



University of Houston-Downtown

Marilyn Davies

College of Business

Graduate Programs Handbook

**2024 - 2025**

# GRADUATE ACADEMIC PROGRAMS

Welcome to the Marilyn Davies College of Business at the University of Houston – Downtown!

This Marilyn Davies College of Business (MDCOB) Graduate Programs Handbook is intended to serve as a resource for all enrolled MDCOB graduate students by clarifying important university, college, and program-specific policies and procedures.

## **The Marilyn Davies College of Business offers the following graduate programs:**

- Master of Business Administration (MBA)
- Master of Professional Accountancy (MPAC)
- Master of Security Management (MSM)

## **The Master of Business Administration offers the following concentrations:**

- [Accounting, MBA](#)
- [Business Intelligence, MBA](#)
- [Finance, MBA](#)
- [General Management, MBA](#)
- [Human Resource Management, MBA](#)
- [International Business, MBA](#)
- [Investment Management, MBA](#) (Not currently accepting new applications)
- [Leadership, MBA](#)
- [Project Management & Process Improvement, MBA](#)
- [Sales Management & Business Development, MBA](#)
- [Supply Chain Management, MBA](#)

## **The Master of Professional Accountancy:**

- [Professional Accountancy, MPAC](#)

## **The Master of Security Management offers the following concentrations:**

- [Cybersecurity, MSM](#)
- [Enterprise Security, MSM](#)

## **The Graduate Certificates:**

- [Business Administration - Accounting](#)
- [Business Administration - Business Intelligence](#)
- [Business Administration - Finance](#)
- [Business Administration - Human Resource Management](#)
- [Business Administration - International Business](#)
- [Business Administration – Investment Management](#) (Not currently accepting new applications)
- [Business Administration - Leadership](#)
- [Business Administration - Project Management and Process Improvement](#)
- [Business Administration - Sales Management & Business Development](#)
- [Business Administration - Supply Chain Management](#)
- [Security Management - Cybersecurity](#)

<b>Graduate Business Programs Directory</b>	
<b>MDCOB Administration:</b>	<b>Contact Information:</b>
<b>Jonathan Davis, Ph.D.</b> Dean	713-221-8161 <a href="mailto:davisg@uhd.edu">davisg@uhd.edu</a>
<b>Justo Manrique, Ph.D.</b> Associate Dean	713-221-8209 <a href="mailto:manriquej@uhd.edu">manriquej@uhd.edu</a>
<b>Carlos Gooden, Ph.D.</b> Executive Director	713-221-8252 <a href="mailto:goodenc@uhd.edu">goodenc@uhd.edu</a>
<b>Isaac Elking, Ph.D.</b> Faculty Program Director - MBA	713-221-5825 <a href="mailto:elkingi@uhd.edu">elkingi@uhd.edu</a>
<b>Cathy Liu, Ph.D.</b> Faculty Program Director- MPAC	713-221-8599 <a href="mailto:liuz@uhd.edu">liuz@uhd.edu</a>
<b>Jude C. Ejiobi, Ph.D.</b> Faculty Program Director- MSM	713-226-5259 <a href="mailto:ejibij@uhd.edu">ejibij@uhd.edu</a>

# POLICY OVERVIEW

All University of Houston (UH) campuses follow the UH system Board policies and SAMs as described here: <https://uhsystem.edu/compliance-ethics/uhs-policies/>.

Additionally, a set of policies are pertaining specifically to the University of Houston-Downtown campus are included as guidelines followed by the Marilyn Davies College of Business Graduate Programs Office. All UHD Policy Statements can be found here: <https://www.uhd.edu/hr/resources/policy-search.aspx>.

Many of the policies pertaining to the academic life of faculty and students are laid out in the Academic Affairs section (03), and the Policy Statements found in section 03.B are specific to Graduate Studies. These policies are listed/linked below:

<b>Graduate Policies</b>		
<b>Policy Statement Number</b>	<b>Policy Title</b>	<b>Effective Date</b>
03.B.01	<a href="#">Graduate Policies and Program Documentation</a>	04/27/18
03.B.04	<a href="#">Grading System for Graduate-Level Courses</a>	05/15/23
03.B.06	<a href="#">Graduation and Commencement of Graduate Students</a>	04/11/17
03.B.07	<a href="#">Graduate Academic Probation, Suspension, and Dismissal</a>	05/1/23
03.B.24	<a href="#">Admission of Graduate Students</a>	04/11/17

# MDCOB Admissions Policies and Procedures

Prospective MDCOB graduate students will apply to their program of interest and receive admissions communication primarily through the Office of Graduate Admissions, though they may be in touch with the MDCOB staff as needed with specific questions/needs. Additional details can be found in the UHD Graduate Catalog (<https://catalog.uhd.edu/>).

The MDCOB Graduate Programs Office may also ask for additional information from the candidate before making a final admission decision. Prospective students will be notified of the decision in writing via email. This written notification will contain pertinent information and next steps for students, as applicable. Specifically, for conditionally admitted students, this written notification will detail the stipulations of the “conditional” status and the necessary steps/actions required to receive full admission to the program.

## **Appeal of an Admissions Decision**

For a student denied admission to a program, an appeal must be filed through the relevant Graduate Program Director, who confers with the Associate Dean of the MDCOB. The appeal form is located here <https://connect.uhd.edu/register/MDCOBGRADAPPEAL>.

## **International Students**

Prospective graduate students who are not citizens or permanent residents of the United States, have not applied for permanent residency, or have not qualified for Texas residency based on SB 1528, should apply as an International Graduate Student and follow the application guidelines provided by the [UHD Office of International Admissions](#).

Who is an international student at UHD? UHD and the International Admissions Office state you are considered an international student if you hold a non-immigrant visa. If you meet the referenced criteria, you must apply for international admission. For full details please visit the UHD International Admissions on our web site or at the downtown campus offices. Obtaining international student status is the responsibility of the applicant and determined/administered by UHD International Admissions. Marilyn Davies College of Business Faculty and Staff have no role in this determination process. Pending this final review, the MDCOB Admissions Committee can review an applicant’s file upon completion of the Traditional Admissions checklist.

