

Master of Science in Finance

Drew University
Caspersen School of Graduate Studies

2019-2020



Purpose of the Handbook

The Master of Science in Finance (M.S. in Finance) program is a rigorous 30-credit immersion in the quantitative and analytical methods and tools used throughout the financial sector.

Building on Drew's two decades of success with our unique Wall Street Semester and strong ties to the financial services industry, M.S. in Finance students receive the training and credentials needed to succeed in careers in a variety of organizations, including banks, financial firms, global corporations, government agencies, and nonprofits.

Unique to the Drew M.S. in Finance program, participating students will have opportunities to apply their knowledge and skills through real-world financial internships after completing classroom coursework. Likewise, Drew's co-curricular programming includes guest lectures and trips into New York City to visit financial firms, regulators, and even nonprofits centered on promoting ethical financial behavior and financial literacy.

This handbook provides:

- A Quick View of key M.S. in Finance student expectations
- Requirements and timelines for the program
- Review of academic policies and processes most relevant to M.S. in Finance students
- A Program planning checklist

This handbook is for student, faculty, and staff guidance and convenience and should not replace any information in the Caspersen School Catalog, and in fact, the catalog takes precedence over this handbook if any inconsistencies are found.

Table of Contents

A Quick View of Student Expectations	4
Quick View of M.S. in Finance Requirements	5
Completing the M.S. in Finance in One Year	6
The Fall Semester.....	6
The Spring Semester	6
The Summer Term	6
Completing the M.S. in Finance in Two Years.....	7
The Year One Fall Semester	7
The Year One Spring Semester.....	7
The Year Two Fall Semester	7
The Year Two Spring Semester.....	8
The Year Two Summer Term.....	8
Alumni Mentors	9
Program Timelines	10
Frequently Asked Questions.....	11
Registration Status.....	13
Academic Standing and Financial Aid	16
Standards of Academic Integrity.....	16
Drew University Offices.....	17

A Quick View of Student Expectations

√ Use your Drew email

Always use your Drew email account or have set it to auto-forward to the email address that you access most frequently. Staff and faculty will send important official notices only to your Drew University email account.

√ Pay attention to Drew's deadlines and policies

Although you will work closely with your professors and fellow students, the responsibility for your degree progress rests with you. All students are expected to work within Drew policies and procedures. Familiarize yourself with the academic calendar and the deadlines related to withdrawals, grade extensions, and academic petitions. Information can be found on the Registrar's office [webpage](#).

√ Stay in communication

Stay in communication with Drew. Respond to requests from professors or the administration in a timely fashion, especially as you are working to select your courses or making plans for your internship. If you are wrestling with new ideas, talk things over with colleagues or a friend outside school. If you are struggling to meet course expectations, be in touch with your professor right away. Ask about registration, finances, and academics to the appropriate Drew offices.

Quick View of M.S. in Finance Requirements

DEGREE REQUIREMENTS (See Academic Catalog for more details)	M.S. in Finance
PREREQUISITES	
FOUNDATIONAL COURSES (Must be taken or waived prior to enrollment in Finance Core courses)	12 CREDITS
FIN 101 – Principles of Microeconomics	3 credits
FIN 102 – Principles of Macroeconomics	3 credits
FIN 117 – Introductory Statistics	3 credits
FIN 150 – Calculus and Analytical Geometry I	3 credits
REQUIRED COURSEWORK	21 CREDITS
FIN 501 – Financial Accounting	3 credits
FIN 502 – Financial Risk Management	3 credits
FIN 503 – Investments I	3 credits
FIN 504 – Financial Quantitative Analysis	3 credits
FIN 505 – Corporate Finance	3 credits
FIN 680 – Finance Internship	3 credits
FIN 688 – Finance Capstone	3 credits
ELECTIVES (choose three)	9 CREDITS
FIN 621 – Investments II	3 credits
FIN 622 – Computational Finance and Large Data Analysis	3 credits
FIN 623 – Behavioral Finance	3 credits
FIN 624 – New Venture Finance	3 credits
FIN 625 – Derivatives	3 credits
TOTAL CREDITS	30 CREDITS

Completing the M.S. in Finance in One Year

Students in the M.S. in Finance choose either a one-year, full-time track or a two-year, part-time option. This section describes how a student can finish the degree in one year. See below for the part-time track.

The Fall Semester

During their first semester of the M.S. in Finance program, students will cover the core essentials of finance, including understanding financial statements, analyzing systemic and other external factors, and exploring the foundations of investing and securities valuation.

