iMSA Program Overview

The iMSA is for people who want to be leaders in the accounting profession. The program builds expertise in the fundamentals of accounting – financial reporting, audit and control, and US federal taxation. Beyond that, the iMSA delivers analytic capabilities that the industry defines as cutting-edge. The iMSA combines the highly interactive and engaging faculty led learning approach with Coursera’s Massive Open Online Course (MOOC) approach to learning that breaks up long classroom lectures into shorter, focused video lessons.

iMSA Degree Requirements

To satisfy the degree requirements, you need to complete 32 University of Illinois graduate credit hours of which at least 20 hours are in accountancy courses, and at least 4 hours are in a non-accountancy course. You can complete the iMSA in as little as 18 months, or 4 semesters, or, if you need more time, you can stretch it out to 36 months or 8 semesters.

iMSA Curriculum

The required accountancy courses are listed below. Each of the five courses awards four credit hours.

ACCY 501- Accounting Analysis I
ACCY 502- Accounting Analysis II
ACCY 503- Managerial Accounting
ACCY 504- Auditing
ACCY 505- Federal Taxation

Each iMSA course will be offered as an 8-week, 2 credit hour course. For example, ACCY 501 is broken into 501 Part A and 501 Part B where each is an 8-week, 2 credit hour course. The full 4 credit hours, that is 501 Part A and Part B, will need to be completed before you can move on to the next course in the sequence, which in this example is ACCY 502 Part A and ACCY 502 Part B.

Each iMSA course consists of two components:

1. A self-directed component that includes instructional videos, readings and basic quiz questions. You do assigned readings and check your progress by taking quizzes. This component of the course can be accessed and completed at your own pace within a time frame designated in your syllabus. This self-directed component is available on demand at http://coursera.org
2. A high-engagement component, for weekly live class sessions, assignments and exams. The live classrooms are interactive, and practice-oriented. You will practice and discuss what you learn. The high-engagement component is 8 weeks long and only offered once a year.

In order to earn academic credit for an iMSA course, you must complete both components. The self-directed and the high engagement content will be offered concurrently, but you can complete the self-directed component prior to completing the high-engagement component of the course.

Please visit https://onlinemsa.illinois.edu/program/curriculum/ for a listing and descriptions of required and elective iMSA courses.
Expectations

Expectations within the iMSA Program are established for both the program and for students.

As a program, it is expected that we constantly evolve. The program expects to continuously work toward improving the student experience, and to strive for consistency and responsiveness in all areas.

As a student at the University of Illinois at Urbana-Champaign, you are expected to follow the policies and procedures set by the University, Graduate College, College of Business, and the iMSA Program. Additional expectations of students in the iMSA Program include the following:

Strive for the highest academic standards

As students of a top research university, you are expected and required to maintain the highest standards of academic integrity and to actively participate in creating this type of learning environment. Consistent with University policy, cheating is considered a very serious offense. Cheating is the copying of answers to problem sets and exams from other students or other sources, rather than authoring them. Anyone caught cheating in this program or in a course will be subject to the penalties discussed in the policies section (Academic Integrity). These penalties include, among others, failure of the course or dismissal from the University.

Evaluation methods and teaching styles

Expect courses to have different evaluation methods and requirements and for professors to have different teaching styles. Most courses will have team- or group-based work (that involves coordination) and individual work (including timed exams).

Email and communication

Once your admission process is complete, all university communication will occur via your @illinois.edu email account. This includes course information, communications from instructors and TAs, and information regarding your student account. Expect to receive two to three emails about the course before it begins from the instructor, the course system, or support teams. Do not ignore those messages, but organize them into appropriate subfolders. They have important information pertaining communication, access to the course, and course policies that you may need to read again in the first few weeks. Expect to receive reminders about upcoming deadlines and any incomplete or missing submissions.

Course syllabus and deadlines

While your courses are completely online and available anytime, all coursework must be submitted by the deadlines listed in your syllabus. Read and know the course syllabus and note all deadlines, assignments, and exam requirements at the start of the course and organize yourself around the workloads and the timeline. Do not rely on constant reminders. Expect to be held accountable for meeting all course deadlines, as these are stated up front and reinforced throughout the course. Please attempt to make every effort to inform faculty ahead of time when your timely submission of assignments may become an issue. The iMSA program has strict rules around deadlines and submissions. Late submissions will not be accepted and any exceptions will be at the sole discretion of the faculty.

