



ANDERSON

Graduate Programs Student Handbook

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Welcome

We are delighted that you have chosen the Anderson School of Management for your graduate education. We look forward to welcoming you into our Anderson community. We hope to challenge you, 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 the 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 needed to be engaged and well-informed citizens, as well as 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.

Directory, Addresses, Contact Information, and Maps

Anderson School of Management Graduate Programs Directory:

Alina Chircu, PhD, Dean of Anderson School of Management

Matthew Vallejos, MBA, Manager of Graduate Student Success & Advisement

Madeline Lionbarger, MBA, Supervisor of Graduate Admissions & Enrollment

Beverly Bracker, JD, Executive MBA Manager
Advisor for Executive MBA students

Keila Gutierrez, MA, Med, LMHC, Senior Student Success Specialist
Advisor for MBA and Online MBA students

Maria Hazel Mendoza Jayme, Senior Student Success Specialist
Advisor for MSPM and MSCBA students

Allicia Moya, MEd, Senior Student Success Specialist
Advisor for MACCT students and recruiter for Anderson graduate programs

Annie Glisson Strohl, Admissions Coordinator for Anderson School of Management

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

Contact Information:

Phone Number: 505.277.2525
FAX: 505.277.8436
Email: andersongrad@unm.edu
Website: <https://www.mgt.unm.edu/>

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 academic 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 Catalog](#)

[University of New Mexico Pathfinder](#)

[University of New Mexico Faculty Handbook](#)

Code of Professional and Ethical Conduct

Anderson is committed to maintaining an expectation of high-level professionalism and integrity in all that we do. The two core values of 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's Professional and Ethical Codes of Conduct can be viewed [here](#).

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 in a professional manner. 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 [list of trainings](#) available to the campus community, including biases, intersectionality, and responsible leadership. In addition, the UNM School of Law 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. We encourage everyone to engage with these materials and be an active partner in the creating an Anderson 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, both in and out of the classroom (i.e. internships, meetings, student groups, and other activities). Professionals pay attention to one another, actively 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, staff, and other 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. Thus, all students are expected to adhere to the following standards of professional behavior:

In the Classroom:

- Arrive on time to class and be 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 other students
- Treat classmates, professors, and teaching assistants with respect and courtesy at all times
- Fully participate in all classroom activities as outlined in the instructor's syllabus
- Foster academic honesty

Outside the Classroom:

- Treat all email correspondence with faculty, staff, and other students as professional communication
 - Tips and examples of proper email etiquette can be found [here](#)
- Be a responsible group member by attending group meetings and fully contributing 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 and show up on time, especially those with employers, advisors, faculty, and fellow students
- Foster research integrity and academic honesty

In and Outside the Classroom:

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](#) and [UAP Policy 2740](#))
- Shouts and profane/offensive language (see [UAP Policy 2240](#))
- Degrading or demeaning comments (see [UAP Policy 2240](#))
- Discriminatory or harassing behavior/language (see UNM's [Discrimination and Harassment Policy 2720](#))
- 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](#))
- Misconduct in research or misdirection during the process of generating new knowledge (see [Faculty Handbook Policy E40](#))

Academic Conduct and Expectations - Students

[The University of New Mexico Student Code of Conduct](#) 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.” Students are also expected to adhere to the [Academic Dishonesty Policy](#).

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 for additional information. Cases of research misconduct are investigated by UNM’s Office of the Vice President for Research and guided by [Faculty Handbook Policy E40](#).

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

- Plagiarism – using another’s words, ideas, data, or materials and representing them as your own. This includes copying 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 or copying digital exams
 - 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 adhere to and understand all degree program requirements. Students must maintain the minimum required grade point average, as well as satisfactory academic standing and progress toward their degree. Anderson faculty and graduate advisors are available to support graduate candidates in planning their course of study, but ultimately, the responsibility of meeting degree program requirements falls on the students. Please schedule a meeting with your advisor as soon as possible if you have any questions related to courses or your degree program requirements.

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.

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

Three Semester Continuous Enrollment

All students who are admitted and complete at least one semester in graduate status remain active with the ability to register for three consecutive semesters (including summer). For example, if a student takes a class in Fall 2023, the student may skip Spring 2024 and Summer 2024 without penalty; however, this student must enroll in courses during the Fall 2024 semester in order to remain active. Students not enrolled by the published registration deadline of their third semester must apply for readmission.

