



**MBA Full-time
Student Handbook
2006-2007**



MBA Student Handbook
2006-2007

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Introduction

Welcome to the MBA Program! The faculty, administration and staff of the Business School hope your time in the Program is challenging, gratifying and successful.

The following pages contain essential information on policies, procedures, regulations and deadlines. Although these details may not be the most exciting part of your graduate work, you are responsible for knowing these policies and adhering to them. You can also use this handbook as a convenient reference to the services of the School and the University of Washington.

The MBA Programs Office administers MBA academic and student services--including admissions, student advising, career services, course scheduling, registration, graduation, and scholarships. This office monitors your progress toward your degree and works with you to ensure that you meet all University and School requirements.

For policy updates and events, it is important to check the following on a regular basis:

- Your e-mail account (page 31 and 33)
- Your mailbox in the MBA Lounge (page 35)
- Weekly MBA Electronic Newsletter (page 31)
- The Current Students link on the MBA website
<http://bschool.washington.edu/mba/student/>
- The MBA Calendar of Events
<http://intranet.bschool.washington.edu/mbacal.asp>
- Your Blackboard account (page 31)
<http://uwbs.blackboard.com/>

MBA Programs Offices

MBA Programs Office
110 Mackenzie Hall, Box 353200
Seattle, WA 98195-3200
mba@u.washington.edu
<http://bschool.washington.edu/mba/>
(206) 543-4661
Fax: (206) 616-7351
Hours*: Monday-Thursday, 8 a.m. to 6 p.m.
Friday, 8 a.m. to 5 p.m.
(*Hours may change when classes are not in session)

MBA Career Services
202 Lewis Hall, Box 353200
Seattle, WA 98195-3200
bcc@u.washington.edu
<http://bschool.washington.edu/career/>
(206) 685-2410
Fax: (206) 685-3463
Hours*: Monday-Friday, 7:30 a.m.-6 p.m.

Services provided by the MBA Programs Office

In addition to recruiting and admitting students to the MBA programs, the MBA Programs Office coordinates orientation and graduation, provides programs and services to assist with the career process, maintains student records, and interprets Business School and University policies, and sponsors and facilitates various academic events for students.

MBA Programs Office:

- Provides information on course offerings and registration policies
- Facilitates in solving registration problems
- Advises regarding course selection, program and graduation requirements and other academic issues
- Informs you of campus resources available to graduate students
- Assists in solving problems with Business School scholarships
- Helps reserve rooms for club meetings (requires one week's notice)

Career Services provides:

- Coaching in career management
- Networking and recruiting opportunities
- Career education programs
- Mentor Program
- Road Shows (career oriented trips to other cities in the U.S.)

If you have questions regarding these or related topics, please send us an e-mail or stop by one of the offices. In general, a student services representative is available to help you on a walk-in basis, or you may make an appointment to speak with a specific staff member by contacting the main office phone numbers listed above.

MBA Programs Offices and Staff Directory

Office	Phone #s (206)	Website http://bschool.washington.edu	E-mail u.washington.edu	Location
MBA Programs Office	543-4661 616-7351 (fax)	/mba/index.shtml	mba (general) mbaregis (registration)	Mackenzie 110
Business Connection Center (BCC)	685-2410 685-3463 (fax)	/career/	bcc	Lewis Hall 202

Name	Title	Areas of Responsibility	Phone	E-mail @u.washington.edu
Dan Poston	Assistant Dean	Student liaison, admissions, policy determination	206-543-8395	dposton
Desiree Atkins	Program Assistant	Marketing & event planning, program support, Mentor Program and Road Shows	206-616-3512	desireev
Sunni Bannon	Director of Evening Admissions	Evening admissions, recruiting, program marketing	206-543-4167	sunrib
Jane Bouffard	Director of Career Services	Oversee Career Services organization, corporate outreach, career counseling	206-543-3689	bouffard
Dodi Briscoe	Career Consultant	Career Counseling and corporate outreach	206-685-3454	dbriscoe
Linda Sue Bruen	Program Coordinator	Registration, graduation ceremony, MBA coffee breaks, room reservations	206-543-4661	lsbruen
Gian Bruno	Admissions Coordinator	Admissions, program support	206-543-4670	gbruno
Susan Canfield	Director of Mentor Program	Corporate outreach, Mentor program, career counseling	206-616-8609	susancan
Erin Dennett	Admissions Assistant Director	Admissions, recruiting	206-543-5803	ee2
Ann Girarde	Career Consultant	Career Counseling	209-897-1638	agirarde
Nancy Ma	Program Assistant	Core support, web updates, program support	206-685-7876	nancyma
Jennifer Nearn	Admissions Coordinator	Admissions, program support	206-616-3289	jnearn
Gordon Neumiller	Director of MBA Projects	Coordinates BCN, ebiz, and field study mgmt projects	206-543-0964	gneumill
Barby Pearson	Associate Director	Academic advising, core scheduling, graduation requirements, budget, events	206-685-8916	bpearson
Wendie Phillips	Assistant Director	Academic advising, elective registration, scholarships	206-616-4966	wrp
Carrie Rees	Assistant Director, Career Services	Corporate relations, On-Campus recruiting operations	206-685-3439	reesc
Bryan Tomlinson	Director of Employer Relations	Corporate relations	206-685-4720	btom
Kava Vale	Program Assistant	Mentor Program, Corporate Relations	206-616-3516	kava
Matt Wood	Program Coordinator	Manages Career Services reception	206-685-2410	mwood

Updated: September 6, 2006

Directory of Key Offices, Programs and Contacts

Office/Service	Website	E-mail	Phone (206)
Business School Contacts: http://bschool.washington.edu/			
Dean's Office James Jiambalvo, Dean Gary Sundem, Assoc Dean		glsundem@u.washington.edu	221-5749 543-9390
Academic Departments Accounting Finance & Bus Econ Management & Org Management Science Marketing & Int'l Business	http://bschool.washington.edu/departments/ acctg/ finance/ mo/ mgtsci/ mib/	acctgweb@u.washington.edu finance@u.washington.edu mgtsci@u.washington.edu mibdept@u.washington.edu	543-4368 543-4773 543-4367 543-1043 543-4369
Programs & Services Bus & Econ Dev Center Ctr for Innovation & Entre. Global Business Center Retail Management Information Technology Blackboard	http://bschool.washington.edu/ bedc/ cie/ ciber/ retail/ it/	busdev@u.washington.edu uwcie@u.washington.edu uwciber@u.washington.edu retail@u.washington.edu bacshelp@u.washington.edu SPOC@bschool.washington.edu	543-9327 685-9868 685-3432 685-2755 543-8003 543-8003
Faculty Finder	http://bschool.washington.edu/faculty/		
UW Resources, Services and Contacts: http://www.washington.edu/uwin			
Academic Services Transcripts Residency Classification Registrar's Office MyUW: online registration UW Graduate School	http://www.washington.edu/ students/reg/transcripts.html students/reg/residency.html http://depts.washington.edu/registra/ http://myuw.washington.edu/ http://www.grad.washington.edu/	resquest@u.washington.edu registra@u.washington.edu	543-8580 543-5932 543-5378 543-8580 543-5900
Computing & Communications	http://www.washington.edu/cac/	customer@cac.washington.edu	221-5000
Financial Assistance Student Fiscal Services Financial Aid Short Term Loans Grad Student Asst Grants & Funding	http://www.washington.edu/ students/sfs/ students/osfa/ students/osfa/shortterm.html http://www.grad.washington.edu/fellow/fellow_area.htm http://www.lib.washington.edu/gfis/	sfshelp@u.washington.edu gradappt@u.washington.edu osfa@u.washington.edu gfis@u.washington.edu	543-4694 543-7152 543-6101 616-3084
Health Accident & Sickness Insurance Hall Health Center Dental Care	http://depts.washington.edu/ovpsa/insurance.html http://www.hallhealthcenter.com/ http://www.dental.washington.edu/patients/index.htm	hhpccweb@u.washington.edu	543-6202 685-1011 616-6996
International Students FIUTS ESL Int'l I Services Office	http://www.fiuts.washington.edu/ http://depts.washington.edu/uwelp http://depts.washington.edu/uwiso/	info@fiuts.washington.edu uwelp@u.washington.edu	543-0735 543-6242 221-4404
Libraries Foster Business Library	http://www.lib.washington.edu/about/	libquest@u.washington.edu balib@lib.washington.edu	543-0242 543-4360
Minority Affairs GO-MAP	http://depts.washington.edu/oma http://www.grad.washington.edu/gomap/	ypoma@u.washington.edu gomap@u.washington.edu	685-0518 543-9016
Parking Services U-Pass Bicycles	http://www.washington.edu/admin/parking/ http://www.washington.edu/upass/index.php http://www.washington.edu/upass/getting_here/biking.html	parking@u.washington.edu upass@u.washington.edu	685-1543
Q Center	http://depts.washington.edu/qcenter/	qcenter@u.washington.edu	897-1430

Office/Service	Website	E-mail	Phone (206)
Recreational Sports/Activities Intramurals (IMA) Waterfront Activities Ctr Golf Driving Range Intercollegiate Athletics	http://depts.washington.edu/ ima/ ima/IMA_wac.php ima/IMA_golf.php http://gohuskies.cstv.com/	ima@u.washington.edu h2o@u.washington.edu huskysports@u.washington.edu	543-4590 543-9433 543-8759 543-2210
Student Organizations MBA Association Grad & Prof Student Senate	http://students.washington.edu/mbaa/index.php http://www.gpss.washington.edu/	gpss@u.washington.edu	543-8576
Student Services Childcare Assistance Counseling Center Disability Services Special Services Office (Veterans) Housing & Food Service Husky Card Student Legal Services	http://depts.washington.edu/ovpsa/ childcare/ counsels/ specserv/ http://hfs.washington.edu/	ovpsa@u.washington.edu counsels@u.washington.edu uwdss@u.washington.edu specserv@u.washington.edu hfsinfo@u.washington.edu huskycrd@u.washington.edu slsuw@u.washington.edu	543-4972 543-1041 543-1240 543-8924 543-6122 543-7222 543-6486
University Bookstore	http://www.bookstore.washington.edu/	ubsinfor@u.washington.edu	634-3400
University Police Escort & Shuttle Service	http://www.washington.edu/admin/police/prevention/escort.html	uwpolice@u.washington.edu	543-9331
Women's Center	http://depts.washington.edu/womenctr/	womens@u.washington.edu	685-1090
Helpful Web pages UW Grad School Administrative Offices Student Guide	http://www.grad.washington.edu/area/area_stud.htm http://www.washington.edu/students/contact_s.html http://www.washington.edu/students/		

Updated: September 6, 2006

University Calendar, 2006-2008

<p>Autumn 2006 Sept 18 Core Classes & LEAD Begin Sept 27 Instruction Begins Dec 8 Instruction Ends Dec 11-15 Final Exams</p> <p>Winter 2007 Jan 3 Instruction Begins Mar 9 Instruction Ends Mar 12-16 Final Exams</p> <p>Spring 2007 Mar 26 Instruction Begins Jun 1 Instruction Ends Jun 4-8 Final Exams Jun 9 UW Commencement</p> <p>Summer 2007 Jun 18 Instruction Begins Aug 17 Quarter Ends</p>	<p>Autumn 2007 Sept 17 Core Classes & LEAD Begin Sept 26 Instruction Begins Dec 7 Instruction Ends Dec 10-14 Final Exams</p> <p>Winter 2008 Jan 7 Instruction Begins Mar 14 Instruction Ends Mar 17-21 Final Exams</p> <p>Spring 2008 Mar 31 Instruction Begins Jun 6 Instruction Ends Jun 9-13 Final Exams Jun 14 UW Commencement</p> <p>Summer 2008 Jun 23 Instruction Begins Aug 22 Quarter Ends</p>
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Additional information on the University Academic Calendar (including registration and tuition deadlines) is available at <http://www.washington.edu/students/reg/calendar.html>

MBA Calendar of Events

Events sponsored by the Business School, MBA Programs Office, or Student Clubs are available on the MBA Calendar of Events on the web at <http://intranet.bschool.washington.edu/mbacal.asp>

If you would like to add an event to the MBA calendar, you can contact either the MBAA Secretary or a Club President for information on how to do so.

Program Overview

The MBA degree includes the successful completion of 88-quarter credit hours of coursework. The program is designed to be taken on a full-time basis and the typical time to complete the program is six quarters. The curriculum is comprised of three parts: Core Curriculum, Elective Course Requirements, and Professional Development Activities.

Professionalism and Expectations of UW MBA Student

Students in the MBA Program are expected to conduct themselves in a professional manner. While people may disagree whether some behaviors are “professional,” the following guidelines are commonly recognized among students, faculty, and staff of the UW Business School.

