

McCombs School of Business Student Handbook for the following Full-time Master of Science Programs:

- **Master of Science in Business Analytics (MSBA)**
- **Master of Science in Finance (MSF)**
- **Master of Science in Information Technology and Management (MSITM)**
- **Master of Science in Marketing (MSM)**

2026 - 2027

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## ADMINISTRATIVE BASICS

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### Intensive Week

Each program holds a required, in-person, one-week 'Summer Intensive' program in Austin that offers training in areas including, technical analysis, modeling, communications and UT resources, the week before classes start in early July. While the material is an important foundation for your future classes and you will be expected to retain the knowledge gained, your performance will not be graded.

### Class Location

The majority of Texas Master of Science (MS) classes are held at Robert B. Rowling Hall located at 300 W Marting Luther King Jr. Drive, Austin, TX (NE corner of MLK and Guadalupe). Classes are held Monday – Thursday, with Fridays dedicated to career workshops and events. Classes are *not offered online* unless deemed hybrid by the University of Texas at Austin due to a global pandemic, natural disaster, or other health/safety necessity. Regardless of class location, MS students are expected to attend classes synchronously. You will be notified ahead of time of any room changes via Canvas.

### UT EID

Your UT EID is provided by the University of Texas at Austin (UT) to perform secure actions. You used this account to apply to the University. It is managed by the UT Information Technology Services (ITS) department. You should address any questions or issues with it to the [UT Service Desk](http://www.utexas.edu/its/helpdesk/) (<http://www.utexas.edu/its/helpdesk/>). You can reset your password or look up your UT EID at the [UT EID Self Service Tools Site](https://idmanager.its.utexas.edu/eid_self_help) ([https://idmanager.its.utexas.edu/eid\\_self\\_help](https://idmanager.its.utexas.edu/eid_self_help)).

Your UT EID is used to perform many actions, such as:

- Log in to [Canvas](http://canvas.utexas.edu/) (<http://canvas.utexas.edu/>), the learning management system used by professors and program staff to distribute documents, announcements, and grades
- Log in to the [MyUT portal](https://my.utexas.edu/UT-Austin-Production/Welcome) (<https://my.utexas.edu/UT-Austin-Production/Welcome>), the site where you can perform secure functions with UT
- Access UT's wireless internet
- Use [UT Box](https://utexas.account.box.com/login) (<https://utexas.account.box.com/login>) to store files
- Print to campus printers, including those in the McCombs School of Business

[Upgrading your UT EID](https://ut.service-now.com) (<https://ut.service-now.com>) is necessary to view your grades online, accessing your UT Box account, and many other activities. To upgrade your UT EID, the University requires physical proof of your identity (government-issued ID, such as U.S. state

license or passport) and you must sign an agreement which gives your UT EID legal signature authority. This process may be initiated upon your arrival on campus.

### **Acceptable Use Policy**

When you use your UT EID, your McCombs School of Business (MSB) account, or any other UT or McCombs technology resources, you must follow UT's Acceptable Use Policy. These rules apply any time you use a UT computing resource. This can mean using a computer in one of the labs, sending email from your UT email account, or using UT's wireless Internet access. You are responsible for following all [computing policies](https://security.utexas.edu/policies/aup) (https://security.utexas.edu/policies/aup) as outlined by The University of Texas at Austin.

Here are some of the most commonly broken policies:

- Do not let anyone else use your accounts. Never give out your password.
- Do not send rude, threatening, or harassing emails, even as a joke.
- You may not profit from the use of a university computing resource.
- Do not send emails anonymously or using someone else's name.
- Do not send spam.
- Do not violate copyright laws.
- Do not hack into any UT systems.

### **Students with Disabilities**

The University of Texas at Austin has a written policy, which states that students with disabilities will be provided appropriate academic accommodations. The purpose of academic accommodations is to ensure equal access to and the opportunity to benefit from all educational programs at UT Austin for all students. It is the responsibility of the student to identify themselves to the Disability and Access Office and to provide documentation of their disability. Strict documentation guidelines exist for different types of disabilities. Information on documentation guidelines for disabilities can be found on the [Disability and Access website](https://disability.utexas.edu/) (https://disability.utexas.edu/ or via phone (512-471-6259) or e-mail ([access@austin.utexas.edu](mailto:access@austin.utexas.edu))). Faculty are not able to provide accommodations unless a student goes through this reporting process.

### **Tobacco and Alcohol Policies**

The University of Texas at Austin is a [tobacco-free campus](https://tobaccofree.utexas.edu) (https://tobaccofree.utexas.edu), and the use of tobacco on any UT Austin property is not allowed. Tobacco use in any of The University of Texas at Austin buildings is strictly prohibited and any student found using tobacco in a UT Austin building is subject to a fine. UT Austin policies regarding alcoholic beverage consumption are very strict. Alcoholic beverages are prohibited from university activities without express written permission and prior approval from the Office of the Provost. A person must be at least 21 years of age to drink an alcoholic beverage in Texas. Any underage drinking will be referred to the Office of the Dean of Students for disciplinary review.