It's important to note, students who are admitted to one of our programs but do not enroll in courses during their first semester of admission will go into inactive status immediately after their first semester and will have to apply for readmission.

Stop-Out

Students may take time away from a program in two ways. The first way is through a "stop-out." A stop-out does not require prior approval. A student simply stops taking courses and goes into inactive status after the 3 semesters of not being enrolled. A stop-out does not pause the "time-to-degree" clock; thus, all degree requirements must be completed within seven years regardless of the number of stop-outs. If a student is inactive for three semesters, the student must apply for readmission.

Leave of Absence

A student unable to continue graduate studies due to exceptional circumstances, may request a formal leave of absence in advance. A leave of absence is determined on a semester-by-semester basis and is limited to a maximum of three semesters. An approved formal leave of absence is not counted in a student's time to degree, allowing the student to complete all requirements within eight years instead of seven. In order to be granted a Leave of Absence, a student must be in good academic standing with a cumulative GPA of 3.0 or higher.

To request a leave of absence, a student must write up a short statement for the reason of the request and include the semester(s) the student plans to be out. The written request should be addressed to the Anderson School of Management Entrance and Credits Committee and emailed to andersongrad@unm.edu.

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 online [here](#).

Directory information may be released to the public unless the student has formally 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.

UNM NetID

Each student must create a UNM NetID. Your NetID and password provide access to various UNM online services, including but not limited to:

- 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 package
- Paying your tuition bill
- Accessing UNM's Online Library
- 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. You will need your Banner ID number located at the top of your admissions letter to create your NetID. Click [here](#) to your UNM NetID. If you need help creating your NetID, you can contact [UNM's IT Services](#).

LoboCard

All admitted students may obtain a physical Lobo Card. Your LoboCard allows you to:

- Access buildings on campus
- Check out materials from UNM's libraries
- Receive discounts at the UNM Bookstore on specified items
- Attend athletic events
- Utilize Student Health and Counseling (SHAC) services
- Take advantage of recreational services
- Utilize 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
- Receive local discounts at various establishments

Learn more at lobocard.unm.edu

Financial Aid and Student Funding

[UNM Financial Aid Office](#)

[Anderson Scholarship Application](#)

[Graduate Scholarships](#)

Registration

Course Sequencing

Students must take any courses required for admission to their program within specified timeframes. Once admitted, students are expected to complete all prerequisite and core requirements.

Core courses may be offered during the fall, spring, and/or summer semesters. In some cases, core courses may only be offered once per year. It is recommended you work with your advisor to plan your courses in advance.

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

Course Load

Fall and Spring Semesters

- Full-time status for graduate students is considered nine or more credit hours per semester*
- Part-time status for graduate students is considered 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 Semesters

- Full-time status is considered six credit hours
- Part-time status is considered five credit hours or less

Schedule of Classes

You can find the schedule of courses in the registration portal located on [MyUNM](#) once registration has opened for the following semester. You can also view the schedule of courses [here](#) and [here](#).

Registration

Here is how to register for classes:

1. Log into [MyUNM](#) with your NetID and password
2. Select "Enter LoboWeb"
3. Once in LoboWeb, select "Registration and Records"
4. Then select Registration (Add/Drop classes)
5. Make sure to press "submit" after adding courses. If your registration for a course shows "pending," you have not fully registered for the course.

This [video](#) demonstrates how to register for courses.

Course Add/Drop Deadlines

Students are responsible for knowing and adhering to the add/drop deadlines set forth by the Office of the Registrar. You can find the deadlines listed [here](#).

Tuition

You can view current tuition rates and fees [here](#).

Follow these steps to pay your tuition bill:

1. Log onto [MyUNM](#) with your NetID and password
2. Click "Enter LoboWeb"
3. Select "Make Payments"
4. Select "Bursar Account Suite"
5. Select "Make a Payment"
6. Enter payment information

You can also set up payment plans through your Bursar Account Suite located on [MyUNM](#). You can find more information [here](#). You can find information about billing statements and dates listed [here](#). For questions related to tuition, fees, payments, or your bill, please contact [UNM's Bursar's Office](#).