Assigned Seating in Core Courses

MBA students have assigned seats in their core courses. Initially, all students will be assigned seats with their study teams. Instructors may then determine alternate seating arrangements for their courses. Unless told otherwise, you should sit in your assigned seat for all classes.

Class Attendance

Class attendance is **required**. Attendance through preparation and participation in classroom discussions are factors used by faculty in determining course grades. If it is essential to miss a class, you must notify the professor beforehand and provide a valid reason you could not attend. Valid reasons to miss class may include: unavoidable conflict with a job/internship interview or illness. Inappropriate reasons to miss class include: information interviews; meetings with business school faculty or staff members; meetings for BCN or other MBA projects; meetings with advisors, teams or mentors; additional study time for exams; participation in Business School, UW or other events; or to address personal matters. These activities should be conducted when classes are not in session.

Entering a class or speaker presentation late or leaving early is disruptive for both the speaker and other attendees and should be avoided. If it is absolutely necessary to arrive late or to leave early, the student should notify the professor or sponsor of the event in advance and should make every effort to minimize the disruption caused by late entry or exit.

Students are **required** to attend class in the section and sit in the seat to which they are assigned. Due to limited available seats; attending a different section of the same course is discouraged. On rare occasions when missing a specific session is unavoidable for valid reasons as described above, you may need to attend a class in a different section. To do this, you should request permission from the instructor in advance. Some instructors will approve this request if there is space available. As a guest in a different section, you must wait until students registered in the section to take their assigned seats before you take an open seat.

When it is necessary to miss a class due to illness or an unavoidable conflicting appointment, a student should always notify the faculty member by e-mail or by phone prior to missing the class. When a student misses class, the student is still responsible for all material covered in that class. The student is expected to contact classmates for a synopsis of the discussion that transpired during the class session. In some instances, a student may be asked by the course instructor to complete additional work to make up for the missed class session.

Computer Use in Class

You may use your computer in the classroom only to take notes or access materials as specifically directed by your instructors. Using your computer in class for e-mail, instant messaging or surfing the web is **forbidden**—except during official class breaks. If students use computers inappropriately during class instruction, faculty members may choose to ban computers from class sessions. In general, faculty members do not allow the use of computers during exams.

Event Attendance and Attire

Some business school events, including many career services programs, require attendees to “RSVP.” Based on your commitment, the school and speakers will invest time and money to accommodate you at the event. When a student commits to attend events, then fails to do so, it may cause faculty, staff, and students to hesitate in depending on that student. The Business School reserves the right to bar a student from participating in an event for the following reasons: 1) the student has not submitted an RSVP; 2) the student repeatedly fails to attend events after indicating he or she plans to attend; or 3) a student is not appropriately dressed for the event as specified in advance. To avoid these problems, stand by the commitments you make and always note the required attire specified for an event.

While the general atmosphere of the business school is casual, there are many events for which professional attire and demeanor are expected. This is particularly true of off-campus events such as company visits, meetings of professional organizations, or dinners. ALWAYS obtain information about appropriate attire prior to attending any event. One student dressed inappropriately or who behaves in an unprofessional manner can leave a negative impression of not only that individual, but on the entire MBA program as well. Keep in mind that as a UW MBA student at such events, you represent not only yourself, but also the MBA program and Business School as a whole.

Cell Phone Etiquette

The use of cell phones during structured events is disruptive to those in attendance. Students are asked to turn off their cell phones and to not answer calls during classes, speakers, interviews or any other formal setting or presentation.

Appropriate Use of E-mail and Other Means of Communication

Use of the University of Washington e-mail system is a privilege that may be revoked at any time. Sending inappropriate or offensive e-mails is not acceptable and may subject a student to disciplinary action. (Official e-mail guidelines are listed on the UW website.) Use good judgment and restraint before distributing jokes, personal attacks, or other messages that you may believe are acceptable or funny, but which may offend others. Keep in mind that in addition to your fellow students, many staff members and alumni are also receiving these messages. All e-mail on the UW system is a public document and there is no e-mail privacy.

The MBA program uses certain e-mail lists for official announcements. Other lists are available for broader communications. Official e-mail lists are the primary communications channel between the MBA program staff and faculty and MBA students. Students are required to read e-mails sent from the official lists, and students are assumed to have knowledge of the content of official newsletters and announcements. If you fail to read key e-mail notices, you may miss essential deadlines or other program obligations or events. Students may choose to remove themselves from non-official e-mail lists. See page 31 for additional details on e-mail lists.

Strong connections with thousands of alumni and members of the business community are one of the most valuable resources of the UW Business School. UW MBA students should handle all communications and personal interactions with these individuals with patience, grace, and a professional approach under all circumstances—even in the occasional situation when that professionalism is not reciprocated. Consult with an MBA staff member when in doubt about how to respond to a communication problem with an alum or member of the business community.

Personal Study Plan

Beginning with your first quarter and at key points during your MBA Program, you design, amend, and redesign your Personal Study Plan. These plans are a reflection of your professional or career goals and of your personal interests.

The plan is developed from academic requirements and elective courses, career planning, and experiential activities including internships and club involvement. It allows students to emphasize or focus their course of study, activities, and internships in a targeted subject area. Personal Study Plans are informal and do not appear on your UW transcript. In developing their plans, students are encouraged to use all the Business School and UW resources available to them, including faculty, staff, alumni, student associations, as well as curriculum offerings.

MBA Degree Requirements

The full-time MBA program is designed to be completed over a 2-year period, and is comprised of 44 required core credits, 41-44 elective credits (eleven 3- or 4-credit elective classes) and 5 professional development activities for a total of 85-88 credits.

Below is a schematic of the program requirements. Students may vary from this plan depending on which quarters elective classes are taken.

	Autumn	Winter	Spring	Summer
1st year	BA 500 (16 credits)	BA 501 (14 credits)	BA 502 (8 credits) MGMT 510 (2 credits) 6 credits of elective classes	Internship/project
2nd year	14 elective credits	12 elective credits Core Ethics (4 credits)	12 elective credits	

Completion of the professional development activities is spread over the two years. Additional details on these requirements can be found on page 16.

First -year Curriculum

Core Structure

The objectives of the first year of the MBA Program, known as *the core*, are to:

- Develop core competency in the fundamental business disciplines of accounting, finance, management, marketing, and operations to become an effective general manager
- Instill an appreciation of the multi-dimensional nature of business problems and ensure that you are effective managing across functional boundaries
- Increase your awareness of the ethical aspects of many business decisions, and help you understand the role of business in the increasingly global and technology-driven environment.
- Enhance your professional development in the areas of international awareness, practical experience, and communication skills.

The first year core consists: one 16-credit course (autumn), one 14-credit course (winter), one 8-credit course (spring), one 2-credit professional development course (on which you work throughout the academic year), and three 2-credit bridge elective classes (spring) or one 2-credit bridge elective and a pre-approved 4-credit MBA elective. Each core course is composed of

several instructional modules of varying length. Because the core is an integrated experience, part-time attendance is not possible, and few waivers are available. Bridge Electives are chosen from a set of classes designed to provide an introduction to areas for further study in the second year and to prepare you for summer internships. Below is a schematic overview of the first year core.

BA 500 (Autumn)		BA 501 (Winter)		BA 502 (Spring)	
Module	# of Sessions	Module	# of Sessions	Module	# of Sessions
Business Statistics	19	Finance	19	Decision Support Syst.	10
Info Technology	15	Competitive Strategy	15	Managerial	15
Financial Accounting	19	Macroeconomics	19	Accounting	15
Management	19	Marketing	19	Operations Mgmt	30
Microeconomics	19	KEEP Workshops	6	6 credits of bridge or other elective options	4
MGMT 510		MGMT 510		KEEP Workshops	
				MGMT 510	

Some students may take additional credits in their first year if they participate in the Global Business Forum, Business Consulting Network or Study Tours for credit. These credits count toward your overall 43-46 credits of elective requirements.

Bridge Elective Options (these course options may be modified at a later date)

- BCMU 509 Finding Your Voice
- ENTRE 509 Foundations of Entrepreneurship (Required for CIE Certificate)
- FIN 509 Foundations of Asset Valuation (Prerequisite for most Finance electives)
- IBUS 509 Foundations of International Business (Required for GBP Certificate)
- MKTG 509 Foundations of Marketing Analysis
- URBDP 598 Foundations of Real Estate (Required for Real Estate Certificate)

LEAD and Knowledge Extension Experience Periods

Each quarter, first-year MBA students participate in various workshops, and events. These activities, developed based on input from MBA recruiters as essential components of our MBA curriculum, give students a chance to learn more about communication, teamwork and leadership skills. Also, Students participate in 2 case competitions designed to enhance critical analysis, communication and presentation skills, and to help students learn to integrate across disciplines.

Professional Development in Leadership Communication (MGMT 510)

MGMT 510 develops students' professional skills in leadership, communication and teamwork throughout the first year of the MBA program by providing assessment, instruction and coaching.

Students' oral, written and interpersonal communication skills are assessed at the beginning of the year. Based on these assessments, students create with the help of the Leadership Communication faculty an individualized plan to hone their skills in communication, leadership and teamwork. Much of the learning happens in the context of the students' study groups, as well as by participation in extracurricular activities such as clubs, study tours abroad, the Business Consulting Network, business plan competitions, etc.

Twice a year students complete self and peer evaluations of their teammates' leadership communication skills. At the end of spring quarter, all students turn in a portfolio of work and a final self-assessment for credit and a grade in MGMT 510.

Core class schedules

The scheduling of the MBA core classes at the University of Washington is probably unlike most coursework you have experienced in the past. The integrated nature of the classes allows for great scheduling flexibility, and, therefore, modules may not be scheduled on a completely regular basis (i.e., you may not always have accounting on Tuesday and Thursday mornings, but rather on Monday morning and Wednesday afternoon this week and on Tuesday and Thursday mornings next week). Some modules begin later in the quarter and others may finish well before the end of the quarter. In addition, there are occasions when you have a class session at a time not normally scheduled for your section.

Final examination schedule

The final examination schedule for MBA core courses differs from the one published in the University's Quarterly Time Schedule. While final core exams are generally held during finals week, some may be held earlier. Each quarter, the final exam schedule is announced in mid-quarter in the Weekly MBA newsletter.

Core grading policies

The objectives of the UW grading system are to:

- Enhance your learning and not put artificial barriers between you and the learning process
- Provide useful feedback about your performance in the program
- Assist the faculty in making critical decisions about your progress; for example, whether you are maintaining adequate graduate level performance; whether a special commendation for superior performance is warranted; and finally, whether you should receive the degree.

Elective courses must receive a numeric grade (Satisfactory/Not satisfactory grading is not allowed). You receive a single grade for your required core course each term. (In the spring quarter, you also receive individual grades for each of your electives and MGMT 510.) We award a single grade per term to emphasize that effective general management requires a diversity of talents. Each quarter, a letter detailing your grade performance for the individual core modules (as described on page 9 and 10) is sent to students.

Most MBA courses at the UW, including the core courses, are graded on a 4.0 scale. The University requires graduate students to have a cumulative GPA of 3.0 in order to graduate.

Unsatisfactory Performance in the Core: Students receiving a grade below 2.7 for their core class in any term must repeat the entire term with a grade of at least 3.0 to qualify for graduation. In addition, students receiving a grade below 2.7 are placed on academic probation, and must receive a grade of at least 3.0 in the next term to remain in the program.

A cumulative grade point average less than 3.0 at the end of the third quarter of the core is grounds for dismissal from the program. Students with cumulative GPA's below 3.0 must petition the Masters Program Committee for reinstatement.

Conditional Grades: Failure to gain an adequate understanding of the material in one or more modules in a term need not result in a failing term grade. Instead, a student may receive a *conditional* grade, allowing the student to continue to the next term but requiring additional remedial work as defined by the specific instructor(s). Retaking a module, successful completion of an alternate class, an extra paper or problem set are examples of possible remedial work.

All conditional work, other than completion of alternate classes, must be finished no later than the end of the summer quarter following the core. In the case of an alternate class condition, the class must be completed by the end of autumn quarter of your second year or the first term thereafter that the course is offered. Exceptions to these condition completion dates are limited

to circumstances outside the student's control. Failure to complete a condition in a timely manner is grounds for dismissal from the program.

Grade Distribution: To maintain comparability across terms, the faculty has agreed to a general guideline for core grading: grades for each instructional module have an approximate median of 3.4. This is only a guideline, and it may be adjusted if a class is deemed to have performed especially well or poorly.

