

EVENING MBA HANDBOOK
CLASS OF 2021

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INTRODUCTION

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

The following documents 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 email account
- Weekly MBA Email Newsletter
- [MBA Current Students website](#)
- Canvas Account

MBA PROGRAM OFFICE AND MBA CAREER MANAGEMENT

MBA PROGRAM OFFICE

Address	Dempsey Hall 334, Box 353223 Seattle, WA 98195-3223
Email	mbacore@uw.edu
Website	http://foster.uw.edu/academics/degree-programs/evening-mba
Contacts:	Staff Directory
Tel	(206) 543-4661
Hours*	Monday-Thursday: 8:00am - 6:00pm Friday: 8:00am - 5:00pm <i>*Hours vary when classes are not in session</i>

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 and issues relating to tuition/fee charges
- 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 email or stop by the office. In general, an advisor is available to help you on a walk-in basis, or you may [make an appointment](#) to speak with a specific staff member by using the link above or contacting the main office phone number.

MBA CAREER MANAGEMENT

Address	Dempsey Hall 212L, Box 353223 Seattle, WA 98195-3223
Email	mbacm@uw.edu
Website	http://foster.uw.edu/academics/degree-programs/evening-mba/career-management/
Contacts	Staff Directory
Tel	(206) 685-2410
Hours*	Monday-Thursday: 8:00am - 6:00pm Friday: 8:00am - 5:00pm <i>*Hours vary when classes are not in session</i>

[MBA Career Management \(MBACM\)](#) promotes the employment of Foster MBAs by focusing on professional and career development and corporate relationships. MBACM partners with students in identifying their career goals and plans, while supporting their attainment of internships and full-time employment. The program offers recruiting opportunities, resources, professional development, alumni and employer networking opportunities and executive career coaching. In addition, it is responsible for statistical employment reports.

MBA Career Management Programs:

- [Personal Career Coaching](#)
- [On-Campus Recruiting \(OCR\) and non-OCR Recruiting](#)
- [Mentor Program](#)
- [Employer Advisory Boards](#)

UNIVERSITY OF WASHINGTON ACADEMIC CALENDAR, 2018-2021

2018-19

Autumn 2018	Launch, MGMT510, & Jump Start	September 14-Sept 23
	Classes in Session	Sept 26-Dec 7
	Final Examinations	Dec 10-14
	Holidays/No Classes	Nov 12, 22-23
Winter 2019	Classes in Session	Jan 7-Mar 15
	Final Examinations	Mar 18-22
	Holidays/No Classes	Jan 21, Feb 18
Spring 2019	Classes in Session	Apr 1-June 7
	Final Examinations	June 10-14
	Foster MBA Commencement	June 15
	Holidays/No Classes	May 27
Summer 2019	Classes in Session	Jun 24-Aug 23
	Holidays/No Classes	July 4

2019-20

Autumn 2019	Classes in Session	Sept 26-Dec 7
	Final Examinations	Dec 8-14
	Holidays/No Classes	Nov 12, 22-23
Winter 2020	Classes in Session	Jan 7-Mar 15
	Final Examinations	Mar 16-22
	Holidays/No Classes	Jan 21, Feb 18
Spring 2020	Classes in Session	Apr 1-June 7
	Final Examinations	June 8-14
	Foster MBA Commencement	June 15
	Holidays/No Classes	May 27
Summer 2020	Classes in Session	Jun 24-Aug 23
	Holidays/No Classes	July 4

2020-21

Autumn 2020	Classes in Session	Sept 30-Dec 11
	Final Examinations	Dec 12-18
	Holidays/No Classes	Nov 11, 26-27
Winter 2021	Classes in Session	Jan 4-Mar 12
	Final Examinations	Mar 13-19
	Holidays/No Classes	Jan 18, Feb 15
Spring 2021	Classes in Session	Mar 29-June 4
	Final Examinations	June 5-11
	Foster MBA Commencement	June 12
	Holidays/No Classes	May 31
Summer 2021	Classes in Session	Jun 21-Aug 20
	Holidays/No Classes	July 4

Additional information, including registration and tuition deadlines, can be found on the [University Academic Calendar](#).

