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Welcome! The Master of Science (M.S.) in Finance program is a STEM-designated, 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. We use experiential learning to equip students with practical skills that they can use immediately in their careers, such as use of Bloomberg terminals, financial modeling in Excel and programming in R and Python. Likewise, Drew’s co-curricular programming includes guest lectures and trips into New York City to visit financial firms, regulators, and nonprofits that promote ethical financial behavior and financial literacy.

Drew University’s M.S. in Finance program added several subject-specific concentrations that graduate students in the program could choose from in May 2021. Each of the concentrations will come with their own core requirements. In the 2021-2022 academic year, M.S. in Finance students at Drew will have the ability to concentrate in either Investment Management or Financial Engineering. Each of these concentrations are described in greater depth herein. These concentrations will leverage the expertise of core faculty and the interdisciplinary nature of the field of finance. The Investment Management concentration emphasizes expertise in financial statement analysis, investment ethics, and advanced portfolio management techniques. The Financial Engineering concentration will provide a practical and ethical foundation for solving complex financial problems, such as algorithmic trading, quantitative risk management, credit structuring, securitization, and derivatives modeling.

Because each student has their own career objectives after they complete the M.S. in Finance Program, graduate studies in Finance at Drew University features small class sizes to ensure a personalized learning experience and career guidance for each student. In both the faculty and alumni of Drew University, M.S. in Finance students receive mentoring from experienced industry practitioners who will help students to achieve their goals. In addition, one of the hallmarks of the program is its flexibility in working with students from all types of backgrounds and needs. This includes the ability to switch between part-time and full-time studies as career plans change.

This handbook is for student, faculty, and staff guidance and does not replace any information in the Caspersen School Catalog. The official catalog always takes precedence over this handbook if any inconsistencies are found. This handbook provides:

- A quick overview of M.S. in Finance concentrations
- Discussion of internships
- Review of industry certifications
- A guide to academic policies relevant to Caspersen students
- A summary of faculty expectations of students
Finance Concentrations

Students in the M.S. in Finance can focus their studies on specific concentration areas, such as either Investment Management or Financial Engineering. This section describes how a student can finish the degree in one year (full time track) for each of the two concentrations that will be offered in the 2021-2022 academic year.

The Investment Management concentration in the Master of Science in Finance program at Drew University is intended for students most interested in pursuing careers in either retail or institutional portfolio management, investment services, or trading. This concentration emphasizes expertise in financial statement analysis, investment ethics, and advanced portfolio management techniques. It is anticipated that many of the students in the Investment Management concentration may begin their pursuit of the Chartered Financial Analyst (CFA) designation during their studies at Drew University. The curriculum is closely aligned with the learning topics identified by the CFA Institute and therefore would offer an excellent opportunity for a student both progress in their graduate finance education and credentialing simultaneously.

Financial Engineering is a multidisciplinary field, where the application of finance, mathematics, programming and engineering methods come together to build models and solve complex problems. The growth in this field over the last several decades has accelerated, as employers seek out graduates with advanced quantitative and analytical skills. Across markets, there is a reliance on financial engineering in algorithmic trading, risk management, credit structuring, securitization, and derivatives modeling. The Financial Engineering concentration within the Master of Science in Finance program at Drew University will provide a practical and ethical foundation for solving these complex financial problems. The Financial Engineering concentration is a collaboration between the Department of Economics and Business and the Department of Mathematics and Computer Science to offer cutting edge learning outcomes to graduate students. It is anticipated that many of the students in the Financial Engineering concentration may begin their pursuit of the Financial Risk Manager (FRM) designation during their studies at Drew University. Drew University’s Master of Science in Finance is an Academic Partner school of the Global Association of Risk Professionals (GARP). Further details about the benefits to students of this program are available later in this document.