Financial Disenrollment

Students who fail to pay their 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 may also receive a Bursar's hold placed on their account if they fail to pay their tuition bill on time.

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

Academic Standing

To remain in good academic standing, students are expected to maintain a cumulative graduate GPA of 3.0 or higher throughout their graduate degree program. Students who fall below a cumulative 3.0 GPA are at risk of being placed on probation or suspension from the program. More information about probation and suspension is listed later in this document.

Grade Requirements for Graduation

In order to earn a graduate degree at the University of New Mexico, students must have a cumulative graduate GPA of 3.0 or higher at the time of degree completion; therefore, any students who have a cumulative graduate GPA less than a 3.0 will not be able to graduate.

Students may not graduate with incompletes (I) or unrecorded grades (NR) pending in any graduate course. Also, students cannot graduate while on probation.

Courses taken to meet undergraduate deficiencies/degree program 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. Even though students may earn up to six credits of C's in the program, they still must have a graduate cumulative GPA of 3.0 or higher in order to graduate.

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

Graduate Credit

In general, courses numbered 5xx, 6xx, and 7xx are available for graduate credit. Additionally, only a handful of 3xx or 4xx courses are available for graduate credit, and these courses are marked with a single asterisk in the online UNM catalog. It is the *student's responsibility* to check if a course will count for graduate credit and/or towards their graduate degree program. 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](#).
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. Also, graduate credit cannot be earned by examination as in the College Level Examination Program (CLEP).

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, only 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](#). 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

A student may be allowed to transfer up to 12 credit hours 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, transfer work is not

guaranteed and must be approved by an advisor. Transferred courses must match a correlating Anderson course. No more than 12 credits of transfer work will be accepted.

Additionally, if a student wishes to change programs within Anderson. That student may be allowed to transfer up to 12 credit hours of relevant coursework to a new Anderson program. After the completion of 12 credit hours of coursework in one Anderson graduate program, students are no longer able to transfer to a different Anderson program.

Note, coursework that has already been counted toward a previous degree *cannot* be counted again toward any other degree. The only exception to this rule is if a student has received permission ahead of time, such as through shared credit. A non-shared credit student is allowed to take a maximum of 6 credit hours of approved graduate coursework during undergrad that may be later applied to a graduate degree program.

Shared Credit

Students who are part of an approved shared credit program are able to take graduate level coursework during their last year of undergraduate studies that can later be applied towards a master's degree program. A student must be approved as a shared credit student prior to acceptance into a master's degree program. A shared credit student may take a maximum of 9 credit hours of graduate coursework that may be applied to a graduate degree program.

A grade of "B" or better is required in order for courses to be applied toward the graduate degree. If a student takes a leave of absence or becomes inactive, the student is no longer eligible for the shared-credit program, and any courses taken during their undergraduate studies are no longer applicable to a graduate degree upon readmission.

Dual Degree Policy

Students may pursue a dual degree between two Anderson programs. Students interested in a dual degree must apply and be accepted into the dual degree program within their first academic year as an Anderson student (3 semesters, including summer). Students will not be allowed to pursue a dual degree if they miss the one-year application cutoff. Dual degree students are allowed to share a maximum of 12 credits between both programs.

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
2. Graduate Credit Authorization card (available [here](#)) must have been filed with Records and Registration
3. A grade of "B" (3.0) or better has been earned
4. The course meets all other degree requirements, including time to degree limits
5. A maximum of six credit hours of approved graduate-level courses taken in undergraduate status may be applied unless student is a shared credit student in which case 9 credits 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 a degree may not be applied again toward another degree (unless approved ahead of time for shared credit).

Grade Options

All grade options are explained in the transcript key, available [here](#).

The University of New Mexico uses a fractionated grading system. The following list includes grade options and associated grade points for Anderson graduate courses:

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 IF (0.0).
AUDIT	Recorded for completion of enrollment in an audited course. No credit is earned for an audited course.
W	Withdrawal. Used for courses that have been withdrawn after the deadline. 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. W grades are not calculated in a student's GPA.

NOTE: Graduate students may not be assigned C-, D+, D or D- grades. Anything less than a C is considered an F.

Grade requirements for graduation, probation, suspension, and all other grade instances are explained in the UNM graduate catalog, accessed [here](#).

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 and MGMT 601, Anderson courses cannot be taken under the CR option or be applied towards a degree program.