## **Language Proficiency**

A TOEFL (Test of English as a Foreign Language) score of at least 550 for the paper version or 213 for the computer version or 80 for the internet version or IELTS score of 6.5 is required for admission into UHD's academic program. For additional information, see this [webpage](#).

## **Non-U.S. Degree Credentials**

Whether you are a resident, non-resident, or international student if you are seeking admission to one of the MDCOB graduate degrees, you must have earned an undergraduate degree awarded by way of a regionally accredited university. In the event an applicant seeks admission based-on a non-U.S. undergraduate degree it must be evaluated by a third-party evaluation service (at applicant's expense) with a certified evaluation provided to university graduate student offices.

Recognized credential evaluation services approved by UHD can be found on the transfer student website.

## **Post-Baccalaureate Students**

Students who intend to take courses at the graduate level within the Marilyn Davies College of Business must apply as a Graduate Certificate or Degree-Seeking applicant. The Marilyn Davies College of Business does not offer post-baccalaureate status at the graduate-level. Students who wish to take courses at the undergraduate level must apply as a post-baccalaureate (transfer) student at the undergraduate level. Courses taken at the undergraduate level will not transfer to graduate business programs.

## **Transferring Graduate Credit**

All transferred coursework must be at the graduate level, from a regionally accredited university, and awarded a "B" grade or above. Students who would like to apply previously earned graduate credits to an MDCOB graduate program will need to complete the [Graduate Transfer Credit Petition Form](#). A syllabus and description of the course as well as an explanation as to why the course qualifies for transfer in the particular program must accompany the form and be submitted to the relevant Program Director before the end of the student's first full semester in the program.

- Students enrolled in a master's degree program may transfer up to 6 graduate semester credit hours (SCHs) of coursework from another university.

If a student wishes to take coursework at another university *after* matriculating, s/he must get approval *before* registering for the intended coursework at another university. Applying for transfer credit approval will require the submission of a syllabus and description of the course as well as an explanation as to why the course qualifies for transfer in the particular program. All petitions for transfer credit must be submitted to the College of Business Graduate Studies Office and are reviewed with the faculty director. Transfer credit will not be granted for courses in which grades of C or lower have been earned. Students should direct questions concerning transfer credit to their Graduate Advisor. For additional information, see the policy [here](#).

# Enrolled Graduate Student Advising and Resources

## Advising and Registering for Classes

Upon admission, students are expected to enroll in at least one course in the acceptance semester. If a student does not enroll in their initial admitted semester, the student must submit a new application for the semester in which they are intending to enroll.

MDCOB graduate students are encouraged to meet with their academic advisor before registering for classes each semester. Students register for courses online through the myUHD portal.

EAB is the scheduling tool used to help streamline advising appointments with MDCOB Graduate Academic Advising: <https://www.uhd.edu/navigate/Pages/default.aspx>.

## Course Load

Graduate students can be enrolled on a full-time or part-time (1/2-time or 3/4-time) basis throughout their studies. Whether a student is considered part-time or full-time is determined by the number of courses and semester credit hours (SCHs) they are enrolled in for a given term. Enrollment status also determines financial aid eligibility and the total time it will take to complete a program.

### Graduate Student Enrollment Status SCHs

- Full-time: 8+ hours
- 3/4-time: 6-7 hours
- 1/2-time: 4-5 hours

In general, students must be enrolled at least 1/2-time (4 SCHs) to be eligible for financial aid and/or work-study options.

For students enrolled in the MPAC and MSM programs or the Cybersecurity graduate certificate program, a full-time graduate course load during the fall and spring terms is nine (9) semester credit hours.

For students enrolled in the MBA program or a Business Administration graduate certificate program, full-time graduate a full-time graduate course load during the fall and spring terms is eight (8) semester credit hours.

Depending on the program, the regular load for one combined summer session (nine weeks) is 6-9 credit hours.

Students who wish to enroll in more than the recommended course load must meet with their assigned advisor to start the process for approval.

## Gator Mail

Each admitted student has a Gator email address which is the official form of communication the university uses. Students are expected to check their gator mail regularly or at least have their gator email forwarded to a personal email of choice. For more details see

[www.uhd.edu/gatormail](http://www.uhd.edu/gatormail).

## **MyUHD**

Graduate students have access to their student record, biographical/contact information, course information, financials, and several resources through the MyUHD student portal. Students are strongly advised to take advantage of this access to information throughout their studies.



# Costs, Financial Aid, and Scholarships

## **The Office of Scholarships and Financial Aid**

The University of Houston-Downtown offers a variety of financial aid programs to assist graduate students in meeting educational costs. The programs include scholarships, grants, loans, part-time employment, and assistantships, which may be awarded in various combinations and amounts to meet individual student needs. Because funds are limited in many programs, it is important to begin the application process early and complete the necessary applications properly and on time. To receive priority consideration for the graduate tuition grant, all necessary applications must be on file in the [Office of Scholarships and Financial Aid](#) by April 1 of each year. Most federal and state aid is awarded on the basis of proven financial need rather than academic achievement. Most scholarships are awarded on the basis of academic achievement, talents, and special skills rather than proven financial need. Students are encouraged to complete a financial aid application to be considered for qualification of grants and scholarships.

The [Office of Scholarships and Financial Aid](#) (OSFA) assists students with the financial planning and financing for their education. Financial aid consists of grants, scholarships, loans, and work study. Most aid is based upon individual financial need and eligibility. Aid is available to students who are enrolled at least on a 1/2-time basis, maintain [satisfactory academic progress](#), and demonstrate financial need. Financial aid is generally awarded based on the fall and spring semesters, but [this page](#) has more information about receiving aid in the summer. Students not enrolled in a graduate degree or certificate program are not eligible for financial aid.

## **Estimated Costs**

The university posts [estimated tuition and fees](#) for its graduate programs.

## **Graduate students may be eligible for the following financial aid programs:**

### ***Grants***

Graduate Tuition Grant. This need-based grant is made available through state tuition deregulation. Graduate Tuition Grant is offered to students based on financial need and availability of funds. This grant is available to both FAFSA and TASFA students. Students must be enrolled at least half-time.

