



THE UNIVERSITY OF ARIZONA
ELLER COLLEGE OF MANAGEMENT

Finance

**Master of Science in FINANCE
(MSF)**

Student Handbook

Fall 2016-Fall 2018

Department of Finance

Eller College of Management
The University of Arizona

Table of Contents

<u>What is UAccess?</u>	<u>2</u>
<u>Student Resources</u>	<u>2</u>
<u>University Information Technology Services</u>	<u>2</u>
<u>Software</u>	<u>2</u>
<u>Career Services</u>	<u>2</u>
<u>Academic Standing</u>	<u>3</u>
<u>Academic Integrity</u>	<u>3</u>
<u>Minimum Grade Standard</u>	<u>3</u>
<u>Course Information</u>	<u>4</u>
<u>Course Requirements</u>	<u>4</u>
<i><u>Special Note for UA BSBA-Finance Students</u></i>	<u>4</u>
<u>Financial Aid</u>	<u>6</u>
<u>Textbooks</u>	<u>6</u>
<u>Registering for a Class</u>	<u>6</u>
<u>Dropping a Class</u>	<u>7</u>
<u>Class Cost</u>	<u>7</u>
<u>Class Evaluation of Program</u>	<u>7</u>
<u>Graduation Requirements</u>	<u>7</u>
<u>Plan of Study</u>	<u>8</u>
<u>Master’s Completion of Degree Requirements</u>	<u>8</u>
<u>Degree Awarded</u>	<u>8</u>
<u>Graduation and Walking</u>	<u>9</u>

What is UAccess?

UAccess is a password-protected service which allows students to access personal and academic information via the web. Your UA NetID and password are required for login.

UAccess enables MS-Finance students to view and make changes to their academic and personal information. This system has dozens of useful features, which are housed under four major categories: Academic, Financial, Personal and Self-Service.

<http://advising.arizona.edu/content/online-tools/uaccess-student>

Student Resources

University Information Technology Services

University Information Technology Services (UITS) offers many services besides their 24/7 IT support center available by phone (520) 626-8324 or online at

<http://uits.arizona.edu/departments/the247>.

Students have access to hundreds of different tutorials by visiting

<http://uits.arizona.edu/services/uacbt> and logging in using their NetID and password.

More at <http://uits.arizona.edu/>

Software

University of Arizona's students are able to download one copy of the current version of Microsoft Office (for a PC or Mac) and one copy of Microsoft Windows upgrade (for PC or Mac) at no charge. Students are also eligible to download new product release and upgrades when they become available. Visit <http://uabookstore.arizona.edu/technology/campuslicensing/default.asp> and log in using a NetID and password for access.

Career Services

Career Services offers a variety of services to all University of Arizona students. Visit the career services website, <http://www.career.arizona.edu/student>, to learn all the services the department offers.

Academic Standing

Academic Integrity

Academic Dishonesty occurs whenever any action or attempted action is pursued that creates an unfair academic advantage or disadvantage for students and/or any member or members of the academic community. All forms of academic dishonesty are subject to sanctions under the Code of Academic Integrity. Sanctions include: written warning, reduction in grade for work involved, disciplinary probation, loss of credit for work involved, failing grade in the course, suspension, and/or expulsion. Various forms of academic dishonesty include, but are not limited to cheating, fabrication, facilitating academic dishonesty, and/or plagiarism.

Academic Misconduct is defined as any behavior not conforming to prevailing standards or rules within the academic community. All forms of academic misconduct are subject to sanctions under the Code of Conduct. Sanctions include: restricted access to University property, administrative hold, warning, probation, suspension, and/or expulsion. Various forms of academic misconduct include, but are not limited to disruptive behavior, threatening behavior, and/or the theft or damage of University property.

Students will be asked to sign an “Agreement on Student Responsibilities” during the incoming MSF student orientation in August. The Agreement addresses plagiarism and cheating. For more specific examples of academic dishonesty, academic misconduct, and how to avoid such behavior, please visit the following website:

<http://deanofstudents.arizona.edu/tipsforavoidingacademicdishonesty>

Minimum Grade Standard

Students must maintain a grade point average of 3.0 (based on a 4.0 scale) to remain in good standing in the MS Finance program. Students must have a 3.0 cumulative grade point average (CGPA) or higher to graduate.