Incomplete (I) Incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. An incomplete grade may be given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a semester or session. Note, incomplete grades that are not completed within one year will become an F.

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

Repetition of a Course Any core course that has resulted in an F must be repeated. A student is allowed to repeat a maximum 9 credit hours of coursework during their time in the program. A student may only repeat a course for credit

one time. Students must complete the grade replacement process after repeating a course in order for the first attempt to be exempt from the student's GPA. Note, both attempts with final grades listed will still be posted on the student's transcript, but only the second grade will be included in the cumulative GPA (as long as the student completes the grade replacement process).

Academic Probation and Suspension

All Students are required to maintain a cumulative graduate grade point average of 3.0 or higher. If at the end of any semester a candidate's grade point average falls below this minimum, the student will be placed on academic probation. A student is allowed a maximum of three semesters of probationary status prior to suspension. Students on academic probation are not eligible to hold assistantships, nor are they allowed to graduate.

A student will be 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.

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 degree program. Suspended students are not eligible to reenter graduate studies at UNM for a period of one calendar year from the date when disenrollment takes effect. Readmission to a program after suspension is not guaranteed.

Withdrawal from a Course. Students may withdraw from a course prior to the deadlines published on the [Registrar's website](#).

Readmission. Students 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 must apply for readmission. Students who were in probationary status at the end of their previous enrollment will remain on probationary status unless the cause of probation was resolved.

Master of Accounting (MACCT)

Description of the Program

The Master of Accounting (MACCT) degree offers three track options (Accounting and Assurance, Professional, and Tax).

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

Core Coursework (21 credit hours)

MGMT 546-Financial Accounting III (3 credit hours)

MGMT 59_-One tax course (3 credit hours)

MGMT 553-Internal Auditing *or* MGMT 555-Advanced Auditing (3 credit hours)

MGMT 554-Professional Writing for Accountants (*capstone course*) (3 credit hours)

MGMT 626-Accounting Data Analytics (3 credit hours)

MGMT 641-Forensic Accounting (3 credit hours)
MGMT 642-Fraud Examination (3 credit hours)

Accounting & Assurance Coursework (6 credit hours)

Choose from the following options:

MGMT 551/552-CPA Review Course(s) (3 credit hours)
MGMT 553-Internal Auditing *or* MGMT 555 Advanced Auditing (3 credit hours)
MGMT 559-Law for Accountants (3 credit hours)
MGMT 643-Government/Not-for-Profit Accounting (3 credit hours)

Electives (6 credit hours)

MGMT *** (3 credit hours)
MGMT *** (3 credit hours)

Professional Track is designed for students who have a non-accounting undergraduate degree and wish to enter public accounting as a certified professional. Prerequisites consist of an introductory financial accounting course (MGMT 502) and an introductory managerial accounting course (MGMT 503) *prior to admission to the program*. Once admitted, students must complete 33 credit hours of specified graduate accounting coursework:

Required Prerequisites/Introductory Coursework (6 credit hours)

MGMT 502-Financial Accounting Analysis (3 credit hours)
MGMT 503-Manual Accounting (3 credit hours)

Professional Coursework (33 credit hours)

MGMT 540-Financial Accounting I (3 credit hours)
MGMT 541-Financial Accounting I (3 credit hours)
MGMT 543-Personal/Business Tax Planning (3 credit hours)
MGMT 544-Assurance Services (3 credit hours)
MGMT 546-Financial Accounting III (3 credit hours)
MGMT 549-Accounting Information & Control Systems (3 credit hours)
MGMT 554-Professional Writing (*capstone*) (3 credit hours)
MGMT 559-Law for Accountants (3 credit hours)
MGMT 626-Accounting Data Analytics (3 credit hours)
MGMT 642-Fraud Examination (3 credit hours)
MGMT 643-Governmental/ Not for Profit Accounting (3 credit hours)

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. 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:

Core Coursework (21 credit hours)

MGMT 546-Financial Accounting III (3 credit hours)
MGMT 59_ -One tax course (3 credit hours)
MGMT 553-Internal *or* MGMT 555-Advanced Auditing (3 credit hours)
MGMT 554-Professional Writing for Accountants (*capstone course*) (3 credit hours)
MGMT 626-Accounting Data Analytics (3 credit hours)
MGMT 641-Forensic Accounting (3 credit hours)
MGMT 642-Fraud Examination (3 credit hours)