## Student Guide to Sex Discrimination, Sexual Harassment, & Sexual Misconduct

The University of Texas at Austin is committed to maintaining an educational environment that is free from inappropriate conduct of a sexual nature. The University encourages students who believe that they may have been subjected to sex discrimination, sexual harassment, or sexual misconduct by faculty, staff, students, visitors, or contractors to report it immediately to a [Title IX Coordinator or Deputy](https://titleix.utexas.edu/our-team) (https://titleix.utexas.edu/our-team) or file an [anonymous report](https://titleix.utexas.edu/file-a-report) (https://titleix.utexas.edu/file-a-report). Feel free to share and discuss incidents or concerns with MSPO faculty and staff. Although the MSPO faculty and staff are required by law to report some incidents, they will explain what we must report so you are fully informed as you share your incident. You control how much information you provide to us and we provide resources to help you begin to manage the situation. Note: There are also confidential case managers located in the Dean of Students Office - <https://titleix.utexas.edu/confidential-case-manager-students>

## Student Code of Conduct

Any time you are representing the University of Texas at Austin or the MS Programs (directly or indirectly), you are expected to abide by the [University's Student Code of Conduct](https://deanofstudents.utexas.edu/conduct/standards-of-conduct.php): <https://deanofstudents.utexas.edu/conduct/standards-of-conduct.php>

Some examples of misconduct include, but are not limited to:

- Disrespecting a fellow student, staff member, faculty member or external constituent
- Harassing or disruptive behavior at a school-sponsored event, or at events where you are representing The University of Texas at Austin

Issues that arise during the course of the program will be referred to the Dean of Students.

## EMAIL & ACCOUNTS

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### Change in Personal Information

Each student is required to keep current local and permanent contact information, and an email address on file with the University. If any changes occur, please:

1. Immediately notify the Texas MS staff and appropriate faculty with the new information.
2. Update your information through the [MyUT](https://my.utexas.edu/UT-Austin-Production/Welcome) (https://my.utexas.edu/UT-Austin-Production/Welcome) portal. This updates your official UT record and directory entry, which is critical to ensure that no communication is missed.

### Program Communications

***Canvas will be the primary form of communication for academic and student affairs programmatic information.*** Students are expected to check program announcements on a regular basis using their Canvas log in. Students are also expected to check their email regularly

and communicate with program staff in a timely manner.

### **UT Email Account**

Your student email address is EID based: [your eid]@my.utexas.edu and will be listed as your primary email address in your student record. All University communications will be sent to this email address. This is a new policy as of summer 2025.

### **Student Photo ID**

The University of Texas at Austin provides each student with a picture identification card that enables use of many university facilities and services, including but not limited to free Cap Metro transportation. Students should carry this card with them any time they are going to be present on the UT main campus.

To obtain your ID, please go to the Flawn Academic Center (FAC) and request a Student ID Card. The student ID card will allow you to access the McCombs building after hours. The cost to purchase this card is \$10. Student can pay on the What I Owe Page. For additional information, visit the [ID Center](#). Lost, damaged, or stolen cards will require an additional replacement fee paid by the student.

## **ACADEMIC INFORMATION**

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### **Degree Requirements**

All Texas MS Programs students in the class of 2027 are responsible for completing the degree requirements in order to earn an MSBA, MSF, MSITM, or MSM degree, which can be found in Addendums A, B, C, or D respectively.

Students are required to complete all core components of their programs. Substitutions can be requested and approved by Program Directors on a case-by-case basis. Students are also able to request a maximum of 6 elective credit hours from another MS program curriculum to count towards their degree. In rare circumstances, a student may identify an elective course outside of the MS Program that achieve their academic outcomes. In such circumstances, the student must receive written permission from the course instructor as well as a representative from host department office (likely the Department's Graduate Advisor or Program Coordinator) prior to seeking approval from the MS Program Director.

Any classes taken outside the prescribed curriculum are subject to Program approval and may incur additional fees. Students who do not complete the prescribed curriculum within the 2026-2027 MS Programs Academic Year may be subject to additional requirements and fees.

Each MS student will receive an annual progress report from their graduate coordinator between the fall and spring semester. This report will outline remaining degree requirements

and eligibility to graduate in the spring semester contingent upon successful completion of the spring semester.

## Grades

All Texas MS students are held to the academic standards of The University of Texas at Austin. Students will receive a letter grade for each course, which are determined solely by the Texas MS faculty. Each instructor determines grading metrics and what constitutes successful academic performance in their course relative to those metrics. Courses in the Texas MS program may not be taken on a pass/fail or credit/no credit basis.

Official grade point averages are calculated by the Registrar and appear on the student academic record maintained by the Registrar. The grade point average does not include any graduate or undergraduate courses the student took at the University before enrolling in the UT Graduate School, credit by examination, or courses taken at other institutions. [note: MS courses completed while an undergraduate student will count toward a student's undergraduate GPA]

The following numerical equivalents of letter grades are used in the calculation of the graduate grade point average:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

To graduate, all students must maintain an overall grade point average of at least 3.00 and make a "C" or better in all courses. If a student receives a C- (or lower) in a core course, the student may be dismissed\* from the program; if a student receives a C-(or lower) in an elective course they cannot apply those hours to their required hour count.