A student cannot receive a graduate degree unless he or she has achieved a CGPA average of 3.00 or higher on all course work taken for graduate credit, whether or not the courses are offered in satisfaction of the specific requirements for a specific graduate degree. A student whose CGPA is below 3.0 for two consecutive semesters will be disqualified.

If your CGPA falls below 3.0 during your first semester in the program, please contact the Finance Department Graduate Program Director to find out your options to successfully complete the degree. More at <http://catalog.arizona.edu/policy/graduate-academic-standing-progress-and-probation>

Grade:	Grade Point:
A	4 points
B	3 points
C	2 points
D	1 point
E	0 points

Course Information

Course Requirements

The MS Finance program requires successful completion of 36 units (or 12 courses) of 500-level finance coursework. Two tracks of study are currently available and include required and elective courses. All required courses in at least one track must be completed in order to receive your degree. The track selected is approved as a subplan of your degree and will be listed on your final diploma and University transcript. The charts below list required courses for each MS Finance track.

Special note for UA BSBA-Finance major students:

Based on your undergraduate senior elective coursework, students graduating with a BSBA in Finance from the University of Arizona will not be allowed to take the following courses in the MSF program. Students will substitute other 500-level finance courses to complete the 36-unit degree requirements.

<u>Senior Elective Course Completed</u>	<u>MSF Course Requiring Substitution</u>
FIN 413	FIN 513
FIN 414	FIN 514
FIN 422	FIN 522
FIN 431	FIN 531
FIN 460	FIN 560

Investment Management Track:

The Investment Management track is designed for students seeking a career in investment management/capital markets. The following eight classes are required in this track:

Course Number	Course Title	Term Offered	Units
FIN 516	Financial Statement Analysis for Investment	Fall	3
FIN 521	Investment Analysis	Fall	3
FIN 522	Advanced Risk Management and Derivatives	Fall	3
FIN 542	Fixed Income	Fall	3
FIN 514	International Finance	Spring	3
FIN 524	Applied Risk Management	Spring	3
FIN 525	Empirical Finance Methods	Spring	3
FIN 526	Portfolio Management Theory	Spring	3

Corporate Finance Track:

The corporate finance track is designed to familiarize students with the financial decisions made and decision-making tools used by corporate financial managers. The following five classes are required in this track:

Course Number	Course Title	Term Offered	Units
FIN 512	Advanced Corporate Finance	Fall	3
FIN 513	Valuation Modeling	Fall	3
FIN 521	Investment Analysis	Fall	3
FIN 525	Empirical Finance Methods	Spring	3
FIN 532	Corporate Finance Strategy	Spring	3

Fixed Income Track:

Please see the Finance Department Director of Graduate Programs for information on this track, which will be discontinued after Spring 2017.

Business Communications:

International students who have not recently finished a degree in the U.S. will be required to take a one unit, 8-week course in business communications during the first half of fall semester.

Summer Master's Project:

All students completing the 12-month program will be registered for 6-units of FIN909, Finance Master's Project during Summer session (3 units each in Summer 1 and Summer 2 sessions). This is equivalent to two classes. The master's project will be advised by an assigned PhD-Finance student.

Students are expected to be in Tucson until the final project presentation in early August. More information on the project is available on our website as well as provided in spring semester each year (<https://msf.eller.arizona.edu/masters-project-guidelines>).

Note regarding 16-month option:

Students electing the 16-month option have the option of completing a summer project or not. Final coursework to complete the degree will be finished in the second fall semester.

Financial Aid

Financial aid may be available to some master's students. Since financial aid is complex and every student's needs vary – the department highly recommends that students contact UA's financial aid office for exact details at (520) 621-1858 or online at <http://financialaid.arizona.edu/graduate-students>

Below are general instructions and guidelines for financial aid.

U.S. Students

All U.S. graduate students must file the Free Application for Federal Student Aid (FAFSA) to be eligible for need-based grants, loans, scholarships, and Federal Work-Study programs. The form is available online at <http://www.fafsa.ed.gov/>. It is recommended that graduate students complete the FAFSA by March 1 to receive priority processing.