### ***Student Loans***

Direct Unsubsidized Loan. A low-interest loan not based on financial need. Students may defer interest payments while enrolled at least half-time. Must be a US citizen or permanent resident and be enrolled at least half-time to participate. Maximum loan amounts vary with grade level in college. Additional application and loan counseling required.

### ***Emergency Tuition Deferment and Book Loans***

In the event of unexpected inability to pay for tuition or books, UHD graduate students can apply for an [emergency tuition deferment plan](#) (Texas residents), [short term tuition deferment plan](#) (not Texas resident), and/or [book loan](#).

### ***Academic Scholarships***

Academic scholarships at UHD are intended to recognize and reward outstanding achievement and community involvement. Applicants for most scholarships, therefore, do not need to show evidence of financial need to apply. For more information on the available scholarships and deadlines refer to the [scholarship page](#). Many academic departments at UHD also award scholarships. Students are encouraged to review the MDCOB [scholarship page](#) to find out what departmental scholarships are available.

### ***Graduate Assistantship Positions***

Graduate assistants are non-tenure and not-tenure track registered graduate students in good academic standing who work up to 20 hours per week during the academic year in support of the educational mission of the University. An assistantship position provides students with financial support in the form of a monthly stipend of \$1,200 in exchange for up to 20 hours a week of service. Assistantship positions are available as a Graduate Administrative Assistant.

### **Residency Information**

Residency status is determined in accordance with the Rules and Regulations for Determining Residence Status, published by the Texas Higher Education Coordinating Board, and pursuant to Title 3, Texas Education Code. For questions regarding Residency, please contact the Registrar's Office at [uhdrecords@uhd.edu](mailto:uhdrecords@uhd.edu) or 713-221-8999.

# Graduate Academic Policies

## Academic Honesty

The Academic Honesty Code is embraced by all members of the University of Houston-Downtown academic community and is an essential element of the institution's academic credibility. The Honesty Code states, *"We will be honest in all our academic activities and will not tolerate dishonesty."* The purpose of the Academic Honesty Policy is to deal with alleged violations of the Honesty Code in a fair and consistent manner. The policy is administered jointly by students and faculty. It is each student's responsibility to read and understand the Academic Honesty Policy. It may be found in the University of Houston-Downtown [Student Handbook](#). Each student is reminded academic honesty spans for more than traditional plagiarism and includes access to or use of publisher's test banks, internet services providing access to test banks, case study solutions, or any third-party assistance not approved in advance by the professor. Violations will be managed in accordance with standard procedures of the college and university ([see PS-03.A.19 policy here](#)). The professor can, in certain instances, provide discipline that includes blocking student-initiated withdrawal from the course.

## Class Attendance

MDCOB graduate students are expected to attend all scheduled class meetings and remain actively engaged in their courses. There are varying course modalities; therefore, absences can be detrimental to academic performance and should be avoided. However, working professionals occasionally may have unavoidable absences as a result of unexpected business travel or other emergencies. It is the student's responsibility to inform professors of the nature of the absences at the earliest practical opportunity, preferably in advance. Students are responsible for all information and assignments from missed classes. In cases where absences reach a frequency that (generally either one or two misses depending upon term length), in the professor's opinion, makes it unlikely that the student can successfully complete the course, withdrawal from class will be recommended. These actions are coordinated with the Marilyn Davies College of Business Graduate Programs Office.

## Good Academic Standing

According to Policy Statement 03.B.04, graduate programs are professional degrees/certificates that require a sustained level of high-quality academic achievement. Consequently, students who matriculate in graduate programs are held to higher standards than students in undergraduate programs. Thus, while enrolled in any Marilyn Davies College of Business program, students must maintain a minimum grade point average (GPA) of 3.0 to remain in good standing.

## Grading System

The following grades are included in the calculation of grade point averages (GPA):

### Grade Points

A	Superior	4.00
B	Above Average	3.00
C	Average	2.00
D	Below Average	1.00
F	Failure	0.00

### **Grade Point Average (GPA)**

The grade point average is a measure of a student's academic achievement. Grade point averages are computed by multiplying the grade point value by the number of credit hours in each course, and then dividing the sum of all grade points obtained by the total number of hours attempted. The following formula represents the method of computing grade point average. The number of grade points earned for each course equals the hour credit value of the course multiplied by the points awarded for grades received. Grades of I will be calculated as F grades in determining grade point average for graduation. All credit hours attempted as a part of a graduate degree will be calculated in the GPA and used in determining academic standing. Grades earned at other institutions in courses that are accepted for transfer and transferred into a graduate degree program at UHD are not calculated in the GPA at any point. Graduate students must meet the graduation requirement of a minimum 3.0 grade point average.

### **I (Incomplete)**

An incomplete grade is given only when an unforeseen emergency prevents a student from completing the course work and only with the instructor's approval. A grade of "I" will be changed to a passing grade if the missing work is completed satisfactorily by the deadline set by the instructor but no later than the end of the long semester immediately following the term in which the grade was received. An incomplete grade that is not removed by this deadline becomes an F. Repetition of a course for which an incomplete grade was received does not affect resolution of the original grade. An incomplete grade earned in a student's graduating semester is computed as an F in determining grade point average.

### **W (Withdrawal from Courses)**

Students will not receive a grade for a course if they drop the course by the Official Day of Record (see Academic Calendar). Students automatically receive a grade of W for any course from which they drop after the Official Day of Record up to the drop/withdrawal deadline as listed in the *Registration & Information Bulletin*. Official Day of Record and drop/withdrawal deadlines are published in the [University Calendar online](#) and may be found in the *Registration & Information Bulletin*. Understanding these policies and any personal financial implications are the sole responsibility of the student. Class days are defined as days on which the university normally has one or more classes scheduled; not the days for which an individual student is scheduled for his/her particular classes.

