

Master of Science in Management Student Handbook  
Information, Policies, and Resources

Class of 2026

Faculty, staff, and students in UNC Kenan-Flagler's Master of Science in Management Program enjoy a relationship of mutual respect, open communication, and shared responsibility in the program's success. Faculty and staff will communicate program expectations, policies, and procedures to the students. The student's role is to become familiar with the program and its policies.

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## Section 1: Organization

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### 1.1: Mission Statement

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The mission of the Master of Science in Management program is to provide a foundational and rigorous program of study in the field of business, equipping individuals with the essential skills and knowledge necessary for successful business careers across multiple industries. We cultivate future leaders by emphasizing professionalism, teamwork, and a strategic mindset. Our program prepares graduates to make an immediate impact in their professional endeavors. In achieving these goals, we maintain and enhance our national recognition as a top-tier provider of graduate management education among our academic peers and professional constituents.

### 1.2: Core Values

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#### INTEGRITY

Integrity is the foundation for our individual and organizational success. Every member of our community must work to be honest, fair, reliable and trustworthy; reject dishonest and unethical behavior; treat others respectfully and professionally; and take responsibility for their actions as both leaders and team members. Doing the right thing unites us as a community.

#### INCLUSION

Every individual should have the same access to opportunities, be treated equitably and feel valued. Our community celebrates diversity as a source of strength and welcomes different backgrounds, opinions and experiences. We welcome new ideas and perspectives along with vigorous debate to learn from each other. As we develop a better understanding and appreciation of our differences, we can reach our full potential as individuals and as a community.

#### INNOVATION

A spirit of innovation has been part of the Business School since its founding in 1919 and sets the stage for our future success. Not content with the status quo, our commitment to excellence leads to innovative methods in teaching and creating knowledge in our research. We take risks – to learn, change and grow – and embrace new ideas. If we fail, we learn and move on. When we succeed, we celebrate and move forward, asking what is next, what is better and what we can learn.

#### IMPACT

With our work, we create change. We are stewards of an institution that has affected, and will affect, many lives. As we develop leaders in business and create new knowledge, we have the responsibility and the obligation to have a positive impact on our society through our actions.

### 1.3: UNC Kenan-Flagler's Vision for Leadership

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We are committed at UNC Kenan-Flagler to broader, deeper leadership development for our students. Leadership here has two dimensions — performance and character. Together they comprise our profile of an effective leader. Leadership and teamwork are longstanding values at UNC Kenan-Flagler and have been a part of our leadership tradition from the start.

We seek students who value integrity, teamwork, community, and a passion for learning. The curriculum builds students' analytical and problem-solving skills and provides opportunities for experiential leadership development. This gives students a great deal of practice applying both sets of skills in tandem and shapes leaders that drive results.

We back the academic rigor of skill development with considerable leadership practice, feedback, and coaching. Smaller class size supports each student's growth as a leader through individual coaching and feedback at a depth that is rare at school or in the workplace. The many ways we give our students to practice leading and gain feedback helps them get better and better at it and this approach is part of what sets us apart.

Most importantly, students here continue to grow their leadership skills throughout their careers because they have practice in recognizing and learning from both their successes and mistakes.

#### 1.4: Branding

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We are happy you have selected The University of North Carolina's Kenan-Flagler Business School for your business education and look forward to helping you build a life-long relationship with the UNC community. As a student, you play a key role in brand ambassadorship. UNC Kenan-Flagler's brand identity depends heavily on naming consistency. Below are some guidelines to help you preserve the brand identity of the business school.

Formal first use:

The University of North Carolina's Kenan-Flagler Business School

On your résumé:

UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School – Chapel Hill, NC  
Month 202X  
Master of Science in Management (MSM)

Informal:

UNC Kenan-Flagler (as opposed to "KFBS", "Carolina", "UNC Business" or "Chapel Hill")

To help us promote the brand identity of the business school, please:

1. Consult brand standards and information on the Intranet: <https://home.kenan-flagler.unc.edu>
2. Help others follow brand standards
3. Create your e-mail signature using the template featured below:

FirstName LastName ▪ MSM Class of XXXX ▪ UNC's Kenan-Flagler Business School  
919.555.1234 ▪ first\_last@unc.edu ▪ <https://www.linkedin.com/in/YOURLinkedInURL>

## Section 2: Student Policies

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### 2.1: Matriculation

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There is a marked separation in the time between acceptance and matriculation into the MSM Program. During this period, students often interact with University faculty and staff members and may be participating in MSM Program sponsored events. This policy reflects the period after acceptance and before matriculation. Admitted students must notify us immediately should an incident related to any of these events occur. All admitted students are required to:

- Maintain a strong level of academic performance (equal to or above the level of performance that existed at the time of MSM admission offer).
- Conduct him/herself in a highly professional and ethical manner in every aspect of the admissions process and structured-recruiting process. This includes all interactions with the internal and external constituents of the MSM Program.
- Know and comply with all MSM Program and University policies and all course rules and requirements.
- Promptly notify the MSM Program Office in writing of any criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action, or any type of military discharge other than an honorable discharge that occurs at any time after submission of the responses to the campus safety questions (including both prior to matriculation and during enrollment as a student in the MSM Program). Failure to provide notification will be grounds to deny or withdraw admission or will be grounds for dismissal after enrollment.
- Provide all official undergraduate and graduate transcripts for any attended institution; including bachelor's degree conferred status, prior to the first day of a credit-bearing course

Failure by an admitted student to comply with any of the conditions listed above may result in the denial or revocation of admission and/or may constitute a violation of the Student Code of Conduct.

#### A. UNC Undergraduate Students

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Currently enrolled UNC-Chapel Hill Undergraduate students who: 1) have been admitted to the MSM Program, 2) have accepted an offer of admission by paying their deposit and 3) plan to matriculate as a student in good standing into the graduate program must comply with the following conditions expected of all UNC Kenan-Flagler MSM students.

- UNC undergraduates must earn at least a 3.0 GPA in both the fall and spring semester of their final year in order to enter the MSM Program.
- Know and comply with the Career Services Policies and initiate clarification if needed.

Failure by an admitted student to comply with any of the conditions listed may result in the denial or revocation of admission and/or may constitute a violation of the Student Code of Conduct.

### 2.2: The Student Code of Conduct

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The University of North Carolina at Chapel Hill is committed to fostering a community where intellectual honesty and personal integrity are highly valued; individuals are trusted, respected, and fairly treated; and there is consistent accountability for conduct that affects the safety and

welfare of the University and its members. The activities of students, inside and outside the classroom, impact the educational process and learning environment. Academic as well as non-academic conduct are, therefore, areas of appropriate concern and regulation by the University. This Student Code of Conduct embraces the ideals of academic honesty, personal integrity, and responsible citizenship that are essential to the University community. [Visit the University Policies website to read the complete Student Code of Conduct.](#)

## B. The Student Code of Conduct and the MSM Program

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UNC Kenan-Flagler is not only a collection of faculty members, staff members, and students; it is a community striving for academic and professional excellence. The Student Code of Conduct describes the minimum standards of conduct that each member of the community should expect from one another. Violations of those minimum standards will be addressed and, where appropriate, sanctions will be imposed; however, UNC Kenan-Flagler community members are held to an even higher standard of maintaining mutual respect and care for each other. Past community members have always been cognizant of the fact that they represent UNC Kenan-Flagler. MSM students are responsible for maintaining the school's professional image.