*\*Please note that earning a "C-" or lower in a course may mean that a student is ineligible to continue a core requirement in the next semester, since each semester of coursework builds upon the next and courses are typically only offered once per year.*

## Registration Policies

You will be registered for classes by MS Programs Staff. Registration processes and selection of courses will be communicated each semester. Additional policies include but are not limited to the following:

- **Whole-Semester Classes -**
  - Students can make changes to their schedules (add/drop) during the first week of classes of the long semester by communicating with their respective Senior Academic Program Coordinator.
  - Beginning on the second week of classes, students must gain permission from the Program Director to make schedule changes.
- **Half-Semester Classes -**
  - Students can make changes to their schedules (add/drop) during the first class day of the half-semester classes by communicating with their respective Senior Academic Program Coordinator.
  - Beginning on the second (2nd) class day, students must gain permission from the Program Director to make schedule changes.
- For courses that offer multiple sections and meeting times, students may only attend the unique number of the course for which they are registered. Attending a unique number of a course for which you are not registered is against security, fire, and safety policies of the University.
- If a student wishes to request an elective from **another MS Program**, they must receive permission from both their program director as well as the program director owning the MS course. Approval is not guaranteed and students must make these requests by the deadline in that given semester (usually 1-2 weeks before the registration window). The specific date of this deadline will be communicated to you in advance. Exceptions after the deadline will only be considered with an approved petition from the Program Director.
- If a student wishes to request an elective from **outside of MS Programs**, they must receive permission through a petition to the Program Director. Petitions must clearly state how the learning objectives of the course will further your career goals, explain how these career goals are not met with an MS programs course option, and include a syllabus for the course you are requesting to take. Approval is not guaranteed, and students must make these requests by the deadline in that given semester (usually 1-2 weeks before the registration window). The specific date of this deadline will be communicated to you in advance.
- You may not audit a course in or out of the MS Programs.

### Maximum Course Load

The maximum course load for a graduate student is 15 semester hours in a spring or fall semester, or 12 semester hours in a 12-week summer session. Students who wish to exceed the maximum course load must request approval from the Faculty Program Director. If approved, the Senior Academic Program Coordinator will submit a petition letter from the graduate

advisor to the graduate dean for approval. This request must be approved by the graduate school prior to being able to be registered.

### **Obtaining Grade Reports**

Final course grades can be obtained on the Registrar's [website](http://registrar.utexas.edu/students/grades/report) (<http://registrar.utexas.edu/students/grades/report>). The University does not mail hard copies of grade reports to home addresses.

### **Academic Policies**

Detailed information regarding all items addressed in this section may be found in the [UT Austin Graduate Catalog](http://registrar.utexas.edu/catalogs/graduate) (<http://registrar.utexas.edu/catalogs/graduate>).

### **Student Responsibilities**

While university faculty and staff members may give a student academic advice and assistance, each student is expected to take responsibility for their education and personal development. The student must know and abide by the academic and disciplinary policies given in the [Graduate Catalog](http://registrar.utexas.edu/catalogs/graduate) (<http://registrar.utexas.edu/catalogs/graduate>) and in the [General Information](https://registrar.utexas.edu/catalogs/general-information) (<https://registrar.utexas.edu/catalogs/general-information>) Catalog, including rules governing quantity of work, the standard of work required to continue at UT, warning status and scholastic dismissal, and enforced withdrawal.

### **Observance of Religious Holidays**

The [UT General Information Catalog](https://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/) (<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/>) states that "A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible so that arrangements can be made to complete an assignment within a reasonable period after the absence. A reasonable accommodation does not include substantial modification to academic standards, or adjustments of requirements essential to any program of instruction. The University does not maintain a list of religious holy days. Please notify the faculty and Texas MS staff at least fourteen days before the absence.

### **Warning Status and Academic Dismissal**

To continue study at the University of Texas at Austin beyond the first semester, students must make satisfactory progress in fulfilling any admission conditions that were imposed by the graduate dean.

A student whose grade point average falls below 3.00 at the end of any semester will be warned by the Office of Graduate Studies that their continuance in the UT Austin Graduate School is in jeopardy and will be placed on scholastic probation during the subsequent semester. During this period, the student may not drop a course or withdraw from the university without the approval of the graduate advisor and the graduate dean. The student must attain a cumulative grade point average of at least 3.00 during the next semester they are

enrolled or be subject to dismissal from the university. Academic dismissal is reflected on the student's academic record. Please review [The Graduate School's official policy](https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal) (<https://gradschool.utexas.edu/academics/policies/warning-status-academic-dismissal>) for more information about warning status, academic dismissal, and petition for readmission.

### Leave of Absence

Students may apply for a leave of absence for no more than two long semesters. Granting leaves of absence is left to the discretion of the graduate advisor. If approved, a "Leave of Absence" form must be returned to the Graduate School in advance of the semester for which a leave is granted. A student on an approved leave of absence must apply for readmission in order to return to the university, but readmission during this approved period is automatic and the application fee is waived. A student on leave may not receive any privileges otherwise available to enrolled students. Please contact your Senior Academic Program Coordinator for more information.

International students attending in F-1 or J-1 immigration status must consult with an International Student Advisor at International Students & Scholars Services (ISSS) in Texas Global prior to taking a leave of absence to discuss how leave will affect immigration status.

### Leave of Absence, Short-Term Leave Academic Accommodation

The Master of Science Program Office works with each student to balance their academic responsibilities and demands of life that may require a short-term leave of absence. The need for a short-term leave may include but is not limited to, legal obligations, care for dependents or family, parenting obligations, temporary disability, and medical or mental health concerns.

Due to the 10-month intensive nature of MS Programs it is recommended that short-term leaves be limited to as short as possible however we will work with students based on their specific circumstances in consultation with the student's care/legal team and based on faculty agreement to provide reasonable academic accommodations as necessary. After a short-term leave period, MS students are expected to resume progress towards degree completion.

It is the responsibility of the MS student to **inform their assigned Senior Academic Program Coordinator (SAPC) and Program Director (PD) in writing** of any anticipated accommodation needs as early as possible.