You are advised to have secure internet connections and backup plans for single-sitting exams. If you experience a serious extenuating circumstance beyond your control that prevents submission of an assignment or exam you may request an
exception to this policy by providing documentation of the extenuating circumstance to the faculty member teaching the course. Faculty may delegate the decision to the iMSA program office or to the Academic Integrity committee if the situation warrants.

When at all possible, requests for an exception should be made BEFORE the assignment deadline. Late submissions cannot be accepted for any reason once the answer key is posted.

**Grading**
The assignment workload distribution is approximately 70-30 between the high-engagement and self-directed portions, although the exact distribution is at the discretion of instructors given differences across courses. It is required that you pass the self-directed portion and complete the graded assignments in the high-engagement portion to pass the course. The final grade for the course will be determined by the number of points earned for the high-engagement portion of the course. Failing the self-directed portion will result in a final grade of “F” for the course, regardless of the number of points earned in the high-engagement portion, and no academic credit will be given. This includes all quizzes and peer-review assignments. Procedures to translate points to letter grades are at the discretion of faculty.

**Familiarity with the Coursera Learning Platform**
All course content will be in the Coursera learning platform. Weekly activities in the high-engagement component of the course will rely on you having consumed the respective weekly self-directed content. Courses will incorporate live interaction tools such as Zoom. Keep up with the work and do not procrastinate on submitting assignments.

Be sure to complete the Course Orientation Learning Modules prior to taking each course. This will provide a good overview of the course content, required elements, and expectations of the course.

**Live interaction sessions (Your virtual classroom)**
Expect all professors to strongly encourage or require attendance and active participation in some live sessions offered throughout the duration of the course. Live sessions covering the same material will be offered twice at different times of the day to accommodate multiple time zones. Some, but not all, instructors may offer options for making up live sessions. Please be mindful of the requirements for attending these sessions (i.e., arriving late, leaving early).

**Group formation and peer evaluation**
Groups may be formed for all courses in the iMSA program, taking a variety of factors into consideration. Peer evaluations is a common format that will be employed for many courses. Administration of peer evaluations may be done by the iMSA program once for each course at its conclusion. Faculty have the discretion to decide whether and how to use peer evaluations in their courses. Your final grade in the course will incorporate your peer evaluation and participation in-group activities.
Professionalism and respect
This is a professional degree program and as such, you should conduct yourself in a professional and respectful manner both via email, in forums, live sessions, and any group-related activity. It is important to develop a professional, working relationship with your instructors, teaching assistants, and your cohort.

Most students in the iMSA program are working professionals and their time is as important as yours is. Please be courteous, professional, and mindful of your cohort members’ culture, time, and life circumstances. Some best practices for group work are highlighted below:

Roles & responsibilities
• Keep up interactions identifying areas to contribute to colleagues
• Outline key tasks and completion dates
• Keep current with homework and readings

Expectations of working together
• Be respectful through preparation, contribution, and constructive feedback
• Practice lively, positive, energetic communication – have fun with each other
• Be accessible for team members’ collaboration
• Help each other

Timetable of activities & deliverables
• Deliver all group course assignments and team pre-work on time
• Identify the point person for each task

Communication preferences/availability
• Arrange group meetings via conference calls
• Use Dropbox or BOX to share documents for group assignments
• Use email for weekly communication and to share learning and best practices

Team procedures / accountability process
• Be open to group comments to improve different dimensions
• Step up when something needs to be done
• Respect colleagues’ ideas at all times and defer if needed
• Provide direct and constructive feedback
• Delegate responsibilities based on individual talents per project
• Contribute your fair share to projects
• Strive for excellence