Specific Kenan-Flagler student responsibilities under the Student Code of Conduct include but are not limited to the following:

- To understand what type of collaboration is allowed. Be sure you have the instructor clarify the extent to which your study group can collaborate on individual papers, cases, briefs, exams, presentations, etc. Do not use a former student's case notes or work of any kind, as such action may result in dismissal.
- To understand each instructor's individual rules regarding assignments. Seek clarification if you are not certain about what is allowed and what is not. In the absence of clear guidelines regarding an assignment, presentation, examination, or other academic submission, the UNC Kenan-Flagler MSM student is expected to seek all necessary clarification from the instructor.
- To understand if past exams may be used to study. Instructors will often provide students with exams they have given in the past. Ask the instructor if it is permissible to study from a previous exam if you obtain one not provided by the instructor.
- To maintain professional conduct and communications during all activities related to classes, events and interactions with fellow students, instructors, administration and recruiters.
- To avoid disrupting the learning or classroom environment for other students or the instructor.

Violation of any of these policies related to conduct may also result in the student being ineligible to continue in the MSM Program.

### 2.3: University Policy on Prohibited Discrimination and Harassment, including Sexual Misconduct

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Acts of discrimination, harassment, interpersonal (relationship) violence, sexual violence, sexual exploitation, stalking, and related retaliation are prohibited at UNC-Chapel Hill. If you have experienced these types of conduct, you are encouraged to report the incident and seek resources on campus or in the community. Please contact the Associate Vice Chancellor for Equal Opportunity / Title IX Coordinator (Elizabeth Hall, [cehall@email.unc.edu](mailto:cehall@email.unc.edu)), Report and Response Coordinators ([reportandresponse@unc.edu](mailto:reportandresponse@unc.edu)), Counseling and Psychological Services (CAPs) (confidential) in Campus Health Services at (919) 966-3658, or the Gender Violence Services Coordinators (confidential) ([gvsc@unc.edu](mailto:gvsc@unc.edu)) to discuss your specific needs. Additional resources are available at <http://safe.unc.edu>.

### 2.4: University Alcohol Policy

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The Alcohol Policy of The University of North Carolina at Chapel Hill ("Policy") is designed to support the larger mission of the University and to promote the values of honor and integrity, personal responsibility, dynamic learning, and community engagement. Through incorporation of a public health perspective, this Policy strives to cultivate an educational environment that encourages healthy and responsible behaviors, fosters academic and personal success, supports student retention, and promotes the safety and well-being of all members of the University community. This Policy also seeks to foster a campus culture in which all members of the University community have a meaningful awareness of this Policy and of the resources available to address alcohol misuse. The University Alcohol Policy and resources for those experiencing issues with alcohol abuse can be accessed at <http://alcohol.unc.edu/>.

### 2.5: Additional Student Responsibilities Related to Kenan-Flagler Relationships

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UNC Kenan-Flagler's continued success depends a great deal on its alumni and the friends and benefactors it has cultivated. Some of these individuals represent long-standing relationships that have been carefully nurtured with ongoing contacts and are integrated into a long-term strategy for the school. Primary responsibility for implementing this strategy lies with the Development Office. Please refrain from contacting UNC Kenan-Flagler friends or benefactors on behalf of the school, its programs, or clubs without the express written permission of the Associate Dean of Advancement.

### 2.6: Professionalism

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UNC Kenan-Flagler employs faculty and staff members who accept and are willing to implement the mission, philosophy, and policies of UNC Kenan-Flagler. A central objective for faculty and staff members is to provide services that directly benefit students.

To successfully partner with the student body, the Program's faculty and staff members expect students to behave professionally.

Regarding attire, students should dress appropriately to the setting. As a representative of UNC Kenan-Flagler and the MSM Program, students are expected to dress professionally when attending program events, academic competitions, and career-related functions in Chapel Hill or other locations.

If a student is unclear about what is considered professional behavior or appropriate attire, then the MSM Program staff can provide guidance and direction.

## 2.7: Free Speech and Free Expression within The University of North Carolina

As the nation's first public university, the University of North Carolina affirms its long-standing commitment to free speech and free expression for its students, faculty members, staff employees, and visitors under the First Amendment of the U.S. Constitution and Article 1, Section 14 of the North Carolina Constitution. The University and its constituent institutions protect and promote these freedoms, consistent with First Amendment jurisprudence.

The University's mission includes the transmission and advancement of knowledge and understanding, the pursuit of which is dependent upon the ability of our faculty and students to remain free to inquire, to study and to evaluate, to gain new maturity and understanding. The University supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors. The University has explicitly stated that faculty and students at the University share the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected. Academic freedom has indeed been acknowledged by the Supreme Court as "of transcendent value to all of us" and "a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom." Through its policies, the University has expressly established that no employment decision or academic decision shall be based on the exercise of these constitutional rights.

The full language of this policy may be found at:

<http://www.northcarolina.edu/apps/policy/index.php?pg=dl&id=19766&format=pdf&inline=1>

## 2.8: Student's Right to Privacy (FERPA)

Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to inspect and review their education records at the University of North Carolina and the right to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students also have the right to file a complaint with the U. S. Department of Education alleging that the University has not complied with FERPA.

To inspect your education records, students should file a written request with the individual who has custody of the records one wishes to inspect (University Registrar, Academic Dean, etc.). To request amendment, a student should discuss his or her request informally with the records custodian. If s/he does not agree to amend them, s/he will notify the student of his or her appeal rights.

In accordance with FERPA, the University, in most cases, will not release personally identifiable information from the student's education records without the student's prior written consent. Examples of exceptions to FERPA are:

- 1) The University will release information without the student's prior consent to teachers, officials and employees of UNC who have a legitimate educational interest in the information. A school official has a "legitimate educational interest" if it is in the educational interest of the student in question for the official to have the information, or if it is necessary or desirable for the official to obtain the information in order to carry out his or her official duties or to implement the policies of the University of North Carolina.

- 2) If a student is enrolled simultaneously at UNC and another school or school system, or if the student is seeking or intends to enroll in another school or school system, the University will forward the student's education records to officials of the other school or school system, upon request, without notice to the student.
- 3) If the University takes disciplinary action against the student for conduct that posed a significant risk to the student's safety or well-being or that of other students or members of the University community, the University may disclose information about that disciplinary action to officials of other schools, which have a legitimate educational interest in the student's behavior. That disclosure will also be made without notice to the student.

Other exceptions to the rule are explained in the University's FERPA policy. You may obtain a copy of the policy and additional information about FERPA from the Associate University Counsel, CB#9150, 01 South Building. The FERPA policy and federal FERPA regulations are also available online. The Office of the University Registrar will release "directory information" without prior student written consent unless the student has notified the Office to restrict the release of directory information.

Students who do not wish to have any or all directory information made public without their prior consent must follow the procedures of the Office of the University Registrar for requesting a FERPA privacy flag on their record, which will prevent the public release of the student's directory information. Students should contact the Office of the University Registrar for further instructions at [Registrar@unc.edu](mailto:Registrar@unc.edu).