It is the responsibility of the MS student to **work with each of their faculty members to negotiate reasonable accommodations for the short-term leave of absence period.**

### Withdrawal

Dropping an entire course load (i.e. going to zero enrolled hours) constitutes withdrawal from the University for that semester. To withdraw from the Graduate School, a student must first contact the Senior Academic Program Coordinator (for applicable procedures and deadlines) and then file a petition with the graduate dean.

International students attending on F-1 or J-1 immigration visas must consult with an International Student Advisor at International Students & Scholars Services (ISSS) in Texas Global prior to withdrawal to discuss how it will affect immigration status.

## The Standard of Academic Integrity

A fundamental principle for any educational institution, academic integrity is highly valued and seriously regarded at The University of Texas at Austin. More specifically, you and other students are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. This is a very basic expectation that is further reinforced by the University's [Honor Code](#). At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:

- Acknowledge the contributions of other sources to your scholastic efforts;
- Complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them including large language models (ex. ChapGPT);
- Follow instructions for assignments and exams, and observe the standards of your academic discipline; and
- Avoid engaging in any form of academic dishonesty on behalf of yourself or another student.

For more information on avoiding academic misconduct, review [Student Conduct's website](#) that provides examples and videos.

For the official policies on academic integrity and scholastic dishonesty, please refer to [Chapter 11](#) (<https://catalog.utexas.edu/general-information/appendices/appendix-c/student-conduct-and-academic-integrity/> /) of the Institutional Rules on Student Services and Activities.

## Use of Artificial Intelligence and Academic Integrity

1. **Follow guidance for AI tool usage in each course.** For some courses and assignments AI tools are restricted to facilitate learning goals and objectives. Conceptually, it can be valuable to practice doing long division with paper and pencil before you break out the calculator. If a policy is not clear, ask your faculty member.
2. **Be a conscientious consumer of LLMs.** The University has selected and established licensing with a collection of AI tools and platforms to ensure data stays private and isn't used to train outside AI models. Summary below.

**UT Spark:** UT's all-in-one AI platform, powered by OpenAI and Microsoft Azure, available for free to all current faculty, staff and students. UT Spark can help work out ideas, summarize research, brainstorm ideas and, *coming soon*, build personal AI agents to automate tasks. Each day, we are working to integrate Spark with campus systems, so

you will be able to chat with official UT agents to get quick answers about campus services or resources.

**Microsoft 365 Copilot Chat:** A free, secure AI chatbot for all faculty, staff and students. It offers real-time web answers, content summarization and image generation, with enterprise-grade data protection built in.

**Microsoft 365 Copilot (licensed version):** A paid upgrade for faculty and staff members seeking deeper integration with Microsoft 365 apps such as Word, Excel and Teams. It supports advanced workflows, connects to institutional data, and enables low-code/no-code agent creation.

**UT Sage:** A safe, secure AI-powered tutor endorsed for use in UT classrooms. Built on responsible AI and sound pedagogical principles, Sage is designed to support student learning through conversational assistance.

**Google Gemini:** A free multimodal AI tool available to faculty, staff and students, supporting text, image and code generation through your UT Mail Google for Education account.

## Standards for Professionalism

### Attendance

This program is an academically rigorous 10-month program, and class attendance as well as participation is essential. You are expected to be in class and to arrive ON TIME. On-Time is defined as at least 5 minutes prior to the posted class or event start time and being ready to begin at the time instruction or activity begins. Unless otherwise stipulated by individual faculty members, students of the MS Programs are allowed 2-3 excused absences. Your academic studies always come first.

### Non-Disclosure Agreements

As part of coursework, you may be required to sign a Non-Disclosure Agreement (NDA) to gain access to client projects or data. The University of Texas at Austin does not negotiate the terms of these NDAs, and you will be signing these agreements as individuals taking part in the project (not as a representative of the University, Texas MS, or the Practicum/Capstone). It is the program's expectation that you will agree to the terms of an NDA and comply with the terms of the NDA as given by the client; however, if you do have major concerns with the terms then please bring those to the attention of your instructor as soon as possible. In addition, if you are uncomfortable signing NDAs as an individual, please notify your instructor before the start of the project. If you are unwilling to sign an NDA this may impact your ability to work directly with client data.

## Professional Conduct and Classroom Etiquette

You are expected at all times to represent the program well and to ensure that you are treating program staff, faculty, students, and industry partners with respect. Students in the MS Programs are expected to treat faculty members with respect during their classes and be mindful of their use of phones, laptops, and food.

## Repercussions for Professionalism Violations

Repeated failure to do these things can result in privileges being revoked including but not limited to: industry events, career management support, and department sponsored extra-curricular activities. Repercussions for not showing up or showing up late repeatedly are at the discretion of the respective program's Program Director or Director of Student Experience.

- Violation 1: Meeting with your Senior Academic Program Coordinator (SAPC).
- Violation 2: Loss of access to MS Programs programming and opportunities. Reinstatement of access will be evaluated through a meeting with the Program Director or Director of Student Experience.
- Violation 3: Permanent loss of MS Programs programming and opportunities.

## Other Information

Escalation - If there are any issues with classes, faculty, course content, etc. please ensure that you are bringing these immediately to the attention of the Texas MS Senior Academic Program Coordinator.

# FINANCIAL INFORMATION

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## Payment Instructions

Texas Master of Science Program Fees (tuition) are billed every semester. The due dates are aligned with the [Academic Calendar](https://registrar.utexas.edu/calendars) (<https://registrar.utexas.edu/calendars>).