Taxation Coursework (9 credit hours)***Choose from the following options:***

MGMT 542-Seminar: Personal Tax Planning (3 credit hours)

MGMT 547-Tax Research, Procedure, Compliance, and Practice (3 credit hours)

MGMT 590-Corporate Tax (3 credit hours)

MGMT 591-Estate & Gift Tax (3 credit hours)

MGMT 592-Partnership & LLC (3 credit hours)

MGMT 593-Real Estate Tax (3 credit hours)

Elective (3 credit hours)

MGMT *** (3 credit hours)

More information about the MACCT program, including curriculum, policies, and resources can be found [here](#).

Master of Business Administration (MBA)

Description of the Program

The MBA program consists of 43 credit hours of coursework and offers three program formats (MBA, Online MBA, Executive MBA).

The MBA and Online MBA programs consist of 43 credit hours that include 31 hours of core designed to prepare professionals for decision-making in the functional areas of management and 12 credit hours of electives to gain an in-depth understanding and expertise of a particular industry, discipline, or field. The curriculum for the MBA and Online MBA programs is as follows:

Required Core Coursework (31 credit hours)

MGMT 600 —Perspectives on Management and Careers (1 credit hour)

MGMT 501 —Data Driven Decision Making (3 credit hours)

MGMT 502 —Financial Accounting & Analysis (3 credit hours)

MGMT 504 —Managerial Economics (3 credit hours)

MGMT 506— Managing People in Organizations (3 credit hours)

MGMT 508 —Business and Society Organizations (3 credit hours)

MGMT 511— Technology, Commercialization & Global Environment (3 credit hours)

MGMT 520— Operations Design and Decision Making (3 credit hours)

MGMT 522 —Managerial Marketing (3 credit hours)

MGMT 526 —Financial Decision Making (3 credit hours)

MGMT 598— The Strategic Management Process (3 credit hours)

MGMT 601 —The MBA Knowledge Exam (0 credit hours)

Electives (12 credit hours)

The MBA and the Online MBA require completion of 12 credit hours of electives. Students may choose electives from an elective “track” or consist of a combination from multiple tracks. Note, the MBA program does not offer concentrations. Elective tracks are not listed on diplomas, transcripts, or any official documentation from UNM. You can view sample electives listed under the elective tracks posted here: <https://www.mgt.unm.edu/current-students/mba/curriculum.asp>.

Students who have completed a BBA from the Anderson School of Management or another AACSB-accredited program within the last five years may qualify to substitute electives in place of selective core courses in the MBA program. Note, 43 credit hours are still required, as additional elective(s) take the place of certain core courses. You can view more information about the substitution policy [here](#).

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 in the MBA program.

More information about the MBA program and Online MBA program, including curriculum, policies, and resources can be found [here](#) and [here](#) respectively.

The Executive MBA program is an innovative degree program designed for executives and leaders across industries. Courses allow you to learn and build knowledge in leadership, organizational structures, accounting, finance, strategy, and more. This cohort-based program consists of 43 credit hours and is completed in two years on a set, full-time schedule. The curriculum is as follows:

Required EMBA Coursework

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/Global and Diversity Leadership (3 credit hours)
MGMT 751 —Practicum/International or Domestic Residency (3 credit hours)
MGMT 794 —Special Topics/Applied Leadership Project (1 credit hour)
MGMT 798 —Strategic Management (3 credit hours)

More information about the EMBA program, including curriculum, policies, and resources can be found [here](#).

Master of Science in Cybersecurity and Analysis (MSCBA)

Description of the Program

The Master of Science in Cybersecurity and Business Analytics degree (MSCBA) is a 33-credit-hour degree program targeted towards students with an undergraduate degree in a business or technical field. The Master of Science in Cybersecurity and Business Analytics (MSCBA) examines information security and security risks that impact business and government. The MSCBA curriculum is as follows:

Required Core Coursework (15 credit hours)

MGMT 501-Data Driven Decision Making (3 credit hours)

MGMT 529-Fundamentals of Project Management (3 credit hours)

MGMT 635-Data Analytics (3 credit hours)

MGMT 636-Information Systems Security (3 credit hours)