Directory information is defined as a student's:

- Name
- Address (local and grade-billing [permanent]addresses)
- Person Identification Number (PID) Date and place of birth
- County, state, and/or U.S. territory from which the student originally enrolled (if a student enrolled from a foreign country, this is not directory information)
- Major field of study
- Class (junior, senior, etc.)
- Enrollment status (full-time, half-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended

Instructors will have access to your campus email address through electronic class rolls regardless of set restrictions.

Academic and administrative officers on campus with a "legitimate educational interest" may receive all student data, including mailing labels, regardless of set restrictions.

#### [A. Release of Career-Related Information](#)

After the completion of the recruiting process and/or the completion of the MSM program, you will be asked to participate in an employment survey, to gather employment data used for our annual employment report, published on our website, and used in various admissions related

materials. All information is reported aggregated and no individual student's personal employment information shall be shared. Additionally, on occasion, the MSM Program may be asked to provide employment-related information to employers. The UNC MSM program may confirm a student's status in the MSM program (ex: enrolled, not enrolled), but no other information may be shared without a student's consent.

## 2.9: Class Decorum

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We strive to provide the most favorable classroom learning environments possible for all of our students. Every student plays a key role in ensuring a favorable learning environment, free from distractions, by eliminating ringing phones, interruptions, typing and other background noises that can disrupt the class. Students are expected to remain attentive during class and endeavor to eliminate potential distractions. If you anticipate the possibility of needing to leave class early due to ongoing circumstances (i.e., a family member is significantly ill, possible birth of a child), contact your instructor beforehand to alert them of your possible exit.

## 2.10: Student Employment

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The MSM Program is a rigorous, full-time program. In addition to class meetings, which are held throughout the week, exams are sometimes scheduled in the evenings and on Saturdays. Circumstances may result in the scheduling of special seminars or events with short notice, and weather sometimes forces the rescheduling of classes or exams at atypical times.

**The MSM Program does not recognize work obligations as an acceptable excuse for absences from classes, presentations, special seminars, or exams.** Therefore, students who must hold part-time jobs should seek positions that permit sufficient flexibility in their work schedule to accommodate the Program's requirements. Holding a traditional full-time position (40 hours per week) would likely adversely affect the student's ability to complete the Program. Therefore, the Program strongly advises against holding full-time positions during enrollment in the MSM Program.

## Section 3: Academic Information

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### 3.1: Full-Time Status

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Students must follow the “lockstep” structure of the curriculum as outlined by the program. In addition, students are not permitted to take more than 14 credits per term except by permission. To seek this permission, contact the Director of Academics and Operations of the MSM Program via email to pursue. International students must maintain at least 9 credit hours of enrollment each term.

### 3.2. Class Attendance Policy

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Regular class attendance is a student obligation. Students are responsible for all their work, including assessments, tests and written work, and all class meetings. If a course instructor sees that a student misses more classes than the course instructor thinks advisable, the instructor may contact the program staff to share this concern.

No right or privilege exists that permits a student to be absent from any class meetings, except for these University Approved Absences:

1. Authorized University activities;
2. Disability/religious observance/pregnancy, as required by law and approved by Accessibility Resources and Service and/or the Equal Opportunity and Compliance Office (EOC), and;
3. Significant health condition and/or personal/family emergency as approved by the Office of the Dean of Students, Gender Violence Service Coordinators and/or the Equal Opportunity and Compliance Office.

Instructors work with students in meeting attendance needs that do not fall within University Approved Absences. In situations when an absence is not University Approved (e.g., due to a minor illness, job interview, or club activity), instructors determine their own approach to missed classes and make-up assessments and assignments.

The University’s policy regarding University Approved Absences and the instructor’s course-level policies are communicated to students via the instructor’s course syllabus on the first day of class.

Students are encouraged to communicate early and often with their instructors and are reminded that they are bound by the Student Code of Conduct always to be honest in making a request for a University Approved Absence. All students with University Approved Absences will be treated fairly and equitably, regardless of the reason for the absence. Instructors will provide reasonable alternatives that permit course objectives and learning outcomes to be met.

The full University Approved Absence policy can be accessed at <http://catalog.unc.edu/policies-procedures/attendance-grading-examination/>.

When students are unable, for reasons beyond their control, to take an exam at the scheduled time, including the final examination, they can be excused by the Director of Academics and Operations. An absence may be excused for severe health problems, for serious personal or family issues, for religious observances required by the student’s faith, or for a scheduling conflict involving multiple examinations. In cases of illness, personal or family emergency, or religious observance, additional documentation may be required.

Refer to individual course syllabi for course requirements concerning attendance.

Watching class via Panopto does not replace class attendance. Panopto should only be utilized to refresh oneself on information discussed or to view a missed class in the case of severe illness, hospitalization or death in the immediate family. It is also at the instructor's discretion whether they will allow their class to be recorded.

### 3.3: Dropping, Adding, and Auditing Courses

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The MSM Program is a lock-step program that requires students to complete a Core curriculum and concentration courses. They are not permitted to drop any courses without permission from the Director of Academics and Operations.

Students seeking additional coursework for credit or to audit a course may make that request to the Director of Academics and Operations. Enrolling in courses outside the MSM curriculum will require instructor approval.

### 3.4: Holds on Student Accounts

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The University will place holds on students' accounts for the following reasons:

- Unpaid balances to Cashier's Office
- Unpaid parking tickets
- Unresolved issues with Campus Health Services
- Student Code of Conduct violations

Students who have holds on their UNC Account may be unable to enroll in courses, participate in career services, gain access to university facilities, and in general will lose university privileges associated with their UNC-ONE Card.

### 3.5: Degree Requirements

Students need to complete 30 credit hours to earn a Master of Science in Management degree. The 30 credits consist of 22.5 credit hours of core coursework and 7.5 credit hours of concentration courses. Core and concentration courses may not be substituted without permission from the Director of Academics and Operations.

<b>Core Course List and Schedule</b>			
<b>Term</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
Orientation	KFM 701	Leadership, Teams, and the Power of Community	1.5
Fall Mod 1 & 2	KFM 702	Business Professionalism and Career Development	1.5
Fall Mod 1	KFM 708	Marketing: Core Concepts and Tools	1.5
Fall Mod 1	KFM 707	Presenting with Impact	1.5
Fall Mod 1	KFM 706	Financial Tools	1.5
Fall Mod 1	KFM 703	Business Statistics and Analytics	1.5
Fall Mod 2	KFM 720	Introduction to Consulting Skills and Frameworks	1.5
Fall Mod 2	KFM 705	Financial and Managerial Accounting	1.5
Fall Mod 2	KFM 704	Business Economics	1.5
Fall Mod 2	KFM 709	Operations	1.5
Spring Mod 3 & 4	KFM 721	STAR: Student Teams Achieving Results	4.5
Spring Mod 4	KFM 710	Leading and Managing	1.5
Spring Mod 4	KFM 711	Business Strategy	1.5

MSM students concentrate in Finance or Marketing. Each track consists of 5 courses (7.5 credit hours).