PART I: MBA PROGRAM POLICIES AND REQUIREMENTS

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. 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 email 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. Students who miss more than two class sessions of a course may be un-enrolled.

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.

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 email, social media, or web surfing 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

Mandatory Events

Evening MBA Students are expected to make every effort possible to attend mandatory programming. The office only requires students to attend programs that are deemed necessary for the future success of Evening MBA students. These events are specifically designed to help students on-board and acclimate to the Foster School culture and academic rigor. If a student cannot attend a mandatory program after exhausting all other options, students should work with the Evening MBA Program advisors to make other arrangements. Prior to requesting an exception, please consider there are very few mandatory events, and we appreciate your efforts to attend the programs in full.

Voluntary Events

Some Foster School events, including many career management 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:

- The student has not submitted an RSVP
- The student repeatedly fails to attend events after indicating he or she plans to attend
- 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.

Attire

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, presentations, or in any other formal setting.

APPROPRIATE USE OF EMAIL AND OTHER MEANS OF COMMUNICATION

Use of the University of Washington email system is a privilege that may be revoked at any time. Sending inappropriate or offensive emails is not acceptable and may subject a student to disciplinary action. (Official email 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 email on the UW system is a public document, and there is no email privacy.

The MBA Program Office uses certain email lists for official announcements. Other lists are available for broader communications. Official email lists are one of the primary communication channels between MBA program staff and faculty and MBA students. **Students are required to read emails 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 email notices, you may miss essential deadlines or other program obligations or events.** Students may choose to remove themselves from unofficial email lists. See additional details on [email lists](#).

EVENING MBA DEGREE REQUIREMENTS

The Evening MBA program is designed to be completed part-time over a three-year period, and is comprised of **13 required core classes** (47 credits), **32 elective credits**, 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.

	Autumn	Winter	Spring	Summer
1st year	ACCTG 500 (4 cr) B ECON 500 (4 cr)	FIN 502 (4 cr) QMETH 500 (4 cr) MGMT 510 (2 cr)	ACCTG 501 (4 cr) MKTG 501 (4 cr)	Case Competition (September)
2nd year	MGMT 500 (4 cr) OPMGT 502 (3 cr) QMETH 501 (2 cr)	MGMT 502 (4 cr) MGMT 504 (4 cr)	BECON 501 (4 cr) Elective 1 (4 cr)	No scheduled requirements
	Elective 8 (2 or 4 credits) – can be taken any quarter 2nd or 3rd year			
3rd year	Elective 2 (4 cr) Elective 3 (4 cr)	Elective 4 (4 cr) Elective 5 (4 cr)	Elective 6 (4 cr) Elective 7 (4 cr)	No scheduled requirements
	Elective 8 (2 or 4 credits) – can be taken any quarter 2nd or 3rd year			

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 team. Teams are assigned based on many factors, and great care is taken to ensure that all core [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, 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 MBA 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 by emailing mbaregis@uw.edu. 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. You will receive an email detailing your course schedule for the next quarter and asking you to notify the MBA Program staff if the information is incorrect. This deadline is announced in the [Weekly Evening MBA Newsletter](#). 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 2018-2019

See the [Registration Calendar](#) on the Current Students website for current registration deadlines.

FINAL EXAMINATION SCHEDULE

The final examination schedule is published in the [University's Quarterly Time Schedule](#) which is available on the [UW website](#). Note that exam dates and times are determined by the instructor(s), and you should verify your exam schedule with your instructor(s).

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

Students going into their second year are required to participate in a program-sanctioned case competition in order to graduate from the Evening MBA Program. The Evening MBA Case Competition occurs in September, a week or two before instruction starts for the year. Contact the [MBA Program Office](#) with questions or if you cannot attend and need to make alternative arrangements.

ACCELERATING YOUR EVENING 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 degree early.