MGMT 637-Database Management Systems (3 credit hours)

Management Group (6 credit hours)

Choose two courses from the following options:

MGMT 502-Financial Accounting and Analysis (3 credit hours)

MGMT 506-Managing People in Organizations (3 credit hours)

MGMT 508-Business and Society (3 credit hours)

MGMT 520-Operations Management (3 credit hours)

MGMT 522-Managerial Marketing (3 credit hours)

MGMT 526-Financial Decision Making (3 credit hours)

Technical Group (12 credit hours)

May choose from either the Business Analytics Track or Cybersecurity Track or a combination of both tracks to complete a total of 12 credit hours

Business Analytics Track

MGMT 533-Analysis Tools for Managers (3 credit hours)

MGMT 588-Supply Chain Models and Strategy (3 credit hours)

MGMT 645-Data Mining (3 credit hours)

MGMT 660-Text Mining and Sentiment Analysis (3 credit hours)

Cybersecurity Track

MGMT 646-Digital Forensics (3 credit hours)

MGMT 647-Systems and Network Administration (3 credit hours)

MGMT 648-Advanced IS Security (3 credit hours)

MGMT 662-Security Risk Management (3 credit hours)

More information about the MSCBA program, including curriculum, policies, and resources can be found [here](#).

Master of Science in Project Management (MSPM)

Description of the Program

The Master of Science in Project Management (MSPM) degree is a degree program targeted towards students who are interested in an advanced career in project controls, project management, technology project management, program management, and/or technology program management. The program provides two options for obtaining an MSPM degree: Online or On-Campus:

Online MSPM Curriculum (30 credit hours):

Required Core Coursework

MGMT 515-Innovative Product Development (3 credit hours)
MGMT 517-Technology Program Management (3 credit hours)
MGMT 519-Project in Technology Commercialization (3 credit hours)
MGMT 526-Financial Decision Making (3 credit hours)
MGMT 529-Fundamentals of Project Management (3 credit hours)
MGMT 530-Advanced Project Management Techniques (3 credit hours)
MGMT 533-Analysis Tools for Managers (3 credit hours)
MGMT 506-Managing People in Organizations (3 credit hours)

Select two courses from the following options:

MGMT 502-Financial Accounting and Analysis (3 credit hours)
MGMT 511-Technology Commercialization and the Global Environment (3 credit hours)
MGMT 520-Operations Design and Decision Making (3 credit hours)

On-Campus MSPM Curriculum (30 credit hours):

MGMT 501-Data Driven Decision Making (3 credit hours)
MGMT 506-Managing People in Organizations (3 credit hours)
MGMT 519-Project in Technology Commercialization (3 credit hours)
MGMT 529-Fundamentals of Project Management (3 credit hours)
MGMT 502-Financial Accounting and Analysis (3 credit hours)
MGMT 515-Innovative Product Development (3 credit hours)
MGMT 526-Financial Decision Making (3 credit hours)
MGMT 697-Internship (3 credit hours)
MGMT 517-Technology Program Management (3 credit hours)
MGMT 568-Creative Leadership and Innovating Organizations (3 credit hours)

More information about the MSPM programs, including curriculum, policies, and resources can be found [here](#).

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) in the McKinnon Center for Management, MCM 2074. View current hours [here](#).

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. 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 current and future business environments.

Anderson has partnered with Dell computers to provide affordable solutions to our students' needs. For more information, click [here](#). For IT support, email andersonit@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 listed [here](#).

Anderson students will need their UNM Lobo Card, Banner ID number, and must have completed the digital [laptop check out form](#) in order to receive the laptop. If you have any questions about the check-out program, email Anderson IT at andersonit@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 consultations/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 attend prep sessions to refresh their understanding of core ideas to prepare for coursework. To view the latest schedule, click [here](#). For questions related to the Anderson Learning Lab, email asmlearninglab@unm.edu.

UNM Libraries

UNM libraries provide business and economics resources to support Anderson and other departments and colleges. Most of these physical materials are housed in Zimmerman Library. University Libraries oversee 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 UNM libraries are listed [here](#).