While most students should select from one of the two available concentrations, the Master of Science in Finance program does not require students to graduate with a specific concentration area. Students that are interested in graduating with a more general Master of Science in Finance degree can accomplish this by taking: FIN 501 Financial Statement Analysis, FIN 503 Investments I and FIN 507 Financial Economics and an additional 500-level or above Finance or Data Science course during their first semester in the program. In the second semester, students must take FIN 505 Corporate Finance and three electives of their choice. During the summer semester, all students would take both FIN 680 Finance Internship (unless taken during an earlier semester) and the FIN 688 Capstone course. This course sequence would allow for graduation without a specific area of concentration.
Investment Management Concentration

Investment Management (Full Time Program)

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

Students should take four 3-credit courses:
- FIN 501 – Financial Statement Analysis
- FIN 502 – Financial Risk Management
- FIN 503 – Investments I
- FIN 507 – Financial Economics

Spring Semester
Building on the fall semester, in the spring Investment Management 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. They will also learn advanced portfolio management methods and practices.

Students will take four 3-credit courses, subject to availability:
- FIN 505 – Corporate Finance
- FIN 523 – Behavioral Finance
- FIN 621 – Investments II (International Investments)
- FIN 683 – Portfolio Management & Analysis

Summer Semester
Focusing on experiential learning and collaboration, the final semester will challenge students to apply what they have learned through both an internship and comprehensive capstone project. The financial internship also offers students the chance to apply their 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.

Students will take two 3-credit courses:
- FIN 680 – Finance Internship
- FIN 688 – Finance Capstone
Investment Management (Part Time Program)

**Fall Semester – Year 1**
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 market factors, and exploring the foundations of investing and securities valuation.

Students should take two 3-credit courses:
- FIN 501 – Financial Statement Analysis
- FIN 507 – Financial Economics

**Spring Semester – Year 1**
Students will spend their first spring semester learning data analysis from multiple perspectives, using previously learned and new methods to answer empirical questions in finance. Students will learn new ways that human behavior can result in violations of traditional finance theory.

Students should take two 3-credit courses:
- FIN 505 – Corporate Finance
- FIN 523 – Behavioral Finance

**Fall Semester – Year 2**
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 focusing on the application of mathematical tools, financial data, and concepts.

Students should take two 3-credit courses:
- FIN 503 – Investments
- FIN 502 – Financial Risk Management

**Spring Semester – Year 2**
The second spring semester for students concentrating in Investment Management includes courses that both broaden their perspective of the investing universe beyond U.S. markets and trains students how to analyze and construct optimal portfolios of investable assets.

Students should take two 3-credit courses:
- FIN 621 – Investments II (International Investments)
- FIN 683 – Portfolio Management & Analysis

**Summer Semester – Year 2**
Focusing on experiential learning and collaboration, the final semester will challenge students to apply lessons learned in an internship (FIN 680) and through the capstone project (FIN 688).
# Investment Management (Degree Checklist)

<table>
<thead>
<tr>
<th>DEGREE REQUIREMENTS</th>
<th>M.S. in Finance</th>
<th>Complete (✓)</th>
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</thead>
<tbody>
<tr>
<td><strong>FOUNDATIONAL PREREQUISITES</strong></td>
<td>12 CREDITS</td>
<td></td>
</tr>
<tr>
<td>ECON 101 – Principles of Microeconomics</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>ECON 102 – Principles of Macroeconomics</td>
<td>3 credits</td>
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<tr>
<td>MAT 117 – Introductory Statistics</td>
<td>3 credits</td>
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<tr>
<td>MAT 150 – Calculus and Analytical Geometry I</td>
<td>3 credits</td>
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<tr>
<td><strong>REQUIRED COURSEWORK</strong></td>
<td>30 CREDITS</td>
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<tr>
<td>FIN 501 – Financial Statement Analysis</td>
<td>3 credits</td>
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<td>3 credits</td>
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<td>FIN 680 – Finance Internship</td>
<td>3 credits</td>
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<tr>
<td>FIN 683 – Portfolio Management &amp; Analysis</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>FIN 688 – Finance Capstone</td>
<td>3 credits</td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>30 CREDITS</td>
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Financial Engineering Concentration

Financial Engineering (Full Time Program)

Fall Semester
During their first semester of the M.S. in Finance program, students concentrating in Financial Engineering will cover the core essentials of financial economics and risk management. In addition, they will learn advanced tools in statistical analysis and programming that can be used in building investment portfolios and complex models of risk and return.

