Foster Evening MBA

Student Handbook
2013-14
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Welcome to the Foster Evening MBA Program! The faculty, administration and staff of the Foster 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 Foster School of Business and the University of Washington.

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

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

- Your UW e-mail account
- Your mail file in the MBA Lounge
- Weekly MBA Email Newsletter
- [MBA Current Students website](#)
- [MBA Calendar of Events](#)
- Canvas Account
MBA Program Office and MBA Career Management

MBA Program Office

334 Dempsey Hall, Box 353223
Seattle, WA 98195-3223

mba@uw.edu

http://foster.uw.edu/academics/degree-programs/evening-mba/

(206) 543-4661
Fax: (206) 616-7351

Hours*: Monday-Thursday, 8 a.m.-6 p.m.
Friday, 8 a.m.-5 p.m.

(*Hours may change when classes are not in session)

In addition to recruiting and admitting students to the MBA programs, the MBA Program Office coordinates orientation and graduation, provides programs and services to complement the education process, maintains student records, interprets Foster School and University policies, and sponsors and facilitates various academic events for students.

The MBA Program Office:

- Provides information on course offerings and registration policies
- Facilitates solutions to registration problems
- Advises students regarding course selection, program and graduation requirements, and other academic issues
- Informs you of campus resources available to graduate students
- Organizes events to promote communication between students and administration
- Works with student leaders to promote leadership opportunities and participation in the program
If you have questions regarding these or related topics, please send us an e-mail or stop by the office. 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 number listed above.

MBA Career Management

Dempsey Hall 212L, Box 353223
Seattle, WA 98195-3223

mbacm@uw.edu

http://foster.uw.edu/academics/degree-programs/evening-mba/career-management/

(206) 685-2410
Fax: (206) 685-3463

Hours*: Monday-Thursday, 8 a.m.- 6 p.m.

Friday, 8 a.m.-5 p.m.

(*Hours may change when classes are not in session)

MBA Career Management supports Foster students as they find employment by offering recruiting information, professional development, alumni and employer networking opportunities, and career coaching. These services enable students to build the necessary skills to find and secure MBA-level internships and employment.
MBA Career Management:

- Promotes and administers recruiting on- and off-campus
- Teaches professional and career management skills through professional development workshops and presentations.
- Assists with developing career goals and job search strategies
- Provides interview preparation and practice
- Reviews resumes, cover letters, and other application materials
- Coaches on compensation negotiations
- Posts jobs and internships on Foster MBA Jobs and brings companies on campus for interviews and events
- Leads and sponsors travel to explore career opportunities in other locations
- Connects students with business executives
- Administers the MBA Mentor Program
<table>
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<th>Dates</th>
<th>Events/Activities</th>
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<td>SEPT 13-14</td>
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<td><strong>EPRIME</strong></td>
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<td>Sept 20-22</td>
<td>eLEAD</td>
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<td>SEPT 25-DEC 6</td>
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<td></td>
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<td>Final Examinations</td>
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<td></td>
<td>Holidays/No Class</td>
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<td></td>
<td>SEPT 24-DEC 5</td>
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<td></td>
<td>Dec 8-12</td>
<td>Final Examinations</td>
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<td></td>
<td>Holidays/No Class</td>
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<td>Autumn 2015</td>
<td>SEPT 30-DEC 11</td>
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<td>Dec 14-18</td>
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<td></td>
<td>Holidays/No Class</td>
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<td>Holidays/No Class</td>
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<td>Classes in Session</td>
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<td></td>
<td>Mar 14-18</td>
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<td></td>
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### Spring 2014

<table>
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<th>MAR 31 - JUNE 6</th>
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<td><strong>Classes in Session</strong></td>
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<td><strong>June 14</strong></td>
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### Spring 2015

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<td><strong>June 13</strong></td>
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<tr>
<td><strong>Holidays/No Classes</strong></td>
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### Spring 2016

<table>
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<tr>
<td><strong>Classes in Session</strong></td>
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<td><strong>June 6-10</strong></td>
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<tr>
<td><strong>June 11</strong></td>
</tr>
<tr>
<td><strong>Holidays/No Classes</strong></td>
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### Summer 2014

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<th>JUN 23 - AUG 22</th>
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<td><strong>Classes in Session</strong></td>
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<td><strong>Holidays/No Classes</strong></td>
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### Summer 2015

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<tr>
<th>JUN 23 - AUG 22</th>
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</thead>
<tbody>
<tr>
<td><strong>Classes in Session</strong></td>
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<tr>
<td><strong>Holidays/No Classes</strong></td>
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</tbody>
</table>

Additional information is available on the [University Academic Calendar](#) (including registration and tuition deadlines).

### MBA Calendar of Events

Events sponsored by the Foster School, MBA Program Office, or Student Clubs are available on the [MBA Calendar of Events](#). To add an event to the MBA calendar, contact either the Evening MBAA Secretary or a Club President for information on how to do so.
Academic Program Overview

The Evening MBA degree includes the successful completion of 79-quarter credit hours of coursework. The program is designed to be taken on a part-time basis and the typical time to complete the program is 9 quarters. The curriculum is comprised of two parts: core curriculum and elective course requirements.

Professionalism and Expectations of a Foster MBA student

Students in the Evening 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, administration and staff of the Foster School of Business.

Class Attendance

Class attendance is required. Class participation, impossible without attendance, is a factor used by faculty in determining course grades.

When it is necessary to miss a class due to illness or an unavoidable conflicting project for work, 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.

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 to which they are assigned. 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 take their seats before you take an open seat.

**Computer Use in Class**

You may use your computer in the classroom only to take notes or access materials as permitted 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 in-class exams.