### **S (Satisfactory) – U (Unsatisfactory)**

A grade of a S/U will only be issued during semesters where extenuating unforeseen circumstances (pandemic, severe weather, disaster) have occurred. The S/U is a student opt-in process that requires students to explicitly contact faculty in writing (via email is fine) to request that faculty issue an S/U grade instead of a letter grade. Students can submit this request any time until the established calendar deadline for requests. For a grade of S: Satisfactory = B or above, no effect on GPA, hours count toward graduation and U: Unsatisfactory = C, D, or F, has no effect on GPA, hours do not count toward graduation.

### **Appeal of Grades**

Any grade which a student believes to be in error should be appealed, first to the instructor, then to the appropriate department chair who makes the final determination of the appeal. If the

student wishes to appeal this decision, they must provide new and compelling information not previously available along with a request for review. These requests are given to the faculty director to determine if there is merit to a second review. The request will then be reviewed by a representative of the Dean's office for final decisions. If an appeal is not made within one calendar year after the close of the semester in which the grade was received, the grade will be considered final, and no appeal will be heard. [The full policy can be found here.](#)

### **Grades for Repeated Courses**

All credit hours attempted as a part of a graduate degree will be calculated in the GPA and used in determining academic standing. This policy applies to repeated courses. If a student repeats a course as a student enrolled in a graduate program, both grades are calculated in the GPA. Grades earned at other institutions in courses that are accepted for transfer and transferred into a graduate degree program at UHD are not calculated in the GPA at any point.

### **Additional Information on Grading System**

Additional information and rules on the UHD Grading System for Graduate Students may be found in the graduate policy statement within [PS 03.B.04](#).

### **Academic Probation, Suspension, and Dismissal**

The university has issued specific guidelines for academic probation, suspension, and dismissal. Those guidelines may be found in [PS.03.0B.07](#). The graduate studies office and advising team will monitor the student's progress with respect to grades and provides both counsel and administration of policy decisions (including appeals) made by the program director or appropriate Associate Dean. These standards apply to all graduate certificate programs and graduate degree programs in the MDCOB.

### ***Academic Probation & Suspension***

Failure to maintain a 3.0 cumulative GPA will result in academic probation. Students who are on academic probation must earn a minimum 3.0 GPA on course work each subsequent semester until the grade point deficiency is removed.

Students who fail to earn a 3.0 semester GPA while on academic probation are subject to suspension from the university. Suspended students may not enroll in or audit classes at UHD for at least one year.

### ***Reinstatement***

Students who have been suspended may apply for reinstatement after one year of non-enrollment. Graduate courses completed at another university during a period of suspension at UHD will not be counted for credit at UHD. Students permitted to re-enroll remain on academic probation under the same conditions as previously described.

Reinstatement is not automatic. Petitioners must include a written petition explaining the reasons they believe they can successfully meet the requirements of the degree.

### ***Dismissal from the Program***

Students who receive a grade of C or lower in 9 cumulative semester hours, or who receive a single grade of "D" or "F" in a graduate class, are ineligible for a master's degree and will be subject to dismissal from the program. Students can also be dismissed for academic dishonesty.

Dismissed students are not permitted to re-enroll at UHD.

### ***Appeals***

Students may appeal an academic suspension or dismissal decision by submitting an appeal in writing. Factors influencing appeals of suspension/dismissal include the root cause of the deficiency; the number of courses remaining to make up any GPA deficiency; availability of courses; willingness of student to follow the required steps; grades in other courses; and other factors as they are reviewed. Appeals of the program director's final decision must be submitted in writing to the Dean of the Marilyn Davies College of Business or the designated Associate Dean.

### ***Discontinued (Cancelled) Classes***

The University of Houston-Downtown reserves the right to discontinue classes or otherwise alter the class schedule. Whenever possible, enrollment in an alternate course is completed through an administrative change form initiated by the department responsible for discontinuing the class.

### ***Classification***

Students admitted to a graduate program are classified as graduate students. Post-baccalaureate students enrolled in graduate courses (requires extensive review and approval) are governed by undergraduate policies.

### ***Applying for Graduation***

Upon completing the required master's degree plan courses, students must complete a graduation application to receive their diploma. Students must meet all catalog requirements of their program and attain at least a 3.0 GPA. Students must complete a graduation application through their MyUHD account by the scheduled deadline. For a listing of the scheduled deadlines as to when to apply for the spring, summer, or fall semester, see the Registrar's Office [webpage](#).

Students in the Master of Business Administration program are encouraged to apply for the Graduate Certificate upon completion of concentration courses.

Commencement exercises are limited to graduates in master's degree programs. Graduate Certificate students must still apply for graduation; however, certificate recipients are not eligible to participate in the event.

# **Business Administration – Master (MBA) and Graduate Certificates**

The University of Houston-Downtown launched its first graduate business degree (General Management MBA) in what is now the Marilyn Davies College of Business (MDCOB) in 2012. By fall of 2015, the MBA grew from being the smallest program in Houston to the largest. The MBA degree is structured to help current and aspiring business leaders develop the knowledge and skills needed to succeed in today's fast-paced business environment. Its design makes it a career-friendly option for working professionals who want to pursue their studies while continuing to work. It fits the needs of those who have earned an undergraduate degree in business administration and those who hold a bachelor's degree in an unrelated area and want the flexibility, expertise, and earning power of an MBA.

The MDCOB also offers standalone graduate certificates in several areas of business administration for individuals not seeking a master's degree.

## **Admission Requirements**

Admission requirements for the UHD MBA and for business administration Graduate Certificates are designed to identify applicants who have the ability, interest, and qualities necessary to complete the program, with the potential to contribute to the field of business. Complete details of requirements can be found on the [MDCOB graduate admissions website](#). Prospective students who do not have an undergraduate business degree at an AACSB accredited institution may need to complete leveling courses which will cover business fundamentals as part of their program. There are three different admissions pathways into the MDCOB business administration graduate programs.

### **The three admissions pathways include:**

- Graduate Certificate Admission
- Soft Start Admission for MBA
- Traditional Admission for MBA

### ***Graduate Certificates***

Graduate certificates prepare students to increase their marketability to employers through focused learning. When the graduate certificate option is pursued, students may be required to complete preliminary work to adequately prepare the student to gain full benefit from the corporate-defined coursework. Upon successful completion of the graduate certificate, students who apply and are admitted into the MBA program are able to apply all credits earned to their MBA degree. Additionally, the GMAT will not be required for MBA applications for students who successfully complete their graduate certificate.