Online education vs. face to face
If you are new to the online learning environment, one of the best things you can do is familiarize yourself with iMSA courses on the Coursera platform. Do not expect the same type of learning environment as you would in a face-to-face class. Some important factors enabling success include being self-motivated, identifying and mitigating distractions, setting aside specific blocks of time to work, and taking advantage of resources (library, classmates, instructors). Expect peer-to-peer assignments to reinforce learning and give you the opportunity to test your critical thinking skills and knowledge of the topics. Recognize the content to be just the starting point. Expect course interaction to be a crucial part of your learning.
Organizing your calendar / time management
As an online student, you will receive plenty of support from your peers as well as program administration in helping you navigate through your iMSA journey. It is extremely important for you to plan ahead and manage your time properly in order to be successful in the iMSA program. In the Onboarding course, we will provide you with some tips and best practices to being a successful online student. Here are some high-level lists that you need to plan around:

1. **Plan**: make and develop a plan for your eight-week course.
2. **Check in daily**: log into your course daily, read forums, and look out for announcements. Make learning a daily, successful habit.
3. **Look ahead**: It is good to plan on Day Zero, but no plan is successful unless you review it regularly. Make it a habit to create weekly look-ahead plans around assignments, group work, or exams.
4. **Speak up or ask questions**: If you encounter difficulty or are struggling around a topic ask for help. Do not wait until the last day of deadlines to seek help if you have questions. Seeking help often and early will be the difference between success and failure.

Faculty and Staff
A current faculty and staff list is available at https://onlinemsa.illinois.edu/program/faculty/

Program Contacts
General contact information:
Email: imsa-support@illinois.edu
Phone 217-244–0009

Gary Hecht
Academic Director, iMSA Program

Martin Maurer
Director, iMSA Program

Ashley Lamb
Assistant Director, iMSA Program, Student Affairs

Getting Started
The visualization below will give you an idea of the steps you need to take and the things to expect from the time you are admitted to the program until your first course. Please review the descriptions below the diagram for details on some of the steps. You will also have a chance to revisit this in the Onboarding course you will take before you start the first course.
Things to do / expect before your first course

A few of the steps above require access to specific platforms and verification of technology requirements. Complete each task below to ensure you have full access to all of the resources you will need. Contact the Technology Services Help Desk (https://techservices.illinois.edu/get-help/help-desk) if you have any problems with any of these tasks.

**Claim Your NetID**
Your NetID grants you access to all of the resources you will use as a student. Your first step is to claim your NetID (https://netidclaim.illinois.edu/), as many of the following steps are dependent upon it. You can use your NetID anywhere you are prompted for EnterpriseID.

**Activate Your E-mail Account**
You will get a free University email account with an @illinois.edu suffix from http://techservices.illinois.edu/services/email. This is where all of your correspondence from the University will be sent, including email from faculty.

**Request Photoless I-Card**
Your photoless I-card allows you to borrow materials from the UI Library and statewide member libraries, and access a large selection of e-books as well. You must be officially registered as a degree student prior to requesting the I-card. To obtain your photoless I-card, please use the Center for Innovation in Teaching & Learning ID Card Request Form https://online.illinois.edu/getting-started/other-important-info-for-online-students/obtain-a-photoless-id-card

Communications

- Read Notice of Admission email from Graduate College
- Pay deposit to accept admission
- Claim your NetID
- Activate @illinois.edu email account

Step 2: Get Started

- Read Student Manual
- Complete Onboarding course

Step 3: Course Registration

- Register for courses via Student Self-Service
- Request Photoless i-Card
Verify Technology Requirements
You will need to make sure your personal computer meets the necessary technology requirements. We recommend this comprehensive list of software, hardware, and checklists to ensure you have a successful learning experience: http://citl.illinois.edu/online-learning/student-support/technology-requirements.

Onboarding
As you kick-start the iMSA program, we understand there is a learning curve in terms of orienting yourself with the “know-how” and various activities you as a student will participate in. We have designed an informative and engaging course to help you with the onboarding process. You will have an opportunity to introduce yourself, get to know others, and get most of your questions answered about the program in much more detail. This course will help you:

- Identify and be knowledgeable about the expectations of iMSA students
- Gain confidence navigating the Coursera learning platform and other technology tools used in the courses
- Familiarize yourself with the student handbook and policies
- Explore information about the campus, faculty, and other services available to you
- Devise time-management strategies to achieve work-life balance and be successful in the program
- Interact with your classmates in order to build a community within the cohort and iMSA program

You will have access to the Onboarding course prior to the start of your first course. We expect this course to take about six to seven hours to complete and an additional hour for participation in a live session. This is a mandatory and important course for all new students to complete before starting the other courses for your iMSA.