Eligibility:

- Admitted as degree seeking graduate student at the University of Arizona
- Be a U.S. Citizen or Permanent Resident
- The minimum number of units required to receive aid is 5 units for EACH TERM that aid will be disbursed (fall, spring, and summer)
- Maintain satisfactory academic standing (CGPA \geq 3.0)

International Students

International students who receive notice of a set-aside scholarship award will be required to complete an Estimated Funds Calculator and Award Form for international Students. These forms will be provided by the Finance Department Director of Graduate Programs to be completed and returned. The Director will submit the approved forms to the UA Office of Financial Aid when the award is made.

Textbooks

Some classes will require a textbook and some will not. Cost of textbooks is **not** included in the course fees. It does not matter where you purchase your textbooks, (as hardcopy or eBook) however the University recommends Amazon.com for buying of textbooks or Chegg.com to rent textbooks.

Registering for a Class

You will register for all courses through UAccess Student Center, after establishing a plan of study for your program with the Department Director of Graduate Programs. Please keep a copy of this plan as you will need to register for fall and spring semesters online.

Exceptions include FIN523A, FIN523B, and FIN909. FIN523 requires an interview and acceptance into the course so you will be registered for these courses by the Director after acceptance. You will be registered for FIN909 after you have been assigned to a PhD advisor for the summer.

Dropping a Class

Students are able to drop courses. However, due to the accelerated nature of the MS Finance program, caution should be used before dropping a class. If the class is required for your track, dropping the class will mean extending the program to retake the course or not being eligible to graduate. *Please meet with the Director of the program before dropping any course.*

Class Cost

Based on UA tuition for Fall 2017 and Spring 2018 semesters and an estimated Summer 2018 tuition, you'll find an estimate of tuition and living costs at <https://msf.eller.arizona.edu/fund-your-education>. The cost varies with the length of the program taken and the number of units during fall and spring semesters. You can see more about the fees associated with tuition at the [Bursar's Office Tuition and Fees Calculator](#). Textbooks are not included in the tuition cost.

Class Evaluation of Program

We are always looking to improve the MS Finance program and welcome and appreciate students' feedback. Near the end of your program, at the time of your master's project presentation in August, we will provide an evaluation form for the program for you to complete and provide feedback on your time here at Eller. We value your input and use it to make improvements to the program.

Graduation Requirements

Students must have a 3.0 CGPA or higher in order to graduate. If a 3.0 CGPA is not attained, students will be required to take additional courses and therefore extend their program timeline to bring their cumulative grade point average up to this standard.

The MS Finance Students are required to complete a minimum of 36 credits, including the summer master's project and required curriculum. The chart below will outline the requirements for graduation.

Requirements for Graduation	Master's Students
Complete the required credit hours of course work	Yes
Summer Master's Project	Yes
Maintain an overall CGPA of 3.0 or higher	Yes
Complete a Plan of Study	Yes
Complete a Master's Completion of Degree Requirements Form	Yes

Plan of Study

The Plan of Study identifies:

1. Courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and,
2. Additional course work to be completed to fulfill degree requirements.

The Plan of Study must have the approval of the Finance Department Director, Kay Ross, and Finance Department Head, Dr. Richard Sias.

TIP

Both the "Plan of Study" and the "Master's Completion of Degree Requirements" forms are completed online in the University's GradPath/ UAccess module

The Plan of Study is completed online through the GradPath module in UAccess. Master's students must complete their Plan of Study in late March/early April for the 12-month program and in October for the 16-month program.

Master's Completion of Degree Requirements

The Master's Completion of Degree Requirements form is completed online by the student using the GradPath module in UAccess. The form must be completed immediately after your Plan of Study is approved in GradPath. (You will receive an email confirmation.) The form will require you to identify "completion of degree committee members." Please select "No Committee" and select the Director as your advisor.

Degree Awarded

Your Master of Science in Finance degree will be awarded with the traditional University diploma schedule once the UA Graduate College has audited your degree to ensure you have met all requirements. August MSF graduate diplomas are normally mailed by late September and can take 4 to 6 weeks to receive once mailed.

Graduation and Walking

MS Finance students are encouraged to participate in the University's and the Eller College Graduate Convocation ceremonies. The University-wide commencement ceremony will occur at the conclusion of spring semester. Eller College holds two Graduate Convocation ceremonies, one in May and one in December. August graduates are eligible to walk in the May Eller College of Management ceremony. Contact the Director of Graduate Program for more details.