<b>Core Course List and Schedule</b>				
<b>Term</b>	<b>Track</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
Fall Mod 2	Finance	KFM 730	Global Economics	1.5
Fall Mod 2	Marketing	KFM 740	Customer Journeys: Customer Success and Growth	1.5
Spring Mod 3	Finance	KFM 733	Investments I	1.5
Spring Mod 3	Finance	KFM 732	Corporate Valuation and Financial Strategy	1.5
Spring Mod 3	Finance	KFM 731	Corporate Finance	1.5
Spring Mod 3	Marketing	KFM 741	Market Research: Machine Learning for Consumer Insights	1.5
Spring Mod 3	Marketing	KFM 742	Consumer- Driven Brand Management	1.5
Spring Mod 3	Marketing	KFM 743	Art & Science of Influence: Selling to Clients and Leading Within	1.5
Spring Mod 4	Finance	KFM 734	Financial Reporting and Analysis	1.5
Spring Mod 4	Marketing	KFM 744	Retailing and Digital Marketing	1.5



## A. Non-Traditional Courses

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MSM students who wish to enroll in UNC-CH graduate courses should follow the steps outlined below.

1. Students can find graduate level UNC classes, taught outside of the MSM Program, by visiting the UNC Directory of Classes.
2. Send an email to the Director of Academics & Operations, seeking permission to take the course.
3. Contact the external department to determine if there is space available or if faculty permission is required.
4. Contact the Department to determine enrollment procedures.
5. If students have specific questions about a particular UNC graduate-level course, they should contact the Department teaching the class directly.

### Pass/Fail

MSM Program courses may not be taken on a pass-fail basis. Students may receive graduate credit for pass-fail courses taken outside of the MSM Program, but such credit will not count towards MSM Degree Requirements.

### 3.6: Requests for Credit Overload

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MSM students can take no more than 14 credit hours per term. To take more than 14 credits in a term, one must receive approval from the Associate Dean.

Students who wish to be considered for a credit overload should send a brief paragraph to the MSM Program Registrar explaining why they are seeking an overload for the upcoming term and how they plan to manage the additional coursework. The written request should be submitted to the Program Registrar at least one month before the term starts. Please note that submission of a written request does not guarantee the request will be granted; the student's circumstances will be reviewed fully. Credit overloads are granted on a case-by-case basis. Students who have received "L" grades in prior terms are typically not approved for overloads.

### 3.7: Personal and Academic Difficulties

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Your success as a student is important to us. If you experience a personal or work crisis, such as job loss, family deaths, illness or other unforeseen situations, especially that could affect your academic performance, let us know by contacting the program office or your faculty.

For information on other campus resources, please see Section 6, "Resources," below.

### 3.8: Leaves of Absence

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Due to the lock-step nature of MSM Core Requirements, students are rarely granted a leave of absence without having to restart the MSM Program. A leave of absence may only be granted if the student is in good academic standing and will only be granted for a definite, stated period. Therefore, a student who is academically ineligible, according to the policies on academic

ineligibility, must reapply to the MSM Program. In addition, the student's academic record may not contain any temporary grades of IN on courses taken.

In advance of the leave period, the student must contact the Director of Academics & Operations to discuss their circumstances. If a Leave of Absence is still desired, the request will then be forwarded to the Associate Dean of the Master of Science in Management Program for approval. If approved, an official MSM Program Leave Letter will follow outlining requirements for returning.

If a leave of absence is granted, then the student must be reinstated. Ordinarily, a leave of absence may not be renewed. Exceptions may be granted by the Associate Dean of the MSM Program. If the student was academically ineligible before taking leave of absence, then they will not be automatically allowed to continue in the program. They must be reinstated or, failing to do so and having been withdrawn, reapply to the MSM Program.

Students should be aware that while on leave, they cannot be considered enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, including eligibility for holding student employment positions (e.g., TA) or student health insurance, among other services such as MSM recruiting.

International students who withdraw from the University may face critical consequences regarding their visa status. International students should contact the Office of International Student and Scholar Services to discuss the implications of noncompliance well before processing a leave.

In the event the student is unable to meet the conditions outlined in the MSM Program Leave Letter the student will be required to reapply to the MSM Program. Also, during a leave of absence period, a student is limited to one (1) career services appointment, and any additional appointments will be considered case-by-case.

### 3.9: Withdrawal from the Program

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Withdrawal from the University is not equivalent to a formal leave of absence.

Official, approved withdrawal from the MSM Program and the University is required if a student wishes to drop all courses for that term after it begins.

To withdraw, students must obtain official withdrawal approval from the Director of Academics & Operations of the MSM Program and complete the withdrawal steps as communicated from our department. A student who receives a Medical Withdrawal through Campus Health Services will be required to adhere to that office's policies regarding reenrollment.

An official MSM Program Withdrawal Letter will follow the completed Official University Withdrawal or Medical Withdrawal, outlining the MSM Program's requirements for return.

A student who withdraws from the MSM Program must formally apply for new admission to the MSM Program, according to the admissions deadlines, if they wish to pursue the degree at some future date.

Please note that a withdrawal means one is not considered an actively enrolled student and therefore will not have access to campus services and benefits afforded to enrolled students,

including eligibility for holding student employment positions (e.g., TA), financial aid, student health insurance, among other services such as MSM recruiting.

International students who withdraw from the University may face critical consequences regarding their visa status. International students should contact the Office of International Student and Scholar Services to discuss the implications of noncompliance well before processing a withdrawal.

### 3.10: Grading and Appeals

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#### A. Grades

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Grading at the graduate level is intended to offer feedback to students on their performance in each course. Faculty are encouraged to specify course requirements and grading expectations for students in their syllabi. Students enrolled in courses numbered 400 and above must receive one of the following grades.

High Pass (H)	-	Clear Excellence
Pass (P)	-	Entirely Satisfactory Graduate Work
Low Pass (L)	-	Inadequate Graduate Work
Fail (F)	-	Unacceptable Graduate Work

Please consult the syllabus for each course to learn more about how student work is graded.

A grade of Incomplete (IN) may be assigned by a course instructor when exceptional circumstances warrant granting the student additional time to complete the course. The instructor may set the maximum allowable period for completing the course work, but in no case will this extension exceed six months. If the time allowed is to be less than six months, this information should be transmitted in writing to the student. If the Incomplete grade is not replaced with a permanent grade by the last day of classes for the same term six months later, the Incomplete will revert to a Fail grade.

#### B. Grade Reports

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Grades are always available in your Connect Carolina Student Center. Additionally, a grade report can be produced for you upon notifying the MSM Registrar. Grade reports contain your grade and the number of credit hours for the course. MSM students are expected to perform in the "P" range or better. If you have any questions or concerns about your grade, please consult the faculty member who assigned it.

Details for ordering transcripts are available from the Office of the University Registrar (<http://registrar.unc.edu>).

#### C. Appealing a Course Grade

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Before filing an appeal to change a grade, the student must first address his or her concerns with the professor who assigned the grade. Should the professor detect an arithmetic or clerical error, he/she will initiate a Change-of-Grade Form. A professor may not initiate a change of course grade because of a reevaluation of the quality of the student's performance or because of additional work performed by the student. A professor may, however, change the grade on an individual assignment, test, or project due to a reevaluation of the student's performance. If a

final grade for the course has not yet been assigned, the changed grade on the individual assignment, test, or project may impact the final course grade.

An appeal must be based upon one or more of the following: arithmetic or clerical error; arbitrariness, possibly including discrimination or harassment based upon the student's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression; personal malice; and/or student conduct as stated in the "Instrument of Student Judicial Governance."

The University's Policy on Prohibited Harassment and Discrimination ([www.unc.edu/campus/policies/harassanddiscrim.pdf](http://www.unc.edu/campus/policies/harassanddiscrim.pdf)) prohibits discrimination or harassment on the basis of an individual's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Appendix B of this Policy provides specific information for students who believe that they have been discriminated against or harassed on the basis of one or more of these protected classifications.