The Onboarding course will be available to you on the Coursera platform. This is the same learning management system you will use for all iMSA courses. The course itself focuses not only on program information, but on campus resources and strategies for successful online learning. The key topics of the course are outlined below. While the course is set up in two “weeks” you can complete the course in about 6-7 hours.

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<thead>
<tr>
<th>Week 1 Key Topics</th>
<th>Week 2 Key Topics</th>
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<td>Coursera Platform</td>
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<td>iMSA Degree Program Overview</td>
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<td>Student Success</td>
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</table>
**Tuition, Billing, Payments, and Financial Aid**

Please refer to [https://onlinemsaiinois.edu/program/tuition/](https://onlinemsaiinois.edu/program/tuition/) for information regarding tuition, refunds, cancellations, and withdrawal policies. Please pay particular attention to the Cancellation, Drop, and Withdraw policies on the Tuition tab. For detailed resources on billing and payments go to: [https://online.illinois.edu/student-services/billing-statements-and-payments](https://online.illinois.edu/student-services/billing-statements-and-payments)

Upon registering, your seat(s) in the course(s) you select are reserved and you are responsible for tuition payment unless you initiate changes to your registration status.

**Student Advising and Support**

In order to provide personalized support, we have appointed a single point of contact who will help answer your questions. The contact person is Ashley Lamb, Assistant Director of the iMSA Program. She can be reached via imsa-support@illinois.edu. She will be able to help you with the following:

- Develop your understanding of your own academic and professional interests
- Monitor the sequence of courses you take and complete an annual academic progress review
- Monitor how you meet course requirements
- Let you know about University resources
- Work with you to address academic and non-academic issues as they relate to your degree achievement

**Registration**

Course registration is processed through the Student Self-Service website. You will use your NetID and password to access the registration link for the University of Illinois at Urbana-Champaign. The Office of the Registrar is the steward of official student academic records and is responsible for the accuracy, integrity, and security of those records under the Family Educational Rights and Privacy Act (FERPA).

The course registration cycle starts before the beginning of each semester. During this cycle, you will be able to register for the courses offered in that specific semester. You will be able to view your account two weeks before classes begin. Services offered through Student Self-Service include:

- Checking your registration eligibility
- Adding or dropping classes
- Updating your address and telephone information
- Applying to graduate or checking your graduation status
- Obtaining a copy of your class schedule

**Access to the Coursera Platform:**

After registering for your iMSA courses through the Student Self-Service website you will be provided access to the appropriate Coursera sessions. You will receive an email from Coursera inviting you to get started on your course after you are granted access (based on your Illinois registration) no later than 10 days prior to the start of a course.
**Time Tickets**
Admitted students will be assigned a PRIORITY time ticket showing the earliest time you are authorized to register for courses. Your time ticket will be sent to your @illinois.edu email address. You may register or adjust your schedule at any time after your earliest assigned time, up through the first day of classes, without penalty. Once your time ticket allows, you are encouraged to register as soon as possible to retain priority. This will allow you to confirm your course registration in case there are limited seats offered by the faculty for a specific course. Frequently, students will be able to reserve their slot for their desired course.

**As You Register**
Student Self-Service will control access based upon registration time, class size, academic program, maximum credit limit, and holds.

**If a hold that prevents registration has been placed on your record, it must be removed before you can register.** Access to Student Self-Service to add or drop classes will be blocked until your holds are removed.

For full instructions and comprehensive “how-to” procedures, refer to the Office of the Registrar’s Registration Procedures (https://registrar.illinois.edu/registration-procedures).

**Important Notice: Terms of Use**
Student Self-Service is the university system to register for courses by computer. When you do so, you agree to pay tuition and fees to the university according to the payment policies and schedules adopted by the Board of Trustees. If you wish to cancel your registration and thus avoid payment of tuition and fee charges, you must do so by 11:59 pm (US Central Time) on the last business day prior to the first day of instruction.

**Late Registration**
- The individual colleges determine the latest date for which their students may register.
- A late registration charge of $15 (amount subject to change) is assessed to all students registering after the first day of instruction for the fall or spring semester. No late registration charge is assessed for the summer term.
- The late registration charge may be waived upon petition in exceptional circumstances, such as serious illness or death in the immediate family, or other circumstances beyond the control of the student.