**Event Attendance and Attire**

Some Foster School events, including many career services programs, require attendees to “RSVP.” Based on your commitment to attend, 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 Foster 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 Foster 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 the entire Evening MBA program as well. Keep in mind that as a Foster Evening MBA student at such events, you represent not only yourself but also the Evening MBA program and Foster 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 or texts during classes, speakers, mentor visits, 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 one of the primary communications channels between 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 unofficial e-mail lists. See 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 Foster School of Business. Foster 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.
Evening MBA Degree Requirements

The Evening MBA program is designed to be completed part-time over a 3-year period, and is comprised of 47 required core credits, 32 elective credits (eight 4-credit classes), and participation in a case competition for a total of 79 credits.

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

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<tr>
<th></th>
<th>Summer</th>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td><strong>Year One</strong></td>
<td></td>
<td>ACCTG 500 (4 cr)</td>
<td>FIN 502 (4 cr)</td>
<td>ACCTG 501 (4 cr)</td>
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<td></td>
<td></td>
<td>B ECON 500 (4 cr)</td>
<td>QMETH 500 (4 cr)</td>
<td>MKTG 501 (4 cr)</td>
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<td></td>
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<td>MGMT 510 (2 cr)</td>
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<tr>
<td><strong>Year Two</strong></td>
<td>No scheduled requirements</td>
<td>MGMT 500 (4 cr)</td>
<td>MGMT 504 (4 cr)</td>
<td>BECON 501 (4 cr)</td>
</tr>
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<td></td>
<td>OPMGT 502 (3 cr)</td>
<td>MGMT 502 (4 cr)</td>
<td>Elective (4 cr)</td>
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<td>QMETH 501 (2 cr)</td>
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<td>Case Competition</td>
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<td>Elective (2 or 4 credits)</td>
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<td>Elective (2 or 4 credits)</td>
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<td>– can be taken any qtr 2nd or 3rd year</td>
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<tr>
<td><strong>Year Three</strong></td>
<td>No scheduled requirements</td>
<td>Elective (4 cr)</td>
<td>Elective (4 cr)</td>
<td>Elective (4 cr)</td>
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<td>– can be taken any qtr 2nd or 3rd year</td>
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</table>

Evening MBA Core Policies and Requirements

The objectives of the core of the Evening MBA Program are to
• Teach what you most need to know about the traditional core 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 assure that you feel comfortable managing across functional boundaries

• Increase your awareness of the ethical aspects of many business decisions, and help you understand the role of business in society and in the increasingly global competitive environment.

The core consists of 13 required courses (a mix of 2-, 3- and 4-credit courses) equivalent to 47 credit hours. These classes will be graded on a 4.0 scale, except for MGMT 510 which is graded credit/no credit. Below is a list of the core classes:

• ACCTG 500 Financial Accounting
• ACCTG 501 Managerial Accounting
• BECON 500 Introduction to Business Economics
• BECON 501 Analysis of Global Economic Conditions
• FIN 502 Business Finance
• MGMT 500 Leading Teams and Organizations
• MGMT 502 Business Strategy
• MGMT 504 Ethical Leadership
• MGMT 510 Leadership Development/Building Effective Teams
• MKTG 501 Marketing Management
• OPMGT 502 Operations Management
• QMETH 500 Statistical Data Management
• QMETH 501 Decision Support Models
Study Teams

Much of the work in your classes will be done in a team environment. For your core classes, the MBA Program Office assigns you to a study group. Teams are assigned based on 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), gender, ethnicity, quantitative skill, work experience, employer, and undergraduate school and degree. Your team will change once during the core, between the first and second years of the program. You may not switch teams or sections without approval from the MBA Program Office.

Core Course Registration

Evening students are registered by the MBA Program Office, and are unable to register using the online MyUW system. Whether you are adding, dropping, or making other adjustments to your schedule, you must contact the MBA Program Office for assistance. Because you cannot register yourself for classes, it is important that you communicate your registration intentions with the MBA Program Office on a quarterly basis by the posted deadline.

Prior to registration each quarter, students are asked to notify the MBA Program Office of their registration plans by a specific deadline. This deadline is announced in the weekly MBA Newsletter. Before you are registered each quarter, you receive an e-mail detailing your course schedule for the next quarter and asking you to notify the MBA Program staff if the information is not correct. The MBA Program Office will not be able to register students who have holds or restrictions on their account. Core registration information is posted online and is updated on a quarterly basis.
## Registration Timeline for 2013-2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Autumn 2013</th>
<th>Winter 2014</th>
<th>SPRING 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Notification due to MBA Program Office</td>
<td>N/A</td>
<td>Dec 1, 2013</td>
<td>Mar 9, 2014</td>
</tr>
<tr>
<td>MBA Program Office Registers Eve Students</td>
<td>N/A</td>
<td>Week of Dec 2, 2013</td>
<td>Week of Mar 10, 2014</td>
</tr>
<tr>
<td>Last Day to Request a Registration Change without incurring a late Registration Fee</td>
<td>Oct 1, 2013</td>
<td>Jan 12, 2014</td>
<td>April 6, 2014</td>
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</table>
Final Examination Schedule

The final examination schedule is published in the University's Quarterly Time Schedule which is available on the [UW website](http://uw.edu). Note that exam dates and times are determined by the instructor, however.

Core Grading

To maintain comparability across terms, the core faculty members agree to a general guideline for core grading: grades for each course 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.

Case Competition

Evening MBA students are required to participate in a Program sanctioned case completion before graduating from the Evening MBA Program. The Program Office will sponsor the Evening MBA Case Competition the week before instruction starts during the second year. All students going into their second year are required to attend or make alternative arrangements. Contact the MBA Program Office with questions.

Accelerating your MBA Program

The Evening MBA Program is designed to be completed over a three-year period; however, some evening students choose to accelerate their program and complete their MBA degree early by taking additional classes throughout the program.