\*The most up-to-date payment deadlines can be found at the [One Stop](https://onestop.utexas.edu/managing-costs/paying-your-tuition/payment-deadlines) website (<https://onestop.utexas.edu/managing-costs/paying-your-tuition/payment-deadlines>)

The Program Fee will be included on your invoice on the [McCombs Payment Portal](https://utdirect.utexas.edu/business/payment/portal/) (<https://utdirect.utexas.edu/business/payment/portal/>). It can be paid with credit card, check, e-check, or wire transfer.

If your financial aid payment will arrive after the deadline, communicate with the MSPO Registrar ([MSPORegistrar@mcombs.utexas.edu](mailto:MSPORegistrar@mcombs.utexas.edu)) as soon as possible so that adjustments can be made on a case-by-case basis.

Note that MS Programs students are expected to meet tuition deadlines. Tuition, fees and attendance confirmation must be completed by the deadline (5<sup>th</sup> class day in fall/spring and 3<sup>rd</sup> class day in summer by 5:00pm CT) or your registration will be cancelled and classes dropped

for the semester. A student can be re-registered for their classes until the 12<sup>th</sup> class day of fall/spring (4<sup>th</sup> class day in the summer) only after their tuition bill has been paid in full.

Registration after the tuition deadline will result in a \$50 late fee. Please note that being dropped from classes may impact your eligibility to complete and earn your MS degree. Additionally, you will not be able to register for future classes or participate in commencement if you have an outstanding bill. In accordance with the [General Information Catalog](https://catalog.utexas.edu/general-information/academic-policies-and-procedures/diplomas/) (<https://catalog.utexas.edu/general-information/academic-policies-and-procedures/diplomas/>), a student who owes a debt to the University may be unable to obtain a diploma until the debt is paid.

An installment plan is available when you submit your Financial Responsibility Statement and the due dates will align with the Academic Calendar.

Texas MS students awarded scholarships by the department can expect their scholarship to release on the same date tuition is due in check form or direct deposit. These students will receive their awards in three separate distributions- one in summer, one for fall, and one for spring.

If you received a scholarship during your admissions process, the letter you received detailed the scholarship amount. If you have any questions regarding scholarships, please contact the MSPO Registrar. Direct deposit is the quickest way to receive any refunds or scholarship money; see [instructions](#) to sign up.

If you require Financial Aid, please see the [Next Steps for Financial Aid Guide](#) (in Canvas) created especially for MS Programs Students. This guide provides helpful steps for both domestic and international students.

### **Option III Limitations on Financial Aid and Employment**

The Texas MS Program is an Option III graduate degree, and therefore is governed by [the guidelines for Option III programs](#) (<https://utexas.app.box.com/s/w2autodrvwhdp5uyiezkzddvqlgfnva>) established by the Office of Graduate Studies.

From these guidelines:

*Students registered in these degree programs are not eligible for university financial aid, except federal guaranteed loans and some private sector loans. They may not be offered TA, AI, GRA, AA, or A(G) appointments or department fellowships. They will receive no other student "benefits" unless specific arrangements have been made and the appropriate costs (fees) have been paid.*

In addition to the academic appointment restrictions for Option III students listed above, we strongly discourage full- or part-time employment while enrolled in a full-time McCombs MS Program. The intense nature of the coursework, co-curricular and career workshops and sessions, and significant amount of time needed for class attendance and assignment

completion leave very little time to take on outside pursuits. Further, employment during the MS Program impacts others in the cohort. MS Program curricula involves several team-based assignments, including the Capstone/Practicum course, which rely on a cohort model where schedules are coordinated similar to professional work settings. Ongoing outside commitments limit availability to complete and contribute to these assignments, which may result in failing to receive credit for team deliverables.

### **International Student Fees and Insurance**

All international students at The University of Texas at Austin are required to pay the \$125 [ISSS Support Services fee](https://world.utexas.edu/iss/iss/about/fees) (<https://world.utexas.edu/iss/iss/about/fees>) every semester. This fee will be included on your invoice on the What I Owe page, which is accessible via MyUT.

Additionally, F-1 and J-1 international students are required to be covered by health insurance when enrolled at the University. ISSS provides [health insurance](https://world.utexas.edu/iss/iss/insurance/students) (<https://world.utexas.edu/iss/iss/insurance/students>) to students who do not have coverage, which is provided and billed to international students automatically, unless an [insurance waiver](https://world.utexas.edu/iss/iss/insurance/students/waivers) (<https://world.utexas.edu/iss/iss/insurance/students/waivers>) form is submitted in a timely manner. Health insurance fees are also included on your invoice on the What I Owe page. The Texas MS program does not cover these charges.

## Addendum A: MSBA Curriculum

### Degree Requirements

The Master of Science in Business Analytics (MSBA) Option III degree program is designed to teach rigorous and innovative content that will provide students with master's level knowledge, skills and abilities in the field of business analytics. **All courses indicated as core below are requirements for graduation.** All Texas MSBA students are responsible for completing the following requirements\* in the General Curriculum Track or Financial Analytics Track with a minimum of 36 credit hours in order to earn a Master of Science in Business Analytics:

#### **SUMMER TERM** (6 credit hours)

STA 380: Introduction Machine Learning (Core)

MIS 381N: Data Science Programming (Core)

FIN 294: Introduction to Finance Analytics (Elective)

#### **FALL TERM** (16 credit hours)

MIS 382N: Advanced Machine Learning (Core)

MIS 284N: Analytics for Unstructured Data (Core)

RM 294.1: Optimization I (Core)

BA 385T: Financial Management (Core, Optional Upon Approval)