Students should take four 3-credit courses:
- FIN 502 – Financial Risk Management
- FIN 507 – Financial Economics
- DATA 503 – Applied Regression Analysis
- DATA 505 – Statistics Using R

Spring Semester
Building on the fall semester, in the spring Financial Engineering (FE) students will learn about cash and synthetic derivatives and how to use complex investment strategies, such as volatility and correlation trading, structured products investing, and engineering convexity positions. Students will also cover topics like: decision trees, nearest neighbors, non-linear methods (kernel methods, SVMs), probabilistic models, clustering algorithms, deep learning, and recurrent and convolutional neural network. Finally, FE students will learn the latest techniques in data visualization, which can be utilized to make more informed investment decisions.

Students will take four 3-credit courses, subject to availability:
- FIN 625 – Derivatives
- FIN 626 – Financial Engineering
- DATA 502 – Data Visualization
- DATA 601 – Statistical Machine Learning

Summer Semester
Focusing on experiential learning and collaboration, the final semester will challenge students to apply what they have learned through both an internship and comprehensive final project. The financial internship offers students the chance to apply their knowledge and skills within a financial organization after completing their main coursework. The capstone project 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.

Students will take two 3-credit courses:
- FIN 680 – Finance Internship
- FIN 688 – Finance Capstone
Financial Engineering (Part Time Program)

Fall Semester – Year 1
During their first semester of the M.S. in Finance program, students concentrating in Financial Engineering will cover the three pillars of financial economics: resource optimization, asset valuation and risk management. In addition, Financial Engineering students will also start to learn how to do predictive and descriptive statistics using the R programming language.

Students should take two 3-credit courses:
- FIN 507 – Financial Economics
- DATA 505 – Statistics Using R

Spring Semester – Year 1
Students will spend their first spring semester learning data visualization from multiple perspectives to answer empirical questions in finance. Students will have opportunities to learn the characteristics, purposes and pricing of derivative assets, such as futures, options, and swaps.

Students should take two 3-credit courses:
- FIN 625 – Derivatives
- DATA 502 – Data Visualization

Fall Semester – Year 2
Year two continues coursework introduces quantitative and qualitative measures of risk. This semester covers regression analysis methods including simple, multiple, and logistic regression, explanation, prediction, diagnostics, model selection, and models with categorical predictors.

Students should take two 3-credit courses:
- FIN 502 – Financial Risk Management
- DATA 503 – Applied Regression Analysis

Spring Semester – Year 2
The second spring semester includes work on cash flow engineering for interest rate derivatives, repo market strategies, cash flow engineering with alternatives, and credit and correlation market engineering. It provides students with a practical understanding of several powerful analytical machine learning techniques, such as resampling methods, non-linear methods, tree-based methods, support vector machines, and cluster and association analysis.

Students should take two 3-credit courses:
- FIN 626 – Financial Engineering
- DATA 601 – Statistical Machine Learning

Summer Semester – Year 2
Students will apply what they have learned in an internship (FIN 680) and through the capstone project (FIN 688), bring together their skills and perspectives gained through the program.
# Financial Engineering (Degree Checklist)

<table>
<thead>
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<td><strong>REQUIRED COURSEWORK</strong></td>
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<tr>
<td>FIN 507 – Financial Economics</td>
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<tr>
<td>FIN 625 – Derivatives</td>
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<tr>
<td>FIN 626 – Financial Engineering</td>
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<tr>
<td>FIN 680 – Finance Internship</td>
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<tr>
<td>FIN 688 – Finance Capstone</td>
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<tr>
<td>DATA 502 – Data Visualization</td>
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<tr>
<td>DATA 503 – Applied Regression Analysis</td>
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</tr>
<tr>
<td>DATA 505 – Statistics Using R</td>
<td></td>
<td></td>
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<tr>
<td>DATA 601 – Statistical Machine Learning</td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>30 CREDITS</td>
<td></td>
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</table>
# General Finance (Degree Checklist)