**Hold Status**
Academic and administrative offices may place holds on your record, cancel your registration, or withdraw you from classes for academic reasons, funds owed to the university, or judicial reasons. Registration holds prevent any registration activities, including adding or dropping classes. Some holds may also prevent you from receiving transcripts, receiving grades, or processing your graduation requirements in addition to preventing any registration activity.

If you have a hold on your record, resolve it with the appropriate campus office as soon as possible. Any holds on your record preventing registration can be viewed within Students Self-Service under Registration Eligibility or View Holds.
Illinois iMSA Creed
This creed was created to reflect the program’s commitment to a culture that is conducive to learning and mutual respect. As such, it communicates expectation between students and among students, faculty, and program staff. Observation of these expectations enhances the MSA experience for all and helps Illinois maintain its leadership position in business education.

Integrity
We value integrity, honesty, and truth in our work and actions. We support the principles of intellectual freedom as well as the rights and responsibilities that it implies.

Diversity
We value a broad curiosity, appreciation, and respect for diversity of thought, experiences, origins, and perspectives. We value differences in opinions and backgrounds, and we value breadth in our study opportunities and career aspirations.

Education
We value our education and are partners in the educational lives of each other. We are committed to life-long learning, to an environment that nurtures inquiry and demands rigor, to the exchange and discourse of thought-provoking ideas, and to the pursuit of leadership positions in the world’s top businesses and organizations.

Service
We value service at the highest level. We strive to provide quality, responsive service to all of our constituents. We take pride in helping others.

Teamwork
We value a work environment that supports teamwork, creativity, and cooperation. We believe in communication and transparency.

Involvement
We value experiences beyond the classroom, be they through global consulting projects, case competitions, social entrepreneurship, club involvement, or research initiatives.
**Professionalism**
We value the spirit of professionalism in the classroom, in experiences beyond the classroom, in the pursuit of a career, and in our work itself.

**Ownership**
We value responsibility and take ownership over our personal paths, be they the paths we take in the classroom, in program involvement, or toward our career placement.

**Your commitment**
- Uphold the values and ideals of the Illinois MSA program
- Demonstrate professionalism and sincerity
- Actively engage peers, faculty, and program staff
- Maintain accountability among stakeholders
- Provide feedback – both positive and constructive

**iMSA Program Curriculum Icon Descriptions**

**TANGRAM**
Illinois is at the forefront of a sea change in auditing and accounting. That change is driven by data analytics, one of the specializations and strengths of our innovative and market-relevant iMSA curriculum. Our iMSA will help students gain the knowledge they need in data analytics and other areas to launch into successful careers.

The tangram, a Chinese puzzle composed of seven geometric shapes that can be arranged in multiple ways, helps us to visually convey our approach to our iMSA curriculum. Its abstract and modern approach has a wide appeal, but, more importantly, each tangram helps us communicate an important aspect of our program.
iMSA Program

- The orange tan square at the top shows that Illinois is at the forefront of the changes happening in auditing and accounting curricula.

- The two blue tans at the base represent the strong foundation that the iMSA is built upon: the University of Illinois at Urbana-Champaign’s land grant heritage and the 450,000+ living alumni, one of the strongest alumni networks in the nation.

- The four blue tans that support the orange tan symbolize the strengths that the iMSA draws upon: the iMSA faculty, students, the focus on both technical and non-technical business soft skills, and the College of Business itself.

- The tans come together to shape an arrow in the center, representing the forward thrust of the program in maintaining its market relevancy and strength for our students.

AUDIT AND CONTROL

- The butterfly represents grace in navigating through changing times—which are occurring in the accounting profession.

- The butterfly also symbolizes transformation and growth, which describes the experience of our students as they move through the iMSA.

- The large pink wings denote a mix of action needed for success (red) and insight needed to guide that action (orange).
DATA ANALYTICS FOR ACCOUNTING

• The double arrow, pointing either direction, signifies the limitless opportunities that come with a working knowledge of data analytics.

• The blue arrow and the orange arrow together suggest that Illinois is taking the lead in expanding these opportunities in data analytics.

FINANCIAL REPORTING

• The pen is a symbol of communication, with the red in the center denoting energy and power.