Module Scores: Each core instructor determines a grade on the 4.0 scale for each student reflecting the student's performance in that module. Module grades are based on written work, exams, classroom participation, group or individual presentations, attendance, and other metrics identified by the instructor.

The weight given to each factor is determined by the instructor, depending on the teaching style used and the instructor's assessment of what is appropriate for that particular module. The syllabus for each module should contain an explanation of how grades for that module are determined. Being aware of your performance level during the term is your responsibility; however, whenever possible, faculty members warn students when performance is below satisfactory.

Converting Module Grades to Term Grades: Once module grades have been assigned, your term grade is determined as the average of the individual module grades, weighted by the number of sessions in each module relative to the total sessions in the term. Examples of how grades are determined are below:

Example 1:

Student A receives the following grades in the autumn quarter components:

Component	Component Grade	# of Sessions	Grade Weight (# Sess/Total Sess)	Weighted Component Grade
Business Statistics	3.2	19	0.208791	0.668132
Information Technology	3.7	15	0.164835	0.609890
Financial Accounting	3.0	19	0.208791	0.626374
Management	3.9	19	0.208791	0.814286
Microeconomics	3.3	19	0.208791	0.689011
TOTAL		91	.999999	3.407692

Student A's grade of 3.407692 would round down to a 3.4 grade recorded for BA 500.

Example 2:

Student B receives the following grades in the winter quarter components:

Component	Component Grade	# of Sessions	Grade Weight (# Sess/Total Sess)	Weighted Component Grade
Finance	3.4	19	0.263889	0.897222
Competitive Strategy	3.7	15	0.208333	0.770833
Macroeconomics	3.7	19	0.263889	0.976389
Marketing	3.5	19	0.263889	0.923611
TOTAL		72	1.00000	3.568056

Student B's grade of 3.568056 would round up to a 3.6 grade recorded for BA 501.

Example 3:

Student C receives the following grades in the **spring quarter** components:

Component	Component Grade	# of Sessions	Grade Weight (# Sess/Total Sess)	Weighted Component Grade
Decision Support Syst.	4.0	10	.250000	1.000000
Managerial Accounting	3.7	15	.375000	1.387500
Operations Mgmt	3.8	15	.375000	1.425000
TOTAL		40	1.000000	3.812500

Student C's grade of 3.812500 would round down to a 3.8 grade recorded for BA 502. Grades for the additional spring quarter classes (i.e., MGMT 510, bridge electives, etc.) are recorded separately.

Core course registration

The first year class is divided into groups or sections of approximately 50 students each. Within these sections, students are sub-divided into teams. The MBA Programs Office makes core team and section assignments. Prior to registration deadlines for each quarter, you are notified of your section assignment, the schedule line number (SLN) for your section, and instructions for registering through your MyUW account.

- Section and team assignments:** Section and team assignments in the core are determined by many factors, and great care is taken to ensure that all sections and teams are well balanced. Some of the factors used to place students in sections and teams are student origin (domestic vs. international, Washington resident vs. non-Washington resident), gender, ethnicity, quantitative skill, work experience, and undergraduate school and degree. You may not switch teams or sections without approval from the MBA Programs Office. Team assignments change
- Registration Deadlines:** The following are registration deadlines you should keep in mind for your first year in the MBA program. While the MBA Programs Office reminds you of these deadlines, it is your responsibility to meet them.

Deadline	Autumn 2006	Winter 2007	Spring 2007
Registration via MyUW opens:		November 3, 2006	February 16, 2007
Deadline for registering in core classes to avoid a late fee:	September 26, 2006	January 2, 2007	March 25, 2007

Second-year Curriculum

Second-year core requirement

In the winter quarter of your second-year in the program, you are required to complete a course in Ethical Leadership. This is a four-credit class that you must complete as a requirement for graduation from the program.

Elective coursework

The second year of your MBA program is comprised mostly of elective courses you select, enabling you to study *in depth* one or more subjects from a broad menu of business specializations offered. For your degree, you need a total of 11 elective classes (41-44 credits). During your second year, you are scheduled to take nine 3-or 4-credit elective classes and one 2-credit elective. This is in addition to the 6 credits of electives required in the spring quarter of

your first year. The number of electives you take in your second year may vary depending on what elective options you take in your first year of the program.

In addition to the 4-credit elective classes, there are options to take 2-credit seminar style courses that are on a more specific topic. Two of these 2-credit courses satisfy one MBA elective requirement. Detailed instructions and information about elective classes and elective registration are reviewed in the spring of your first year.

Some general policies regarding elective selection are given below:

Graduate business electives: You may take no more than 24 *elective* credits in any single subject area. For example, you may take a maximum of six 4-credit elective courses in marketing or a maximum of 24 credits combining 2, 3, and 4-credit classes. Bridge elective courses do not count toward this limit.

Certificate/Special Programs: Students may choose to participate in one of the special programs available through the MBA Program. Requirements for these programs vary and the electives count toward the 9 required for your MBA degree. Some programs require a formal application to participate. Depending on the program, students who are officially pursuing these certificates are given priority into required program electives.

In addition to certificate programs sponsored by the business school, there are several programs at the UW which MBA students are eligible to pursue. For additional information, see page 25. If you participate in a certificate program outside of the Business School, a maximum of 16 credits (4 electives) from that program can count toward your MBA elective classes.

Concurrent Degrees: Some students may satisfy elective credits toward their MBA degree through classes taken in another graduate degree program. (Additional information is available on page 25.)

Global Business Forum (BA 545): Sponsored by the Global Business Center, this weekly speaker series may be taken for course credit. For additional details on the course, contact the Assistant Director of the Global Business Center or attend the first speaker session of the quarter. Speakers are on Mondays at 12:30 pm.

Graduate courses outside the Business School: You may take a maximum of 16 credits (four 4-credit courses) of graduate-level coursework outside the Business School. The MBA Programs Office must approve these credits **before** you register for them. Approval is based on demonstrated relevance of this coursework to your degree. Credits earned in business courses taken at an approved overseas exchange program do **not** count toward this 16-credit (four 4-credit course) limit. Non-MBA Course Request forms are available on the MBA web site at <http://bschool.washington.edu/mba/student/forms.shtml>.

Undergraduate courses: Most or all of your course work is completed at the graduate level (courses numbered 500 or above). You may request to apply up to two undergraduate courses toward your degree. As with graduate courses outside the Business School, undergraduate courses must be approved by the MBA Programs Office before you register. Language courses are approved only if they are at an advanced, non-introductory level. A list of pre-approved undergraduate business course is on the MBA web site at http://bschool.washington.edu/mba/student/non_mba_electives.shtml.

You may take undergraduate **business** courses under the following conditions:

- An equivalent course is not offered at the graduate level for an entire year.
- The equivalent graduate-level course conflicts with other desired courses.
- The undergraduate course is not elementary in nature.

Accounting 505: Accounting 505 is an intensive 18-credit summer course that is required of some students in the Masters of Professional Accounting program. MBA students may take this class, and 8 credits count toward your MBA degree. The 8 credits count as two of your 11 required electives.

Independent study: Independent studies are courses designed between a student and an instructor. Although the staff in the MBA Programs Office may have suggestions about how to approach faculty with ideas for an independent study, they do not facilitate the process for the design of the independent study. Students approach a faculty member with a project, research, or other study idea. The student and the instructor then design the contents and the deliverables for the independent study.

You may register for a maximum of 4 credits of 600-level Business School coursework (independent study) during any one quarter. The MBA Programs Office must approve independent study in excess of 4 credits. Although 600-level courses count toward degree requirements, the grades are not included in your cumulative GPA. To register for a 600-level course, you must have written permission from the instructor (an independent study form signed by the instructor will suffice). A maximum of 8 credits count toward the MBA degree. These 8 credits exclude independent study credits taken as part of Business Consulting Network Project, Field Study Management Project or for participation in the CIE STARS Program. (*Independent Study Enrollment* form, Appendix B.)

Elective course registration

Each quarter MBA students register for elective courses through a two-step process. First, you participate in a pre-registration process run through the **MBA Programs Office**. Second, you register for classes through your MyUW account.

Elective Registration Bidding Process: Since some electives are in greater demand than others and to ensure equitable access, a bid system is used prior to students registering via the University's MyUW registration system. Each quarter before you register for your elective courses, you receive an allocated number of bid points (adjusted for the number of business elective courses required for your academic program). The bid process determines the elective courses in which you have permission to enroll. During the spring quarter of your first year, you receive more detailed information about the bid process as well as elective courses offered during your second year.

Elective grading

Graded coursework requirement: All elective coursework to be counted toward the MBA degree is to be taken on a graded basis (i.e., not S/NS or audit). Courses offered for continuing education units (CEU's) do not count toward your degree.

Credit/No Credit: Courses that are only offered CR/NCR can be taken and used toward the degree if the entire class is offered with that grading policy. In the Business School this includes Independent Studies, Study Tours, Business Plan Competition, Venture Capital Investment course and the Global Business Forum.

Grading System: Grades for graduate students are based on a numeric value decreasing from 4.0 by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 and do not count toward residency, total credit count, or grade and credit requirements. For a complete list of the numeric values and their equivalent letter grades, consult the UW Graduate School web site at <http://www.grad.washington.edu/stsv/gradpol3.htm#Grading> and at <http://www.grad.washington.edu/stsv/mastersinfo.htm>. Although the UW records classes with a grade of 1.7, grades below a 2.7 do not count toward your MBA degree.

Minimum passing grade: A grade of 2.7 is the minimum numeric grade that is accepted for each course to count toward fulfillment of degree requirements. You must maintain a 3.0 cumulative grade point average to remain in good academic standing and meet the minimum GPA for graduation.

Satisfactory/Not Satisfactory: Courses taken S/NS do not count toward the MBA degree. (Graduate students who elect to take a graded course S/NS must receive a 2.7 or above to earn an "S" satisfactory mark.)

Auditing classes

MBA students may audit classes; however, these classes do not count toward your degree. For information on auditing courses, consult <http://www.washington.edu/students/reg/audit.html>.

Additional Degree Requirements

As part of your degree, you are required to complete supplemental activities in the following areas:

- Three Practical Experience Activities
- Two International Perspective Activities

There are a variety of ways to satisfy these requirements, and the activity does not need to be completed for academic credit. Also, some activities may satisfy both a practical experience and international perspective requirement. Outlined below are some of the more common ways to meet these requirements. Keep in mind that this is not an exhaustive list, and you may discuss alternative activities with the staff of the MBA Programs Office. Activities not included on these lists can be considered on a case by case basis. You can submit a Professional Development Activity Notification form to the MBA Programs Office for approval. (Appendix E)

Practical Experience Activities:

- Internship/Project as monitored by MBA Career Services
- Field Study Management Project*
- EBIZ Certificate Project*
- Business Consulting Network Project (does **not** need to be completed for academic credit)*
- CTE Business Plan Competition (proposal must be submitted to business plan competition in the spring and accepted to the Investment Round)
- Case Competitions including: VCIC, GSEC, Pac-10, etc#
- Select MBA elective classes (specific classes which satisfy this requirement is identified on the elective schedule)
- Serve as BEDC Board Fellow
- Independent Study Projects with company clients (must be pre-approved by the MBA Programs Office)
- Other activities can be used to satisfy a Practical Experience activity with approval of the MBA Program Office. For an activity to satisfy a practical experience requirement, it must contain the following elements: 1) has significant interaction with an established or

developing business; 2) provides either research, a service or a deliverable for the company; and 3) has a formal written or oral report presented to the company at the completion of the project

Activities which **DO NOT** satisfy the practical experience requirement include:

- Projects completed for the UW or Business School units
- Study Tour Leader
- MBAA or other student organization leadership roles
- Leadership Fellow

International Perspective Activities+:

- Two quarters of BA 545 Global Business Forum (does not need to be taken for credit, but you need to meet the same attendance requirements as students who take the class for credit)
- Two quarters of IBUS 572 International Conversations
- Select MBA elective classes (specific classes which satisfy this requirement are identified on the elective schedule)
- International classes from UW programs outside of the MBA Program (classes must be pre-approved by the MBA Programs Office)
- One quarter of upper division business language (should be pre-approved by MBA Programs Office)
- Participation in an MBA Study Tour (does not need to be completed for academic credit)
- Participation in one-quarter exchange program sponsored through the Global Business Center
- Internationally focused internship/project (either in U.S. or abroad) as validated by MBA Career Services
- Participation in a case competition with an international focus such as the Global Social Entrepreneurship Competition#
- Internationally focused BCN, Field Study Management, or EBIZ project. You need to provide documentation that these projects had an international element*
- Independent Study with significant international focus comparable to select MBA elective classes. Requires approval of MBA Programs Office
- Other activities can be used to satisfy an International Perspective activity with the approval of the MBA Programs Office. For an activity to satisfy your international perspective requirement, it must include an academic element, such as a project for a class or company focused on an international aspect of business and have significant contact with a culture outside the U.S.