Students who want additional information regarding the University's process for investigating allegations of discrimination or harassment should contact the Equal Opportunity/ADA Office for assistance at (919) 966-3576 or [equalopportunity@unc.edu](mailto:equalopportunity@unc.edu).

If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student's claim must be performed under the direction of the Equal Opportunity/ADA Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student's academic appeal.

To formally appeal a course grade, a student must submit a formal written appeal to the MAC Program Associate Dean and provide a copy to the professor of the course. The letter must specifically cite the evidence by which the student alleges (a) that an impermissible element existed in the professor's evaluation of the student's course work and (b) that it influenced the grade assignment to the detriment of the student.

No appeal may be made after the last day of classes of the following term.

When an appeal of a course grade has been properly prepared and submitted to the MSM Program Associate Dean, the Associate shall determine whether the evidence cited warrants further investigation. The burden of proof shall fall upon the student. The determination by the Associate Dean shall be made only after providing the instructor with the opportunity to reply to the charges as cited in writing by the student.

If, in the judgment of the Associate Dean, the evidence cited by the student is insufficient to warrant further investigation, the appeal shall be denied, and the original grade assigned by the instructor will remain. On the other hand, if in the judgment of the Associate Dean, the evidence cited is sufficient to warrant further investigation, the Associate Dean will appoint a committee of at least three members of the faculty to investigate the charges and to render a written set of findings and recommendations. Upon review of such findings and recommendations, the MSM Program will communicate the decision in writing to the student.

#### [D. Academic Eligibility](#)

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Student academic performance is evaluated at the end of each term to determine eligibility status. A student is placed on academic notice if they accumulate 6 credit hours of Low Pass grades. A student becomes academically ineligible if they receive a Fail grade in any course or accumulate 9 credit hours or more of Low Pass grades. These accruals are inclusive of all grades received over the duration of one's enrollment in the program.

Being placed on academic notice is a notification that we are concerned about your academic performance. The purpose is to prompt reflection and action towards improving classroom performance. We are committed to the academic success of each student. There are many reasons students accumulate Low Pass grades beyond difficulty with course material: personal, financial, career, health, family, or other concerns can all play a role. Our goal is to help identify these factors and address them.

Students who are on academic notice must meet with a MSM Program staff member and engage in a success planning meeting. The purpose of the success planning meeting is to identify resources and strategies for academic success, while addressing other external factors impacting a student's performance. Students who reach 6 credit hours of Low Pass grades in their final term will not be placed on academic notice and will be allowed to graduate.

Students who become academically ineligible may not continue in the MSM Program. They may appeal for reinstatement, using the protocols outlined in the handbook. Students who do not respond by the deadline specified on their ineligibility notification letter will be considered as not having appealed and will be withdrawn from the program. Students are encouraged to attend class while their appeal is being considered. If a student who has continued attending class is not reinstated, their withdrawal will be made retroactive to the start of the term. For students who have been reinstated through previous appeal of their academic ineligibility, the reinstatement letter governs when students must reappear before the Academic Eligibility committee.

#### E. Appealing for Reinstatement

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Students who become academically ineligible may appeal for reinstatement in writing to the Director of Academics & Operations. The appeal should contain the following information:

1. mitigating factors that caused the student to perform below expectations;
2. the extent to which these factors have been rectified; and
3. the student's potential to complete the curriculum without further academic difficulty.

The appeal is reviewed by the Assistant Dean, Director of Academics & Operations, and Senior Associate Director of Academics & Operations for the Office of Specialized Masters Programs. This group will reach out to faculty for additional details about the students' performance in all of their classes to date. The committee will also request a meeting with the students to ask questions and learn more about their circumstances or mitigating factors. The committee examines all information relevant to the student's appeal and decides to grant or deny the request. The committee may consider the aforementioned factors.

It is incumbent upon the ineligible student who wishes to be reinstated to prepare an appeal that sufficiently addresses each of the three concerns mentioned above as well as any other relevant facts. This appeal should be submitted in writing to the Director of Academics & Operations by the deadline given by the Registrar (typically at least two business days). The committee will consider written statements from all of the instructors who had the student in their

courses. Students appealing for reinstatement must appear before the committee in person or virtually.

Reinstatement is normally conditioned upon earning only grades of P and above in all subsequent terms.

Reinstatement may also include more conditions such as additional coursework, re-taking certain courses, working with staff to develop a plan for success, or a requirement of readmission. When a course is retaken, the assigned grade will not replace the grade received the first time the course was taken.

Students are responsible for meeting all the conditions of their reinstatement.

A student failing to meet all the conditions of reinstatement, as outlined by the committee, may be considered for permanent removal from the MSM Program.

If a student becomes academically ineligible because of grades earned during their final term, the Academic Eligibility Committee will decide if there is a remedy that will lead to successful completion of the program. The committee will outline the specific requirements for the student.

It is the student's responsibility to inform their employer if they are rendered academically ineligible. The Career Services team should be consulted prior to the student sharing this information.

### 3.11: Exams

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All midterm and final exams for MSM courses are scheduled by the Senior Associate Director of Academics in consultation with MSM faculty. **Except in rare circumstances, all students must sit for midterm and final exams as scheduled.**

Exam schedules are made available to students several months in advance, and students should make plans accordingly. Conflicts due to travel arrangements or work schedules are **not** valid reasons for rescheduling an exam. Similarly, students should not schedule office visits with prospective employers in a fashion that creates a conflict with a scheduled exam.

If a student believes that he or she is affected by circumstances that justify rescheduling an exam, the student should present a request via email to the Director of Academics & Operations for rescheduling. This written request should provide a full description of the relevant circumstances or events and an explanation of why they are beyond the student's control. Written verification of the circumstances or event must be provided as well. Requests should **not** be presented, either verbally or in writing, to the faculty member.

The MSM Program will assess, based on the written request, whether the student has a valid basis for rescheduling the exam. The MSM Program will consider if the circumstances are unavoidable, extraordinary, and/or unforeseen.

Examples of circumstances that would provide justification for rescheduling an exam include severe sickness, hospitalization, or a death in the immediate family.

### 3.12: Course Evaluations

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At the end of each course, you will be asked to complete a course evaluation. Professors are asked to leave 10 to 15 minutes at the end of their last class session for you to complete your course evaluation. The evaluation is online and is open for a limited number of days.

In the days prior to the course's final sessions, you will receive an email from your MSM Program Registrar providing instructions on how to complete the evaluation. The link to the online course evaluations will become active during a limited window outlined in that email and will close prior to the start of the course's final exam. Once a course evaluation link is closed for feedback, it will not be reopened for students who have missed the window in which to submit their feedback.

Professors will receive the results of their course evaluations only after they submit final course grades to the MSM Program. Your feedback is extremely valuable for constantly improving the program. These suggestions guide course development and revisions, program enhancements, course availability and registration, coaching, teaching and feedback. We take these inputs very seriously. Please take time to complete the evaluations.

### 3.13: Class Rank and Beta Gamma Sigma

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UNC Kenan-Flagler does not post or publish class rankings. Students with outstanding academic performance (top 20% of the class) will be invited to join Beta Gamma Sigma, the national business honor society, prior to graduation. Students meeting the qualifications will be inducted into this society and will be offered the opportunity to attend a ceremony.