The evening core courses are offered only once a year and are structured in a sequential fashion. It is unlikely that you would be able to take a core class earlier than it is scheduled to be taken. Evening students can take elective classes before they have completed all of their core requirements under the following conditions:

- You must have completed the core prerequisite(s) for the elective course (e.g., you must take MKTG 501 before you are eligible to take any MKTG electives).
- You enroll in elective classes on a space-available basis. Second- and third-year evening and second-year full-time MBA students have priority into the elective classes. Each quarter a date is assigned when first-year evening MBA students may request a spot in an elective class. This includes evening, day and weekend elective classes.
- You may have classes from outside of the MBA Program pre-approved as elective classes toward your MBA degree. You are limited to four elective classes from outside the business school.
There are additional per credit tuition costs for taking 9 or more credits in a single quarter. (Note: The exceptions to this are MGMT 510: Leadership Development/Building Effective Teams, a 2-credit core course during the autumn of your first year and an extra 9th credit required in the autumn of your second year—no tuition will be charged for these extra credits.)

There are pros and cons to accelerating your degree progress and you should discuss your plans with one of the MBA advisers.

Evening MBA Elective Policies and Requirements

Elective Coursework

Starting spring quarter of the second year of your MBA program, classes are comprised of a mix of core requirements and elective classes. In your third-year, the classes are all electives. Elective courses enable you to study in depth one or more subjects from a broad menu of business specializations offered. MBA elective classes are comprised of students from the Full-time and Evening MBA programs, international MBA exchange students, as well as graduate students in programs from outside the Foster School. A few of the elective classes (such as BECON 520 or 526) are cross-listed with undergraduate business classes.

You are required to complete eight 4-credit elective classes for a total of 32 credits. There are also 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 during your second-year.

Some general policies regarding elective selection are given below:

**Subject-Area Credit Limit:** You may take no more than 24 elective credits in any single subject area as indicated by course abbreviation (ACCTG, BCMU, BECON, ENTRE, FIN, IBUS, IS, MGMT, MKTG, OPMGT, QMETH). 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.

**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 8 required for your MBA degree. Some programs require a formal application to participate. Evening students need to work closely with the coordinators of the various certificate programs in meeting
certificate requirements. Elective class and other certificate requirements do not always fit easily into the evening student’s schedule.

**Graduate Courses Outside the Business School:** You may take a maximum of 16 credits (four 4-credit courses) of graduate-level coursework outside the Foster School. The MBA Program 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.

Elective coursework taken in an MBA program at another university may not be transferred or counted toward your degree requirements. In addition, coursework taken in other graduate degree programs at the University of Washington before beginning the Foster Evening MBA Program (unless part of a concurrent degree program) will not count toward your degree requirements.

Since the evening program is fee-based, evening students taking classes outside the MBA Program may have difficulty registering for non-fee-based classes. The MBA Program Office will work with you and with the other program or school to find a solution to registering you for the course. Under no circumstances should you allow another program to register you for their classes.

Students that choose to take a non-MBA class from a fee-based program will be charged MBA tuition as well as the tuition for the host department. Consult with a MBA Advisor about your options.

**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 Foster School, undergraduate courses must be approved by the MBA Program 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](#).

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.
Note that enrolling in undergraduate courses may not count toward your enrollment for financial aid disbursement. Please contact the MBA Program Office to verify before you register for an undergraduate course.

**Accounting 505:** Accounting 505 (or the ACCTG 506, 507, 508 series) is an intensive 18-credit course required of some students in the Master 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 8 required electives.

**Independent Study:** Independent studies are the mechanism to register for special experiential programs (Technology Commercialization Practicum, Entrepreneurial Law Clinic, or Field Study Management) or to pursue a personally-designed study project (in subjects or topics not offered in a regularly scheduled class). Independent Study courses may be designed in 2- or 4- credit increments fulfilling half or one elective requirement, respectively.

You may register for a maximum of 4 credits of 600-level independent study coursework during any one quarter. The MBA Program 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*. For more details, please refer to the [Independent Study Guidelines](#).

**Elective Course Registration**

Beginning in the spring quarter of your second year in the program, Evening MBA students register for elective courses through a two-step process. First, you participate in a pre-registration bid process with the MBA Program Office. Second, you will confirm your schedule with the MBA Program Office who will officially register you for classes.

**Elective Bidding Process:** Since some electives are in greater demand than others and to ensure equitable access, a bid system is used. Each quarter before you register for your elective courses, you receive an allotted number of bid points based on the number of elective credits you are designated to take that quarter, which may be used to bid on day or evening elective courses. The bid process determines the elective courses in which you have permission to enroll. During the winter quarter of your second year, you receive more detailed information about the bid process as well as elective courses offered during your second year. You only receive bid points during quarters in which the evening program curriculum is designed for you to take elective credits. (Refer to page 10 for an outline of the evening curriculum.)
The MBA Program Office must perform all registration transactions (i.e., adding and dropping) evening students for all classes—even those courses taken outside of the MBA Program. If you register through another means, you may be charged additional/duplicate tuition. Once you are registered for classes, you can view your schedule on your MyUW page. It is your responsibility to complete your registration—including adding and dropping classes—by the deadlines set by the MBA Program Office and the UW Office of the Registrar. We give registration instructions and deadline reminders in the MBA Newsletter. A complete list of registration deadlines is available on the UW Academic Calendar. Since many of these deadlines fall on a Sunday, the MBA Program Office asks that you contact us by noon on the preceding Friday with your registration request. If you have questions about registration for core classes, you can e-mail mbacore@uw.edu and for assistance with elective classes, you can e-mail mbaregis@uw.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 by the MBA Program Office staff. 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 online).

**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 Late Course Drop Period (see academic calendar for specific dates). Once this "annual drop" is used, no additional drops are permitted after the 14th calendar day until the next autumn quarter. A W grade and the week designation (W3 through W7) will follow the course title on your academic transcript. There is a $20 Change of Registration Fee charged for all registration changes made on a single day during this period. A tuition forfeiture may be charged. Note that these drop deadlines apply to all classes, even those which begin at a later time in the quarter.