Activities which **DO NOT** satisfy the international perspective requirement include:

- Activities which consist primarily of interaction with international students on the UW campus;
- Student Organization roles
- Activities that involve international students; and travel not related to study tours, exchange programs or internship/projects

+Students studying in the UW MBA Program on an F-1 or other type of visa are considered to have satisfied the international perspective requirement.

#For a competition to satisfy one of your professional development activities, your participation must include research, analysis, and presentation aspects. The case competitions that are part of the core KEEP session do not satisfy this requirement.

**projects are monitored by Gordon Neumiller*

UW Registration Policy and Procedures

Full-time students register for classes using the on-line registration form accessed through your MyUW page (<http://myuw.washington.edu/>). It is your responsibility to complete your registration—including adding and dropping classes—by the deadlines set by the University. The MBA Programs Office provides assistance with Schedule Line Numbers (SLN) and add codes (when needed) for MBA classes. We also give registration instructions and deadline reminders in the MBA Newsletter. A complete list of registration deadlines is available on the UW Academic Calendar <http://www.washington.edu/students/reg/calendar.html>. If you have questions about registration for core classes, you can e-mail mbacore@u.washington.edu and for assistance with registering for elective classes, you can e-mail mbaregis@u.washington.edu.

Dropping, adding, and withdrawing from courses

Each quarter, the University has an official period for changes in registration. These deadlines are published on the University's time schedule web page. **It is your responsibility to adhere to these deadlines.** After the initial assignment of courses, all dropping and adding of graduate business courses must be conducted on MyUW or in person at Schmitz Hall. The following is a brief summary of relevant times for dropping and adding courses or for withdrawing from classes (more detailed information on deadlines and fees is available at the following website: <http://www.washington.edu/students/reg/calendar.html>).

Annual drop: Each academic year (September through August) you may **drop** one course after the 14th calendar day of a quarter, but no later than the end of the 7th week of the quarter. Once this "annual drop" is used, no additional drops are permitted after the 14th calendar day until the next autumn quarter. Your transcript reflects a W grade and the week designation (W3 through W7) following the course title. You are assessed a \$20 change of registration fee and possible tuition forfeiture. These optional drops are not cumulative from year to year. If you use your "annual drop" and then find that you must completely withdraw from the quarter, your one "annual drop" is restored.

You may petition for a **Hardship Withdrawal** following the 14th calendar day of a quarter if you are unable to complete a course(s) due to physical and/or mental debilitation or unusual or extenuating circumstances beyond your control. The petition must be submitted with supportive documentation. If you used your "annual drop" to withdraw from the course prior to submission of a hardship withdrawal and your petition is granted, your "annual drop" is restored.

- **Week 1 of the quarter:** The first week of the quarter, you may add and drop classes for any reason without incurring a late registration fee. Entry codes are required to add the course and are available from the instructor after the quarter begins.
- **Week 2:** This period is from the 8th calendar day of the quarter through the 14th calendar day of the quarter. You may drop courses without restriction during this period. No record of the dropped course(s) is recorded on your transcript. You may add a course in this period with an add code. You incur a \$20 fee for all registration changes made on a single day during this period. A tuition forfeiture may be charged.
- **Week 3:** During this week, you may continue to add courses without restriction. You incur a \$20 fee per day for all registration changes made on a single day.

- **Weeks 3-7:** Each academic year (September through August) you may drop one course after the 14th calendar day of a quarter, but no later than the end of the 7th week of the quarter. See the drop policy above for further details on dropping courses. To add a class after the 3rd week requires a late add petition.
- **After Week 7:** No official withdrawal is permitted after the seventh week of the quarter except under extremely unusual circumstances. For more information see: <http://www.washington.edu/students/reg/wdoffleave.html>. Unofficial drops result in a grade of 0.0 for the course.

Recognition for High Scholarship

Deans List

Each quarter students are recognized for their academic achievement by being placed on the Dean's List. To qualify for the Dean's List, you must meet the following criteria: be in the top 10% of your class, meet or exceed a 3.7 quarterly GPA and complete at least 12 credits of courses graded on a 4.0 scale and are used to calculate the cumulative GPA.

The Dean's List is determined within two weeks of the University posting the quarterly grades. If you have incomplete and/or unrecorded grades, you may not be recognized on the Dean's List because the completion of those grades may alter your GPA. Once the Dean's List is posted, the MBA Programs Office does not monitor students' records for grade changes. If you receive a grade change and believe that change will place you on the Dean's List, you can contact the MBA Programs Office to have your status reviewed.

Dean's List students are sent a letter noting their achievement and their names are posted on the MBA web site. The Dean's List status is not noted on the student's transcript.

Dean's Scholar

At the end of each academic year, students with a cumulative GPA in the top 10% of their class are recognized as Dean's Scholars. Students' transcripts must be free of an excessive amount of grades that are unrecorded, incomplete, CR/NC or S/NS to be considered a Dean's Scholar.

Beta Gamma Sigma

In spring quarter the top 20% of the graduating MBA class is invited to join Beta Gamma Sigma (<http://www.betagamma.org/>), a national business honor society.

2006-07 Tuition and Fees

Tuition rates for students entering in the Full-time MBA Program in the fall of 2006 are below. These rates will remain the same for the two years you are enrolled in the MBA Program. Students who take longer than two years to complete their MBA degree, may see an increase in their tuition during the third year. IMA, Technology and S&A fees are set on an annual basis and could increase during your second year in the MBA Program.

Fulltime MBA				
Quarterly Tuition Rates for 2006-2007				
	Tuition	Fees*	Total	3-Qtr Total
Students starting Autumn 2006				
Resident				
7-18 credits	5,767	175	5,942	17,826
6 credits	4,944	150	5,094	
5 credits	4,120	125	4,245	
4 credits	3,296	100	3,396	
3 credits	2,472	75	2,547	
2 credits	1,648	50	1,698	
per credit over 18	824			
Non-resident				
7-18 credits	9,000	175	9,175	27,525
6 credits	7,714	150	7,864	
5 credits	6,429	125	6,554	
4 credits	5,143	100	5,243	
3 credits	3,857	75	3,932	
2 credits	2,571	50	2,621	
per credit over 18	1,286			

*2006-07 fees include: \$41 technology fee, \$35 IMA S&A fee & \$99 other S&A fees.

University Graduate School Degree Requirements

Degree requirements

The following is a summary of requirements you must fulfill prior to being conferred the MBA degree:

Course requirements: You must complete 44 credits of core courses (including MGMT 510) and 41-44 credits of electives (or eleven 3- or 4-credit elective classes), meeting the specific course requirements outlined in this handbook.

Continuous enrollment: You are required to be registered continuously (except Summer Quarter or while on an official leave) for a minimum of two-credits from entry into the MBA Program until all requirements for your degree are complete.

Failure to maintain continuous enrollment automatically withdraws you from the Graduate School and requires you to reapply for admission to the University in order to continue. Reapplications are evaluated according to the competitiveness of the total applicant pool and the enrollment limits of the University.

If you find that you must interrupt your registration, you may apply for a “**leave of absence**” or withdrawal from the University as described on page 23 or at <http://www.grad.washington.edu/acad/gsmemos/gsmemo09.htm>. In either case, you should arrange an appointment with a counselor in the MBA Programs Office to discuss your situation and/or your expected date of return to the program.

Satisfactory academic performance: To be eligible for a graduate degree, you must obtain a minimum cumulative GPA of 3.00 in all graded coursework at the 400 and 500 level taken as a graduate student at the University of Washington. This includes work taken outside the Business School. If you complete all course requirements with a cumulative GPA below 3.00, consult with a counselor in the MBA Programs Office. In order to graduate, you need to take additional graded courses to raise your GPA.

Quarters in residence: You must complete a minimum of three full-time 10-credit quarters as a graduate student at the UW. Completing BA 500, 501 and 502 (the MBA Core) automatically fulfills this requirement. Part-time quarters may be combined to meet this requirement. (This requirement is unrelated to Washington State residency for tuition purposes. Please see 37 for a discussion of residence classification.)

Six-year completion: All work for the MBA degree must be completed within six years of your initial quarter of registration. This includes applicable work transferred from other institutions. You must satisfy the degree requirements that were in force at the time you entered the program, as long as you graduate within the six-year limit.

Full-time student status: To maintain status as a full-time student, you must register for and complete at least 10 credits each quarter. Failure to maintain a full-time student status can impact your financial aid, student loans, scholarships, and campus housing as well as the visa standing of international students.

Grade point average

As a graduate student, your GPA is calculated on the basis of numerical grades in 400- and 500-level courses (600-level independent study course or 300 level undergraduate class grades **do not** count in the GPA). Your cumulative GPA must remain above 3.0 in order to graduate from the program.

Repeating courses: You may repeat any course if you are not satisfied with the grade you receive. Both the first and second grades appear on your transcript and are included in your cumulative GPA. Grades from subsequent repeats are not included in the GPA, but appear on your permanent record (transcript). Credits for repeated courses count only once toward your degree requirements.

Minimum passing grade for elective classes: A grade of 2.7 is the minimum numeric grade that is accepted for each course to be counted toward fulfillment of degree requirements.

Incomplete grades: A grade of Incomplete is given only in cases where you have been attending class, done satisfactory work until the last two weeks of the quarter, and satisfied the instructor that you cannot complete the work because of illness or other circumstances beyond your control. You must contract with the instructor for completion of your coursework. The Incomplete must be removed by the time of graduation, or within a two-year limit, whichever comes first. In no case can an Incomplete be converted to a passing grade after a lapse of two

or more years. An unconverted Incomplete is not converted to a 0.0, but remains a permanent part of your record.

Unsatisfactory progress

In order to be in good standing, you must maintain a cumulative GPA of 3.00 for all 400- and 500-level graded coursework taken after attaining graduate status at the University of Washington (except as noted above). If you fall below this academic standard, you are evaluated individually on a quarterly basis. (Please note that upon recommendation of the Dean of the Business School, the Dean of the Graduate School takes official action.) The following are the typical change of status actions taken:

1. After the first quarter in which your cumulative graduate GPA falls below 3.00, you receive a warning letter.
2. If your performance has not improved after the second quarter, you are placed on probation and the transcript is marked "low: probation."
3. After the third quarter, if your performance again does not improve, you are placed on final probation, and the transcript is marked "low: final probation." You are informed in writing of the program's expectations for your subsequent performance. You must fulfill these to continue enrollment.
4. After the fourth quarter, if your performance has not met the specific expectations outlined in the previous step, you are dropped from the MBA program and the transcript is marked "low: drop."

If, during any of these steps, your performance improves, but your cumulative GPA is still below 3.00, the Associate Dean for Business School Graduate Programs may elect to keep you on the same low scholarship status until your cumulative GPA reaches 3.00. Unusual circumstances may accelerate or decelerate the previous actions, but you are only kept in a final probation status for one quarter. You may also be placed in one of the various probationary statuses or dropped for lack of adequate progress toward the degree. Additional information on unsatisfactory progress in the MBA core is given on page 11.

Right to appeal: You have the right to appeal a change of status action. Appeal should be made first to the Dean of the Business School through the Associate Dean for Business School Graduate Programs. If not resolved at this level, you may appeal next to the Associate Dean for Student Affairs of the Graduate School, who may recommend that the Dean of the Graduate School present the case to the Graduate School's Standing Committee on Appeals. Details of these appeal procedures are available in the University's *Student Conduct Code* at <http://www.washington.edu/students/handbook/conduct.html>.

Standards of conduct and academic discipline

Admission to the University and the MBA program carries with it the presumption that you conduct yourself as a responsible member of the academic community and observe standards of conduct that is appropriate to the pursuit of academic goals. Breaches of this standard of conduct make you subject to disciplinary action, as explained in the University's *Student Conduct Code* at <http://www.washington.edu/students/handbook/conduct.html>.

In addition, the MBA program has an *Honor Code*, addressing academic integrity, which students sign when they begin the program. Infractions of the honor code are brought before the Honor Council, a committee comprised of MBA students, a faculty member, and a staff member. (The complete *Honor Code* is in Appendix F and on the MBA Current Student web site at <http://bschool.washington.edu/mba/student/honorcode.shtml>.)