[Evening core courses](#) are offered only once a year and are structured in a sequential fashion. You will not be permitted to take a core class earlier than it is scheduled or out of sequence. Evening students can take [elective classes](#) before completing all of the evening core courses only if:

- You have completed the core prerequisite(s) for the elective course (e.g., you must take [MKTG 501](#) before you are eligible to take any [marketing 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 have classes from outside of the MBA Program pre-approved as elective classes toward your MBA degree. You are limited to four [elective classes \(up to 16 credits\) from outside the Foster School](#). Additional tuition plus fees may be charged.
- You understand you will be charged additional per credit tuition for taking 9 or more credits in a single quarter. There are pros and cons to accelerating your degree progress and you should discuss your plans with an [MBA advisor](#).

EVENING MBA ELECTIVE POLICIES AND REQUIREMENTS

ELECTIVE COURSEWORK

Starting Spring Quarter in the second year of your Evening MBA program, classes are comprised of [core requirements](#) and [elective classes](#). In your third year, your 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 from UW programs outside the Foster School. A few of the elective classes may be cross-listed with undergraduate business classes.

You are required to complete a total of 32 elective credits. There are also options to take 2-credit seminar style courses. 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.

GRADUATE COURSES OUTSIDE THE FOSTER 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 Evening MBA website.

Elective coursework taken in an MBA program at another university (other than partner universities) 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 without permission of the MBA Program Office.

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 an [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 (300- or 400-level)** 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 Evening MBA website.

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 [Office of Student Financial Aid](#) to verify before you register for an undergraduate course.

ACCOUNTING 505 (CERTIFICATE IN ACCOUNTING)

[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. Evening MBA students may take this class, and 8 credits count toward your MBA degree. The 8 credits count towards your 32 credits of required electives. Note that these accounting courses incur additional tuition charges.

INDEPENDENT STUDY

There may be occasions in which Foster curricular offerings do not align fully with a given student's academic, professional, and personal development goals. In those situations, students may be interested in pursuing [independent study](#) for academic credit with the permission and guidance of a Foster faculty member and the MBA Program Office. [Independent Study](#) courses may be designed in 2- or 4- credit increments.

You may register for a **maximum of 4 credits of 600-level independent study coursework** during any one quarter. A maximum of 8 independent study credits count toward the MBA degree. 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 Spring Quarter of the second year of the program, Evening MBA students register for elective courses through a two-step process

1. Participate in a [pre-registration bidding process \(PBP\)](#) run through the MBA Program Office
2. Are registered for classes by the MBA Program Office through your [MyUW](#) account

ELECTIVE BIDDING PORTAL

Since some electives are in greater demand than others and to ensure equitable access, a [bidding 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 bidding portal determines the elective courses in which you have permission to enroll. During Winter Quarter of your second year, you will be required to attend an information session that details the bidding process as well as elective courses offered during your second and third years.

You only receive bid points during quarters in which the evening program curriculum is designed for you to take elective credits. View an outline of the evening curriculum [here](#).

UW REGISTRATION POLICIES AND PROCEDURES

The MBA Program Office must perform all registration transactions (i.e., adding and dropping) for 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 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 Evening 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 email mbacore@uw.edu and for assistance with elective classes, you can email 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 on this UW Registrar [webpage](#)).

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 the [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.

HARDSHIP WITHDRAWAL

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 through 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.

TUITION FORFEITURE

When you make changes to your schedule from the 8th through the 30th calendar day of the quarter that result in you dropping from one tuition rate to another, or withdrawing completely from your classes, you are charged a [tuition forfeiture](#) fee. You are charged one-half of the tuition reduction (50% forfeiture) for classes dropped from the 8th through the 30th calendar day of the quarter during Autumn, Winter and Spring quarters or from the 8th to the 21st calendar day of Summer quarter. If you drop from one tuition rate to another (i.e., you change your total credit load for the quarter), you will be charged the tuition rate for the number of credits that you are now taking, plus one-half of the difference between your original tuition charges and your new rate. If you have questions about potential tuition forfeitures, email mbaregis@uw.edu.