<table>
<thead>
<tr>
<th>DEGREE REQUIREMENTS</th>
<th>M.S. in Finance</th>
<th>Complete (✓)</th>
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<tr>
<td>FOUNDATIONAL PREREQUISITES</td>
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</tr>
<tr>
<td>ECON 101 – Principles of Microeconomics</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>ECON 102 – Principles of Macroeconomics</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>MAT 117 – Introductory Statistics</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>MAT 150 – Calculus and Analytical Geometry I</td>
<td>3 credits</td>
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<tr>
<td>REQUIRED COURSEWORK</td>
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</tr>
<tr>
<td>FIN 501 – Financial Statement Analysis</td>
<td>3 credits</td>
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<tr>
<td>FIN 503 – Investments I</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>FIN 505 – Corporate Finance</td>
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<tr>
<td>FIN 507 – Financial Economics</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>FIN 680 – Finance Internship</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>FIN 688 – Finance Capstone</td>
<td>3 credits</td>
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<tr>
<td>ELECTIVE COURSEWORK¹ (Examples)</td>
<td>12 CREDITS</td>
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<tr>
<td>FIN 523 – Behavioral Finance</td>
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<tr>
<td>FIN 622 – Investments II (Intl Investments)</td>
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<td>FIN 625 – Derivatives</td>
<td>3 credits</td>
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<tr>
<td>FIN 683 – Portfolio Management &amp; Analysis</td>
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<tr>
<td>TOTAL CREDITS</td>
<td>30 CREDITS</td>
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¹ Students may select any four 500-level or higher FIN or DATA courses to fulfill these credits.
Internships

The FIN 680 Finance Internship class 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, making certain that the student receives the maximum value out of their experience. These internships are expected to be at least 20 hours per week for at least one semester to fulfill the 3-credit requirement needed for graduation. Full time students may elect to start their internships as early as the spring semester if there is a match between both employer and student needs, but most begin during the summer semester. The goal of the faculty is to ensure that these internships align as closely as possible with student interests. For this reason, Drew University faculty and staff start working closely with each student at the very beginning of their graduate degree experience. Throughout the program, the Director will inform students of internship opportunities as they arise and students are expected to both respond to these possible internships and recommend others that they have researched independently to the Director. There is a saying on Wall Street that, “there is no such thing as a free lunch” so students should expect that they will have to interview with both Drew University internship partners and other firms to land the most appropriate internship for the student’s interests. Drew University’s Master of Science in Finance program works with many internship partners, which span the universe of market data companies, private equity firms, bond research specialists, and FinTech firms. This universe of internship partners expands every year.

Students seeking to fulfill these internship credits are not limited to internships with Drew partners and some students may prefer to focus on the search for a full-time role following their first two semesters of study at Drew. Assuming the full-time role starts no later than June of the student’s graduation year, this full-time role may be satisfactory to fulfill the FIN 680 Finance Internship requirement. The list of employers that hire Drew Master of Science in Finance students is long, but some examples of recent placements include: Chubb, Morningstar, L’Oréal, Pagaya Investments, Creatd, NUS Consulting Group, E.Sun Financial and Toorak Capital Partners.

With written approval from the Master of Science in Finance Director, a student in good standing may substitute FIN 690 Master’s Tutorial in Finance for the FIN 680 Finance Internship course. The student would be solely responsible for proposing a topic relevant to their career track and finding an instructor in the Department of Economics and Business willing to oversee their work. This substitution would likely only be necessary in cases where: 1) the student already has a full-time job and is pursuing the Master in Finance degree on a part time basis, or 2) the student is required to start their full-time job at the beginning of the summer semester, making it difficult to complete an internship during that time. Students may propose receiving credit for internships in any semester, but they will be evaluated on a case-by-case basis by the Director.
Drew University Master of Science in Finance students are encouraged to make the most out of their time at Drew by pursuing an industry certification concurrent with their graduate studies. Some of the most well-known certifications for finance industry professionals are: Charted Financial Analyst (CFA), Certified Public Accountant (CPA), the Financial Risk Manager (FRM), Certified Financial Planner (CFP), and the Chartered Alternative Investment Analyst (CAIA). Each of these designations requires hours of additional study and has their own area of focus. Students interested in joining the financial services industry after graduation should also consider taking the Securities Industry Essentials (SIE) exam. The SIE exam is administered by the Financial Industry Regulatory Authority (FINRA) and covers a student’s knowledge of securities fundamental concepts, market structures, regulatory agencies, and prohibited practices. Since one has to pass both the SIE and a qualifying exam to be registered with a FINRA member, it may be advisable to sit for this exam early as a Master’s degree candidate and then plan to work towards obtaining an industry certification in your specific interest area during the program.