Student grievance procedures

The University has established a grievance procedure that you can employ in the event that you have an irreconcilable dispute with an instructor concerning a class. Information on the grievance policy may be found on the University website at the following links:

University of Washington Faculty Handbook:

<http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>: (Vol. IV, Part III, Ch. 11, sec. 2B)

Graduate School academic grievance procedures:

<http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm>

Leave of absence

If you are *in good standing* (cumulative GPA of 3.00 or higher) and you plan to be away from the University and out of contact with University faculty and facilities for at least one quarter, not to exceed four successive quarters, you may apply for "on leave" student status (<http://www.grad.washington.edu/acad/gsmemos/gsmemo09.htm> . You must also meet the following requirements:

- You must submit a petition for on leave status to the Assistant Director or Associate Director of the MBA Program.
- You must have registered for and complete at least one 8-credit quarters of MBA degree work prior to going on leave. (International students must complete three consecutive quarters.)

A non-refundable fee of \$35 must be paid in order to obtain on-leave status. This fee covers those academic quarters for which you have requested on-leave (<http://www.grad.washington.edu/acad/gsmemos/gsmemo09.htm>).

Your on leave status lasts for either the time requested on the *Petition for On-Leave Status* form or until you enroll in classes—whichever comes first.

During your on-leave status, you are permitted to use the University Library, your UW e-mail account, and have access to the MBA Lounge, but are not granted any of the other University privileges of a regularly enrolled or registered student.

Withdrawal from the University

If you need to interrupt your registration for an undetermined period of time, you must file a petition for withdrawal from the University, approved by the MBA Programs Office. A student previously registered in the MBA program who has withdrawn and/or failed to maintain continuous enrollment but who wishes later to resume his or her studies must reapply to the Graduate School and the MBA program, following the same procedures and deadlines as those for new applicants. An application for readmission carries no preference and is treated in the same manner as an application for initial admission, including the requirement of an application fee.

Graduation

Application to graduate

Applications for graduation are filed on line at <http://www.grad.washington.edu/stsv/mastapp.aspx>. The earliest you may apply for graduation is the 1st day of the quarter in which you intend to complete your degree. To avoid a late penalty, you must apply by the 7th week of the quarter for autumn, winter or spring or the 6th week of the quarter for summer. Once you complete an application to graduate, the MBA Programs Office provides you with further instructions.

Concurrent degree programs: Students in concurrent degree programs must file separate graduation forms with each degree. In addition, you submit to the UW Graduate School a list of courses you have taken indicated to which degree they apply.

Enrollment and Tuition Requirements: The UW requires that you are enrolled in classes and pay UW tuition during the quarter you expect to receive your degree. If you do not complete the requirements for graduation, you must register for the following quarter, pay tuition for at least two credits, and file an application to graduate.

Graduation ceremonies

Graduation Ceremonies are held once a year at the end of spring quarter, and information can be found at <http://bschool.washington.edu/mba/student/graduation.shtml>. (Please note that this information is updated throughout the academic year as each year's ceremony information solidifies.) Graduating MBA students may participate in both the Business School and University graduation ceremonies described below.

Business School ceremony and reception: Each June, the Business School holds its own ceremony to recognize the accomplishments of students receiving their Master of Business Administration, Master of Professional Accounting, Global MBA, and/or Doctor of Philosophy in Business Administration degrees. This ceremony is separate from the University's commencement activities. An informal reception for faculty, students, and guests follows the ceremony. Students who complete their degrees in the preceding autumn or winter quarter, or who complete their degree at the end of the preceding summer quarter may participate in the June graduation ceremony. Further information regarding the ceremony is available in the MBA Programs Office in spring quarter.

University ceremonies: The University of Washington holds a graduation ceremony recognizing graduates at all levels and in all departments. Graduate-level business students may elect to attend this ceremony in addition to the Business School ceremony.

Cap and gown: All participants wear caps and gowns to graduation. If you choose to attend both the Business School and the UW ceremony, you wear the same cap and gown for both. Jostens handles cap and gown rentals during May or June. You can also purchase personalized graduation announcements through Jostens.

Concurrent Degree programs

If you are enrolled in a concurrent degree program, plan your courses carefully to meet all the requirements for both departments. Application, advising, and registration are handled separately by each of the departments involved. Since you are limited to four classes from outside the Business School to count toward your MBA, you cannot take additional electives outside the MBA curriculum beyond those from your other degree program. These four classes are considered your “overlap” classes. You should anticipate that the time demands of the first-year core might complicate scheduling of non-MBA classes. Two degrees are awarded upon completion of each of these programs.

The MBA has formal concurrent degrees with:

- Juris Doctor (Law),
- Master of Health Administration,
- Master of International Studies (through the Jackson School),

More information on formal and informal concurrent degrees is available at http://bschool.washington.edu/mba/specialty_programs.shtml.

Certificate Programs and Programs of Study

MBA students have the opportunity to participate in certificate programs that encourage focused study of a specific aspect of business. Some of these programs provide a formal certificate, while others allow in-depth study in a target area.

Certificate Programs

Global Business Program (GBP) <http://bschool.washington.edu/ciber/certificate.shtml>
Innovation and Entrepreneurship (CIE) <http://bschool.washington.edu/cie/>

Programs of Study

Business and Economic Development Center (BEDC) <http://bschool.washington.edu/bedc/>
Global Trade and Transportation Logistics (GTTL) <http://depts.washington.edu/gttl/>
Int'l Relief & Development <http://evans.washington.edu/degree/intdev/index.php>
Program on the Environment (POE) <http://depts.washington.edu/poeweb/>
Real Estate Studies <http://www.reuw.washington.edu/>
Retail Management Program <http://bschool.washington.edu/retail/>

International Study Opportunities

Exchange Programs

http://bschool.washington.edu/ciber/out_exchange.shtml

The University of Washington has 17 MBA exchange programs in 15 different countries in Europe, Asia, India, South America, and Africa. Students can study abroad in an English-speaking exchange program, or, if proficient in a foreign language, may study at programs taught in Chinese, French, German, Japanese, or Spanish.

UW MBA exchange programs operate under the home tuition model. All outgoing MBA exchange students pay their regular tuition to the University of Washington but study abroad instead. Exchange students are responsible for all other expenses tied to the exchange opportunity, including airfare, accommodations, books, and general living expenses. Participating students earn a minimum of 12 International Business (IBUS 575, Foreign Study) credits (equivalent to three 4-credit elective classes), which apply directly to the MBA degree.

First-year full-time and second-year evening MBA students who are in good academic standing (cumulative 3.0 GPA or higher) are considered for an MBA exchange program. Exchange students interested in studying at a partner institution that requires foreign language competency need to complete an oral foreign language interview. Selection takes place during spring quarter. Information sessions are scheduled for autumn and winter quarters. The exchange occurs during the summer, autumn or winter quarter depending on the partner program selected.

English-speaking Students

China:	Hong Kong University of Science and Technology Shanghai Jiao Tong University
Denmark:	Copenhagen Business School
England:	Manchester Business School
Finland:	Helsinki School of Economics
France:	Ecole Superieure de Commerce
Germany:	WHU Koblenz
India:	Indian Institute of Management in Bangalore
Japan:	International University of Japan Waseda University (limited courses)
Singapore:	Nanyang Technology University
Spain:	Instituto de Empresa
South Africa:	University of Cape Town
South Korea:	KAIST Graduate School of Management
Switzerland:	University of Zurich
Taiwan:	National Chengchi University

Chinese-speaking Students

China:	Shanghai Jiao Tong University
Taiwan:	National Chengchi University

French-speaking Students

France:	Ecole Superieure de Commerce de Paris
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German-speaking Students

Germany:	WHU Koblenz
Switzerland:	University of Zurich

Japanese-speaking Students

Japan:	Waseda University
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Spanish-speaking Students

Chile:	Pontificia Universidad Catolica
Spain:	Instituto de Empresa

Global Business Study Tours

http://bschool.washington.edu/ciber/study_tour.shtml

Global Business Study Tours are sponsored by the *Global Business Center* with support from the Business School. These two-week intensive "field trips" provide access to some of the most well known national and multinational companies through company tours and personal meetings with top-level executives. You also have the chance to experience foreign culture through customs, food, and architectural visits. Experience the tour alongside other graduate students who have an interest in global business. If you participate in a tour, you join roughly 400 other graduate students who have experienced a Global Business Study Tour to Argentina, Australia, Belgium, Brazil, China, England, Finland, France, Germany, India, Indonesia, Ireland, Japan, Korea, Malaysia, Russia, Singapore, South Africa, Taiwan, Thailand, Turkey, Sweden, or Viet Nam since the tours began in 1996.

The tours are led by second year daytime MBA students or second and third year evening MBA students and accompanied by a UW faculty representative. Study tour pre-departure sessions are scheduled during winter quarter, providing a forum to learn and discuss company and country background information. By participating in the tour, students may choose to enroll in a 2-credit elective class, IBUS 570: Global Study Tour, which counts toward their degree requirements.

The 2007 Global Business Study Tours are scheduled for March 10-24, 2007. Four separate tours will visit: (1) Argentina, (2) China, (3) Greece and Turkey, and (4) India. Information sessions are scheduled for October and applications due November 8. Tours are budgeted to cost \$2,700 excluding personal expenses and some meals. The Global Business Center provides a \$350.00 travel reimbursement to each tour participant bringing the out of pocket expenses to around \$2,350. Additional information and tours' websites can be found at the above link.

International Students

International Students in the MBA Program need to be aware of special issues and resources that pertain to them.

If an international student becomes a US citizen or Permanent Resident during the program, the student should talk with the International Services Office (ISO) and the MBA Programs Office about potential favorable changes in tuition rates and other aspects of UW enrollment. If an international student's visa status changes for any reason, the student should notify the ISO and seek advice on how to continue enrollment in the UW.

International Services Office

<http://depts.washington.edu/uwiso/index.html>

- Administers the University's J-1 Exchange Visitor & F-1 Student programs
- Prepares all petitions for H-1B Temporary Workers employed in specialty occupations and Permanent Residence petitions for international faculty
- Advises students of the restrictions imposed and benefits accorded by their immigration status
- Publishes a quarterly online newsletter and "self-help" hand-outs on a range of immigration topics
- Offers periodic workshops to keep internationals advised of federal regulations, University policies, practical training, and campus and community activities
- Conducts comprehensive new student and scholar orientation programs
- Assists internationals in resolving academic, financial and personal difficulties in coordination with faculty and other University resources and community agencies

English Language Program

<http://depts.washington.edu/uwelp/>

- Academic English Program Offers courses in grammar, vocabulary, lecture listening and academic writing. These classes are designed for current students.
- Offers courses designed to prepare international graduate students to be teaching assistants at the UW

Foundation for International Understanding Through Students (FIUTS)

<http://www.fiuts.washington.edu/>

- Provides social support services for international students.
- Coordinates short-term home-stays, trips and tours.
- Plans international student orientation and cultural workshops
- Orientation program for international students

Student and Exchange Visitor System (Sevis)

SEVIS is an internet-based system that allows schools and the U.S. Bureau of Citizenship and Immigration Services (BCIS) to exchange data on the visa status of international students. Accurate and current information is transmitted electronically throughout an F-1 or J-1 student's academic career in the United States. U.S. embassies and consulates also have access to SEVIS. The UW International Services Office is required to report specific information about international students who have been issued I-20's to attend the University of Washington. Additional information on SEVIS, the type of data reported and other helpful information visit <http://depts.washington.edu/uwiso/sevis.shtml>.

Insurance for Foreign Students

International students enrolled at the University of Washington are required to have and maintain accidental injury and illness insurance (Washington Administrative Code 478-160-260). They must either purchase the University of Washington Accidental and Sickness Insurance Plan or fit into one of the categories that allow a student to apply for a waiver. (Waiver requests and insurance letters must be delivered in person along with your I-20 or IAP-66 no later than 1:00pm on the 7th calendar day or the Friday nearest that date after the start of each quarter.) Waiver request forms are available from the ISO or on their website at: http://depts.washington.edu/uwiso/forms/insurance_waiver.pdf.

Address Change Updates

The Immigration and Nationality Act requires any alien (who is not a citizen or national of the US) in the US to report his or her address to the Immigration and Naturalization Service within 10 days of any change of address. To report your address to the INS, download the form at <http://depts.washington.edu/uwiso/pdfs/address.pdf>. You may fill it out on line, print it, sign it, and mail to the address on the form. At this time, you may not submit it electronically as it requires your original signature. On the second line of the form, enter your I-94 card number where it states "Copy Number from Alien Card."

Enrollment Issues

International students on F-1 or J-1 visa are required to be enrolled as full-time students (minimum of 10 credits a quarter). You are allowed to elect a "vacation quarter" in which you can remain in status and not enroll in classes or take fewer than 10 credits. To be eligible for a "vacation quarter" you need to have completed 3 consecutive full-time quarters at the UW or in combination with a previous school. Within the structure of the MBA program, your "vacation quarter" is generally summer quarter.