### 3.14: Graduation

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#### A. Requirements

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Students must complete all degree requirements outlined by our program to graduate.

Students must also be in good academic standing to be cleared for graduation.

Early graduation is not permitted. In addition, all holds must be removed before a student can receive their degree and diploma from the Office of the University Registrar. Students cannot be cleared for graduation if one or more of the following conditions exist:

- Has not met the minimum degree coursework requirements
- Is not in good academic standing
- Has an active stop on their UNC account
- Has an outstanding balance with the University
- Has an Incomplete on their transcript
- Has become academically ineligible in their last term of enrollment
- Has been charged with a Student Code of Conduct violation and the hearings pending

#### B. Diplomas

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The course schedule for the campus program will conclude in May as well degree conferral. Our program will provide letters of completion as needed during this time. Please contact the Program Registrar should you have a need for this documentation.

Students who are not in good academic standing or have a Student Code of Conduct violation pending with the University, must request and receive permission from the Assistant Dean of the MSM Program to participate in the Graduation Ceremony.

The Office of the University Registrar mails diplomas to graduates approximately six to eight weeks following graduation. Diplomas are mailed to students' permanent/grade/billing address. Students should verify this address and change it if necessary.

Students can order a replacement diploma at <http://registrar.unc.edu/academic-services/diplomas/>

The way a student's name appears in Connect Carolina is the way it will appear on the student's diploma. Information about changing how a name appears on a diploma can be found here: <https://registrar.unc.edu/academic-services/diplomas/diploma-name-faqs/>.

The deadline for completing a name change is typically February. Once the deadline has passed, students will have to order a replacement diploma to get one with a different name.

### 3.15 Transcripts

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Official UNC transcripts must be ordered directly from the University's Registrar's Office. Information is available at <http://registrar.unc.edu/academic-services/transcripts-certifications>. Students do not receive an official copy of their transcript with their diploma.

### 3.16: Inclement Weather Procedures

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UNC Kenan-Flagler is part of the greater UNC campus. As such, the Business School will follow the determinations made by the University. There are several ways to determine if UNC classes (and thus MAC classes) have been cancelled:

- Visit UNC's homepage, <http://www.unc.edu/>
- Alert Carolina, <https://alertcarolina.unc.edu/> is also a university-wide site for campus status updates.
- Call the campus adverse weather telephone line at 919-843-1234
- Watch local TV stations and/or listen to local radio stations

In the event UNC has a delayed opening, classes and/or events that were scheduled to begin prior to the delayed opening start time will be cancelled. Classes cancelled because of inclement weather are made up at the discretion of the individual instructor affected by a university closing. Canceled events are rescheduled at the discretion of the sponsoring organization. If you are concerned about traveling to an event due to inclement weather in your area, please use your best judgment and do not put your life in danger.

## Section 4: Program Information

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### 4.1: Tuition

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Students are required to pay all University tuition and fees by the published payment due date. Students whose charges will be paid by financial aid can request deferment of their payment. If payment is not received by the Cashier's Office, the student's registration will be canceled, and the student will be unable to attend classes. When the tuition has been paid, the student will be able to register but there is not guaranteed seats in classes that may already be full. Tuition is billed in 2 installments as follows; Fall and Spring.

### 4.2: Financial Aid

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Financial aid may be available for some students.

Once your financial aid eligibility is finalized, it is your responsibility to complete all necessary disbursement requirements (such as Master Promissory Notes and loan counseling) to ensure funds are sent to UNC Chapel Hill to be credited toward your tuition balance. Please note that all billing of tuition is handled by the main campus Student Accounts and University Receivables (referred to as the Cashier's Office). All financial aid is disbursed directly to the Cashier's Office to be credited toward any outstanding tuition balance owed by the student. All students are responsible for completing financial aid applications and disbursement requirements in a timely fashion to ensure that their funds are available to pay tuition by published due dates.

### 4.3: Address, Name, and Phone Number Changes

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Connect Carolina is the official campus record of information. Students should verify and update, if necessary, their address and phone numbers in the Connect Carolina Student Center. Course materials will be sent to the address on record in Connect Carolina. Students who require name changes in Connect Carolina should contact the MSM Program Registrar.

All information in the UNC public directory can be updated by the student at <http://directory.unc.edu>.

### 4.4: Student ID (One Card)

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The UNC One Card is the official identification card for MSM students at the University of North Carolina at Chapel Hill. For more information, please see <http://onecard.unc.edu/>.

### 4.5: Authorization and Release for Use of Recordings

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By enrolling as a student in the MSM Program, you grant UNC Kenan-Flagler Business School, the MSM Program, and their legal representatives and assignees, the irrevocable right and permission to use photographs and/or video recordings of them on University and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation to them.

The student also understands and agrees that such photographs and/or video recordings of them may be placed on the Internet. The student understands and agrees that they may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of them. The student waives the right to approve the final product. The student agrees that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of the University.

The student also releases, acquits and forever discharges the State of North Carolina, the University, its current and former trustees, agents, officers and employees of the above-named entities from any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said photographs and/or video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

The MSM Program may include the pictures, names, mailing addresses, and phone numbers of current MSM students in the MSM Program Student Directory. The Directory will be distributed to professors who teach in the MSM Program, to MSM students, and to firms and corporations that participate in the Program's on-campus recruiting process. Each student's photograph will also appear in the online system for each course in which the student is enrolled. Access to photographs is limited to the faculty member teaching the course, other students enrolled in the course, and the MSM Program staff. The MSM Program may also use student photographs for other purposes in a reasonable, non-invasive fashion as circumstances dictate.

#### 4.6: Solicitation

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Only student associations are permitted to sell items in the McColl Building. Each revenue-generating activity must be approved in advance by the MSM Program.

## Section 5: Technology

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### 5.1: Program Requirements

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Students in the MSM Program should have a computer that meets the following hardware requirements:

- RAM: 4GB minimum, 8GB preferred
- Processor: 2 GHz Dual Core or faster
- Internet Connection: Hard-wired (Ethernet) broadband OR 3G or faster wireless
- Download Speed: 5 MB/s minimum, 10MB/s preferred
- Upload Speed: 2MB/s minimum

Students must have permission to install applications and browser extensions on their computer for various course needs. We strongly recommend that students use a personal and not an employer-owned computer.

Students must have access to a Windows-based machine running Windows 10 or later for the program's duration. The MSM Program does not require students to use a specific operating system.

Students with an Apple computer utilizing the Macintosh OS should investigate their options, which may include installing a virtual machine such as Parallels or Bootcamp.

### 5.2: Acceptable Use of Technology

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This policy sets forth the standards governing UNC's Kenan-Flagler Business School authorized users' access to local, state, national and international sources of information through the Internet, the UNC Kenan-Flagler network, and computer and electronic mail access. This policy sets forth the rules under which student users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the Internet, UNC Kenan-Flagler network, electronic mail, and computer access.

Access to the Internet, UNC Kenan-Flagler network, computer, and electronic mail access is a privilege provided by student users for educational purposes. These resources provide students with effective communication and research and should be used in a way that does not violate MAC Program policy and regulations established.