ACADEMIC PERFORMANCE

ELECTIVE 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 3.4**. 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 Evening 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. You may count a maximum of 16 credits earned on the CR/NC system toward MBA elective degree requirements. In the Foster School CR/NC class offerings include the following:

- [Independent Studies](#)
- [Study Tours](#)
- [Venture Capital Investment course](#)
- [Business Plan Practicum](#)
- [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 [Grading System](#) and [Master's Degree Policies](#) websites.

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 and incur tuition charges.

AUDITING CLASSES

MBA students may audit classes; however, these classes incur tuition charges and 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 all of the following criteria:

1. Be in the **top 10%** of your class
2. Meet or exceed a **3.7** quarterly GPA
3. 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 a few 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 Evening MBA website. 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 Evening MBA class is invited to join [Beta Gamma Sigma](#), a national business honor society.

2018-2019 TUITION AND FEES

Tuition rates for students entering in the Evening MBA Program in Autumn Quarter 2018 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 will be charged the tuition rate of the graduating class in their 4th year. [IMA, Technology, S&A, Facility and U-PASS fees](#) are set by the University and could change during each year you are an MBA student.

Evening MBA Tuition Both Resident/Non-Resident Students starting Autumn 2018			
	Tuition	Fees*	Total
8 credits	8,312	360	8,672
7 credits	7,273	360	7,633
6 credits	6,234	360	6,594
5 credits	5,195	360	5,555
4 credits	4,156	360	4,516
3 credits	3,117	360	3,477
1-2 credits	2,078	360	2,438
per credit over 8	1,039		
TOTAL FOR 3 QUARTERS:			26,016

***2018-19 quarterly fees include:**

- \$38 technology fee
- \$32 IMA fee
- \$136 S&A fee
- \$84 U-PASS fee
- \$70 Facilities Renovation fee

A \$45 international student fee will also be charged to students holding any type of visa.

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** (13 core classes) and **32 credits of elective courses** (8 or more elective classes), meeting the specific course requirements outlined in this handbook.

CONTINUOUS ENROLLMENT

You are required to be registered continuously for at least two credits per quarter from the time you enroll in the Evening MBA Program until all requirements for your degree are complete. The only exceptions to this are Summer Quarter and while you are on an official leave.

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 for health or family reasons, you may petition for a “leave of absence” or withdrawal from the University as described by [Memo 9](#) of the [Graduate School website](#). In either case, you should arrange an appointment with an [advisor 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 an [MBA advisor](#). In order to graduate, you need to take additional graded courses to raise your cumulative 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 to complete 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.

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 at or 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 further information on low grades on p. 17.

INCOMPLETE GRADES

A grade of Incomplete (I) is given only in cases where you have been attending class, completed satisfactory work until the last two weeks of the quarter, and satisfied the instructor that you cannot complete further 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. 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, 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 academic 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 academic 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 Evening 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 probation 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.

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

In rare cases students may request a leave of absence. If you are in good standing (cumulative GPA of 3.00 or higher), and plan to be away from the University and out of contact with University faculty and facilities for a quarter, you may petition 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 Evening 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 the [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. During your on-leave status, you are permitted to use the University Library, the IMA, and your UW email 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 Evening 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 Evening 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.

DEGREE AUDIT

Throughout the course of your study we invite you to check in with the [MBA Program Office](#) to ensure that your record of progress toward 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 working days for a reply. You can also expect to receive a degree audit 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 Evening 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, 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 must 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.

CERTIFICATE PROGRAMS AND PROGRAMS OF STUDY

Evening 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

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 as a global manager. More information about this certificate is on the [Global Business Center webpage](#).