MIS 381N: Information Management (Core, Optional Upon Approval)

MIS 382.56: Marketing Analytics I (Elective)

FIN 684F: Advanced Corp. Finance/Investment Theory (Elective)

MIS 281N.30: Privacy Preserving Analytics (Elective)

O M 286: Analysis/Control/Improvement Supply Chain (Elective)

O M 286: Analytics for Supply Chain Planning and Distribution (Elective)

#### **SPRING TERM** (14 credit hours)

STA 280: Unsupervised Learning (Core)

RM 294.2: Optimization II (Core)

MIS 382N.11: Business Intelligence Capstone (Core)

O M 386: Adv Data Analytics in Marketing (Elective)

O M 386: Demand Analytics/Pricing (Elective)

RM 294: Financial Technology (Elective)

MIS 284N: Social Media Analytics (Elective)

OM 386: Data Driven Healthcare Ops (Elective)

FIN 294.6: Fixed Income Analysis (Elective for Financial Analytics Track only)

FIN 285F: Financial Modeling/Testing (Elective for Financial Analytics Track only)

STA 280.19: Time Series (Elective)

MIS 285N: Artificial Intelligence Ethics (Elective)

MIS 284N: Applied Data Storytelling (Elective)

\*some courses are subject to change

## Addendum B: MSF Curriculum

### Degree Requirements

The Master of Science in Finance (MSF) Option III degree program is designed to teach rigorous and innovative content that will provide students with master's level knowledge, skills and abilities in the field of finance. All Texas MSF students are responsible for completing the following requirements with a minimum of 36 credit hours in order to earn a Master of Science in Finance. **All courses indicated as core below are requirements for graduation.** The MS Finance degree requires students to select 10 hours of elective coursework in the spring semester. Some courses are subject to change.

#### **SUMMER TERM** (6 credit hours)

B A 285T: Financial Management (Core)

FIN 286: Valuation I (Core)

B A 284T : Financial Accounting (Core)

#### **FALL TERM** (15 credit hours)

FIN 297.1: Investment Theory and Practice (Core)

FIN 294.1: Advanced Corporate Finance (Core)

B A 280S: Managerial Economics (Core)

ACC 280K: Intermediate Accounting I (Core)

B A 286T: Statistics (Core)

FIN 294.17: Advanced Valuation and Financial Modeling (Core)

B A 191.1: Practicum in Finance (Core)

FIN 294: Valuation II

#### **SPRING TERM** (15 credit hours)

FIN 294.1: Advanced Corporate Finance II (Core)

ACC 280K.7: Financial Statement Analysis (Core)

B A 191.1: Practicum in Finance (Core)

B A 191: Financial Statement Analysis II (Elective)

ACC 280K: Intermediate Accounting II (Elective)

B A 291.3: Principles of Commercial Real Estate (Elective)

FIN 297.2: Portfolio Management and Security Analysis (Elective)

FIN 294.11: Private Equity (Elective)

FIN 294.8: Financial Strategies for Energy Firms (Elective)

FIN 297.4: Financial Risk Management (Elective)

FIN 294.2: Advanced Valuation for Consultants (Elective)

FIN 294.7: Raising Capital (Elective)

FIN 294.13: Valuation of Energy Investments (Elective)

FIN 297.5: Fixed Income Analysis (Elective)

B A 292E: Wealth Management (Elective)

FIN 284F: AI & Portfolio Management (Elective)



## Addendum C: MSITM Curriculum

### Degree Requirements

The Master of Science in Information Technology & Management (MSITM) Option III degree program is designed to teach rigorous and innovative content that will provide students with master's level knowledge, skills, and abilities in the field of IT. **All courses indicated as core below are requirements for graduation.** All Texas MSITM students are responsible for completing 36 hours of coursework without thesis or report.

#### **SUMMER TERM** (6 credit hours)

MIS 385N.9: Advanced Programming & App Development I (Core)

MIS 385N.8: Design Methods (Core)

#### **FALL TERM** (15 credit hours)

MIS 285N: MIS285N Advanced Programming and App Development II (Core)

MIS 382N: Fundamentals of Neural Networks/Machine Learning (Core)

MIS 281N.28: Data Management (Core)

MIS 285N: Mathematical Foundations of AI (Core)

B A 385T: Financial Management (Core)

MIS 385N: Problem Solving with Unstructured Data and Gen AI (Core)

#### **SPRING TERM** (15 credit hours)

MIS 385N.4: IT Capstone (Core)

MIS 385N.3: Risk Governance in AI & Intelligent Automation (Core)

MIS 285N.6: Strategic IT & Digital Transformation (Core)

MIS 185N: Blockchain Solution Development Using Smart Contracts (Elective)

MIS 185N: Data Governance and Responsible AI (Elective)

MIS 185N: Managing Data Product for AI (Elective)

MIS 285N: AI in the Enterprise (Elective)

MIS 285N: Generative AI I (Elective)

MIS 285N: Generative AI II (Elective)

MIS 185N: Human Dimensions of Cybersecurity (Elective)

MIS 285N: Financial Technology (Elective)

MIS 285N: Product Management (Elective)

MIS 285N: Project Management (Elective)

MIS 185N: Technical Foundations of AI Driven Cybersecurity (Elective)

\*some courses are subject to change



## Addendum D: MSM Curriculum

### Degree Requirements

The Master of Science in Marketing (MSM) Option III degree program is designed to teach rigorous and innovative content that will provide students with master's level knowledge, skills and abilities in the field of marketing. All Texas MSM students are responsible for completing the following requirements with a minimum of 36 credit hours in order to earn a Master of Science in Marketing. **\*All courses indicated as core below are requirements for graduation.** The MS Marketing degree requires 2 hours of elective coursework in the Fall semester and 1 hour of elective coursework in the Spring semester. Courses subject to change.