You may petition the Registrar for a Hardship Withdrawal if the following apply: 1) you are unable to complete the course in question because of a physical and/or mental debilitation, or 2) unusual or extenuating circumstances beyond your control prevented you from dropping the course by the drop deadline (the last day to drop an individual course for the quarter). 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. If you use your one "annual drop" and then find that you must completely withdraw from the quarter, your one "annual drop" will be restored.
- **Week 1 of the quarter**: This period is from the first day of the quarter through the 7th calendar day 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 elective instructor after the quarter begins. If you get an elective add code from a course instructor, you must send it to the MBA Program Office who will formally enroll you in the class.

- **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 (Autumn though Summer quarters) 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 (annual drop). The course is recorded on your transcript, along with a “W” and a number indicating the week you dropped the course. A $20 change-of-registration fee is charged, and there may be some [tuition forfeiture](#). Adding a class after the 3rd week requires a late add petition.

- **After Week 7**: After week 7, you can’t drop an individual course but you are allowed to drop ALL your courses for the quarter through the last day of instruction.

### Academic Performance

#### Course Grades

**Elective Grade Distribution**: To maintain comparability across terms, elective faculty follow a general guideline for elective grading: grades for each course have an approximate median of 3.5. This is only a guideline, and it may be adjusted if a class is deemed to have performed especially well or poorly.

**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/NC can be taken and used toward the degree if the entire class is offered with that grading policy. In the Foster School this includes Independent Studies, Study Tours, 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.

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. Although the UW records classes with grades between 1.7 and 2.6 on your transcript, these credits do not count toward your MBA degree. Note that these grades may have an adverse effect on your cumulative GPA.

Satisfactory/Not Satisfactory: Students may choose to take classes as S/NS, but note that courses taken S/NS do not count toward your MBA degree.

Auditing Classes

MBA students may audit classes; however, these classes do not count toward your degree. Information about auditing courses can be found on the auditing website.

Recognition for High Scholarship

Dean’s List

During autumn, winter and spring quarters, 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 8 credits of courses that are 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 Program 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 Program 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 a national business honor society.
2013-2014 Tuition and Fees

Tuition rates for students entering in the Evening MBA Program in Autumn 2013 are below. The tuition rates will remain the same for the three years you are enrolled in the Evening MBA Program. Students who take longer than three years to complete their MBA degree may see an increase in their tuition during the fourth year. IMA, Technology, S&A, Facility Renovation and U-PASS fees are set on an annual basis by the University and could increase during each year you are an MBA student.

<table>
<thead>
<tr>
<th>Evening MBA</th>
<th>Both Resident/Non-Resident</th>
<th>Tuition</th>
<th>Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Students starting Autumn 2013</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8 credits</td>
<td>7,080</td>
<td>364</td>
<td>7,444</td>
<td></td>
</tr>
<tr>
<td>7 credits</td>
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<tr>
<td>3 credits</td>
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<td>364</td>
<td>3,019</td>
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</tr>
<tr>
<td>1-2 credits</td>
<td>1,770</td>
<td>364</td>
<td>2,134</td>
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<tr>
<td>per credit over 8</td>
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</tr>
</tbody>
</table>

*2013-14 quarterly fees include: $41 technology fee, $32 IMA fee, $126 S&A fee, $76 U-PASS fee & $89 Facilities Renovation fee*
University Graduate School Degree Requirements

Degree Requirements

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

**Course Requirements:** You must complete 47 credits of core courses and 32 credits of electives (eight 4-credit 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 Evening 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 by Memo 9 of the Graduate School web site. In either case, you should arrange an appointment with a counselor in the MBA Program Office to discuss your situation and 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 Foster School. If you complete all course requirements with a cumulative GPA below 3.00, consult with a counselor in the MBA Program 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 36 credits as a graduate student at the UW. Part-time quarters may be combined to meet this requirement. To complete the requirements for the Evening MBA Program, you will have 79 credits.
**Six-year Completion:** All work for the Evening MBA degree must be completed within six years of your initial quarter of registration. This includes quarters spent on-leave and out of status. 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.

**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. See page 16 for further information on low grades.

**Incomplete Grades:** A grade of Incomplete (I) 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 Foster 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 cumulative GPA has not increased to a 3.0 or above 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 increase to a 3.0 or above, 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 Masters Programs at the Foster School 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 curriculum is given on page 18.

**Right to Appeal:** You have the right to appeal a change of status action. Appeal should be made first to the Dean of the Foster School through the Associate Dean for Masters 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](#).

**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](#).

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 Full-time and Evening MBA students, a faculty member, the Associate Dean, and a staff member. The complete Honor Code can be found on the MBA website.

Student Grievance Procedures

In the unlikely event of a dispute with a faculty or staff member, we encourage you to attempt to resolve the matter directly with that individual. Should that prove infeasible, the University has established a grievance procedure that you can employ in the event you have an irreconcilable dispute with an instructor concerning a class or with staff concerning your academic progress. Information on the grievance policy may be found on the University website at the following links:

University of Washington Process for Contesting an Individual Grade

Graduate School Academic Grievance Procedures Regarding the Misapplication of Grading Policies or Unfair Treatment

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 a quarter, you may apply for "on leave" student status. You must also meet the following requirements:

- You must have registered for and completed at least one 8-credit quarter of MBA degree work prior to going on leave. (International students must complete three consecutive quarters.)

- You must submit a Request for Graduate Leave Status via MyGrad Program. Requests can be submitted as early as two weeks prior to the first day of instruction. Note that if you are registered for a quarter, you may not submit a petition for on-leave status for that specific quarter unless you have officially withdrawn from all courses before the first day of that quarter.

- You must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction.

Leave is granted on a quarterly basis, though students may request up to four consecutive quarters.

During your on-leave status, you are permitted to use the University Library and your UW e-mail account, 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 withdraw from the University, and inform the MBA Program Office of your plans. 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 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.