Students should take four 3-credit courses:

- FIN 501 – Financial Accounting
- FIN 502 – Financial Risk Management
- FIN 503 – Investments I
- FIN 504 – Financial Quantitative Analysis

The Spring Semester

Building on the fall semester, in the spring, students will learn about financial analysis, capital budgeting, and capital structure, as well as emotion-based financial decision-making, experimental finance, psychological theories of investing, and behavioral biases.

Students will take four 3-credit courses:

- FIN 505 – Corporate Finance
- FIN 621 – Investments II
- FIN 622 – Computational Finance
- FIN 623 – Behavioral Finance

The Summer Term

Focusing on experimental learning and collaboration, the final semester will challenge students to apply what they have learned through both an internship (FIN 680 – Finance Internship) and through their comprehensive final project (FIN 688 – Finance Capstone).

The financial internship offers students the chance to apply their financial knowledge and skills within a financial organization after completing their main coursework. Students will have regular communications with both the course instructor and peers throughout the internship.

The capstone allows students to bring together their skills and perspectives gained through the program in a small group, analyzing and presenting a multifaceted financial case with both quantitative and qualitative assessments of the firm and market environments. This course is taken online.

Completing the M.S. in Finance in Two Years

The Year One Fall Semester

During their first semester of the M.S. in Finance program, students will cover the core essentials of finance, including understanding financial statements and other external factors, and exploring the foundations of investing and securities valuation.

Students should take two 3-credit courses:

- FIN 501 – Financial Accounting
- FIN 503 – Investments I

The Year One Spring Semester

Students will spend their first spring semester learning data analysis from multiple perspectives, using previously learned and new mathematical methods to answer empirical questions in finance. Additionally, students will have opportunities to fortify core competencies with finance elective offerings that build upon skills and intuition building up during the fall and that aligns with their interests and career goals.

Students should take two 3-credit courses:

- FIN 621 – Investments II
- FIN 623 – Behavioral Finance

The Year Two Fall Semester

Year two continues coursework that concentrates on quantitative and qualitative measures of finance. Students will learn to identify and assess risk using multiple risk management best practices, while also focusing on the application of mathematical tools, financial data, concepts, and models used to approach the real-world problems of finance.

Students should take two 3-credit courses:

- FIN 502 – Financial Risk Management
- Fin 504 – Financial Quantitative Analysis

The Year Two Spring Semester

The second spring semester exposes students to the complex decisions made by chief financial officers. They gain insights about large financial data sets and use new data analysis tools to arrive at quantitative-driven conclusions. As students become more immersed in topics including financial analysis, capital budgeting, capital structures, cost of capital and management of short-term liquidity, they will learn to apply strategies to evaluate corporate long-term strategic decisions.

Students should take two 3-credit courses:

- FIN 505 – Corporate Finance
- FIN 622 – Computational Finance and Large Data Analysis

The Year Two Summer Term

Focusing on experiential learning and collaboration, the final semester will challenge students to apply what they have learned in an internship (FIN 680 – Finance Internship) and through the capstone project (FIN 688 – Finance Capstone).

The financial internship offers students the chance to apply their financial knowledge and skills with a financial organization after completing their main coursework. Students will have regular communications with both the course instructor and peers throughout the internship.

The capstone allows students to bring together their skills and perspectives gained through the program in a small group, analyzing and presenting a multifaceted financial case with both quantitative and qualitative assessments of the firm and market environments. This course is taken online.

Alumni Mentors

Upon entrance to the program, each student is matched with an alumni mentor. These relationships give students exposure to new perspectives and career opportunities throughout the financial industry. Mentors work in the industry and are a valuable resource for M.S. in Finance students for networking and as they prepare for interviews. Students and mentors gather together for events throughout the academic year.

Program Timelines

ONE YEAR M.S. in Finance:

Year One: 30 credits completed		
FALL SEMESTER 12 credits	SPRING SEMESTER 12 credits	SUMMER TERM 6 credits
FIN 501 – Financial Accounting FIN 502 – Financial Risk Management FIN 503 – Investments I FIN 504 – Financial Quantitative Analysis	FIN 505 – Corporate Finance FIN 621 – Investments II FIN 622 – Computational Finance FIN 623 – Behavioral Finance	FIN 680 – Finance Internship FIN 688 – Finance Capstone

TWO YEAR M.S. in Finance:

Year One: 12 credits completed		
FALL SEMESTER 6 credits	SPRING SEMESTER 6 credits	SUMMER TERM
FIN 501 – Financial Accounting FIN 503 – Investments I	FIN 621 – Investments II FIN 623 – Behavioral Finance	
Year Two; 18 credits completed		
FALL SEMESTER 6 credits	SPRING SEMESTER 6 credits	SUMMER TERM 6 credits
FIN 502 – Financial Risk Management FIN 504 – Financial Quantitative Analysis	FIN 505 – Corporate Finance FIN 622 – Computational Finance and Large Data Analysis	FIN 680 – Finance Internship FIN 688 – Finance Capstone

Frequently Asked Questions

The Caspersen School of Graduate Studies' Academic Policies are published annually in the CSGS catalog. This document can be accessed in its entirety from the Registrar's [webpage](#). If there is any contradiction between this catalog and the FAQs below, the catalog dated to the student's semester of entrance takes precedence.