## Graduate Certificate Admissions Criteria

Applicants must hold a bachelor's degree from an accredited institution. Successful applicants will demonstrate potential for success via the required materials.

**Accounting Certificate Only:** There are additional prerequisite requirements for students applying for admissions to the Accounting graduate certificate. Please see the “**Pre-Requisite Courses for MBA ACC and Graduate Certificate in Accounting**” section for more details.

## Graduate Certificate Admissions Materials

- Complete the UHD online graduate application.
- Professional resume documenting work experience that emphasizes personal and professional accomplishments and leadership experience.
- A personal statement of approximately 250-500 words addressing why the applicant desires a certificate from UHD, as well as other circumstances the applicant desires to share with the admissions committee.
- For graduates of universities in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 or higher.
- Payment of application fee.
- Official transcript(s) from the institute where the applicant's Bachelor's degree was conferred as well as any advanced degrees (if applicable). All documents must be received from the degree/credit granting institution. Evaluations from foreign institutions must include the course-by-course evaluation with GPA indication.
- Official transcripts should be submitted either electronically or by sealed mail from your prior institution to:

University of Houston - Downtown  
Office of Graduate & International Admissions  
One Main Street, Suite GSB 308  
Houston, TX 77002

## Graduate Certificate Admissions Process

Applications are managed through the graduate admissions office. Once students have completed the application process, the Graduate Admissions office notifies the Graduate Programs Office in the Marilyn Davies College of Business that the student's application package is ready for review.

Applications are reviewed for completeness by the MDCOB Graduate Programs Office and then submitted to the faculty director for review. The faculty director may require additional information from the applicant, including an interview. The interview may be conducted in-person or virtually. The faculty director will make an admissions determination and the MDCOB Graduate Programs Office will communicate the decision to the applicant.

### ***Soft Start Admission for MBA***

Students admitted through the Soft Start process take fewer courses during the first year and can still complete their degree in two years. By limiting the number of courses taken in the first year, these students complete the MBA at a higher rate of success. The Soft Start admission path does not require the GMAT or letters of recommendation. Students admitted through the Soft Start path are granted conditional admittance to the MBA program and can earn a post-baccalaureate



credential through successful completion of their concentration classes, thereby earning a graduate certificate. Upon successful completion of the concentration courses with a GPA of at least 3.0, Soft Start students are eligible to continue their enrollment in the MBA program and will be able to complete their MBA degree by taking MBA core courses. Soft Start students are restricted on the number of classes that may be taken each semester and are not eligible to take MBA core courses until successful completion of the concentration classes.

#### Soft Start Admission Criteria

Applicants must hold a bachelor's degree from an accredited institution. Successful applicants will demonstrate potential for success via the required materials.

**Accounting Concentration Only:** There are additional prerequisite requirements for students applying for admissions to the MBA Accounting concentration. Please see the “**Pre-Requisite Courses for MBA ACC and Graduate Certificate in Accounting**” section for more details.

#### Soft Start Admission Materials

- Complete the UHD online graduate application.
- Professional resume documenting work experience that emphasizes personal and professional accomplishments and leadership experience.
- A personal statement of approximately 250-500 words addressing why the applicant desires a certificate from UHD, as well as other circumstances the applicant desires to share with the admissions committee.
- For graduates of universities in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 or higher.
- Payment of application fee.
- Official transcript(s) from the institute where the applicant's Bachelor's degree was conferred as well as any advanced degrees (if applicable). All documents must be received from the degree/credit granting institution. Evaluations from foreign institutions must include the course-by-course evaluation with GPA indication.
- Official transcripts should be submitted either electronically or by sealed mail from your prior institution to:

University of Houston - Downtown  
Office of Graduate & International Admissions  
One Main Street, Suite GSB 308  
Houston, TX 77002

#### Soft Start Admission Process

Applications are managed through the graduate admissions office. Once students have completed the application process, the Graduate Admissions office notifies the Graduate Programs Office in the Marilyn Davies College of Business that the student's application package is ready for review.

Applications are reviewed for completeness by the MDCOB Graduate Programs Office and then submitted to the faculty director for review. The faculty director may require additional information from the applicant, including an interview. The interview may be conducted in-person or virtually. The faculty director will make an admissions determination and the MDCOB Graduate Programs Office will communicate the decision to the applicant. Accepted students will be given instructions

on required leveling courses and new student orientation. With few exceptions, there is no change from the Soft Start to the traditional path after admission. Excepting special circumstances, a Soft Start MBA student is not permitted to take MBA core classes until successfully completing their chosen concentration with at least a 3.0 GPA.

### ***Traditional Admission for MBA***

Students admitted through the traditional path are immediately eligible to take MBA core and MBA concentration classes and are not subject to restrictions on the number of classes that can be taken each semester. Traditional admission is required for international students and for students enrolling in the General Management MBA program. It is also available for applicants with a strong undergraduate background that want to take courses at a faster pace than soft start.

### **Traditional Admission Criteria**

Applicants must hold a bachelor's degree from an accredited institution. Successful applicants will demonstrate potential for success via the required materials.

***Accounting Concentration Only:*** There are additional prerequisite requirements for students applying for admissions to the MBA Accounting concentration. Please see the “**Pre-Requisite Courses for MBA ACC and Graduate Certificate in Accounting**” section for more details.