Progress to Degree

Throughout the course of your study we invite you to check in with the MBA Program Office to ensure that your record of progress towards completing your degree requirements matches ours. You may send an email to mbaregis@uw.edu at any point during your study and we will respond with information detailing what you have completed to date. Please allow three work days in waiting for reply. You can also expect to receive a “progress to degree” email from the MBA Program Office at the following times:

- During the summer months between your second and third academic year
- In Winter quarter (after you have completed Spring quarter bidding) of your third academic year

Graduation

Application to Graduate

Applications for graduation are filed online. The earliest you may apply for graduation is the first day of the quarter in which you intend to complete your degree. To avoid a late penalty, you must apply by the last day of instruction before the final exam week for autumn, winter or spring or the 7th week of the quarter for summer. Once you complete an application to graduate, the MBA Program Office provides you with further instructions.

Concurrent Degree Programs: Students in concurrent degree programs must file separate graduation forms for each degree. In addition, you submit to the UW Graduate School a list of courses you have taken indicating 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 on our website. 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 Foster School and University graduation ceremonies described below.

Foster School Ceremony and Reception: Each June, the Foster School holds its own ceremony to recognize the accomplishments of students receiving their Master of Business Administration, Evening Master of Business Administration, and/or Doctor of Philosophy in Business Administration degrees. This ceremony is separate from the University’s commencement activities. Students who complete their degrees in the preceding autumn or winter quarter, or who plan to complete their degree at the end of the following summer quarter may participate in the June graduation ceremony. Further information regarding the ceremony is available from the MBA Program 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 Foster School ceremony.

Cap and Gown: All participants wear caps and gowns to graduation. If you choose to attend both the Foster School and the UW ceremony, you wear the same cap and gown for both ceremonies. During May/June, the UW uses an outside vendor through which you can purchase your cap and gown. You can also purchase personalized graduation announcements through the same vendor.

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. Evening students must work closely with the various programs of study to ensure that
they meet the degree requirements or make appropriate substitutions as not all certificate program classes are offered in the evening.

Foster Certificate Programs

- Global Business
- Entrepreneurship

Programs of Study

- Consulting and Business Development Center Programs
- International Development Certificate
- Nonprofit Management Certificate
- Environmental Management Certificate
- Real Estate Specialization
Global Education Opportunities

The Global Business Center (GBC) provides global education opportunities on campus and abroad for all MBA students interested in building global business expertise. Contact the Global Business Center at passport@uw.edu or on Facebook for more information.

Exchange Programs

The Foster School of Business has 17 MBA exchange programs in 14 different countries. Exchange at the MBA level exposes students to new business perspectives and ideas, and challenges students to think about business in a global context. Moreover, students develop and broaden their international network, improve problem-solving skills, and gain relevant international experience for globally-oriented careers.

All MBA exchange programs are offered in English; however, students with strong language proficiency may be able to take courses in the local language. Students interested in studying at a partner institution in a language other than English need to complete an oral foreign language interview.

Foster MBA exchange programs operate under the home tuition model: 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 related to the exchange opportunity, including program fees, airfare, accommodations, books, and general living expenses. Participating students earn International Business credits (IBUS 575, Business Studies Abroad), which apply directly to the MBA degree as electives. Credits are evaluated and awarded upon receipt of foreign transcripts. The maximum number of exchange (IBUS 575) credits that can be awarded is 16.

Evening MBA students who are in good academic standing (cumulative 3.0 GPA or higher) may be considered for an MBA exchange program after they have finished their core curriculum (at the completion of their second year). Information sessions are scheduled for autumn and winter quarters. Exchange occurs in autumn quarter, though some students may be able to arrange exchanges in summer or winter depending on the program. If a student has interest in another world region or specific university, it may be possible to study abroad via a University-level exchange.
Foster MBA Exchange Programs include:

China:  Hong Kong University of Science and Technology
        Shanghai Jiao Tong University
        Shanghai Adv. Institute of Finance

Denmark: Copenhagen Business School

England: Manchester Business School

Finland: Aalta School of Economics

France: Ecole Supérieure de Commerce, Paris

Germany: WHU – Otto Beisheim School of Management, Koblenz

India: Indian Institute of Management, Bangalore

Japan: International University of Japan, Niigata
        Waseda University (limited courses)

Singapore: Nanyang Technology University, Singapore

Spain: Instituto de Empresa, Madrid

South Africa: University of Cape Town

South Korea: KAIST Graduate School of Management, Seoul

Switzerland: University of Zurich

Taiwan: National Chengchi University, Taipei

Global Business Study Tours and Consulting Project

Global Business Study Tours are fast-paced, international, academic “field trips” that offer MBA students insight into the business culture of destination countries. During these intensive two-week tours abroad, students visit a diverse array of local, national and international companies, gaining access to and insight from global executives. Each tour combines a mix of business visits with cultural activities and free time. A faculty representative accompanies the group to provide academic guidance and facilitate academic discussions throughout the tour.
Study Tour participants often regard the study tours as one of the top highlights of their MBA experience and some participate in two tours during their time at Foster; however, you may count only 2 credits from IBUS 570 (the study tour elective) toward your degree requirements.

The 2014 Global Business Study Tours will take place in March 2014. The destinations are China, South Africa and South America. Most tours are two weeks in length, taking place in during the week prior to Spring Break and during Spring Break.

Tours are individually priced between $2,000 and $3,000 (airfare not included) and are posted on the Global Business Center website in early October. Information sessions occur in October and applications open in early November.

The Global Consulting Project starts in December, continues through winter quarter and provides students an opportunity to work directly with an Indian NGO. Students travel to India to meet with their clients in December and spend the following quarter developing their deliverable. Through Skype presentations, deliverables are presented at the end of winter quarter. The trip typically costs approximately $2,500, not including airfare.

