

Master of Science in Digital Marketing
Academic Policies & Codes

GROW
THE GOOD
IN BUSINESS™

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Senior Assistant Dean for Advising and Academic Operations

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Introductions



Andrew Wendelborn

Associate Advising Professor

**Senior Assistant Dean for
Advising and Academic Operations**



Cathi Kennedy

Associate Director

Mendoza Graduate Academic Advising

Agenda

- Academic Requirements
- Academic Codes
- Resources - what and where
- Registration



MSDM Program Requirements

- 34 credits
- Maintain 2.8 cumulative GPA
- Participate fully in all courses

Mendoza Graduate Academic Advising

- Academic advising
- General resource and support for your academic experience
- 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 an appointment if you have questions!
- 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

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
- ND - Mendoza IT
 - mendozait@nd.edu
 - 574-631-7896



Specialized Masters Portal

<https://mendozamsportal.nd.edu/>

- Academic Policies
- Academic Calendar
- Events Calendar
- Student Resources

Student Portal Hub

Home › Student Portals



MBA Portal 



Specialized
Masters Portal 



EMBA Student
Portal 

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)

All 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](https://inside.nd.edu) (search “schedule”)

Roll Call

- Required each semester that you are enrolled in.
 - [Inside.ND.edu](https://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.

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

Where to find your academic advisor

- Stayer suite 300
- Schedule appointment via my calendar link
 - Drop-Ins also available



Questions?

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OF BUSINESS



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