### **Traditional Admission Materials**

- Complete the UHD online graduate application.
- A personal statement of approximately 250-500 words addressing why the applicant desires an MBA from UHD, as well as other circumstances the applicant desires to share with the admissions committee.
- GMAT score less than 5 years old (unless waived under admissions requirements)
- Professional resume documenting work experience that emphasizes personal and professional accomplishments and leadership experience.
- Two recommendation forms from individuals acquainted with the applicant's leadership capabilities.
- For graduates of universities in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 or higher.
- Payment of application fee.
- Official transcript(s) from the institute where the applicant's Bachelor's degree was conferred as well as any advanced degrees (if applicable). All documents must be received from the degree/credit granting institution. Evaluations from foreign institutions must include the course-by-course evaluation with GPA indication.
- Official transcripts should be submitted either electronically or by sealed mail from your prior institution to:

University of Houston – Downtown  
Office of Graduate & International Admissions  
One Main Street, Suite GSB 308  
Houston, TX 77002

### Traditional Admission Preferences

- Undergraduate GPA of 3.0, or higher, on a 4-point scale for the final 60 semester hours of study.
- Applicant's letter should demonstrate strong writing skills, expressed desire to work at the management level, commitment to completing the degree, and strong rationale for wanting this specific degree.
- Letters of recommendation should come from persons sufficiently acquainted with the student to be able to comment on the potential to successfully complete a graduate program and should provide evidence of applicant's excellent critical thought, motivation, study and writing skills, and/or a strong overall faculty recommendation.

### Traditional Admission Process

Applications are managed through the graduate admissions office. Once students have completed the application process, the Graduate Admissions office notifies the Graduate Programs Office in the Marilyn Davies College of Business that the student's application package is ready for review.

Applicant files are reviewed for completeness in the MDCOB Graduate Programs Office. The applicant files are then submitted to the MBA Admissions Committee for consideration. The committee assesses the candidate's strengths and weaknesses and votes on the applicant's admission. In the event of a tie, the Associate Dean of the MDCOB will provide the tie-breaking vote. The MBA Admissions Committee then informs the MDCOB Graduate Programs Office of the decision. In cases where the candidate meets auto-acceptance requirements (possesses an earned master's degree and/or finished their undergraduate degree with a 3.50 GPA or higher in the last 60 hours of coursework) the committee review process is waived. All applicants seeking admission as an international student will undergo review through the MBA Admissions Committee. The MDCOB Graduate Programs Office will communicate the admission decision to the applicant. Accepted students will be given instructions on required leveling courses and new student orientation.

### **Pre-Requisite Courses for MBA ACC and Graduate Certificate in Accounting**

Prospective students who do not have an undergraduate degree in accounting are welcome to apply but may need to complete prerequisite courses which will cover accounting fundamentals as part of their program. Undergraduate degrees must be from regionally accredited universities or qualified foreign institutions.

Pre-Requisite Courses: Intermediate Accounting sequence, Individual and Corporate Tax, and Audit.

- Intermediate Accounting I
- Intermediate Accounting II
- Intermediate Accounting III
- Federal Income Tax: Individual or Individual Income Taxation
- Federal Income Tax for Partnerships and Corporation
- Auditing

At UHD, the Accounting pre-requisite series is provided in three courses. At Houston Community College (HCC) and Lone Star College (LSC) the Accounting pre-requisite series is offered in two courses. The UHD three-course series and the HCC/LSC two-course series have been approved by the Texas State Board of Public Accountancy.

## **MBA Academic Program Information**

### **Program Outcomes**

*Graduates of the UHD MBA program will be able to:*

- LO 1:** Identify drivers of industry and organizational change and be able to predict the impact of change on organizational performance.
- LO 2:** Design, implement, evaluate and monitor the effectiveness of organizational strategies, making necessary amendments during this process.
- LO 3:** Apply concepts and decision models in financial accounting, statistics, organizational behavior, finance, economics, marketing, information systems management, and operations management to make business decisions.

### **General Degree Requirements**

Students who hold an undergraduate degree from an AACSB accredited program in a field of business administration may be deemed to be prepared for graduate study if the core courses were completed with a grade of "C" (or equivalent) or higher. Students who hold an undergraduate degree in a field other than business administration or in business from a non-AACSB accredited program may be required to demonstrate preparation for graduate study in business. These students could be required to complete one or more 5000-level courses in order to gain the basic theoretical concepts and tools that are the foundations for graduate management study.

The 5000-level courses serve as prerequisites for the graduate business courses and may be required for students who did not take the equivalent courses as part of their baccalaureate program, have a degree in business from a non-AACSB accredited program, or for students with a baccalaureate degree from a non-U.S. university. The graduate 5000-level courses do not apply to the MBA degree. When a student is admitted to the program, they are notified of courses that must be taken. Students are not allowed to register for 5000-level courses without specific approval by a Davies COB Advisor

The 5000-level courses are condensed to the essential core knowledge that a student must possess in order to pursue graduate business study. The foundation set of management 5000-level courses consists of up to eight on-line courses designed to provide concepts important to study in the College of Business. All 5000-level courses are two (2) semester credit hours (SCH) each.

16 SCH Leveling Courses		
Course Number	Course Name	Credits
GBA 5202	Foundations of Management Theory	2
GBA 5304	Finance	2
GBA 5205	Accounting	2
GBA 5206	Production & Operations Management	2
GBA 5207	Management Information Systems	2
GBA 5208	Marketing Information	2
GBA 5212	Quantitative Methods in Business	2
GBA 5215	Legal Environment of Business	2
<b>Total</b>		<b>16</b>

The Master of Business Administration degree requires satisfactory completion of the required credit hours offered for the selected concentration by the College of Business. The required courses and concentrations are outlined below:

### Core and Concentration Courses

MBA Core Courses		
6202	Strategic Management	2
6203	Managerial Accounting and Budgeting	2
6204	Managerial Finance	2
6205	Management of the Supply Chain (Note: include Operations)	2
6207	Management of Information Flows	2
6208	Marketing Management	2
6211	Managerial Decision Making (Note: include Stats)	2
6212	Managerial Economics	2
6213	Management of Organizational Behavior	2
6216	Capstone	2
<b>Total</b>		<b>20</b>

Accounting Concentration Courses		
6310	Advanced Taxation	3
6312	Advanced Auditing	3
6314	Accounting Research and Writing	3
6315	Advanced Accounting Topics	3
6316	Professionalism for Accountants	3
6318	Industry Specific Topics in Accounting	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>19</b>

Business Intelligence Concentration Courses		
6391	Essentials of Business Intelligence	3
6392	Applied Data Management and Visualization	3
6393	Business Intelligence Modeling for Decision Support	3
6394	Data and Opinion Mining for Business Applications	3
6395	Business Intelligence Strategy and Performance	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>16</b>