**Global Business Forum**

The Global Business Forum is a one-credit MBA class and discussion forum where professionals from around the world share their insights into the complexities of doing business globally - differences encountered, obstacles overcome, advantages discovered, and solutions developed. MBA students have the opportunity to interact with these speakers, discuss topical issues and network with globally-orientated professionals. Students who register for this course during 3 quarters will be considered to have completed one elective equivalent.
Global Business Certificate

From the beginning of their time at Foster, students can declare their intent to complete the Global Business Program Certificate. The Global Business Certificate is an academic MBA certificate option that consists of several international activities and opportunities, serving as evidence of a student's preparation for and commitment to global business. To future employers, the Global Business Certificate is an important signal of MBA student's interest in working in a globally-oriented career. To declare your interest visit the Global Business Center website.

International Students

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

If an international student intends to apply or is approved for a new visa status, the student should notify the ISS and seek advice on how to continue enrollment in the UW.

International Student Services (ISS)

- Administers the University's J-1 Exchange Visitor & F-1 Student programs.
- Advises students of the restrictions imposed and benefits accorded by their immigration status.
- Assists international students in resolving academic, financial and personal difficulties in coordination with faculty and other University resources and community agencies.
- Offers periodic workshops to keep internationals advised of federal regulations, University policies, practical training, and campus and community activities.

English Language Programs
- English Language 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.

- Assists you in finding an English language conversation partner.

**Foundation for International Understanding Through Students (FIUTS)**

- Conducts comprehensive new student and scholar orientation programs.

- Provides social support services for international students.

- Coordinates short-term home-stays, trips and tours.

- Plans international student orientation and cultural workshops.

**Student and Exchange Visitor System (SEVIS)**

SEVIS is an internet-based system that allows schools and federal immigration agencies 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. ISS is required to report specific information about international students who have been issued I-20’s or DS-2019’s to attend the University of Washington. Go online for additional information on [SEVIS](http://iss.washington.edu) and other helpful information.

**Insurance for International 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 Student Health Insurance Plan (SHIP) or fit into one of the categories that allow a student to apply for a waiver. Detailed information about the insurance requirement and the waiver process can be found at [http://iss.washington.edu/health-insurance](http://iss.washington.edu/health-insurance).

**Address Change Updates**
The Immigration and Nationality Act requires any non-resident (who is not a citizen or national of the US) in the US to report his or her address to the Department of Homeland Security within 10 days of any change of address. Details on the necessary steps can be found online.

Address and Emergency Information

Please keep the UW and MBA Program Office apprised of any changes in your preferred mailing address, phone number, e-mail address, or emergency contact information. You can change your records with the University in one of the following ways:

- From the Web, change your address using MyUW.
- 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 Program Office of the situation and provide a detailed schedule of where you can be reached.
Communication Services

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

Canvas

The University of Washington uses Canvas, a course management system. Many of your instructors use this system to post important announcements and course materials. 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 will use their UW NetID to log in to Canvas. If you encounter login or enrollment difficulties, contact bacshelp@uw.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 Program Office and contains timely information on events for that week, pending deadlines, registration and classes, career management and job/internship opportunities as well as announcements from the Foster School or University. Past copies of the Newsletter are available on the MBA website. The staff of the MBA expects you to read this weekly newsletter and monitor 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 Program Office uses e-mail as a main method of communication to students. Since students receive an incredible amount of mail, the MBA Program 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 your classmates or the alumni and MBA staff on the list?

**Listservs:**

- **evemba2014@uw.edu**  
  Evening students scheduled to graduate in 2014 (3rd year)
- **evemba2015@uw.edu**  
  Evening students scheduled to graduate in 2015 (2nd year)
- **evemba2016@uw.edu**  
  Evening students scheduled to graduate in 2016 (1st year)
- **evemba@uw.edu**  
  Official program communications to all Evening MBAs
- **mba2014@uw.edu**  
  Fulltime students scheduled to graduate in 2014 (2nd year)
- **mba2015@uw.edu**  
  Fulltime students scheduled to graduate in 2015 (1st year)
- **mbamail@uw.edu**  
  Official program communications to all Fulltime MBAs
- **mbabull@uw.edu**  
  Informal announcements*

*Evening MBA students may add themselves to this listserv by sending an e-mail to mbaweb@uw.edu.

**E-mail Addresses:**

- **mbaregis@uw.edu**  
  Questions about registration
- **mbacore@uw.edu**  
  Questions about core classes, section & team assignment
- **mbacm@uw.edu**  
  Questions about career management
- **mbanews@uw.edu**  
  Weekly MBA Newsletter is E-mailed from this address
MBA Web Site

The Current Students page on the MBA web site contains resource materials to answer many of the questions you encounter while in the MBA Program, including:

- 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 Directory
- Links to helpful web pages for the University
- PDF versions of the MBA Student Handbook and Honor Code
- Links to Blackboard and MBA Career Services

MBA Coffee Breaks & Evening Program Dinners

The MBA Program Office schedules a couple of coffee breaks and/or dinners each quarter. The coffee breaks are scheduled from 7:35-7:55pm and the dinners are held between 5 – 6 pm. These events are used for general announcements, as well as an opportunity to update you on happenings in the Foster School. Occasionally, guests from the Foster School Administration will attend.

Information Technology

The Foster School Information Technology (IT) department maintains and supports computer labs on the first floor of PACCAR Hall.

Getting Help
Problems with Canvas, computer labs or other School-owned equipment or software should be reported to bacshelp@uw.edu. IT department staff 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. In addition, you will not be able to access many UW resources without a UW NetID.

Creating an Account: Once you receive your student ID number and Private Access Code (PAC), available on your graduate school application status screen, you can create your NetID and open an e-mail account. Instructions are available at online.

If you need help, ask a consultant in the IT labs office or UW Technology at (206) 221-5000. Once you have an account, questions or problems should be directed to UW Information Technology (UW IT).

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.