ENTREPRENEURSHIP

The Buerk Center's [Certificate in Entrepreneurship](#) prepares University of Washington graduate and PhD students for the world of start-ups and new technology enterprises. The emphasis on cross-campus involvement means students will take entrepreneurship courses alongside students from other disciplines, work with UW inventors on their market-ready applications, and have the opportunity to apply for fellowships in UW technology ventures or local angel funds. Certificate students, whose disciplines range from engineering and architecture to drama and medicine, take classes, gain real-world experience, and network with the region's most innovative entrepreneurs. Working together, students bring ideas to life through [entrepreneurship competitions](#) and the [Jones + Foster Accelerator](#). See certificate requirements [here](#).

OTHER PROGRAMS OF STUDY

CONSULTING AND BUSINESS DEVELOPMENT CENTER PROGRAMS

Explore the opportunities the [Consulting and Business Development Center](#) has for you.

- Board Fellows Program
- MBA Business Consulting
- MBA Consulting Challenge

INTERNATIONAL DEVELOPMENT CERTIFICATE

The [International Development Policy and Management Certificate](#) program (IDCP) offers students a foundation for addressing complex questions of poverty and development. The goal of the certificate within the student's UW study is threefold: to understand the main debates, players, policies and values within international development; to be familiar with a common set of skills and applied approaches; and to appreciate the perspectives and methods that other disciplines bring to address current development challenges. The certificate is a cohort model that builds a network of individuals across campus with similar interests. See certificate requirements [here](#).

NONPROFIT MANAGEMENT CERTIFICATE

The [Nonprofit Management Certificate](#) program (NMCP) gives you the tools and framework needed to meet the increasing challenges facing the nonprofit sector today. The NMCP curriculum and requirements have recently been updated to accommodate increasing demand for the program and to better enable students from diverse disciplines across the UW campuses to participate. See certificate requirements [here](#).

REAL ESTATE SPECIALIZATION

An informal [Real Estate Specialization](#) is available to students pursuing any appropriate Master's degree within the University of Washington and includes one core MSRE course (Introduction to Real Estate), along with three additional real estate courses. This specialization typically attracts students from the fields of Planning, Business Administration, Architecture, Construction Management, and Public Affairs, but it is not limited to these degree programs. See more information [here](#).

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 13 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.

Full-time MBA students who are in good academic standing (cumulative 3.0 GPA or higher) and have completed their first year of the program may be considered for an [MBA exchange program](#). Exchange occurs in Autumn Quarter, though some schools offer winter or summer terms. 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	<ul style="list-style-type: none"> ● 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
India	Indian Institute of Management, Bangalore
Japan	<ul style="list-style-type: none"> ● International University of Japan, Niigata ● Keio Business School ● 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

[Global Business Study Tours](#) are fast-paced, international, academic short term study abroad opportunities that offer MBA students insight into the business culture of destination countries. During these intensive 10 to 14 day 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.

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 2018-2019 Global Business Study Tours will take place in March 2019, in China/Taiwan and Panama/Colombia. Most tours take place during finals week and spring break.

Tours are individually priced between \$2,500 and \$3,000 (airfare not included) and are posted on the [Global Business Center website](#) in early autumn. Information sessions occur in October and applications open in early November. Some need-based scholarships may be available.

GLOBAL CONSULTING PROJECT

The [Global Consulting Project](#) starts in Winter Quarter, continues through Spring Quarter and provides students an opportunity to work directly with an Indian trade union. Students travel to India to meet with their clients in March and spend the following quarter developing their deliverable. Through Skype presentations, deliverables are presented half way through Spring Quarter. The trip typically costs approximately \$2,250, not including airfare.

GLOBAL BUSINESS FORUM (I BUS 579)

The [Global Business Forum](#) (I BUS 579) is a two-credit MBA class and discussion forum in which 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-oriented professionals. A maximum of 6 credits of Global Business Forum can be counted toward elective requirements.

GLOBAL BUSINESS PROGRAM CERTIFICATE

See information above under Certificates about the [Global Business Program Certificate](#).

INTERNATIONAL STUDENTS

International students in the Evening 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 inform the [International Student Services \(ISS\)](#) office and the MBA Program Office. 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)

The Office of [International Student Services \(ISS\)](#) provides visa and immigration advising to international students who are at the UW on an F or J student visa.