Who is my advisor?

Dr. Marc Tomljanovich (mtomljan@drew.edu) is the Director of the Master of Science in Finance program and serves as faculty advisor for all students in the degree program.

Can I transfer credits into my degree?

Credit transfers are not permitted in the M.S. in Finance degree.

What happens if bad weather prevents me from getting to class?

Students are expected to attend class when the University is open. Long-distance commuting students should stay in close contact with the Professor in cases of inclement weather. The decision to cancel classes due to weather will be made by the University. To sign up for the University's emergency notification system or to view policies regarding snow closings, visit: <https://www.drew.edu/emergency/>.

How do I get accommodations for a disability?

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, see: <http://www.drew.edu/academic-services/disabilityservices>. Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the accommodation is needed. Students' requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

What resources are available to help me with my writing?

Located in the Vivian A. Bull Academic Commons in the Library, the [University Writing Center](#) (UWC), under the umbrella of the [Center for Academic Excellence](#) (CAE), provide

services for students, faculty, and staff to strengthen their writing skills. While walk-in visits are welcome, appointments are encouraged and can be made to provide concentrated and intentional assistance. Appointments can be made by visiting <https://drew.mywconline.com/>. First time users will need to create a registration account to set up an appointment, preferably using their Drew email to sign up.

The UWC, in particular, is committed to helping students with their academic and professional writing in a friendly and respectful manner. It offers individual tutoring for writing, languages, and ELL; free writing and grammar workshops; thesis and dissertation support; and faculty writing support. The center strives to create an academic community of independent writers who are able to recognize strategies in order to improve their own writing.

Registration Status

Students in the M.S. in Finance program are expected to maintain communication and connection with Drew throughout the entire program. Different registration statuses indicate your progress through the program.

Active

Students who are consistently registered for classes will maintain “active” status with Drew. This status allows students access to all academic, support, and student life services at the University. Students who fail to register in any regular semester will have their status revised to “inactive.” Students not registered two semesters will be automatically withdrawn from the program and will have to petition for re-entry through the Registrar’s [webpage](#).

Leave of Absence

Unexpected life events or personal challenges can interrupt a student’s ability to make progress in the degree. At times like this, students might reduce the number of credits they plan to take or consider a complete leave of absence. This status stops the clock on your allowed time to completion of your degree. In addition to the two years allowed to complete the degree, students are allowed two semesters of official leave from the program. As a leave of absence is intended to provide time away from the work of the degree, students do not have access to academic, support, and student life services at the University.

Students may apply for a leave of absence at any time during matriculation in the program. To obtain a leave of absence from the program—whether for medical, financial, or personal reasons—students must file a leave of absence application online. This form is found on the Registrar’s [webpage](#). Any leave of absence that is approved becomes effective as of the date it is processed and is not applied retroactively.

Students who take the leave during a semester should be aware of the grading and refund policies of the university. A leave of absence does not exempt a student from receiving grades for courses they have been registered for nor does it guarantee a refund of tuition paid. The date a leave is requested determines the amount of tuition refund (if any). For example, a leave of absence requested and received in the middle or at the end of a semester will not be effective from the beginning of the semester. If you are considering a leave of absence, please review the leave policies and deadlines found on the [Registrar](#) and [Business Office](#) webpages.

RE-ENTRY FOLLOWING LEAVE OF ABSENCE: When a student plans to return to the program following a leave of absence, they must submit a Re-Entry form, which can be found on the Registrar’s [webpage](#). If a student does not return from a leave of absence in the semester following the leave, the student’s status will be revised to “inactive.” If the student is inactive for two semesters, they will be withdrawn from the program by the University.

Medical Withdrawal from a Semester

Students with personal emergencies that occur after the drop/add dates have passed may apply for a medical withdrawal from an entire semester. The student must provide documentation of the medical situation. Upon approval by the Dean of the Caspersen School, the student will be put on leave of absence and receive “W”s for all courses in the semester. Regular tuition refund policies apply to medical withdrawals as to leaves of absence.

