

Master of Science in Finance
Academic Policies & Codes

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UNIVERSITY OF NOTRE DAME | MENDOZA COLLEGE OF BUSINESS

Agenda

- Academic Requirements
- Academic Codes
- Registration
- What to expect this summer



Introductions



Katherine Spiess
MSF Academic Director



Michael Meyer
Teaching Professor
Accountancy



Xiaojing Duan
Associate Teaching Professor
IT, Analytics, and Operations



Christine Gramhofer
Director of Mendoza Grad Life



Andrew Wendelborn
Associate Advising Professor
Senior Assistant Dean for Advising
and Academic Operations



Tabitha Kingsbury
Associate Director
Mendoza Grad Academic Advising



Mindy Evans
Career Development

Mendoza Graduate Academic Advising

- General resource and support for your academic experience
- Academic advising
- Liaison to university resources
- Collaborate with academic departments and other program administrators on curriculum and scheduling
- Work closely with faculty to resolve academic and student challenges

As your academic advisor, I am here as a resource for your success.

Expectations for You

- Schedule consistent appointments, and come prepared
- Thoroughly *read and review* academic/program communications and act when prompted
- Understand importance of maintaining a level playing field
- Be present in class - Attendance required
- Keep up with class work
- Discover and utilize ND resources

Program Requirements

MSF

- 38 credits of MSF Classes
  - 11 credits of Summer (early Fall) Semester Courses
    - Financial Accounting
    - Negotiations
    - Python for Finance
    - Corporate Finance
    - Bridge to Success
    - Excel Crash Course
  - 14 credits of Fall Semester Courses
  - 13 credits of Spring Semester Courses
- Maintain 2.8 cumulative GPA



Communication with Faculty

- Faculty own their classroom (content; learning team; grading)
- Attendance Policy
- Exam Schedule
- Managing Conflicts
  - In attendance from first day of term through end of term finals
  - avoidable v. unavoidable
  - transparency and advance notice

Academic Resources

- Academic Accommodations – Sara Bea Accessibility Services
  - studenthealth@nd.edu
  - 574-631-7141
  - https://studenthealth.nd.edu/center-for-student-support-and-care/accommodations-support/
- ND - Mendoza IT
  - mendozait@nd.edu
  - 574-631-7896
- Faculty



Academic and Community Expectations

- Academic Code of Business Graduate Programs
  - Policies and regulations governing attainment of academic credit and degrees
- Graduate Academic Code of Honor
  - Student and faculty expectations & responsibilities for honorable conduct in all academic activities
- du Lac: A Guide to Student Life
  - Central resources for ALL students (undergraduate, graduate, professional)

Each of these documents can be found on the Student Portal Resources Hub

Academic Code

- Section 4.3 Grades
  - Passing grades: A (4.000) through C- (1.6667) or “S”
- Section 5.3.1 In Good Standing
  - “To maintain academic good standing, a business graduate student must achieve a cumulative G.P.A. of at least 2.800 in every semester.”
- Section 5.4.1 Academic Dismissal
  - Dismissal will result from:
    i) two consecutive terms on probation
    ii) a term G.P.A. below 2.300

**** You must complete all your classes with a passing grade. Courses are only offered once an academic year.****

Honor Code Pledge

- Every Notre Dame graduate business student is expected to make the ethical and moral commitment to act honestly and to not tolerate academic dishonesty on the part of other students.
- **The Graduate Business Honor Code Pledge**

  "The MCOB graduate business students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenge posed by the world, agree to accept the responsibilities for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, and to abide by the principles and procedures in this Honor Code."

Registration

- Administrative Block Registration for semesters
  - Ensure you do not have holds on your account
    - Most common holds are Health Center - Immunization Data or Student Accounts holds
    - Advisors cannot override or see details on the hold. You must manage your holds with the appropriate university department.

- Can view your schedule via Inside.nd.edu (search “schedule”)

Roll Call

- Required each semester that you are enrolled in.
  - Inside.ND.edu
    - “Roll Call”
      - Declare your intent to take courses this semester
      - Update information as necessary

- Students **must** complete Roll Call or will be separated from the university.

Summer Tips & Reminders

- Focus on getting a good start; don’t get behind
- Challenges of academic rigor of accelerated classes
  - Treat the program as your job
- Utilize the community of support and resources
  - University resources
  - Faculty & Staff
  - Classmates
- Ask questions and seek assistance early

Tips & Reminders

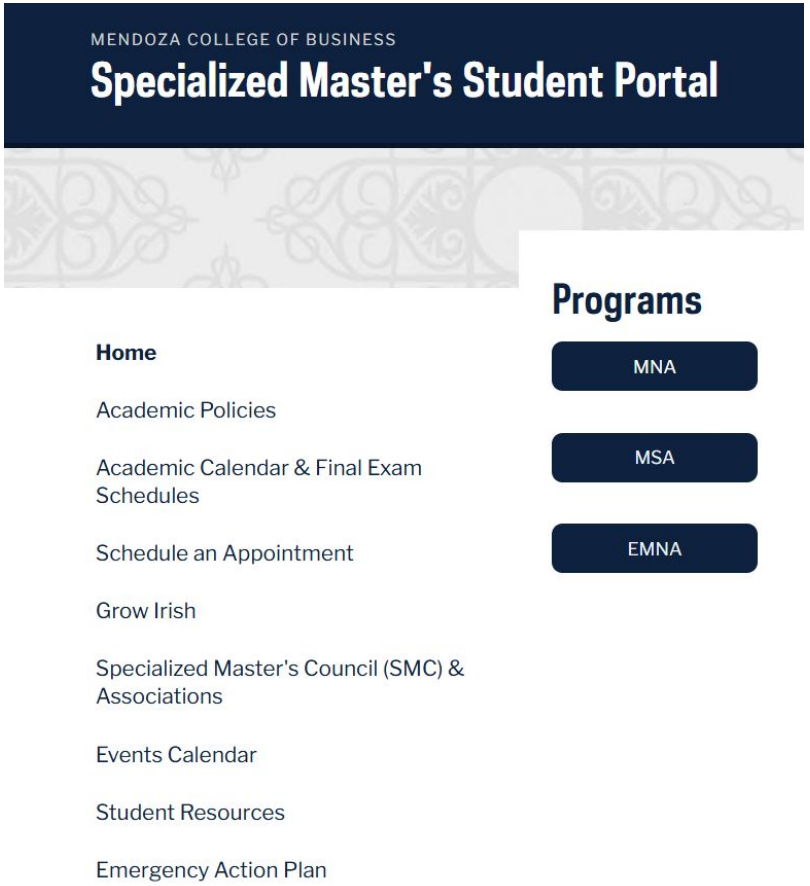
- Get Ahead Early
- Accept Responsibility
- Comparison v. Confidence
- Syllabi & Learning Outcomes
- Graduate mindset



Specialized Masters Portal

https://mendozamsportal.nd.edu/

- Academic Policies
- Academic Calendar
- Events Calendar
- Student Resources
- MSF - Curriculum



Where to find your academic advisor?

- Mendoza room 101
  - Typically, Fridays are my remote work day



- Schedule appointment via my calendar link
  - Drop-In is also available

- tkingsb2@nd.edu

Questions?

GROW THE GOOD IN BUSINESS

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