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. Manage your UW NetID services.

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.

Cloud-based Email and Collaboration Software from Google and Microsoft: UW-IT offers cloud-based collaboration suites from both Microsoft and Google. This allows you to choose either or both a UW-branded Office365 or Gmail account.

These cloud-based mailboxes offer 25GB of storage and include calendar and contacts in addition to basic email. The Microsoft suite is currently being migrated to the latest version of Office365, and is temporarily unavailable. The new version is expected to become available on or about September 1, 2013. When it does, it will be added online.
Hardware and software recommended specifications

**Machine Type:** Windows PC or Apple Macintosh

**Processor:** Core i5 or i7 processor; 2 GHz or better.

**Memory:** 4 GB or more

**Hard Drive:** >100 GB

**Software:** Microsoft Windows and Microsoft Office will be available to all students via the Microsoft Student Option, which was funded by UW’s Student Technology Fee. The download site is under development, and the latest information is available [here](#).

For antivirus on your Windows computer, we recommend the free and excellent Microsoft Security Essentials. Download it [here](#).

**Network:** Wireless (WiFi) highly recommended***. Any wireless card with built in WiFi A/B/G/N.

*Apple Macintosh

Many students use Apple Macintosh computers on campus. However, in some cases files may be distributed in a binary, executable format that is only readable on a Windows PC. Apple users may wish to purchase a copy of Parallels or VMWare Fusion software to handle these occasions or use dual boot software.

UWare is an easy to use mechanism for connecting to the Internet using the UW as an Internet Service Provider. This kit also has some useful additional programs. However, connecting to the Internet via the UW can also be achieved using software built into Windows 7 or Mac OS X.

***Network Card and/or wireless card

Wireless Internet connections are available in all of the MBA classrooms as well as Foster Library and the MBA lounge. Students purchasing a laptop should consider buying one that is equipped with a wireless network card. This will allow them to connect to the network and the Internet from most locations in the vicinity of the Foster School of Business. For more information on wireless networking see the [UW Computing website](#).
The University of Washington Libraries system is one of the largest research libraries in North America, with nearly seven million volumes and thousands of online resources. The Foster Business Library, named in honor of Albert O. and Evelyn W. Foster, opened in June 1997 and is the fourth busiest library on the UW campus. The library’s main entrance is on Level 1 of Paccar Hall. A second entrance is available via the Paccar Hall elevator, Level B.

The library is a convenient and easy-to-use space that supports the study and research needs of the Foster School of Business community and other campus business researchers. The most striking feature of this below-garden facility is an 80-foot long skylight that casts a canopy of natural light over the main study area. Carrels and soft seating throughout the library provide an environment for quiet individual study, while group tables and study rooms provide spaces to collaborate on research, coursework, and group projects. Library services include reference assistance, course reserves, self-service printing and photocopying, access to wireless and power for laptops, 50 PC workstations, and a friendly, helpful staff. The Foster Business Library not only provides a great study space; it’s your gateway to a premier collection of business-related databases, websites, and online journals.

**Laptop Connectivity and Library Computer Workstations**

Foster Business Library study tables, carrels, and group rooms provide convenient access to power outlets for your laptop. After authenticating with your UW NetID, you can connect to the UW wireless network and access library resources, e-mail, and the web on your laptop. The library also has 50 PC workstations with web access and loaded with software for student use. Four of our PC’s have scanners attached.

**Library Databases and Web Resources**

Your gateway to library databases is the [Foster Business Library homepage](http://example.com). The library subscribes to over 60 business databases that provide access to company information, industry reports, and over 10,000 full text journals. Resources to which you have access include Hoover’s and Mergent Online for company information, S&P NetAdvantage and Forrester Research for industry reports, and article databases like Business Source Complete and Factiva for trade journals and news. Most of these resources can be accessed 24 hours a day from your home, office, or anywhere off campus using the Libraries proxy server. To help you jump start your research, UW business librarians have prepared dozens of Research Guides on topics such as Company Research and Marketing. These can be accessed by going to the UW Libraries list of [subject guides](http://example.com) and clicking on “Business”.

**Reference Services**
Foster Business Reference librarians are available for drop-in research assistance most of the hours the library is open. They can suggest research strategies, help find data, and enable you to make the best use of library resources and your time. Reference services are also available by phone (206-543-4360), e-mail, or 24 hour Q&A Live chat reference. Librarians can also consult with student teams or groups working on research projects.

Group Study Rooms

There are 11 group study rooms available for student use. Rooms seat between 5 and 14 people. Each contains a table and chairs, white board, power, wireless internet, and large LCD video screens to facilitate group work using laptops. Room 2 and Room 3 also have phone line access. Group Study Rooms may be reserved up to one week in advance for up to two hours at a time online, in person at the Foster Library Information Desk, or by phone (206-543-4360). You need your Husky Card to check out a room key.
Printing and Photocopying

The library has a public black and white photocopier and laser printer for student use. Prints are 12 cents per page and paid for through your Husky Card account. You can download the driver for the public laser printer if you want to print directly from your laptop. The driver, printing information, and a link to adding money to your Husky Card can be found [online](#).

Foster’s Print Collections

Foster has a large print collection containing popular business books, business journals, reference books, and more. Foster’s robust and popular course reserves section contains many current textbooks and class readings. You can also request print materials from any UW library and nearly 40 other college and university libraries in Washington, Oregon, and Idaho to pick up at Foster. All print materials, as well as study room keys, headphones, and other library materials are checked out with your Husky Card.

Student Facilities

MBA Lounge

The MBA Lounge, a gathering place for MBA students, is located on the third floor of PACCAR Hall and is maintained by the MBA Association. The lounge is furnished with tables, chairs and couches for studying, eating, and socializing. Computer workstations are available as well as refrigerators and microwave ovens for student use. The cleanliness and security of the MBA Lounge (including the kitchen area and refrigerator) are the responsibility of the MBAA and MBA students. While the Lounge is only accessible by MBA student ID/Husky Card, students are responsible for their personal property and encouraged not to leave items unattended.

