, private scholarship donations, assistantship awards, and loan assistance.

**Scholarships:** The Marriott School of Management offers scholarships to Marriott School students through the college, departments and programs. **NOTE:** Students must submit an on-line application at marriottschool.byu.edu/aid to be considered for all scholarships that the Marriott School offers, including departmental scholarships. Awards are based upon completion of an application, and on GPA and satisfactory progress in the program. Also note that students paying graduate tuition are not eligible for BYU undergraduate scholarships.
Assistantships: Research and teaching assistantships are available for qualified students. Funding decisions for these assistantships are made by individual faculty members.

Loans: Several loans are available for Marriott School students:
- Marriott School Loans: available to full-time Marriott School day students. Marriott School loans are handled on an individual basis, dependent on financial need and standing within the participating program.
- BYU Short-Term Loans: available for up to the cost of tuition only.

More information on and applications for these loans are available from the BYU Financial Aid Office, A-153 ASB, (801) 422-4104, e-mail: financial_aid@byu.edu.

Prospective Students

The Master of Information Systems Management (MISM) degree is a five-year integrated option for BYU students in the Bachelor of Information Systems program, as well as an option for students who have already completed a bachelor’s degree. Admission decisions for the MISM program are made by an admissions committee made up of faculty in the Information Systems Department. The majority of those admitted are integrated students. Applicants are admitted for entrance in the Fall semester only of each academic year.

The application process differs for external and internal applicants (see below). Read carefully to ensure that you complete the appropriate pre-requisites and requirements. Completion of the Graduate Management Admissions Test (GMAT) is required for all applicants not currently enrolled in the BS of Information Systems program. No other exam may substitute for the GMAT. Please note that meeting or exceeding admission criteria does not guarantee admission.

External Applicants:

External applicants are individuals who have already completed a bachelor’s degree (in Information Systems or otherwise) and are applying for the master’s degree option. Please note that strong preference is given to applicants who have completed a degree in Information Systems.

The deadline for external students to apply to the MISM program is March 1 of the desired entrance year. Admission is granted for entrance in the Fall semester only. The application is on-line through the Office of Graduate Studies (http://graduatestudies.byu.edu). International applicants should take special note of the additional requirements for degrees awarded outside the United States.

All portions of the application (including application fee, statement of intent, letters of recommendation, GMAT and other exam scores, degree evaluations, etc) must be submitted by the deadline for the application to be considered complete. Incomplete applications will not be considered. Applicants should receive notification of the admission decision near the end of May of the application year.
How to Apply

1. Applications for admission to the Master of Information Systems Management (MISM) program of the Information Systems Department are submitted through the Office of Graduate Studies (http://graduatetudies.byu.edu, “Admissions”).
2. Applicants will not be considered until all application requirements have been met, including payment of the application fee.

External Application Requirements

1. Please note that meeting or exceeding the minimum application requirements does not guarantee admission.
2. All portions of the on-line application completed and submitted by March 1 (Fall entrance only) through the Graduate Studies office. Includes a $50 application fee.
3. GMAT general test scores; no other test may substitute.
   a. Scores below 600 are usually not considered competitive for admission. All exam sections are required. The GMAT exam may be retaken without penalty—i.e., we do not average the scores, but use the highest.
4. TOEFL or IELTS scores for international students
   a. See “Application guide and checklist” as mentioned in the section “International Applicants”
5. BS degree in Information Systems. On very rare occasion applicants with BS degrees in business, accounting, or other disciplines may be considered upon the completion of the pre-requisite information systems coursework listed below. A student may be enrolled in their prerequisite courses at the time of application, but they must show proof of enrollment. Prerequisites must all be complete before fall semester begins.
6. The cumulative undergraduate GPA of the most recently completed undergraduate degree (and including all systems courses) which must be a minimum of 3.0; our average is 3.7.
7. Prerequisite Courses. The BYU course names and numbers are listed below for comparison only. All of the prerequisite coursework must be satisfied by equivalent classes from a U.S. university or college; applicants lacking these prerequisites will not be able to complete the classes at BYU.

   a. Business Fundamentals Prerequisites (to be completed BEFORE entrance into the program)

      i. Financial Accounting (Acc 200 at BYU)
      ii. Introduction to Economics (macro & micro) (Econ 110 at BYU)
      iii. Mathematics (Math 116/118 at BYU)
      iv. Introduction to Statistics (Stat 121 at BYU)
      v. Management Information Systems (IS 201 at BYU)
      vi. Intro to Computer Programming (IS 303 or CS 142 at BYU)

   b. IS Core Equivalents (to be completed BEFORE entrance into the program)

      i. Systems Analysis
      ii. Database Systems
      iii. Principles of Business Programming
      iv. Data Communications
      v. Systems Design and Implementation
      vi. Enterprise Application Development
      vii. Business Process and Controls
International Applicants

1. In addition to the requirements above, international applicants must follow the procedures and requirements listed on the Office of Graduate Studies website, (http://gradestudies.byu.edu), under “Future Students / Admission Information”.
2. Read carefully the “Application Instructions” and the “Application Guide (PDF)” available in the same spot. These contain important university requirements for international applicants which must be met before your application can be considered.

General Information

1. Tuition
   a. You may view tuition costs by visiting the Graduate Studies website at the following address: http://gradestudies.byu.edu/costs-and-financial-aid. Please note that the Marriott School of Business requires different tuition than the general university tuition and fees.

2. Scholarships / Financial Aid
   a. Many forms of financial aid are available to graduate students in the form of teaching and research assistantships and department and Marriott School scholarships. Admitted students may apply for partial departmental scholarships after completion of the first year of graduate study. These awards are based on GPA and satisfactory progress in the program. Funding decisions regarding teaching and research assistantships are made by individual faculty members.

Internal Applicants (Integrated):

- Internal applicants are students who are currently in the BYU Information Systems Core and are applying for the integrated Bachelor’s / Master’s option. The deadline for internal students to apply to the BSIS / MISM Integrated program is the last working day of March at 4:30 PM. The application is on-line through the Marriott School (http://marriottschool.byu.edu). Please note that the integrated option is not available for students not admitted to the BS of Information Systems program.

Incomplete applications will not be considered. Admission decisions for internal applicants should be available near the end of May of the application year.

Internal Application Requirements

1. On-line application through the Marriott School (http://marriottschool.byu.edu) completed and submitted by the last working day of March (Fall entrance only). Includes a $50 application fee.
2. Completion of the BYU Information Systems Core (i.e. IS 401, 402, 403, 404, 411, 413, 414, 415) with an average Core GPA of 3.0 or higher.
3. Please note that meeting or exceeding the minimum application requirements does not guarantee admission.

If you have additional questions or need assistance, please visit our website at http://mism.byu.edu or contact the Information Systems Department at (801) 422-5602, or via e-mail at mism@byu.edu.