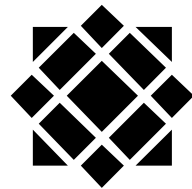


**Donald & Sally Lucas
Graduate School of Business**

Master's of Science in Taxation

New Student Handbook



**SAN JOSÉ STATE
UNIVERSITY**

*Congratulations on your acceptance into the
Lucas Graduate School of Business!*

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WELCOME TO THE SJSU MST PROGRAM!

MST WORKSHEET

Your *MST Worksheet* was included with your acceptance letter to the Lucas Graduate School of Business. This worksheet lists your Name, Student ID Number, GPA (grade point average) and GMAT (Graduate Management Admissions Test) scores (if applicable). Please call the Lucas Graduate School of Business office if you find any errors on your worksheet.

COURSEWORK

Course Sequencing

BUS 223A should be completed in your first term, and must be completed within your first two terms. This course is either a pre-requisite or co-requisite to most classes in the MST program. BUS 223D and BUS 223E are the capstone courses for the MST program. You are required to take one of these courses and it should be taken towards the end of your program, ideally after you have completed BUS 223A, 223B, 223C and 223F.

Class Meetings and Scheduling

Most classes meet one night a week from 5:30 to 9:30 for 10 weeks, with some exceptions. Classes in spring and summer usually include one or two Saturday mornings and meet for 8 to 9 weeks. The course schedule is listed on the Lucas Graduate School of Business website, www.cob.sjsu.edu/graduate. From here you can click on “Schedules”.

Preparation and Course Materials

You should check the Schedules and Syllabi page on the MST website (<http://www.sjsu.edu/lucasschool/current/mst/schedule/>) a few weeks before your class begins to find out what textbook is assigned. Texts may be purchased at the Campus Bookstore; an online ordering option is available. Texts are also likely available at Robert’s Bookstore near the main campus. For more information on textbooks, see http://www.cob.sjsu.edu/nellen_a/ClassInfo.html. Be sure you obtain your textbook before class begins.

Be sure to review the syllabus before classes begin and complete the reading, if any, for the first class meeting.

Access to Research Materials

MST students will have access to the following online tax research materials: RIA Checkpoint, CCH, and selected BNA Portfolios. Students will be assigned access codes in BUS 223A (Tax Research). The BNA Portfolios can be accessed on the university website with your student ID. These materials are only to be used for MST coursework. You can obtain an access code to BUS 223A at the MST Orientation and at the link at http://www.cob.sjsu.edu/nellen_a/ClassInfo.html.

OPEN UNIVERSITY AND TRANSFER

You may transfer up to six semester units to apply toward your MST degree. Note: SJSU Open University courses are considered the equivalent to “transfer” units. Courses from other universities must be approved by Program Director Annette Nellen in order to count toward your degree.

SESSIONS

The MST program has four sessions throughout the year. They are as follows with approximate dates:

Early Spring Session: Beginning of January through end of February.

Late Spring Session: Mid to end of April through mid-June.

Summer Session: Mid-June to mid-August.

Fall Session: Mid-September through beginning to mid-December.

Both Spring sessions fall within the University's traditional "Spring" semester. This is important to consider for Academic Standing and Leave of Absence purposes.

Please read "Maintaining Active Status" below for important information on maintaining continuous enrollment per University guidelines.

LEAVE OF ABSENCE

Students who have attended at least one semester as a matriculated student and who are in good or probation standing may choose to leave SJSU for one semester (Fall or Spring) without submission of a Leave of Absence form.

Students choosing this option must return the following semester and continue their enrollment as a matriculated student. If a student does not return in the semester following the one semester leave, the student will be required to reapply for admission to the next available admission term.

Students utilizing this option may not submit a formal leave of absence following the one semester leave.

Maintaining Active Status

Although the MST program is considered "Special Session", most of the processing dates are dictated by the University's traditional academic calendar. As a result, you must register for at least one MST class by the last day to add listed on the University academic calendar to insure that your attendance is recognized for each semester that you enroll. This process is especially critical in the Spring semester for those students who plan to enroll only in the second session. Please note, the University does not factor in Summer session toward the continuous enrollment guideline.

For example, if you attended Spring 2008, do not attend Fall 2008, and then attend Spring 2009 that is fine since enrollment has not been "broken" by missing two consecutive Spring/Fall semesters. However, if you did not attend Spring 2008, attended Summer 2008, and do not attend Fall 2008 (or are not "counted" due to registering late), you will become inactive because according to the University standard you have broken enrollment since you are officially recorded as missing two consecutive Spring/Fall semesters. In this case you would need to reapply for Spring 2009 by the admission deadline if you wish to return.

This is especially important during the Spring sessions. Even if you are not taking a class until April, you must register for that class in the beginning of January in order for your attendance to be counted by the system. You must also pay for that course by the due date indicated in your MySJSU. If it is ok for you to not be counted in attendance for a semester, then you can wait until after the University's add deadline to register for your class.