MBA IT Resources

UW provides every student with various collaboration utilities, web storage spaces and software to familiarize students with commonly used corporate services. All of these resources are accessible via your UW Net ID. Below are some of the resources that are commonly used by Foster MBA’s:

Software/Internet Services Resources

Software and Internet services available to all UW students are outlined on this [page](#).
Email:

Every person who has a UW NetID has a default email address of your_uwnetid@u.washington.edu or your_uwnetid@uw.edu (they are equivalent).

Official UW messages for you will be sent to your default email address, which will reach you if you are using either of the UW email services described below. If you are using some other email service, you can set forwarding to your service on the Change UW Email Forwarding page.

- UW Outlook Live is a free email service available for current UW students, alumni, and former students as part of UW Windows Live.
- UW Google Email is a free email service available for current UW students, alumni, and former students as part of UW Google Apps.

Catalyst Share Spaces: Catalyst Share Spaces work similar to Google Docs. It provides a collaborative environment for students to share files. Student groups (quarterly core groups, case competition groups, etc) use such share space to share project files, homework files, etc. rather than emailing them to-and-fro continuously. To access this utility or create your own share space, go online.

Catalyst WebQ: WebQ utility provides survey creation, launching and monitoring capabilities that can be deployed to students, faculty or anyone inside and outside the university. To access this utility go online. Another on-line survey utility available to all Foster MBA students is Qualtrics. Qualtrics is a high end survey tool that provides many advanced survey options and features. To access Qualtrics.

Listserves: Listservs are electronic mailing lists that comprise of a group of email addresses, defined by the creator of that listserv. Such mailing lists are frequently used by quarterly core groups and case competition groups to communicate. To create a listserv for your team go online.

Software: In addition to all the above mentioned services, UW provides students with many utility and security software such as McAfee Antivirus Client, SSH Secure File Transfer, Stata, etc. You can access these utilities here.

Also, the Student Technology Fee Committee recently funded a service to provide Microsoft Windows 7 and Microsoft Office to students. The latest information available on that offering is here.
Hardware Resources

Renting a Laptop/Projector: If your laptop crashes, or you need a projector for some special function, you can rent one for free the Equipment Loan Program.

Printing Services: The MBA Association provides students with B/W printing services at a subsidized printing rate of 5¢/page. The printer is housed in the MBA lounge. Download the printer setup software, visit here. To print color copies, students can use the computer labs (color copies cost 25¢/page).

Human Resources

If you have any questions on IT resources provided by UW or the Foster Program, feel free to get in touch with the Evening MBAA VP of IT.

Mail

To receive written communication from faculty, MBA Career Management, MBA Program Office, Foster School administration, MBA organizations and classmates, you have a personal file folder in the file cabinet located in the MBA lounge. Note that US Postal Service is not delivered to your lounge mail files.

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

Student mail files are arranged alphabetically by year and program, with separate sections for evening MBAs, full-time MBAs, and exchange students. You can also find mailboxes for the MBAA, Student Clubs, and the MBA Program Office in the MBA lounge.

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

Evening MBA Association (MBAA)
Upon enrollment in the Evening MBA program, most students choose to join the Evening MBA Association, a student organization that supports the personal, academic, social and professional growth of its members. The Evening 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 Evening 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 online.

Name Tag and Tent Replacements

The MBA Program provides students with a permanent name tag for events and a laminated name tent for classes when they begin the program. The costs are included in your orientation fees. If you lose your name tag or name tent, you can order a replacement here. The costs for replacements are $20 and $3, respectively.

Team Rooms

PACCAR Hall and Dempsey Hall have a total of 33 team rooms - 28 rooms in PACCAR and 5 in Dempsey Hall. 11 of these are MBA priority (PACCAR 314, 316, 318, 320, 322, 324, 326, 360, 362, 366, and 368) and 2 more are shared by the MBA and MPACC Programs (PACCAR 310 and 312). You can book these rooms online on EMS.

Instructions for accessing and using EMS are available here.

Please adhere to the following guidelines for team room use:
- Team rooms can be reserved up to 7 days in advance.
- These rooms are to be reserved only for group study, not for individual use. Groups have priority to use the room over individual students. Individual students should use the study carrels in the Foster Library.
- There is a 2-hour time limit per group reservation. Note that teams should NOT book a room for back-to-back 2 hour blocks during the week and 3 hours on weekends. Such reservations are subject to cancellation.
- If you do not arrive at your room by 10 minutes after your scheduled start time, your reservation may be cancelled and the room used by walk-up customers.

A new room scheduling system will be implemented sometime during the 2013-14 year. You will receive more information about this as it becomes available.
Financial Aid

Some employers provide tuition assistance at varying levels for their employees, but many Evening MBA students receive financial aid in the form of loans.

**Applying for Financial Aid:** To apply for financial aid (including loans) for each year, you need to complete the Free Application for Federal Student Aid Form (FAFSA form). You can complete your FAFSA.

Although the FAFSA form may be submitted any time, you are encouraged to submit your application by the priority date of **February 28**. To ensure that your application is received by February 28, you should submit it by February 15. The UW Office of Student Financial Aid is responsible for determining your eligibility for financial aid from federal, state and institutional sources. For complete details on the financial aid program, please review the [OSFA website](#) for complete details on the financial aid program.
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.

A summary of pertinent aspects affecting students are listed below. To view the complete guidelines with regard to the release of University records.

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 Program 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 Program Office publishes a student directory which details various personal information (including information on past degrees and employment). You completed an online release form (separate from the University directory release) asking for your authorization to print this information. This directory is intended for Foster 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 Resume Composite Book and Foster MBA Jobs for use by MBA Career Management, which mails this information to prospective employers.
The Privacy Act also provides you with the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data.

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. 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.