<b>Finance Concentration Courses</b>		
6360	Ethical and Professional Standards	3
6362	Financial Forecasting	3
6364	Capital Markets	3
6366	Communication for Finance	3
6368	Advanced Corporate Finance	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>16</b>

<b>General Management Concentration Courses</b>		
6201	Leadership, Team Building and Team Management	2
6206	Operations Management	2
6209	Human Resource Management	2
6210	Legal Environment of Management	2
6214	Management in a Global Context	2
6290	Current Topics in Business	2
6101	Presentation Skills	1
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>14</b>

<b>Human Resource Management Concentration Courses</b>		
6330	Legal Environment of Human Resource Management	3
6332	Talent Acquisition: Attraction and Selection	3
6334	Talent Management	3
6336	Compensation and Benefits	3
6338	Strategic Human Resource Management	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>16</b>

<b>International Business Concentration Courses</b>		
6370	Risk Management	3
6372	International Strategic Sourcing	3
6374	Ethics, Law, and Compliance in International Business	3
6376	International Logistics	3
6378	International Banking and Finance	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>16</b>

<b>Leadership Concentration Courses</b>		
6340	Supporting the Business Strategy	3
6342	Delivering Business Results	3
6344	Interpersonal Leadership	3
6346	The Leader's Role in Development	3
6348	Leading Teams	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>16</b>

<b>Project Management/Process Improvement Concentration Courses</b>		
6381	Project Management Overview	3
6382	Project Life Cycle: Initiating, Planning & Executing	3
6383	Project Life Cycle: Monitoring, Controlling & Closing	3
6384	Change Management & Leadership	3
6385	Process Improvement Tools & Techniques	3
6386	Process Improvement Applications	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>19</b>

<b>Sales Management &amp; Business Development Concentration Courses</b>		
6350	Advances in Personal Selling	3
6352	Sales Negotiation and Communication	3
6354	Integrated Marketing Programs	3
6356	Sales Leadership	3
6358	Sales Management Strategy	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>16</b>

<b>Supply Chain Management Concentration Courses</b>		
6320	Legal Aspects of Supply Chain Management	3
6322	Leadership in Supply Chain Management	3
6322	Operations and Supply Chain Management	3
6325	Decision Modeling for SCM	3
6326	Strategic Sourcing and Procurement	3
6328	Logistics	3
6102	Graduate Colloquium (For Each Concentration)	1
<b>Total</b>		<b>19</b>

<b>MBA Concentration and Core Course Credit Hours</b>											
	Accounting	Business Intelligence	Finance	General Mgt.	Human Resource Mgt.	International Business	Leadership	Project. Mgt/ Process Improvement	Sales Mgt.	Supply Chain Mgt.	Project. Mgt/ Process Improvement
Core	20	20	20	20	20	20	20	20	20	20	20
Concentration	19	16	16	14	16	16	16	16	16	19	16
<b>Total</b>	<b>39</b>	<b>36</b>	<b>36</b>	<b>34</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>39</b>	<b>36</b>

Graduation for any concentration is dependent upon successful completion of all required course work with a minimum graduate grade point average of 3.0 and successful completion of the Capstone Project.

# Master of Professional Accountancy, MPAC

The Master of Professional Accountancy (MPAC) will prepare students for leadership roles in accounting by producing graduates ready to take the highest certification in the field, the Certified Public Accountant (CPA) exam. This student-focused education is a gateway to success for analytical decision makers. The Marilyn Davies College of Business is nationally accredited by the Association to Advance Collegiate Schools of Business (AACSB), the most prestigious business accrediting organization in the world.

Full-time students can graduate from the program in one year by taking 10 courses (four courses in both the fall and spring semesters and two courses in the summer). Students also can enroll part-time in fewer classes and graduate in subsequent semesters.

## Program Outcomes

- Formulate discipline-specific accounting strategies and develop valuable critical thinking skills to assess business risks and make business decisions.
- Communicate accounting information to both technical and non-technical audiences.
- Work productively with others to accomplish established goals.
- Apply ethical principles and professional standards to make informed decisions.

## Admission Requirements for the MPAC

Admission requirements for the UHD MPAC are designed to identify applicants who have the ability, interest, and qualities necessary to complete the program, with the potential to succeed in the field of accounting. Prospective students who do not have an undergraduate degree in accounting are welcome to apply but may need to complete prerequisite courses which will cover accounting fundamentals as part of their program. Undergraduate degrees must be from regionally accredited universities or qualified foreign institutions.

Students should complete the following prerequisite courses prior to entering the MPAC program:

- ACC 2301 Financial Accounting
- ACC 2302 Managerial Accounting
- ACC 3300 Intermediate Accounting I
- ACC 3301 Intermediate Accounting II
- ACC 3302 Intermediate Accounting III
- ACC 3303 Cost Accounting
- ACC 3304 Accounting Information Systems
- ACC 4301 Individual Income Taxation
- ACC 4302 Corporation Taxation
- ACC 4304 Auditing

*In the event a student has not completed one of the above accounting prerequisites, he/she may contact the accounting chair to request an approval to substitute a different accounting course.*



## **General Degree Requirements**

### **Required Core Courses – six courses (18 hours):**

- MBA 6310 - Advanced Taxation
- MBA 6312 - Advanced Auditing
- MBA 6314 - Accounting Research and Writing
- MBA 6315 - Advanced Accounting Topics
- MBA 6316 - Professionalism for Accountants
- ACC 6320 - Ethics and Legal Issues in Accounting

### **Choose an additional four courses (12 hours) from the following to satisfy requirements to best prepare for the Certified Public Accountant (CPA) exam and degree requirements:**

- ACC 6311 - Seminar in Financial Accounting
- ACC 6313 - Analysis of Financial Statements and Entity Valuation
- ACC 6317 - Advanced Managerial Accounting
- ACC 6319 - Taxation of Entities
- ACC 6321 - Government and Not-for-Profit Accounting
- ACC 6322 - Accounting Internship
- ACC 6323- Data Analytics for Accounting