[The University of North Carolina at Chapel Hill's Information Technology Acceptable Use Policy can be found here.](#)

[Kenan-Flagler Business School policies can be found here.](#)

### 5.3: Computers in the Classroom

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There are two policies regarding computer use in the classroom, one relates to Internet access, and the other to the Student Code of Conduct.

1. As a matter of School policy, network access will not be permitted during regular class times or examinations, except as specifically authorized by instructors in individual courses. During open book exams, where notebook computers are permitted, students are advised to store all the necessary electronic files on their local hard drives.

2. Students are expressly prohibited from transmitting or receiving course materials of any kind to or from other students. This includes exams, course packs, and any course materials for individual use and not for sharing with another student. The transmitting or receiving of such materials is considered a Student Code of Conduct violation and subject to the policies set forth in the Instrument of Student Governance.

#### 5.4: Sending Information to MSM Students

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All emails to MSM listservs and email via UNC Kenan-Flagler and UNC Network are the property of the University of North Carolina at Chapel Hill and subject to the jurisdiction of the UNC Honor System.

Students are advised to review the Use of Technology Policy and the UNC Student Code of Conduct if they have questions about appropriateness of information or contact the MSM Program.

#### 5.5: Student Portals

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Canvas (<https://kenan-flagler.instructure.com/>) : Canvas is an internal course management system that instructors as well as students utilize for things such as assignment submission, discussion boards, class announcements, syllabi and many other course-related materials. Access is provided to you via the course instructor and typically occurs 1-2 weeks prior to the start of the respective course. For technical issues related to the use of Canvas, contact IT Academic Technologies ([ITAcademicTechnologies@kenan-flagler.unc.edu](mailto:ITAcademicTechnologies@kenan-flagler.unc.edu)) or the Kenan-Flagler IT Service Desk ([itservicedesk@kenan-flagler.unc.edu](mailto:itservicedesk@kenan-flagler.unc.edu) or 919-962-0792).

There are two systems that students will access for university, school, and program-level information:

1. UNC Kenan-Flagler's MyKE portal, <https://myke.kenan-flagler.unc.edu>: this is your portal to information and links available to all UNC Kenan-Flagler students. Use your UNC Kenan-Flagler account information to log into the UNC Kenan-Flagler Intranet.
2. ConnectCarolina, <https://connectcarolina.unc.edu/>: this is your portal to information and links available to all UNC students. This is where your contact information (name, address, etc.) will be maintained and where you will pay your tuition bills. Use your ONYEN to log into ConnectCarolina.

#### 5.6: Printing

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[As a student, you receive printing credits through the Carolina Computing Initiative. Click here for information on student printing at Kenan-Flagler Business School.](#)

#### 5.7: Email

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Along with your network login, an email account has been set up on the UNC Kenan-Flagler server. As a MSM student, your business school email account will be the main email contact between you and the MSM Program staff and faculty. Your email address will be:

firstname\_lastname@kenan-flagler.unc.edu

[Click here to learn more about your Kenan-Flagler email address.](#)

Once you graduate from the program, you will still be able to use the account until it is deleted approximately 6 months after graduation. You will also have the opportunity to setup an Alumni Universal UNC Kenan-Flagler forwarding email account that you will keep as an alumnus.

If you would like to create your Alumni Universal UNC Kenan-Flagler email forwarding address, please go to <http://www.kenan-flagler.unc.edu/Alumni> and follow the step-by-step instructions after logging in with your PID. You can create this account about 3 months after the program begins.

#### 5.8: ONYEN and Personal ID Number (PID)

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"ONYEN" stands for the "Only Name You'll Ever Need" and is used to access systems on campus. You will have created your ONYEN following the admissions process. Visit the ONYEN web page for further information [https://onyen.unc.edu/cgi-bin/unc\\_id/services](https://onyen.unc.edu/cgi-bin/unc_id/services).

The Person ID Number (PID) is an identification number assigned to all persons with a university relationship, as defined by an official university department. This number is designed to give all persons a universal number (PID or Person ID) unique to the University of North Carolina at Chapel Hill. The number is nine digits long. The PID is the primary record-keeping key for all departments within the university and must be used for all communication. If you have any problems or questions about your PID, please visit <http://www.pid.unc.edu/> or contact the PID Office at 919-962-9561 or by email at [pid@unc.edu](mailto:pid@unc.edu).

#### 5.9: Password Resets

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You can reset your UNC Kenan-Flagler account password or your ONYEN password by visiting the Password Station: <https://ims.business.unc.edu>.

## Section 6: Resources

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### 6.1: Student Accommodations

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The University of North Carolina at Chapel Hill provides reasonable accommodations for applicants and current students with disabilities that impact academics, on-campus living, dining, and cocurricular and extracurricular campus activities. The Equal Opportunity and Compliance office (EOC) coordinates and implements appropriate reasonable accommodations and provides appropriate resources and services. EOC works with all students including undergraduate and graduate students, full-time and part-time students, and students participating in continuing education courses or who may be auditing and with program applicants.

Students should visit [Student Accommodations - UNC Equal Opportunity and Compliance](#) to learn more about the accommodation process and to register.

### 6.2: Business Communication Center

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If you'd like to polish your written and oral presentation skills, our UNC Kenan-Flagler Business Communication Center offers, at no charge, the opportunity to work with consultants to revise written assignments and strengthen presentation skills. Consultants are second year residential MBAs who are skilled in effective communication techniques. All have been through extensive training.

The Center is located in McColl Building. Because working professionals have special time constraints, telephone appointments can be made. [Check the web site for hours and to make an appointment.](#) Before your scheduled meeting, email the document you wish to work on. Availability may be especially limited near assignment due dates.

### 6.3: Career Services

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*All MSM Students must read and review the policies and procedures outlined in this section and Policies document for their class year at the start of the MSM Program. Successful career outcomes require dual effort. Students must be active participants in their personal career and professional development.*

#### A. Manage Your Career Search

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##### **Provide Accurate, Honest and Complete Information**

Keep your information updated and accurate in your résumé, LinkedIn profile, and all job search documents and in interactions with employers and Career Services. This also includes any form of written communication, information presented during an interview or other formal interaction, and information stated on a résumé.

##### **Keep Employment Status Updated with MSM Career Services**

Keeping your employment status current is a critical piece of how MSM Career Services ensures you are getting the help you need. The MSM Program also uses this information as part of its strategic focus. Please respond to inquiries from the Career Services office expeditiously.

## Professionalism

We expect students to exhibit professional behavior in all professional settings, including career/recruiting events. A report of unprofessional student behavior may result in a Student Code of Conduct violation, removal from recruiting activities, or discontinuation in the UNC Kenan-Flagler Master of Science in Management Program.

## Career Appointments and Cancelations

The MSM Career Services team does their best to accommodate career appointments for all students and will make themselves available to all students seeking career guidance. We expect all students to honor their appointment with Career Services, arriving on time and prepared to actively participate in their appointment. If you need to cancel your appointment, please do so by email or phone call, promptly. No show appointments, without a proper cancelation, will be tracked and noted. A series of no-show appointments can result in a Student Code of Conduct violation and suspension of career advising resources.

## Honor Commitments throughout Your Career Search

Attend all events for which you are required to attend and/or register. Should you encounter an emergency and need to cancel your participation, please contact the MSM Career Services office and (if applicable) the lead firm representative. Failure to comply with this directive may result in a suspension of your recruiting activities. You may **not** cancel a second-round interview after formally accepting the invitation. Avoid scheduling visits during class sessions and exams. You are not permitted to miss class or exams for recruiting events or interviews.