#### **SUMMER TERM** (9 credit hours)

BA 381T: Marketing Management (Core)

BA 385T: Financial Management (Core)

MKT 382: Statistics for Marketing (Core)

#### **FALL TERM** (14 credit hours)

MKT 382: Data Analysis (Core)

MKT 382.56: Marketing Analytics I (Core)

MKT 282.55: Data Analytics & Dynamic Pricing (Core)

MKT 282.57: Brand & Growth Strategy (Core)

MKT 282.33: Design Thinking (Core)

MKT 182.19: Clients, Consulting, & Communication (Elective)

MKT 182: Consumer Well-Being (Elective)

MKT 182: Data Visualization/Storytelling (Elective)

MKT 182.20: Human Insights (Elective)

MKT 182: Experimental Design (Elective)

#### **SPRING TERM** (13 credit hours)

MKT 282: Consumer Behavior(Core)

MKT 382: Digital Marketing and Measurement (Core)

MKT 282: Marketing Analytics II (Core)

MKT 382: Marketing Intelligence Capstone (Core)

MKT 282: Market Data & Demand Modeling (Elective)

MKT 182: SQL (Elective)

MKT 182: The Role of Marketing in Social Bias (Elective)

MKT 182: AI in Marketing (Elective)

MKT 182: Marketing Analytics III (Elective)

# Handbook Acknowledgement

I acknowledge that I have received a copy of the Texas Master of Science Programs Student Handbook, which describes important information regarding the program and understand that I should consult with program staff if I have questions.

Since the information and policies described here are subject to change, I acknowledge that revisions to the Handbook may occur and that I will be notified should the program make any changes.

I understand and agree that I have read and agree to comply with the policies contained in this Handbook and am bound by the provisions contained therein.

**Student Name (printed):**

**Date:**

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**Student Signature:**

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# THE UNIVERSITY OF TEXAS AT AUSTIN PHOTO/VIDEO RELEASE FORM

For valuable consideration, I do hereby authorize The University of Texas at Austin, and those acting pursuant to its authority to:

- a) Record my participation and appearance on videotape, audiotape, film, photograph, or any other medium
- b) Use my name, likeness, voice, and biographical material in connection with these recordings
- c) Exhibit or distribute such recording in whole or in part without restrictions or limitation for any education or promotional purpose with which The University of Texas at Austin, and those acting pursuant to its authority, deem appropriate.

I agree that a photocopy, scan, fax copy or digital image of this form shall have the full force effect of an original.

Name:	
Address:	
Phone Number:	
Email address:	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THE UNIVERSITY OF TEXAS AT AUSTIN**  
**RELEASE AND INDEMNIFICATION AGREEMENT – Adult Student**

**STUDENT:** \_\_\_\_\_

UT EID: \_\_\_\_\_

\_\_\_\_\_  
Name (last name first - please print or type)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

**DESCRIPTION OF ACTIVITY OR TRIP:** – Programming and Activities in and around the Austin, San Antonio, Dallas, or Houston Metro Areas.

**MODE OF TRANSPORTATION:** Self-driven, school provided coach, and/or student carpool

**LOCATION(s) of activity or trip:**

**DATE(s) of activity or trip:** FROM July 1, 2026 TO June 1, 2027

I, the above-named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the University of Texas at Austin, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Texas at Austin, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Texas at Austin and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

**I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date Signed

# McCombs Career Management Code of Ethics

## INTRODUCTION

Welcome to the McCombs Career Management Code of Ethics, a guide to ethical and professional conduct in recruiting at McCombs School of Business. This code outlines the expectations and responsibilities for students engaging in career development activities.

McCombs Career Management & Corporate Relations (CMCR) facilitates recruiting interactions for students and companies, partnering with a diverse range of employers. **Student participation in any in-person or virtual recruitment activities requires adherence to the McCombs Career Management Code of Ethics and acknowledgment of the McCombs Career Management Recruiting Agreement.** Please familiarize yourself with the following guidelines to understand our expectations and your responsibilities as a student:

## STUDENT RESPONSIBILITIES & CAREER MANAGEMENT EXPECTATIONS

### 1. Demonstrate Professionalism in All Recruiting Activities and Relationships:

- **Prepare** for all recruiting activities and engagements by conducting thorough research on companies and industries.
- **Dress appropriately** for each event, adhering to business professional or business casual attire as specified.
- **Arrive punctually** to all events and interviews, demonstrating respect for staff and employers' time and resources.
- **Maintain professional communication** etiquette in all interactions with recruiters, employers, and career management staff. (e.g., respond to every interview offer or offer of employment, whether you accept or reject it).

### 2. Represent Yourself Authentically & Recruit with Genuine Intention:

- **Provide accurate and complete information** on all career-related materials, including resumes and applications. This includes work eligibility, sponsorship status, GPA, and graduation date when listed.
- **Apply only for positions that align with career interests and qualifications** to avoid reducing opportunities for peers. For interview practice, utilize Career Management staff and mock interview instead of real job interviews.
- **Report all job and internship offers promptly** and accurately in RecruitMcCombs. Offer data is confidential and crucial for students, recruiters, administrators, and McCombs' rankings.