Employment

<http://depts.washington.edu/uwiso/stu/f1empop.shtml>

International students can seek employment in the US under four categories: 1) On-campus; 2) Practical Training (optional and curricular); 3) Severe economic hardship; and 4) international organization. International students should consult with an ISO adviser before accepting any form of employment. Employment is defined as any work performed or services provided in exchange for money, tuition, room and board, or other benefit compensation. For specific information, please visit the link above.

Practical Training

There are two types of practical training available: Optional Practical Training and Curricular Practical Training. Practical training provides an opportunity for you to supplement academic work with employment directly related to your field of study. You may be eligible if you have been enrolled at a college or university on a full-time basis for at least nine consecutive months and are currently in F-1 status.

Curricular Practical Training (CPT)

- May be authorized only while enrolled in a program of study.
- Is considered an integral part of your curriculum and available to all qualifying students in your field of study.
- May be authorized at either a full-time rate (over 20 hours per week) or part-time rate. Part-time training must be undertaken concurrent with a full course of study.
- Students who complete one year or more of full-time CPT lose their eligibility for OPT (see below).
- Is authorized by an adviser in the International Services Office.
- To apply for Curricular Practical Training requires a letter from the MBA Programs Office. You may request such a letter by completing the form found in Appendix D. Please allow two working days for the letter to be completed.
- To be in compliance with visa requirements, students must registration in an internship class, BA 560 as part of their CPT.
- Download an ISO Employment Authorization Request Form at: <http://depts.washington.edu/uwiso/forms/employmentauthorizationrequest.pdf>.
- You may begin working once you have received your I-20 endorsed for CPT.

Optional Practical Training (OPT)

- Provides a 12-month opportunity for employment in your field of study before or after degree completion.
- Full-time OPT is available during annual vacation quarter, between-quarter breaks, after the completion of all course requirements for your degree, and after completion of your UW degree. Part-time OPT is available in a full course of study and should not exceed 20 hours per week. Two-months of part-time OPT deducts one month from your 12 month total.
- Involves a 2-step process, first with an application to the ISO followed by a mail-in application to the Immigration and Naturalization Service.
- You must apply for OPT **before** you complete your degree, and it is recommended that you mail your application to CIS up to four months in advance. Applications received after your degree completion date are rejected.
- May take up to 3 months processing time before receiving the Employment Authorization Document.
- Do not begin work until you receive your Employment Authorization Document (EAD).
- Apply for Optional Practical Training before departing the U.S.
- Travel after applying may result in difficulties re-entering. Consult with the ISO before traveling.
- Download an OPT Application Packet at: <http://depts.washington.edu/uwiso/stu/optAP.shtml>

Traveling on Visa Status

<http://depts.washington.edu/uwiso/stu/tp.shtml> If you plan to travel outside of the US (this includes Canada) while here on a student visa, you need to check with the International Services Office to verify that your paperwork is in order and that you will have no difficulty re-entering the US. Upon returning to the US, be prepared to present the following items:

1. Current I-20. Remember to get the back of this form signed by the international student adviser in ISO before you leave the U.S. AND while you are still registered for classes. Travel with all your I-20 you have been issued, not just the most recent one.
2. Valid passport (it must be valid throughout your stay).
3. Valid U.S. visa. If the visa stamp in your passport has expired, or the number of entries permitted by that visa have been used, or if the visa does not correctly identify your present status in the U.S., apply for a new visa at an American Embassy or consulate overseas. For further information about specific consular posts and visa issuance information visit the Department of State (<http://usembassy.state.gov/>) website.
4. Evidence of financial support, which could include verification letters from departments or other organizational funding sources or a letter and bank funds verification from parents/sponsors.
5. A copy of your current quarter and/or following quarter registration (print it from MyUW)
6. If re-entering from CANADA, MEXICO, OR ADJACENT ISLANDS (except CUBA), after a visit of less than 30 days in only those countries, the visa stamp in your passport does not need to be valid; however, you are required to show your previously issued I-94 card and other items listed above. **Note:** A Canadian visa may be required for travel to Canada for certain nationals. Contact the ISO or the Canadian Consulate to be sure. Other foreign consulates in Seattle are listed in the Yellow Pages under "consulates."
7. A letter from the MBA Programs Office confirming your status as a student.

Address and Emergency Information

Please keep the MBA Programs Office apprised of any changes in your preferred mailing address, phone number, e-mail address, or emergency contact information. Appendix C is a *Change of Address* form that you should complete each time your personal information changes. You can also change your address with the MBA Program at

<http://bschool.washington.edu/mba/student/AddressChange/AddressChangeForm.html>

In addition to informing our office of changes, you should also change your records with the University in one of the following ways:

- From the Web, change your address using MyUW at <http://myuw.washington.edu/>.
- In person, visit the Registration Office in 225 Schmitz between the hours of 8:00 a.m. and 5:00 p.m.

If an emergency situation arises in which someone may need to reach you while you are on campus (e.g., day-care problems, imminent birth of a child), please notify the MBA Programs Office of the situation and provide a detailed schedule of where you can be reached.

Communication Services

To better communicate with students, the MBA Programs Office has created several avenues for distributing messages—the majority of these are in an electronic format.

Blackboard

The Business School uses Blackboard, a course management system. Many of your instructors use this system to post important announcements, course materials, and your personal study plan. Instructors also use this system to facilitate class discussions and for students to post homework assignments and take quizzes along with other tools.

MBA students are automatically enrolled in a general MBA core class on Blackboard. Specific login and password information is distributed to each student at orientation. Also, you are automatically enrolled in the Blackboard courses for your core modules. If you encounter login or enrollment difficulties, contact SPOC@bschool.washington.edu for assistance.

MBA Newsletter

MBA Newsletter is a weekly communication e-mailed to your UW e-mail on Mondays. The newsletter is the **primary** means of communication from the MBA Programs Office and contains timely information on events for that week, pending deadlines, registration and classes, career services and job/internship opportunities as well as announcements from the Business School or University. Past copies of the Newsletter are available on the MBA web site at <http://bschool.washington.edu/mba/student/news.shtml>. It is the expectation of the MBA Program Staff that you are reading this weekly and monitoring the deadlines and announcements that apply to you and your interests.

E-Mail Communications, Listservs and e-mail addresses

Once your UW account is set up, it's time to start checking your mail. The MBA Programs Office uses e-mail as the main method of communication to students. Since students receive an incredible amount of mail, the MBA Programs Office has created several listservs and e-mail accounts to help clarify the content of e-mails.

As you start sending messages to these listservs, please consider the following:

- Which listserv is appropriate for your message?
- Does the subject line accurately reflect the message's content?
- Will your message be offensive to any of your classmates?

Listservs: (*students may remove themselves from this listserv by sending an e-mail to mbaweb@u.washington.edu.)

- mba2007@u.washington.edu Official program communications to 2nd year full-time MBAs
- mba2008@u.washington.edu Official program communications to 1st year full-time MBAs
- mbamail@u.washington.edu Official program communications for all full-time MBAs
- evemba@u.washington.edu Official program communications to all Evening MBAs
- evemba2007@u.washington.edu Evening students scheduled to graduate in 2007 (3rd year)
- evemba2008@u.washington.edu Evening students scheduled to graduate in 2008 (2nd year)
- evemba2009@u.washington.edu Evening students scheduled to graduate in 2009 (1st year)
- mbabull@u.washington.edu Informal announcements*

E-mail addresses:

- mbaregis@u.washington.edu Questions about registration
- mbacore@u.washington.edu Questions about core classes, section & team assignment
- bcc@u.washington.edu Questions about career services
- mbanews@u.washington.edu Weekly MBA Newsletter is e-mailed from this address
- mbaschol@u.washington.edu Questions about MBA scholarships

MBA Web Site

(<http://bschool.washington.edu/mba/>) The Current Student and Career Services links on the MBA web site contain resource materials to answer many of the questions you encounter while in the MBA Program.

Current Student site contains:

- Program structure and requirements
- Registration information including current and future class schedules
- PDF versions of forms commonly needed by students
- Past editions of the MBA Newsletters
- Links to the MBA Calendar of Events and Faculty, Staff, and Student Directories
- Links to helpful web pages for the University
- PDF versions of the MBA Student Handbook and Honor Code

Career Services site contains:

- Information on available job and internship positions
- Calendar of Events
- Career management tools
- Information on mentor program
- Information on the MBA Road Shows

MBA Coffee Breaks

Coffee Breaks are scheduled periodically throughout the quarter. They are held on M-TH and start at either 10:20 am or 3:20 pm and last about 15 minutes. Coffees are used for general announcements as well as an opportunity to update you on happenings in the Business School. Occasionally, guests from the Business School Administration attend the Coffee Breaks.

Computer Services

Information Technology/Computer Services (ITCS) maintains and supports computer labs on the fourth floor of Balmer Hall.

Balmer Lab hours

<http://bschool.washington.edu/it/hours.shtml>

Lab Hours: Fall, Winter and Spring	Lab Hours: Summer
Monday-Thursday: 8:00 am-10:00 pm Friday: 8:00 am-6:00 pm Saturday: 9:00 am-5:00 pm Sunday: 1:00 pm-9:00 pm	Monday-Thursday: 8:00 am – 9:00 pm Friday: 8:00 am – 6:00 pm on Friday Saturday: Closed Sunday: 1:00 pm – 6:00 pm

The Balmer Labs are closed during quarter breaks.

Microcomputer facilities

Lab computers are available for use by Business School students, faculty and staff. Software includes Internet Explorer, Microsoft Office Professional (Word, Excel, PowerPoint, FrontPage, Access, Outlook, and Publisher), Microsoft Visio, Microsoft Project, QuickTime and Windows Media Player. (Additional software is available based on faculty requests.) Consultants are available in the computer labs to help with software and hardware problems

NASDAQ Trading Room

The NASDAQ Trading Room is located on the fourth floor of Balmer Hall. The room features a display board running stock quotes and other data on a continuous feed, as well as 12 trading stations and two television monitors. Each station is equipped as a trading desk would be in a Wall Street firm – complete with dual computer screens, one of which provides financial market data from the Reuters news agency. The trading room is used for specific financial management classes. Students can use the room outside of the classroom setting once they have attended a NASDAQ Trading Room training session.

Laptop computers

Laptop computers are available for check out by faculty and staff. Faculty must make the reservation and be present to checkout equipment. The person who reserves the equipment is responsible for its return. Equipment may be reserved at the ITCS Reservation website:

<http://www.badm.washington.edu/brrs>.

Non-Functioning technology

Problems with Blackboard, Balmer Lab, NASDAQ Trading Room or other Business School equipment should be SPOC@bschool.washington.edu. Staff in the B-school IT department will assist you with these problems.

E-mail accounts and account expiration

You are required to have an UW e-mail account. Many important announcements, policies and procedures are sent to you via e-mail, and an account also provides a vital connection to other students and faculty.

Creating an account: A University of Washington e-mail account is part of the technology fee added to your tuition. Once you receive your student ID number and Private Access Code (PAC) from the UW Registrar's Office, you can create your UW Net ID and open an e-mail account. Instructions are available at <https://uwnetid.washington.edu/newid/> or the main page <http://www.washington.edu/computing>. If you need help, ask a consultant in the Balmer computer labs or contact Computing and Communications (C&C) at (206) 543-5970. Once you have an account, questions or problems should be directed to C&C at <http://www.washington.edu/computing/help/> or info@cac.washington.edu.

Account expiration policy: A student's computing services expire one quarter and ten days after he or she stops taking courses at the UW. Summer quarter is included in this count. Graduates become eligible for alumni services and may visit the following website for more information on those services: <http://www.washington.edu/computing/uwnetid/affiliates/>.

Forwarding your account: UW e-mail accounts can be forwarded to any e-mail address you choose. This allows you to maintain another account and have your UW e-mails forwarded there. E-mail forwarding is also one of the services you can manage from the Web. To manage your UW NetID services on the Web, including e-mail-forwarding go to: <https://uwnetid.washington.edu/manage>.

Important: Forwarded e-mails can appear as spam to some web browsers and some Internet security systems on company computers, and your UW e-mails may be filtered by these systems. If you are not receiving e-mails from the UW listservs on a weekly basis, you need to check that your UW e-mails are not being filtered as junk mail by the software programs on your work or personal computers.

Foster Business Library

The Foster Business Library is located "below garden" in the Bank of America Executive Education Center. The south entrance to the BAEEC—directly across from the MBA Lounge in Balmer Hall—provides access to the library via stairs or elevator. You can also reach the Foster Library through the basement of Balmer Hall.