REGISTRATION

Registration via MySJSU

Each semester you will need to visit <http://my.sjsu.edu> to learn your registration appointment date and time. Registration for classes is done via <http://my.sjsu.edu>. This is an interactive process and is available 24 hours daily during the published dates. You will need your User ID and Password to complete the registration. If you lose your password, you must contact cmshelp@sjsu.edu. The business graduate office does not have access to student passwords. The system allows you to enroll in a course if space is available and you have met the prerequisites.

Payment Due Date

As part of the online registration process, you will be given a payment due date. The due date may not appear online until the next day. If the payment deadline is not met, you may be dropped from all of your classes; however, this is not always the case. If you sign up for a class, do not pay, and do not attend, you may not be dropped and may have a balance remaining on your account.

DROPPING A COURSE

In order to receive a full refund, you must drop the class the business day prior to the first day of class. In general, if you drop from the day of the first class meeting to the day before the second class meeting you will receive a 75% refund. Please check the “Schedule” page for the “Refund Schedule” to determine the exact dates. If you drop after the first day you will receive a “W” on your transcript which stands for “Withdraw”. This does not affect your GPA. If you do not drop the class and do not attend, you will receive a “WU” on your transcript, which stands for “Withdrawal Unauthorized.” For purposes of grade point average a “WU” is equivalent to an “F” and is calculated in the grade point average.

It is the student’s responsibility to make sure courses are dropped. Important: Never assume an instructor has dropped the class for you for any reason.

GRADE POINT AVERAGE

SJSU uses a four-point grading scale (A, B, C, D, F) as its basic grading system. This applies to all coursework except for individual study and internship courses, which usually are graded credit/no credit.

Grade Points

A+, A	4.0	B-	2.7	D+	1.3	WU	0.0
A-	3.7	C+	2.3	D	1.0		
B+	3.3	C	2.0	D-	0.7		
B	3.0	C-	1.7	F	0.0		

Graduate students must maintain a 3.0 (“B”) average for all coursework taken as a graduate student. **A grade of “C-” in any course is considered a failing grade**, and the course must be repeated. If a course is repeated, the second grade is averaged with the first grade in the GPA calculation. (Note that at the graduate level, the second grade never replaces the first.)

San Jose State University makes grades available on the Internet at <http://my.sjsu.edu>. Individual grade reports are not mailed to students.

Incomplete “I” Grades

An Incomplete “I” signifies that a portion of the required coursework has not been completed and evaluated by the end of the class. **Before the end of the semester**, the student must reach an agreement with the instructor on the remaining course requirements and how they will be satisfied. All make-up work for an Incomplete must be finished within one calendar year immediately following the end of the term in which it was assigned. Failure to complete the assigned work results in the “Incomplete” turning into an “IC”, which is calculated as an “F” for grading purposes. The Incomplete cannot be removed on the basis of work taken at another institution, nor by re-enrolling in the course.

ACADEMIC STANDING PROBATION AND DISQUALIFICATION

Academic Probation

A graduate student who does not maintain a minimum cumulative 3.0 GPA (a grade of “B” on a four-point scale) is subject to academic probation. It is the student’s responsibility to continuously monitor his or her own academic standing. Graduate students are cleared from probation if the cumulative grade point average is corrected to a 3.0 GPA or better the semester following first notification of probationary status.

Academic Disqualification

A graduate student who is on academic probation must earn **better than a 3.0 grade point average** each successive term until the required 3.0 cumulative grade point average is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation. If these conditions are not met, the student will be disqualified from the University. Please see the SJSU catalog for more information on academic disqualification.

Issues with Academic Standing during the Spring term

As stated earlier, some dates follow the University’s regular academic calendar. This also happens with the running of the Academic Standing report during the Spring semester. The Academic Standing report is run by the Registrar prior to the completion of the Late Spring Session classes. This will cause problems if a student is on probation and receives below a “B” in Early Spring Session, or whose cumulative falls below a “B” average with just the early session grade; however, is still enrolled in a Late Spring Session course. The reverse is also true. A student that should be disqualified or placed on probation, may not be. To resolve this problem, your Program Coordinator will manually check grades and calculate Academic Standing after Late Spring Session grades are posted and notify the Registrar as to who’s Academic Standing needs to be adjusted.

TIME LIMITATIONS

All work for the MST program must be completed within seven years. If courses become outdated, consult the SJSU catalog.

APPLYING FOR THE DEGREE

Competency in Written English

All master's students must show their competency in written English. This requirement **must** be completed before a student can be admitted to candidacy. For the MST program, this requirement is met through the successful completion of BUS 223A.

Applying for Advancement to Candidacy

Once you have completed at least nine SJSU letter-graded units, BUS 223A, and have Classified standing, you should complete a *Departmental Request for Candidacy Form* (on our website). It must be submitted to your Program Coordinator by e-mail as a Word attachment no later than the posted document deadlines for the semester related to your graduation date. See dates below.