• The orange tan at the tip indicates the financial information communicated is colored by the understanding gained through the iMSA program.

US FEDERAL TAX

• The eagle is a symbol of strength, courage, and freedom, and one that is tied to American currency.

• The gold base represents currency, and the wings stand for students’ ability to take flight and go far with the iMSA.
Student Perks
As students of University of Illinois, you have exclusive access to the following technology perks for FREE. These valuable resources further complement your learning and improve your productivity.

Library
The University of Illinois houses a large number of e-books at http://www.library.illinois.edu. To access the University Library, you will need to set up a separate, new account at the library website using your NetID.

WebStore for free software
This will be your one-stop shop for software needs such as Microsoft products and Adobe. There are more than 350 software products which are already licensed by the University of Illinois for you to download for FREE or at a deep discount (https://webstore.illinois.edu/home/). You can access these using your NetID.

Free premium online tutorials (Lynda.com)
You have free access to the entire Lynda.com online training tutorial library as a student of the University of Illinois (https://answers.uillinois.edu/illinois/page.php?id=47519). It contains over 1,200 courses and 73,000 tutorials organized by subject, software, and instructor.

Microsoft Office 365
Office 365 software is available free of charge (https://webstore.illinois.edu/Shop/product.aspx?zpid=2816). You will be able to work with the latest versions of Word, Excel, PowerPoint, and OneNote. Personal files can be saved online in OneDrive so they can be accessed on all devices.

Policies
General
The rules stated in the Student Code (http://studentcode.illinois.edu) apply to all undergraduate, graduate, and professional students enrolled at the University of Illinois.

Academic Integrity
Article 1, Part 4 of the Student Code (http://studentcode.illinois.edu/article1_part4_1-401.html) states the University of Illinois’ viewpoint on academic integrity. Illinois MSA students, as students of the University of Illinois, must act in accordance with prescribed behaviors regarding academic integrity:

a) The University has the responsibility to maintain academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. It is the responsibility of the faculty to establish and maintain an environment that supports academic integrity. An essential part of this faculty responsibility is the enforcement of existing standards of academic integrity. If faculty members do not discourage and act upon violations of
which they become aware, respect for those standards is undermined. Faculty members should provide students with a clear statement of their expectations concerning academic integrity. In these regulations, “faculty” includes any instructor or authorized staff member who supervises any academic endeavor.

b) Students have been given notice of this rule by virtue of its publication. Regardless of whether a student has actually read this rule, a student is charged with knowledge of it. Ignorance of a rule is never a defense.

The Illinois MSA adheres to the University’s academic integrity policies. All academic integrity violations are taken very seriously. If there is any question about what is acceptable, review the Student Code or consult with a faculty member, the iMSA Academic Director, or the iMSA Assistant Director.

Plagiarism
Plagiarism is the use of others’ ideas and/or words without clearly acknowledging the source of that information. Students may plagiarize very deliberately (e.g., copying or purchasing papers from an online source), or they may not realize what they are doing, which is sometimes the case when students fail to give credit for authors’ ideas that they have paraphrased or summarized in their own words. (In accordance with Article 1, Section 4(d) of the student code [http://studentcode.illinois.edu/article1_part4_1-402.html], however, the sanctions are the same regardless of a student’s awareness of the infraction.) The University Library (http://www.library.illinois.edu/learn/research/academicintegrity.html) also provides resources and information about plagiarism for students.

Grading Policy
Grading plans are typically listed in the class syllabus and the information below is to be used only to interpret the final letter grades. Final course grades are entered on a student’s permanent university record at the close of each semester. Letter grades may be interpreted as follows for the program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>Exceptional</td>
</tr>
<tr>
<td>B+, B</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>Fair</td>
</tr>
<tr>
<td>C+, C- , D, D-</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Grades and their points for grade point average (GPA) computation are:

- A+ = 4.00
- B+ = 3.33
- C+ = 2.33
- D+ = 1.33
- F = 0
- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- A- = 3.67
- B- = 2.67
- C- = 1.67
- D- = 0.67

Academic Deficiencies
A graduate student whose grade point average is lower than 3.0 after any semester will be placed on probation. Once on probation, the student has until the end of the next semester of enrollment to raise the grade point average to a 3.0 or better. Failure to do so will result in dismissal from the program.
IMPORTANT:

• Students admitted on probation who do not meet the minimum requirement at the end of the first term of enrollment will be dismissed from the graduate program.
• Students with a GPA below a 3.0 for two consecutive semesters will be dismissed from the graduate program.
• Students with a GPA below a 3.0 are not eligible to graduate.
• Failure to meet or maintain the minimum academic grade point average may lead to dismissal or other sanctions.