The University of Washington Libraries is the 12th largest academic library system in the United States, with over 6 million volumes. The Foster Business Library, which opened in June 1997, is one of the newest of the twenty UW libraries. The Foster Business Library maintains a research collection of print and electronic sources, including over 70,000 books and over 800 journals that focuses on the major subjects taught by the UW Business School. Because of the decentralized organizational structure of the UW Libraries and the interdisciplinary nature of Business research, there may be times when you need materials from one of the other UW library facilities—for example, the Engineering or Suzzallo Libraries. Maps of campus showing all library locations are available in Foster but you can also request that items in other UW libraries be sent to Foster for your use, from the libraries on the three UW campuses as well as from more than two-dozen other libraries in Washington and Oregon.

Checking out materials

Your student ID is also your library card. Bring it with you whenever you need to check out books or use reserve reading materials. Most, but not all, library materials are available for checkout. Graduate students may check out books until the end of the quarter and periodicals for 3 days. The checkout period for Reserve items is between 2 hours and 3 days, depending on the class. Most library materials may be renewed twice. The Library provides a range of web-based services, including the ability to place online holds and have books sent from other UW Libraries units to be picked up at Foster.

Reference services

Foster Business Reference staff members are available most of the hours the library is open, to help with research problems and suggest research strategies, help students make the best use of library resources, and make referrals to other Libraries units. Reference librarians also are available to consult with student teams working on class-related research projects; appointments for these team consultations may be made via the web at http://www.lib.washington.edu/business/forms/tlc_request.html, by phone (206) 543-4360, or by e-mail at balib@u.washington.edu.

Library databases

More than 40 workstations in the Foster Business Library provide access to over 40 networked electronic business databases. Some of these--such as ABI/Inform, LEXIS-NEXIS Academic Universe, and Factiva--provide the full texts of business magazines, journals, and newspapers. Others, like Hoovers Online, provide financial information and other information for companies worldwide. Most workstations also provide access to the Libraries catalog and the World Wide Web as well as to word processing and spreadsheet applications. Students may access the Libraries' WWW databases from within the library, from campus computer labs, or remotely from home. The gateway to these resources is the Foster Business Library homepage at <http://www.lib.washington.edu/business/>.

Connectivity

The Foster Library provides both wired and wireless data connectivity. Most of the study tables and carrels have power and plug-in Ethernet ports. In addition, the library is set up to provide wireless networking using the 802.11b protocol. UW students may connect to the network and access e-mail and the Internet from anywhere in the library.

Web resources

The Foster Business Library, under Research Links, provides online access to over seventy research guides, on the library, its databases, and general topics such as globalization and marketing; see Research Guides. For the answers to over seventy frequently asked questions, see Business Research FAQ. For web pages prepared for over 170 very specific assignments on companies, industries, countries, and topics, see the Team Consultation Archives. These resources are available 24/7.

Group study rooms

There are 7 group study rooms available for student use. The rooms, located on the library mezzanine level, seat from 6 to 10 people. Each contains a white board, power, and data connections. Rooms may be reserved up to one week in advance. A reservation sheet is available at the Circulation Desk. Students may also make reservations by phone (206-543-4360). Room keys are checked out, just like reserve books, so you need to bring your student ID card with you to the circulation desk at the library entrance/exit.

Student Facilities

MBA lounge

The MBA Lounge, a gathering place for MBA students, is located at the north end of the first floor of Balmer Hall and is maintained by the MBA Association. The lounge is furnished with tables, chairs and couches for studying, group meetings, eating and socializing. Telephones are available, as well as computer workstations, refrigerators and microwaves for student use. The cleanliness of the MBA lounge—including the kitchen area and refrigerators—is the responsibility of the MBAA and MBA students.

The MBA lounge door is opened by scan card. Your Student ID/Husky Card is scanned to use as your access card to the lounge. During the first weeks of Autumn Quarter, you have the opportunity to get your Student ID scanned to allow access to the MBA Lounge.

Wireless Access: The MBA lounge has wireless access available. Anyone inside the lounge can get network access with a laptop equipped with a wireless network card. Wireless cards that follow the 802.11b and DSSS (Direct Sequence Spread Spectrum) standard works with the access point.

Lounge Printer: A portion of MBAA Dues is allocated towards providing students with a community printer in the MBA lounge. It is to be used for printing school related documents. The printer is under a contract that requires MBAA to pay on a usage bases, and students are asked to not abuse this resource due to the limited budget. For printing long documents or multiple copies, please use the Balmer computer lab on the 4th floor.

Mailboxes

You have a personal mailbox in the MBA lounge. Important messages from faculty, Career Services, MBA Programs Office, Business School administration, MBA organizations, and classmates are directed to these boxes. US Postal service is not delivered to your lounge mailboxes.

Because the MBA Programs Office and MBAA are not equipped to handle large volumes of student mail, please contact the MBA Programs Office before using the school's address. Off-campus mail is received by the main UW post office, forwarded to the Business School, and then sorted by the Business School's main information desk. Mail sorters make an effort to direct student mail to the MBA Programs Office, where it is held until a staff member or MBAA officer can deliver it to your mailbox. Please be aware that mail for students is frequently misdirected. Junk mail and subscriptions are not delivered.

The lounge mailboxes are arranged alphabetically by year and program, with separate sections for first-year MBAs, second-year MBAs, evening MBAs, GMBAs, and exchange students. You can also find mailboxes for the MBAA, Student Clubs, the MBA Programs Office, and the MBA Career Services.

DO NOT leave valuables in your student mailbox or the student lounge. These areas are not secure, and the Business School cannot be responsible for lost or stolen items.

Lockers

Metal lockers are located on the second and third floors of Balmer Hall. Any graduate or undergraduate Business School student can rent a locker from the Undergraduate Management Consulting Association. For additional information, check <http://www.uwumca.com/lockers/default.asp>

MBA Association (MBAA)

Upon enrollment in the MBA program, most students choose to join the MBA Association, a student organization that supports the personal, academic, social and professional growth of its members. The MBAA sponsors events, maintains and improves student facilities such as the MBA Lounge, coordinates committees and advisory councils, and serves as the primary channel for bringing student concerns and feedback to the Dean, Associate Dean, and Assistant Dean. The MBAA is the official student voice among administration and faculty, and provides liaison to the Graduate and Professional Student Senate (GPSS) and Masters Program Committee (MPC). Additional information is at <http://students.washington.edu/mbaa/>

Financial Aid

Many MBA students receive financial aid in the form of loans and/or MBA scholarships.

Applying for financial aid: To apply for financial aid (including loans) for next year, you need to complete the College Scholarship Service's Free Application for Federal Student Aid Form (FAFSA form). FAFSA forms are available in late autumn quarter from the financial aid office in 105 Schmitz or on the web at <http://www.washington.edu/students/sfs/>

Although the FAFSA form may be submitted any time, you are encouraged to submit your application to the address on the form by the UW priority date of **February 28**. To ensure that your form is received by February 28, you should mail it by February 15. In addition to assessing your financial need and recommending alternative money sources, the UW Office of Student Financial Aid is responsible for awarding NDSL student loans, processing FISL bank loans, and work/study allotments. Loan awards are generally processed in early summer.

International Students: Although you are not eligible for U.S. government financial aid, if you have a social security number, you can complete the FAFSA to make you eligible for consideration for need-based scholarships.

Minority financial aid awards: Minority students can apply for additional aid through the Office of Minority Education in the Graduate School, 2nd Floor, Gerberding Hall. More information on the GO-MAP program is available at <http://www.grad.washington.edu/gomap/financial.htm>.

MBA scholarships

Business School scholarships for MBA students are awarded per academic year primarily on the basis of financial need. To be considered for an MBA scholarship, you need to submit the FAFSA form by the February 28 deadline. You must also submit a supplementary application to the MBA Scholarship Committee for review. Scholarship applications are available from the MBA Programs Office online (<http://bschool.washington.edu/mba/student/forms.shtml>) in February and must be submitted by early April. Decisions are based largely on need figures determined by the Office of Student Financial Aid. Some consideration is given to students with high academic merit and strong evidence of involvement and leadership.

Residency Classification

Residency classification and qualification for in-state tuition is determined by a number of criteria. To establish Washington State residency for your second year in the MBA Program, there are a number of steps you must complete. Details of the documentation and timelines are available at <http://www.washington.edu/students/reg/residency.html>. If you have questions about residence classification, contact the Residence Classification Office, Room 264, Schmitz Hall, (206) 543-4188.

Disclosure of Student Records

The University is required [by order of Public Law 93-380, The Family Educational Rights and Privacy Act (FERPA) of 1974] to adopt guidelines for student rights to inspect education records and release of information to third parties. The Privacy Act provides you with the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data.

Public access to your records: If you mark "OK to release directory information" when you register, your directory information appears in the UW Student Directory in printed and electronic form. Also, the MBA Programs Office is able to give the following information to *anyone who asks*: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full- or part-time enrollment status, and educational institutions attended. Your course schedule (classes, times, days, and rooms) is not disclosed.

Changing directory release information: If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, use MyUW to restrict access to this information. If you wish to change your authorization and allow your information to be released, go to the Registration Office, 225 Schmitz, and present photo identification or update the access on your MyUW page.

MBA student directory information: The MBA Programs Office publishes its own student directory which details various personal information (including information on past degrees, employment, address and phone numbers). You received a release form (separate from the University directory release) asking for your authorization to print this information. This directory is intended for Business School use only. Please do not share any directory information without first asking permission.

Résumé composite book: Please be aware that your résumé and directory information are available in the Résumé Composite Book for use by Career Services, which mails the book to prospective employers.

University Policies

UW Drug and Alcohol Policy

A complete summary of the University of Washington's drug and alcohol policy can be found online in the Administrative Policy Statements

<http://www.washington.edu/admin/rules/APS/APSIndex.html>. Following is an excerpt:

To help ensure the safety and well-being of faculty, staff, students, and the general public, the University is committed to maintaining a campus environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Accordingly, the University prohibits consuming of alcoholic beverages on University property, except in accordance with state of Washington liquor license procedures. The University also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances (as defined in [Chapter 69.50 RCW](#)) on University property or during University-sponsored activities ([Chapter 478-124 WAC](#)). Violation of the University's alcohol and drug prohibitions is cause for disciplinary or other appropriate action.

These provisions are in accordance with the requirements of the federal [Drug-Free Schools and Communities Act Amendments of 1989](#), and the [Drug-Free Workplace Act of 1988](#).

Student Assistance Programs: Assistance programs are available to students through the Hall Health Center, (206) 685-1011 and the Counseling Center, (206) 543-1240.

These provisions are in accordance with the requirements of the federal Drug-free Schools and Communities Act Amendments of 1989, and the Drug-free Workplace Act of 1988

Additional UW Policies

Information on the UW Student Conduct Code and Grievance Procedures is on page 22 and 23.

Non MBA Class Request



Non-MBA Class Request

At some point in your course planning, you may decide to take either an undergraduate business class or a class not offered by the graduate business school. Please see the MBA web site http://bschool.washington.edu/mba/student/non_mba_electives.shtml for pre-approved undergraduate business classes. You do not need permission to take the particular classes listed as long as you follow the limits as described in your *Guide to Registration* or in your *MBA Student Handbook*.

If you wish to take a class not on the approved list toward your MBA degree, you must complete this form and return it to the MBA Programs Office. Approval must be received before you start the class and should be requested at least a month prior to the start of the quarter in which you plan to take the course in question.

Date: _____

Program: Full-time Evening GMBA

Student Name: _____

E-mail: _____

Student ID #: _____

Non-MBA Course number and title: _____

Instructor: _____ # of Credits _____ Intended Quarter of Registration: _____

Describe the reason(s) why you wish to take this course and how it relates to your MBA degree. Attach a course syllabus if possible.

Department decision:

This course may may not be counted toward this student's MBA degree program.

MBA Programs Office signature: _____

Date: _____

Non MBA Class Request

Independent Study Form



INDEPENDENT STUDY 600 FORM

Independent study 600 is used to pursue studies of subjects or topics not offered in a regularly scheduled class. To register for an independent study, you must:

- Find a business school instructor (not a teaching assistant) willing to sponsor an independent study.
- Discuss with the faculty member your proposed project, how it will be graded and how many credits you will receive for the independent study (1-4 credits).
- Fill out the bottom of this form and have your faculty sponsor sign it.
- Drop the form off at the MBA Programs Office, 110 Mackenzie Hall, during the normal registration periods. Registration for an independent study is not permitted after the first week of the quarter.
- The instructor's faculty code and course SLN to register for the independent study will be e-mailed to you unless the faculty person has already given you that information.
- Then register for the course using MyUW. (Evening students request that the MBA Programs Office enroll you in the class).