## B. Employment Offers and Acceptances

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Students are expected to inform the MSM Career Services team of all employment offers. It is professional courtesy to inform all employers that have extended an offer of your final decision, in a timely manner. **After you have received all possible employment offers, it is strongly encouraged that you make a final decision on which offer you are accepting within 72 hours (about 3 days).** It is recommended you discuss all employment offers with Career Services before accepting one.

Once you formally accept an employment offer, you are required to withdraw from all other employment opportunities, discontinue your job search entirely, and notify MSM Career Services that you have accepted an employment offer. You must also formally notify all other employers you've received offers from, via a phone call or email, of your final decision to decline their offer.

It is unethical to accept (verbally or in writing) an employment offer and then renege (decline the offer), and/or accept multiple employment offers at the same time. Failure to comply with this policy may result in a Student Code of Conduct violation and may result in denied matriculation or expulsion from the Master of Science in Management Program, suspension of recruiting activities, or other penalties. Should you renege on an offer, reinstatement of your participation in Career Services activities will be at the sole discretion of the Career Services team.

## C. Career Services after Graduation

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The UNC Kenan-Flagler Business School supports students and alumni in their career searches. Successful, employed alumni represent a key initiative for our organization. The MSM

Career Services team is available for guidance. Please contact the Director of Career Services for support.

#### 6.4: Alumni

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As a graduate of UNC Kenan-Flagler, you have access to benefits exclusive to alumni, allowing you to:

- Attend events hosted by your local alumni chapter
- Reconnect with friends and classmates at class reunions in Chapel Hill
- Network with fellow alums on our [UNC Kenan-Flagler Alumni Group on LinkedIn](#)
- Learn about job opportunities and ways to manage your career
- Stay informed about important School news and updates

To take advantage of these alumni benefits, you must update your contact information upon graduation. Your Kenan-Flagler email account will close 180 days after graduation, so providing a personal or business email is crucial to staying connected! Please visit <https://give.unc.edu/kfbs/editprofile> to update your contact information.

As an additional alumni benefit, UNC provides free email service for all alumni. You can create a unique @alumni.unc.edu email address powered by Google. For more information, please visit the [UNC General Alumni Association page](#).

## Section 7: Kenan-Flagler Business School Policies

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### 7.1: Hours of Operation

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#### **McColl Building**

Monday-Friday: 7:00 a.m. – 7:00 p.m.

During these hours the exterior doors are open. Students, staff, and faculty may access the building after hours using their UNC One Cards. Classrooms will be locked on weekends and at 11:00 pm daily for cleaning and may be reserved or in use for presentation preparations.

The Business School Administration reserves the right to close the building during holidays and breaks.

### 7.2: Lost and Found

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Found items will be returned to the various Help Desks in the building. Students may also check the Opt-In [LostandFound-Kenan-Flagler@kenan-flagler.unc.edu](mailto:LostandFound-Kenan-Flagler@kenan-flagler.unc.edu) distribution list.

### 7.3: Smoking

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[The University of North Carolina at Chapel Hill No Smoking Policy](#) prohibits lighted tobacco products within 100 feet of University facilities and prohibits electronic cigarettes, vaping, and other such devices within 25 feet of University facilities.

### 7.4: Food and Drink

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The facility policies regarding food and drink in the McColl Building recognize the needs of more than 1,500 daily UNC Kenan-Flagler occupants, while protecting the investment in technology, furnishings, and equipment. The policy also keeps UNC Kenan-Flagler in compliance with health and safety regulations.

In addition to the Café McColl dining area, food is allowed in the graduate, faculty, and staff reading rooms, conference rooms, and study rooms. Anyone consuming/serving food in these rooms is responsible for cleanup and disposal. Those not following this policy will lose privileges to these facilities.

Food is not allowed in the classrooms, auditorium, or the technology center. Drinks are allowed in classrooms only if they are in a covered container, i.e., reusable, covered mug.

The Faculty/Staff Reading Room on the fourth floor is not open to students.

### 7.5: Study Space

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Study space on all floors is available for use by any UNC Kenan-Flagler student, including undergraduate business students, Master of Science in Management, PhD students and MBA students. Note: This policy applies to all floors in McColl Building except the fourth floor.

#### **Classrooms:**

- Priority for classrooms, in order, are:
  - academic needs (i.e., classes, speakers, review sessions)
  - program needs (i.e., company presentations, meetings for recognized student groups)
  - individual study
  - ad hoc groups

- any time classroom space is available for individual study, group study rooms should be used for group study only

- Individual study space on the third floor is designated QUIET STUDY SPACE. Please be courteous when you are in this area of the building.

#### Group Study Rooms:

- Study rooms are in high demand. Courtesy is expected and essential.
- Group Study Rooms are for group study. If a room is empty, it can be utilized by an individual. However, if a group of three or more students needs the room, the individual must relocate to an empty classroom or individual study space.
- Personal items such as backpacks do not hold a group study room.
- Refer to the reservation system for information on how to reserve study rooms.

#### Graduate Lounge:

- The Graduate Lounge on the 1st floor is reserved exclusively for graduate students. This includes Master of Accounting (MAC), Master of Science in Management (MSM), and Master of Business (MBA) students.

### 7.6: Kenan-Flagler Business School Fitness Center

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The Kenan-Flagler Business School Fitness Center is on the first floor of McColl, directly off the main lobby. Kenan-Flagler shower facilities are located adjacent to the Kenan-Flagler Fitness Center. Look for the blue flooring and overhang.

All Kenan-Flagler students, staff, and faculty have access to the fitness center and shower facilities. You will need your UNC One Care to gain access to the Kenan-Flagler Fitness Center and shower facilities during business hours. Please leave the space in the same or better condition than you found it. Please wipe off your machines, put away your equipment, and dispose of trash properly.

### 7.7: Parking

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Parking policies are set by a UNC Kenan-Flagler committee with representatives from the Department of Transportation & Parking and are enforced by University Transportation & Parking monitors. The Assistant Director of Student Engagement works with Transportation & Parking to assign permits. MSM students with BD permits should use the Business School Parking Deck.

The Kenan-McColl visitors' lot (the small lot behind Koury Auditorium) is reserved for Kenan Center conference participants, corporate recruiters, and visitors.

The Business School is not responsible for parking citations or payment of fines. Any misuse of permits, including sharing permits outside of a student's carpool, reuse of daily permits, or parking on campus without the appropriate permit, is a violation of the UNC Student Code of Conduct and may result in disciplinary action, including citations and loss of parking privileges.

For home football and men's basketball games, the Business Deck closes for game day parking. The deck closes three hours before the start of the game and stays closed for roughly one hour after the game ends. This means BD permits will not be valid for the Business Deck. Parking permission will be facilitated by MSM Program staff only for students with a regularly scheduled class that conflicts with the game. Students coming for group meetings, study purposes, or events will not be able to obtain a game day parking access through this channel.

MSM Program staff will be in contact with students enrolled in such classes prior to the game with instructions for obtaining game day permits.

### **Section 8: Amendment**

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Statements in this manual are subject to amendment with or without notice. UNC Kenan-Flagler will attempt to keep students informed of all changes as soon as possible; however, some changes may be made immediately due to unforeseen circumstances.