### 3. Honor All Recruiting, Employment, and Academic Commitments:

- **Attend all scheduled events, workshops, and interviews**, avoiding conflicts and cancellations unless genuinely unavoidable.
- **Stand behind your commitments after accepting an internship or job offer**, including withdrawing from other opportunities and notifying relevant parties.
- **Understand that renegeing, which involves accepting an offer and later withdrawing, is unethical and may result in significant consequences**, including loss of career resources and damage to your professional reputation.
- **Schedule recruiting activities outside of class times.** Missing class for recruiting is discouraged. If unavoidable, it is the student's responsibility to communicate to faculty in advance to make alternative arrangements, though approval is at the faculty's discretion.

McCombs Career Management expects students to adhere to the outlined ethical principles and recruiting requirements. Recognizing that recruiting can present challenging situations, we encourage students to use CMCR resources and staff to navigate these professionally, thereby strengthening the McCombs community.

Our team is equipped to assist with researching and negotiating job terms, evaluating multiple offers, and communicating with employers. Students with concerns about accepted offers should consult a Career Coach for guidance that upholds ethical standards and professional integrity.

## **CONSEQUENCES FOR CODE OF ETHICS VIOLATIONS:**

### **Reneging (Full-time and Internship Offers) or Misrepresentation of Qualifications**

Access to the McCombs School of Business ecosystem offers unique advantages, including exclusive job opportunities, industry insights, and networking events. As such, violations have serious consequences.

- **1st Offense:** Loss of access to RecruitMcCombs including jobs and interviews, events, and employer contacts, for the remainder of the current semester and next long semester (e.g., fall, spring).
- **2nd Offense:** Permanent loss of access to RecruitMcCombs resources.
- **Additional Consequences:** Submission of a Code of Ethics reflection paper and a required meeting with the Director of Career Education & Coaching for your program.
- **Further Implications of Reneging:**
  - **Damaged Relationships and Reputation:** Reneging harms professional relationships with employers, damages your personal reputation, and negatively impacts the school's standing.
  - **Reduced Opportunities for All:** Employers may discontinue recruiting at McCombs due to renege incidents, limiting future opportunities for all students.

### **Late Cancellations or No Shows to Interviews**

Interviews are highly sought-after opportunities, and canceling without proper notification is disrespectful to peers and presents a negative image to employers. Valid documentation is required for unforeseeable cancellations. Failure to cancel or no-show may lead to loss of access to RecruitMcCombs and a meeting requirement with the Director of Career Education and Coaching. See full [Interview Cancellation Policy](#) for details.

Please note, that if we receive information that a student has violated university policy they will be referred to The University of Texas at Austin – [Student Conduct and Academic Integrity](#) in the Office of the Dean of Students for review and potential future action.

## **COMPLIANCE & APPEALS**

### **Compliance Process**

All students must review and comply with the McCombs Career Management Code of Ethics and acknowledge the Recruiting Agreement at the start of each academic year. Students should review the policy and seek clarifications from Career Management staff if needed. Please note that the Code of Ethics applies universally to all aspects of the career journey and recruitment process while you are a student at McCombs. As such, the above policies apply regardless of whether you secure an interview or job through RecruitMcCombs, the UT Austin Job Board, or an external source (e.g., LinkedIn, Indeed, networking, etc.).

### **Appeals Process**

Please consult the Director of Career Education & Coaching for your program if you have questions regarding your individual circumstances or about penalties for policy violations.

**BBA:** [Morgan Medina](#), Director of BBA Career Education & Coaching  
**MPA, MSBA, MSBA-WP, MSF, MSITM, MSM, MSTC:** [Denise Flores](#), Director of MPA & MS Career Education & Coaching

Your dedication to the McCombs Career Management Code of Ethics is key to preserving our esteemed reputation and fostering an inclusive environment for all students. By embracing these principles, you uphold the highest standards of professionalism and ethical conduct, ensuring continued success and abundant opportunities for everyone in the McCombs community.

## **McCombs Career Management Recruiting Agreement (Acknowledged via RecruitMcCombs)**

Student participation in any in-person or virtual recruitment activities requires adherence to the McCombs Career Management Code of Ethics.

### **Acceptance of Employment Offers:**

I acknowledge that by accepting an offer of employment, whether verbally or otherwise, I am making a commitment to that offer. I agree to discontinue interviewing for other positions and promptly update my RecruitMcCombs profile with the details of my accepted offer. Additionally, I will inform all other employers with whom I have interviewed that I am no longer available for consideration.

### **Accuracy of Information:**

I will provide employers, career management, and/or RecruitMcCombs with accurate information about my academic credentials, GPA, work eligibility, graduation date, work experience, and career interests on my resume and in any digital or in-person communication.

### **Punctuality, Preparedness, and Professionalism:**

I pledge to arrive punctually and fully prepared for all scheduled events, workshops, and interviews, ensuring that I represent McCombs with professionalism during interactions with employers, alumni, and staff.

If unable to attend, I will cancel my registration/interview on RecruitMcCombs and notify the employer or career management as soon as possible.

### **Interviewing Integrity:**

I commit to interviewing for jobs and internships only when genuinely interested in joining the company.

### **Understanding Consequences of Violations & Seeking Guidance:**

I understand that violating The McCombs Career Management Code of Ethics may result in consequences, including restricted access to RecruitMcCombs resources.

I will seek clarification and guidance from Career Management as needed.

By acknowledging this agreement in RecruitMcCombs, I affirm that I have read and agree to abide by the terms, conditions, and spirit of the McCombs Career Management Code of Ethics outlined above.