The [Business & Economics Librarian](#) and other [librarians](#) offer the following resources:

- Personalized research consultations by appointment (in person, phone, Zoom, etc.)
- Online research guides to resources for business-related subjects
- [Ask a Librarian](#) for general help by phone, text, chat, and email

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

- Subscriptions 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

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

- Adobe Creative Commons
- ArcGIS Studio
- Reserve individual or group study rooms
- Access to desktop computers and laptops for checkout (in-library use only)

- Current print newspapers and magazines
- Quiet study spaces
- 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

Student Engagement, Empowerment and Development (SEED)

The Anderson Student Engagement, Empowerment and Development (SEED) Center provides a wide range of services for Anderson students. The SEED department hosts workshops and events at the beginning of the term, midterms, and finals. Students are encouraged to utilize the Center to meet and connect with their classmates. All services are provided to students free of charge. Click [here](#) for more information.

Internships. Employers overwhelmingly point to internship experience as the most important factor they consider in hiring new graduates. 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. Anderson Career Services can assist you in your search for an internship. Some of Anderson's programs also allow students to earn elective credit for internships. You can find more information provided [here](#).

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](#)
- ☐ 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 Anderson Career Services events.
- ☐ Explore internship opportunities for by connecting with the [Anderson Career Services](#), contacting potential employers, attending networking events/career fairs, and exploring [Handshake](#).

SPRING, Year 1

- ☐ Update your [Handshake](#) profile.
- ☐ Make appointments with [Anderson Career Services](#) to discuss your goals and professional interests. Get help with your resume, cover letters, 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 or a 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) or continue gaining professional experience.
- ☐ Build network by connecting with student organizations, professors, family, friends and alumni mentors.

SPRING, Year 2

- ☐ Update [Handshake](#).
- ☐ Update resume with internship experience, relevant academic projects, etc. according to the needs of your industry.
- ☐ Implement job search plan in coordination with [Anderson Career Services](#).
- ☐ Attend career fairs and career development events.
- ☐ Use a combination of online and in-person resources to conduct job search. Network to access the hidden job market.
- ☐ Work on interviewing skills and review resume one last time with [Anderson Career Services](#).
- ☐ Apply for jobs.
- ☐ Complete exit survey upon graduation.

Student Organizations and Activities

Anderson offers a variety of student organizations for students to connect with their peers and network. A list of student organizations is available [here](#). These organizations promote interaction between students, faculty, and staff. They also offer a variety of professional and social events, such as professional lectures, conferences, and networking opportunities. These organizations also offer a direct link to the business community.

Veteran 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 General Catalog. This division can also provide advisement counseling. Additional information and all forms necessary for these government programs are available at the [Veteran & Military Resource Center](#).

Resources

Anderson School of Management Resources

- [Anderson School of Management Website](#)
- [Anderson Learning Lab](#)
- [Anderson Scholarship Application](#)
- [Anderson Career Services](#)
- [Anderson Student Engagement, Empowerment, and Development Center \(SEED\)](#)
- [Anderson Student Organizations](#)
- [Anderson IT](#)

Academic Resources

- [Course Registration Tips](#)
- Schedule an appointment with your Academic Advisor on [Lobo Achieve](#)
- [View and Register for Courses](#)
- [Quick View of Schedule](#)
- [How to Log into Canvas](#)
- [Canvas Support](#)
- [UNM Catalog](#)

UNM Resources

- [Academic Affairs](#)
- [Accessibility Resource Center](#)
- [African American Student Services](#)
- [American Indian Student Services](#)
- [Asian American Pacific Islander Resource Center](#)
- [Campus Map](#)
- [Center for Academic Program Support](#)
- [College Enrichment Program](#)
- [Dean of Student Office](#)
- [Dining](#)
- [El Centro de la Raza](#)
- [Financial Aid Office](#)
- [Graduate Studies Funding](#)
- [Housing](#)
- [IT Support](#)
- [Language Learning Center](#)
- [Latin American Institute](#)
- [Libraries](#)
- [Lobo Food Pantry](#)
- [Lobo Respect and Advocacy Center](#)
- [Placement Testing Center](#)

- [Recreational Services](#)
- [Registrar's Office](#)
- [STEM Collaborative Center](#)
- [Scholarship Office](#)
- [Student Activities Center](#)
- [Student Affairs](#)
- [Student Health & Counseling](#)
- [Student Union](#)
- [UNM Children's Campus](#)
- [Veteran & Military Resource Center](#)
- [Women's Resources Center](#)