Voluntary Withdrawal from the Program

If for any reason a student finds it necessary to withdraw from the program, it is important that this decision be discussed with the Director beforehand and that an appropriate and timely written notice is given to the Director and the University. In order to withdraw from the program, a student completes a Withdrawal form on the Registrar’s [webpage](#). Any notice of withdrawal from the program becomes official as of the date it is received. A student who has withdrawn from the program has no access to academic, support, and student life services at the University. A student wishing to re-enter a program after withdrawing must re-apply to the program through the Graduate Admissions office.

All withdrawals are subject to the Drew University refund and grading policies and deadlines. Students are encouraged to review these policies with the Coordinator of Graduate Academic Services, the Registrar, and the Business Office before submitting an application for withdrawal.

Academic Standing and Financial Aid

In addition to regular course grading and assessments, students are evaluated each semester according to the standards of academic achievement and progress. The Graduate Academic Standing Committee reviews each student's academic performance after each semester and may revise student standing based on this review.

M.S. in Finance program students must maintain a minimum 3.0 GPA each semester and a cumulative minimum 3.0 GPA. Any student who fails to achieve this GPA minimum is placed on academic probation for one semester. If that student is placed on strict academic probation for the following semester, they may be ineligible for financial assistance. Full-time students are expected to complete the degree in four semesters. Drew's financial aid awards are limited to a total of six semesters. All academic requirements for the degree must be completed within five years from the date of initial matriculation.

Warning or Probation

Students who do not achieve a 3.0 GPA in any semester will be placed on warning or probation based on the criteria outlined in the Caspersen School of Graduate Studies catalog posted on the Registrar's [webpage](#). Students placed on academic probation are returned to good standing if they achieve an overall 3.0 GPA average or better at the next time of review.

Required Withdrawal

A student may be withdrawn from the program by the University for any of the following:

- Receiving all "F" grades in any one semester
- Being on probation and not returning to Good Standing at the end of the probationary semester
- Having two or more non-consecutive semesters on Warning or Probation
- A violation of the University's Academic Integrity or Human Rights policies.

Under exceptional circumstances only, a student on Required Withdrawal may appeal to the Graduate Academic Standing Committee to be re-admitted in the next term. If the appeal is approved, the student will be reinstated and placed on Probation. Such re-admissions are granted only in unusual cases, and in no cases may a student be re-admitted twice.

Standards of Academic Integrity

Drew University Standards

Drew University has established standards of academic integrity and procedures. These basic standards apply to all work done at Drew. Students are expected to study and comply with these principles. You can find the Academic Integrity policy for the Caspersen School of Graduate Studies in the academic catalog on the Registrar's [webpage](#).

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or the writing of the final paper in reference to the project. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

The following are examples of academic dishonesty, as defined in this policy:

Duplicate Submission - Submitting one's work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

False Citation - Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. See the *Turabian Manual of Style* (latest edition and/or online quick guide) for how to cite quotations within the body of another author.

Plagiarism - Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgment. This includes submitting as one's own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material. When in doubt, err on the side of referencing material. Note that each syllabus will outline clearly the Drew University policy.

Sanctions

Sanctions are imposed for demonstrated breaches of academic honesty or scholarly integrity. See the section of the catalog on procedures for dealing with allegations of academic dishonesty. If dishonesty is determined, the sanctions may range from requiring that an assignment be redone to automatic failure of a course to dismissal from the Caspersen School.

Drew University Offices

Center for Academic Excellence

Rose Library, Vivian A. Bull Academic Commons (First Floor)

<https://www.drew.edu/center-academic-excellence/>

Campus Life and Student Affairs

Ehinger Center, Room 147

(973) 408-3390

stuaff@drew.edu

Financial Aid Office

Brother's College, Lower Level

(973) 408-3112

finaid@drew.edu

Student Accounts

Brother's College, Lower Level

(973) 408-3114

studentaccounts@drew.edu

Office of the Registrar

Brother's College, Lower Level

(973) 408-3025

regist@drew.edu

Graduate Academic Services

Soren M. Hessler, Director

Seminary Hall, Room 20

(973) 408-3410

shessler@drew.edu

Debra Liebowitz

Provost & Dean of the College of Liberal Arts & the Caspersen School of Graduate Studies

provost@drew.edu

Melanie Johnson-DeBaufre

Associate Dean for the Theological School and Graduate Curriculum

tsacademicdean@drew.edu

Marc Tomljanovich

Director, Master of Science in Finance Program

mtomljan@drew.edu

Last revised on September 18, 2019