The Master of Science in Finance Program is an Academic Partner of the Global Association of Risk Professionals (GARP), the organization which administers the Financial Risk Manager (FRM) exams and other risk-related industry certifications. The Financial Engineering curriculum at Drew University will help to prepare those interested in taking the Financial Risk Manager (FRM) Level 1 examination at the end of the spring semester. In particular, the FIN 502 Financial Risk Management (Fall) and FIN 625 Derivatives (Spring) courses cover much of the same material as needed to pass the FRM Level 1 exam. Since Drew University is an Academic Partner of GARP, Drew may nominate up to six students to receive scholarships to take the FRM Level 1 exam. The scholarship covers the cost of registering for Level 1. While all Drew Master of Science in Finance students are encouraged to take this exam, students that elect the Financial Engineering concentration will receive priority consideration for any available scholarships.

The Academic Partnership with GARP also comes with other benefits, such as access to GARP’s Research Fellowship Program, which competitively awards up to $3,000 every year to six Master’s-level students. Students interested in the Research Fellowship Program should consult with their advisor and put together a short risk-related research proposal. Academic Partners also receive a free annual copy of relevant study guides, learning objectives, and practice exams. This enables the Drew faculty to ensure that as the FRM’s learning objectives and materials change over time, the Master of Science in Finance curriculum can change as well. Finally, the Academic Partnership with GARP provides students at partner universities the opportunity to connect with risk professionals from around the globe through GARP member networking events. A big part of your success in the industry will be linked to your ability to effectively manage your network and become an integral part of the investment community. GARP networking opportunities allow students with a particular interest in risk management, financial engineering, and more quantitative areas of finance overall to connect with peers, mentors, and others which may help to advance your career to the next level.
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?

Steve Firestone (sfirestone@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. Before registering for classes, students should always consult with Professor Firestone. If students would like to change advisors, they must petition for a change with the program director and receive the permission of their proposed new advisor. Once you have consulted both individuals, email your request for a change to the Graduate Academic Standing Committee at gacstanding@drew.edu.

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 can contact the Office of Accessibility Resources (OAR), in Brothers College (973-408-3962) for a private, confidential appointment. Accommodation Request Letters are issued when documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. 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 will not have access to academic, support, and student life services at the University during that time.

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 Student Accounts 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 three 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.
Faculty Expectations of New Students

√ Use your Drew email

Always use your Drew email account or 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 ultimately rests with you. You can monitor this progress on Drew’s TreeHouse Ladder system. 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

Throughout the year, it is important for you to stay in communication with Drew University and the M.S. in Finance program. 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 classmates or a professor. If you are struggling to meet course expectations, be in touch with your professor right away. Inquiries regarding registration, finances, and academics to the appropriate Drew offices.

√ Give it your best

Whether you are in an academic environment or a professional one, you will not succeed unless you give it your best. You must apply your best effort in each aspect of this program in order to derive the greatest benefits. Whether you are attending a networking event, preparing a team project, or studying for an industry certification, go all-in. People that are already in the industry will have high expectations of you. Have high expectations of yourself. Success is a habit. It is time to start practicing it and making your mark on the future of the industry.
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
Seminary Hall, Room 20
Soren M. Hessler, Director
973-308-3410
shessler@drew.edu

Provost
Jessica Lakin
provost@drew.edu

Dean of the College of Liberal Arts & the Caspersen School of Graduate Studies
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tsacademicdean@drew.edu

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