You must indicate 30 units worth of classes on this form. If you are not sure which classes you will be taking in the future, please enter either "BUS 297D, Special Topics" or simply put the classes you think you may take. During your last semester, your Program Coordinator will review your records and submit course substitution forms to the Graduate Admissions and Program Evaluations office on your behalf.

Once the Graduate Admissions and Program Evaluations office has approved your Candidacy, an approval letter and a copy of your Candidacy form will be mailed to you. No other document will be sent indicating your Advancement to Candidacy.

Award of the Master's Degree

Completing course requirements in a Master's program at SJSU is a major accomplishment. However, it does not mean that you will be awarded a degree. You must initiate the process by completing the *Application for Award of Master's Degree Form* (also found on our website) and submitting it to the Lucas Graduate School of Business office.

You submit your Application for Award of Degree after your Candidacy has been approved; however, be aware of the deadline dates. To expedite your paperwork, please fax your form to our office at 408-924-3426. Note that this is a different fax number from the number on the form.

Students must be aware of paperwork deadlines! If you do not file your paperwork by the published deadlines, your graduation may be delayed. Deadlines for filing these forms are as follows:

Filing Deadlines

Graduation Date	May	August	December
Candidacy Form Due	September 1	February 1	March 15
Award of Degree Due	February 1	June 1	September 1

STUDENT IDENTIFICATION

The MS Taxation program is considered an off-campus “Special Session” program. Because Special Session students do not pay the standard university fees as regular academic session students, they are not eligible for a student identification card, or Tower Card. Upon proof of registration and payment, the Rose Orchard Office will issue an SJSU Enrollment Confirmation Card. This card allows you to obtain an SJSU library card so that you can access all the SJSU student services at the Dr. Martin Luther King, Jr. Library.

CAREER, INTERNSHIP AND SCHOLARSHIP INFORMATION

The classroom at Rose Orchard, where the MST courses are taught, typically has a variety of position and scholarship postings for you to review. If you want to post a tax position announcement for your employer, please email it to Annette Nellen (anellen@sjsu.edu).

The Career Center is committed to the development of SJSU students as professionals by providing the tools to guide them in making career-planning decisions and marketing their skills to employers. We serve the working professional primarily through our award-winning web site, that hosts a variety of tools available to you 24 by 7. This allows you to access what you need when you need it: from resume pointers to interviewing skills. Visit the site at: <http://www.careercenter.sjsu.edu/index.html>

Register to gain access to our employer job bank, join our Face Book Fan page, and check out what’s new at the Career Center blog.

COMMUNICATION

Most communication will be via email from your Program Coordinator, who will often send important information such as impending deadlines, changes to policies, program announcements, etc. Occasionally, you will receive letters in the mail. It is imperative that you keep your contact information (especially your email address) up to date through your Program Coordinator as well as through the university via the <http://my.sjsu.edu> website.

IMPORTANT WEBSITES

- Lucas Graduate School of Business: www.sjsu.edu/lucasschool
- MS Taxation website: <http://www.sjsu.edu/lucasschool/current/mst/>
- MST News on Twitter: <http://twitter.com/SJSUMST>
- Graduate Admissions and Program Evaluations/Graduate Studies and Research):
<http://www.sjsu.edu/gape>
- Information on courses taught by Professor Nellen: www.cob.sjsu.edu/nellen_a
-
- SJSU Catalog: <http://info.sjsu.edu/static/catalog/graduate.html>
- Bursar's Office: <http://www.sjsu.edu/bursar/>
- Office of the Registrar: <http://www.sjsu.edu/registrar/>
- Career Center: <http://careercenter.sjsu.edu/>
- Financial Aid: <http://www.sjsu.edu/faso/>
- International Programs and Services: <http://www.sjsu.edu/depts/ipss/>

CONTACT INFORMATION

Lucas Graduate School of Business

Main Office	408-924-3420	
Associate Dean, Dr. Deborah Crown	408-924-3420	
MST Program Director, Annette Nellen	408-924-3508	anelen@sjsu.edu
Lucas GSB Coordinator, Ellen Manganiello	408-924-3427	
MST Program Coordinator, Cathy Dougherty	408-924-3424	dougherty_c@cob.sjsu.edu
Admissions, Margaret Farmer	408-924-3420	
Rose Orchard Site	408-432-8485	

SJSU Offices

Call SJSU (Student Services Phone System)	408-283-7500	
Graduate Admissions and Program Evaluations	408-924-2480	
Evaluator: Jill Stahl	408-924-3297	
SJSU Library (Reference)	408-808-2100	
Financial Aid	408-283-7500	
Bursar's Office	408-924-1601(Student Accounts & Collections)	
	408-924-1631(Cashiering Services)	
International Programs & Student Services	408-924-5920	

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