### **For students interested in pursuing a master's degree but not a CPA certification, chose two courses (6 hours) from this list:**

- ACC 6311 - Seminar in Financial Accounting
- ACC 6313 - Analysis of Financial Statements and Entity Valuation
- ACC 6317 - Advanced Managerial Accounting
- ACC 6319 - Taxation of Entities
- ACC 6321 - Government and Not-for-Profit Accounting
- ACC 6322 - Accounting Internship
- ACC 6323- Data Analytics for Accounting

### **And two courses (6 hours) from this list of courses:**

- MBA 6328 - Logistics
- MBA 6332 - Talent Acquisition: Attraction and Selection
- MBA 6342 - Interpreting and Delivering Business Results
- MBA 6344 - Interpersonal Leadership Effectiveness in Business
- MBA 6348 - Leading Teams for Business Results
- MBA 6362 - Financial Forecasting and Behavioral Finance
- MBA 6368 - Advanced Corporate Finance
- MBA 6381 - Project Management Overview
- MBA 6385 - Process Improvement Tools & Techniques
- MBA 6386 - Process Improvement Applications

# Master of Security Management

The Master of Security Management (MSM) is an innovative asynchronous online program developed in collaboration with leaders in security management. The goal of the program is to provide students with the knowledge and skills necessary to address the continuously changing cybersecurity and global security environment.

The University of Houston-Downtown MSM degree better prepares managers to reduce the risk to organizations by identifying the threats, be they cyber threats or traditional criminal and terrorist threats. Course discussions include mitigating the risks of cybercriminals, cyber terrorists, extortion, multinational criminals, business continuity and leading teams of security experts. Students will be versed on identifying emerging threats, making risk assessments and implementing risk-based security plans to better protect organizations.

The MSM is a fully asynchronous online program that is intended to match the busy schedules of working professionals. New applications are accepted in the fall, spring, and summer semesters.

## Program Learning Outcomes

**Graduates of the MSM program will be able to:**

**LO 1:** Integrate and apply cross-functional business and security knowledge to solve a problem; and apply critical reasoning from strategic and global learning perspectives in managing risk.

**LO 2 :** Develop, implement and refine policies, plans *and programs* which include:

- Comprehensive identification of organizational security risk exposure;
- Cost-effective risk mitigation strategies;
- Recovery strategies; and
- Strategies for refinement and improvement based upon lessons learned during implementation.

**LO 3:** Analyze and use statistical data to inform decisions relating to operational security.

**LO 4:** Work in or operate effectively within a cross functional group or team.

**LO 5:** Use effective oral communication to:

- Converse at an executive level with functional units within the organization about business and organizational security issues; and
- Convey critical information during a crisis situation to a variety of audiences.

## Admission Overview

Admission is competitive and selective and is designed to identify applicants who have the ability, interest, and qualities necessary to complete the program, with the potential to contribute to the field of security management.

## **Admission Requirements**

To be eligible for admission, an applicant will be required to present the following:

- A baccalaureate degree conferred by a regionally accredited institution.
- Official transcripts, submitted to the Graduate Office of Admissions, from all degree granting institutions.
- A completed [online admissions application](#) (an on-line application found at [Graduate Application Portal \(uhd.edu\)](#)).
- A letter describing the applicant's professional background and desire to seek this degree.
- A well-written, current resume that describes the candidate's academic and professional background.

## **Admissions Process**

Once an admissions file is complete it is forwarded from the Graduate Admissions Office to the Marilyn Davies College of Business Graduate Studies Office for consideration. The MSM Graduate Application Committee will review an applicant's file to determine if the applicant's academic and professional background is suitable for admission into the MSM. This review may include an interview either face to face or by phone. Upon completion of the review, applicants will be informed in writing via email as to the committee's decision stating whether or not they have been accepted. The letter gives the student instructions on attending an orientation for new students, contacting the advisor concerning the next step, and other important information.

## **Degree Requirements**

The MSM requires completion of 36 hours (12, 3-semester hour courses) with a minimum G.P.A. of 3.0. Students must choose between two concentrations to complete their degree: **Enterprise Security** is related to managing more traditional roles of corporate security or **Cyber Security** is related to protecting and organization from the current global cyber-threats.

There are seven, three semester hour core classes that all students in the MSM must take:

### **Core classes of the MSM degree plan:**

SM 6360 Enterprise Security Management  
SM 6362 Risk Analysis and Abatement  
SM 6364 Legal Issues for Security Executives  
SM 6365 Cybercrime and Computer Forensics  
MGT 6301 Leadership, Motivation and Communication for Security Executives  
MGT 6302 Human Resource Management for Security Executives  
MGT 6332 Managerial Decision Making for Security Executives

**The concentrations consist of five, three semester hour courses.**

### ***Cybersecurity Concentration***

SM 6366 Cybersecurity Program Design and Operations  
SM 6368 Information Security-Focused on Data Security  
SM 6369 Cyber Networked Security  
SM 6374 Organizational Resiliency  
SM 6375 Cyber Operations Capstone

### ***Enterprise Security Concentration***

SM 6361 Managing Corporate Investigations  
SM 6367 Global Perspectives in Security Management  
SM 6370 Current Issues in Security Management  
SM 6371 Enterprise Security Capstone  
SM 6376 Enterprise Security Solutions

### **Cybersecurity Certificate Program**

Six of the MSM courses can be taken to receive a stand-alone graduate certificate in Cybersecurity. Students who complete the six classes with a 3.0 in the normal course of completing the MSM are eligible to apply for the certificate as well. Those courses are:

SM 6365 Cybercrime and Computer Forensics  
SM 6366 Cybersecurity Program Design and Operations  
SM 6368 Information Security-Focused on Data Security  
SM 6369 Cyber Networked Security  
SM 6374 Organizational Resiliency  
SM 6375 Cyber Operations Capstone

### **Time to Completion**

Students can complete the program within one year as a full-time student (enrolled in four classes each semester in spring, summer, and fall) or as a part-time student. Part-time students have the option to enroll in fewer classes to complete the program at a pace that is conducive to their schedule.