You are **limited** to a **total of 8 credits** of independent study and may register for no more than 4 credits in a given quarter. Exceptions to this limit are given to the following experiential programs for which students enroll as independent study credits: EBIZ Certificate Project, CIE STARS, Business Consulting Network Project, and Field Study Management Project.

Grades in 600-level classes appear on your grade sheet and your UW transcript, but are not calculated into your cumulative grade point average.

INDEPENDENT STUDY REQUEST

I have agreed to sponsor an independent study for the following student:

Student's Name: _____ Student's E-mail: _____

Independent Study/Dept Prefix: _____ Number of credits: _____

Quarter/year to be taken: _____ Program: Full-time Evening GMBA

Instructor's Name: _____

Instructor's Signature: _____ Date: _____

This independent study will be used to award credit for participation in one of the following experiential programs:

CIE STARS Program Business Consulting Network

Field Study Management EBIZ Certificate Project

The student may register using the SLN _____ and Faculty Code _____

For MBA Programs Office use:

Date Received: _____

Date Registration Information was sent to student: _____ by: _____

Independent Study Form



MBA PROGRAM CHANGE OF ADDRESS FORM

DATE: _____

PROGRAM: Full-time MBA Evening MBA Global MBA

LAST NAME: _____ FIRST NAME: _____

STUDENT NUMBER: _____ E-MAIL ADDRESS: _____

LOCAL MAILING ADDRESS

STREET: _____

CITY, STATE, ZIP: _____

PHONE: _____

PERMANENT ADDRESS

STREET: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMERGENCY CONTACT

NAME: _____ PHONE: _____

CAN WE RELEASE DIRECTORY INFORMATION? Yes _____ No _____

You must also change your address through your MyUW account at <http://myuw.washington.edu/>.

International Students: The Immigration and Nationality Act requires any alien (who is not a citizen or national of the US) in the US to report his or her address to the Immigration and Naturalization Service with in 10 days of any change of address. To report your address to the INS, download the form at <http://depts.washington.edu/uwiso/pdfs/address.pdf>.

Return completed forms to Mackenzie 110 or to the MBA Programs Office Mailbox in the MBA Lounge.

Change of Address Form



UW MBA Program Request for Curricular Practical Training Letter

Please print your responses legibly. Allow **two working days** for your letter to be completed. Submit completed form to MBA Programs Office main desk in Mackenzie 110. In addition, students will need to complete the ISO form found at <http://depts.washington.edu/uwiso/forms/employmentauthorizationrequest.pdf>.

Student Information

Date: _____

Name: _____

ID #: _____

E-Mail: _____ Phone: _____

What would you like us to do with your completed form?

- Held in MBA Programs Office for Pick-up
- Put in your MBA mail box

Internship Information

Position Title: _____

Company: _____

Company's address: _____

Internship start date: _____

Internship end date: _____

How many hours will you work per week? _____

Intended graduation date: _____

Quarter in which you will register for BA 560 (internship course)*: _____

*Students must register for BA 560 in the quarter in which the internship starts or the quarter immediately following. Students cannot be on an exchange program in the quarter they take BA 560.

For office use only

B A 560 SLN: _____

Add Code: _____

Request for Practical Training

Professional Development Activity Notification



Professional Development Activity Notification

Many of the activities that will satisfy your professional development requirements are already part of the MBA Program and structures are in place which will allow your participation in those activities to be documented in your file. To have activities beyond the MBA Program apply toward your professional development requirements, you need to provide the MBA Program with documentation on the activity.

Student Name: _____

E-mail: _____ Student ID #: _____

Activity Area: Practical Experience International Perspective

Date(s) activity occurred: _____

Name and brief description of activity:

Please attach documentation about the activity. The following are some suggestions as to the type of documentation you might provide depending on the type of activity:

- Course syllabus
- Project or internship descriptions
- Letter from intern or project supervisor
- Case Competition description
- Letter from independent study faculty sponsor
- Other type of documentation which describes the activity in detail

Department decision:

This course may may not be counted toward this student's MBA degree program.

MBA Programs Office signature: _____

Date: _____

Professional Development Activity Notification



**University of Washington
Graduate School of Business
Honor System**

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Honor Code Statement

“Cheating, attempted cheating, plagiarism, lying, and stealing in relation to academic work is prohibited.”

Introduction

The University of Washington Graduate Business School Honor System is an integral part of the program. Prior to beginning classes, students will sign a statement agreeing to conform to and uphold the Honor Code. Students are responsible for understanding the provisions of the code. In the spirit of the code, a student's word is a declaration of good faith, acceptable as truth in all academic matters. Therefore, cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To maintain an academic community according to these standards, students and faculty must self-enforce and uphold the Honor Code.

The Honor Council is independent of the MBAA and the Business School administration. It consists of students selected by the student body and faculty directed by the Dean. Its primary duty is to espouse the values of the Honor Code. Its secondary function is to sit as a hearing Council on all alleged violations of the code.

At the beginning of each term, faculty members have the responsibility of explaining to their classes their policy regarding the Honor Code. They must also explain the extent to which aid, if any, is permitted on academic work. The complete Honor Code is printed below.

Honor System

To promote a stronger sense of mutual responsibility, respect, trust and fairness among all members of UW's Business School, and to enhance greater academic and personal achievement, the members of the Honor Council, have set forth the following code of honor.

Honor Code

I. The Honor Council

The Honor Council is composed of:

Four students from the day program (two per class).

Three students from the evening program (one per class).

At least two faculty or Program Office members.

New student representatives for the incoming class will be elected in the fall term. The term of office begins upon election and runs through graduation. Faculty representatives will be appointed by the Faculty Chair and serve a four-year term of office. The Associate Dean for Masters Programs will serve as Faculty Chair. The Chairman of the Council is elected by majority vote of the Council members. The Chairman may appoint new student members to fill vacancies that occur.

The Chairman will maintain the records of all Honor Council material. These records include the minutes of the meetings and all evidence presented at hearings. Records will be maintained as precedence for future cases. All names of those involved contained in the documents will be blotted out at the end of the academic year.

II. Scope of the Honor Code

The Honor Code of UW's Business School deals specifically with cheating, attempted cheating, plagiarism, lying, and stealing.

A. Cheating encompasses the following:

1. The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
2. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; duress; deception; theft; trick; talking; signs; gestures; copying from another student; unauthorized use of study aids, memoranda, books, data, or other information; and the unauthorized access of computer-based information.
3. Attempted cheating.

B. Plagiarism encompasses the following:

1. Presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment.
2. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

NOTE: Both of the above definitions are applicable to periodicals, textbooks, and other published sources as well as articles posted on computer networks, to include the Internet.

C. Lying encompasses the following:

The willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to the following:

1. Lying to administration and faculty members.
2. Falsifying any university document by mutilation, addition, or deletion.
3. Lying to Honor Council members and counsels during investigation and hearing. This may constitute a second charge, with the Council members who acted as judges during that specific hearing acting as accusers.

D. Stealing encompasses the following:

Taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the University of Washington community or any property located on the university campus. This includes misuse of university computer resources (see the Responsible

Honor Code

Use of Computing Policy section in the "General Policies" chapter). This section is relevant only to academic work and related materials.

The Honor Code is the overriding concept upon which decisions will be rendered. Course syllabi, other written documents, and verbal instructions are a means of providing additional guidelines and clarification. Should a conflict arise between this document and any other form of written/verbal instruction, the “spirit” of this document takes precedence.

III. Responsibility of the Faculty

Professors and students are jointly responsible for maintaining the integrity of the learning and testing process, both in and out of the classroom, and for fostering conditions of academic integrity. This includes clearly identifying honor policies and guidelines. In the spirit of the Honor Code, faculty need not proctor exams. If a professor deems it appropriate, he or she may remain in the exam room during the exam to answer student queries and to address unanticipated problems. However, the professor need not attempt to monitor student behavior.

To alleviate misunderstandings, professors should address issues raised by students regarding what constitutes a violation of the Honor Code in their classes. Course syllabi and/or cover sheets for graded assignments should provide an explanation of the extent to which collaboration or group participation is permissible on various assignments.

Faculty members who witness an Honor Code violation should proceed as outlined under Procedure for Reporting a Violation.

IV. Responsibility of the Students

Students are responsible for understanding the provisions of and abiding by the Honor Code. As part of program indoctrination prior to attending the first day of classes, each student will sign an affirmation of the Code stating that they will not give nor receive inappropriate aid in academic work. For graded assignments, students should request a delineation of policy from the professor and an explanation of any part of the policy they do not understand.

The use of information—to include, but not limited to, tests, case studies, spreadsheets, papers, or other graded work—from prior years' courses is not permissible unless otherwise specified by the appropriate faculty member.

Students have the primary responsibility to discourage violations of the Honor Code by others. Various methods are possible. Simply drawing attention to a suspected violation may stop it. Privately discussing a perceived violation with an individual may be effective. Informally seeking the guidance of an Honor Council member, particularly to clarify the parameters of the Code, is also appropriate. Finally, initiating formal procedures is a necessary and obligatory remedy when other methods are inappropriate or have failed—proceed as outlined under Procedure for Reporting a Violation.

V. Procedure for Reporting a Violation

The accused is presumed innocent. A report of a potential violation will generate an investigation by the Honor Council.

The Council will notify the accused within five working days of receiving notice of a possible violation. The notification informs the suspected parties they have five working days to contact the Honor Council office and make an appointment to see the faculty chair, who advises them of their rights and options.

An accused person who challenges the right of any member of the Honor Council to sit in judgment on him or her must present cause to the chair of the hearing.

The hearing Council then decides the validity of the challenge with the challenged member abstaining from voting. A simple majority decides the validity of any challenge. A successfully challenged Council member must not be present during the hearing.

A member of the Honor Council who feels prejudiced as to the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment must withdraw from the hearing.

Honor Code

The Council will call witnesses as necessary. At least five members of the Council must be present at the proceedings.

To find a student guilty of an honor violation, there must be a four-fifths majority vote (four to one) for a verdict of guilty. Clear and convincing evidence must be presented to find the student guilty.

A student may not be tried more than once for the same offense except when an appeal is granted.

VI. Penalties

If the accused is found guilty of an honor violation, the Honor Council determines the nature of the penalty by majority vote. The Council will make a non-binding recommendation that will be forwarded to the appropriate University organization for disposition.

The Honor Council is not restricted to one kind of penalty but determines one commensurate with the seriousness of the offense. Typical of the range of penalties that may be given are the following:

- A. Oral reprimand: An oral statement to the student given by the chair of the hearing. No entry is made on the student's scholastic record.
- B. Service hours: Service hours to be completed by a specific time. Upon completion, the hold on the student's records is removed.
- C. Written reprimand: A written censure placed in the confidential files of the Honor Council and in the student's academic file but not made part of the student's scholastic transcript records. Confidential files will be maintained with names removed for the purpose of precedence.
- D. Nonacademic probation: Exclusion from holding or running for an elected or appointed office in any organization or activity associated with the Business School. Ineligibility to participate in any activity representing the university on an intercollegiate or club level, and ineligibility to serve as a working staff member of any student organization. This action is noted in the judicial administrator's file but is not made a part of the student's scholastic record.

Withdrawal of Course: The student will be withdrawn from the course.

- F. Failing grade: Recommendation in writing to the professor for a grade of F for the work involved, or for the entire course. The student's permanent record reflects the academic evaluation made by the professor.
- G. Recommendation of suspension from the Business School for one or more terms: A student's scholastic record would read: "Nonacademic suspension from (date) to (date)." The recommendation is made to the vice provost for academic affairs.
- H. Recommendation of expulsion from the Business School: A student's scholastic record would read: "Nonacademic expulsion as of (date)." This penalty is recommended to the vice provost for academic affairs only in extraordinary circumstances, such as for repeated offenses.

VII. Appeals

Should a student request an appeal to the rulings of the Council, a written request for an appeal, must be presented to the chair of the Honor Council within seven working days after the date on which the verdict was rendered. This may include new evidence, procedural irregularities, or other sufficient grounds that may have sufficient bearing on the outcome of the trial. Only one appeal per case will be reviewed.

The Faculty Chair will review the written request for appeal. The Faculty Chair will randomly select five members of the MBA program to rehear the case. The rulings of the appeals court will be final.

VII. Provision for Amendments

Any student or faculty may propose amendments to the Honor Code, which will be voted by the Honor Council. Amendment ratification requires four-fifths majority. Amendments will be enacted the following academic year. Returning students will be required to re-sign the updated Honor Code.