Capricious Grading Policies

Capricious grading constitutes any of the following:

• The assignment of a grade to a particular student on some basis other than performance in the course
• The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students registered for the same credit in that course
• The assignment of a grade representing a substantial departure from the instructor’s previously announced standards

Note: If a student has concerns about capricious grading, he/she should contact the Assistant Dean for Student Affairs.

Satisfactory Degree Progress

Continuance in the program is determined by successful academic performance and by the demonstration of knowledge, skills, and maturity to function as a professional. Developing competency in practice is not solely the responsibility of the faculty and school. Students are expected to be responsible for monitoring and evaluating their own competencies. Students are responsible for complying with both the University and the College of Business in policies and regulations.

Advancement Requirements: Progress toward the degree is contingent upon satisfactory performance throughout the program. You must meet the following expectations:

• Overall minimum 3.0 GPA
• Satisfactory performance in non-letter-graded courses
• Honesty and integrity in all aspects of the academic program
• Performance and behavior that reflects respect for others, non-judgmental attitude, punctuality, and timely completion of assignments
• Demonstration of professional judgment, knowledge, and skills in the classroom, field, and community; these are necessary for forming and maintaining professional relationships, making assessments, and implementing interventions
• Receptive response to evaluation and feedback in the classroom and field
• Use of ethical professional standards in all interactions with clients, peers, staff, faculty, field instructors, and all other members of the University community
• Willingness to report ethical violations
• Understanding of and adherence to the iMSA Creed as a standard of professional behavior
Grievance Policy
The purpose of the Grievance Policy is to protect the interests of students by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a departmental/unit policy.

Students with grievances, especially regarding capricious grading, begin by discussing their concern with the Assistant Dean for Student Affairs. Formal grievances are forwarded to the Associate Dean for Academic Programs. The Associate Dean reviews the grievance with the student to determine if it meets the university’s grievance criteria. If the grievance meets university criteria and the student chooses to pursue formal processes, the Associate Dean oversees the process and forwards the grievance to the College’s Student Grievance Committee.

The Student Grievance Committee is charged with responding to capricious grading complaints (as well as other formal complaints made by students who express dissatisfaction with some aspect[s] of their association with the College of Business). The committee follows the university’s policies regarding capricious grading and discrimination or harassment complaints (see the Student Code of Conduct for Students University of Illinois at Urbana-Champaign, http://studentcode.illinois.edu/index.html).

Nondiscrimination Statement
The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and remain free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national original, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, or status as a protected veteran; and will comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. To report incidents of harassment, students should speak to MSA Student and Academic Services. Students who wish to talk to someone outside of the Illinois MSA program may contact the university’s Dean of Students.

Withdrawal
Any student who withdraws from the University should follow withdrawal procedures as outlined in the Cancellation, Drop, and Withdraw policies (http://online.illinois.edu/getting-started/dropping-a-class) as they apply to all students. Failure to attend class will not automatically withdraw a student from a course. In fact, failure to attend without the formal withdrawal process will result in a failing grade as well as the full assessment of tuition and fees. The withdrawal procedure should be initiated in the Academic Programs Office.
Glossary

Coursera learning platform
The Coursera learning platform is open for everyone to learn, and always available on demand. You will access all synchronous and asynchronous course materials on the Coursera platform.

iBusiness
This is an umbrella term used to describe an integrated learning experience, your virtual classroom environment as part of the iMSA degree cohort.

Specialization
A group of courses organized around a particular discipline (i.e., audit, tax, etc.). Each course that is part of a specialization ends with a capstone project to enhance the student’s experiential learning. Specializations are not required to earn academic credit nor to satisfy iMSA degree requirements.

Welcome to the iMSA at the University of Illinois at Urbana-Champaign.

LET’S GET STARTED!