- 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 international students advised of federal regulations, University policies, practical training, and campus and community activities.

ENGLISH LANGUAGE PROGRAMS

The University of Washington features one of the largest, most established international and [English language programs](#) in the United States. A [wide variety of programs](#) are offered for both undergraduate and graduate students to help you improve your English language skills, prepare for further study in the United States, and learn about American culture, business and other subjects. The IELP:

- 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)

[The Foundation for International Understanding Through Students \(FIUTS\)](#) connects university students to local and global communities through programs that build international awareness, cross-cultural communication, and informed leadership.

Based on the UW campus, FIUTS programs create a community of international and American students, members of the local community, and alumni around the world. As a center of international culture that links campus with community, FIUTS delivers programs to a diverse range of constituents that promote cross-cultural understanding, global culture, and respect for diversity. 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, cultural workshops, and international student activities

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 International [Student Health Insurance Plan \(ISHIP\)](#) 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#toc3>.

ADDRESS CHANGE UPDATES

The [Immigration and Nationality Act](#) requires any non-resident (who is not a citizen or national of the U.S.) 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](#).

RESIDENCY STATUS CHANGES

If your residency status changes while you are in the MBA Program please let the MBA Program Office know. If you have questions about becoming a Washington State resident, see the UW's [Residency web page](#).

ADDRESS AND EMERGENCY INFORMATION

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

- Change your address online using [MyUW](#)
- In person, visit the [UW Registration Office](#) in 225 Schmitz Hall between the hours of 8:00am-5:00pm.

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.

PART II: FOSTER SCHOOL SUPPORT SERVICES

COMMUNICATION RESOURCES

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

[Canvas](#) is a course management system used by most of your instructors 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.

EVENING MBA NEWSLETTER

The [Evening MBA Newsletters](#) are weekly email communications sent to your UW email. The newsletters are the primary means of communication from the MBA Program Office and contain timely information on:

- Events for that week
- Academic information such as pending deadlines, registration and classes information
- Career management events and job/internship opportunities
- Foster School and UW announcements

Past copies of the Newsletter are available [here](#). It is your responsibility to read these newsletters and monitor the deadlines and announcements that apply to you and your interests.

EMAIL COMMUNICATIONS, LISTSERVS, AND PROGRAM OFFICE EMAIL ADDRESSES

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

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

1. Which listserv is appropriate for your message?
2. Does the subject line accurately reflect the message's content?
3. Will your message be offensive to your classmates or the alumni and MBA staff on the list?
4. Do you want to send a response to the whole list or just to the writer of the original message? Make sure your ReplyTo line reads accordingly.

LISTSERVS

Evening MBA Lists:

evemba@uw.edu	Official program communications to all Evening MBAs
evemba2019@uw.edu	Evening students scheduled to graduate in 2018 (third year)
evemba2020@uw.edu	Evening students scheduled to graduate in 2019 (second year)
evemba2021@uw.edu	Evening students scheduled to graduate in 2021 (first year)

Full-time MBA Lists:

mbamail@uw.edu	Official program communications for all Full-time MBAs
mba2019@uw.edu	Official program communications to second year full-time MBAs
mba2020@uw.edu	Official program communications to first year full-time MBAs

All Classes:

mbabull@uw.edu	Informal announcements*
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*Students may add or remove themselves from *mbabull* by sending an email to mbaweb@uw.edu.

PROGRAM OFFICE EMAIL 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 sent from this address
mbaweb@uw.edu	To ask to be removed from or added to <i>mbabull</i>

EVENING MBA WEB SITE

The [Current Students page](#) on the Evening MBA website contains resource materials to answer many of the questions you encounter while in the Evening MBA Program, including:

- [Academics](#) – Program structure and requirements, curriculum, registration information, forms
- [Communication](#) – MBA newsletters, event calendar, listservs
- [Resources](#) - Student Handbooks, Scholarships, Replacement Name Tags/Tents, Event Guide, Student Guide, Honor Code, UW web pages
- [Graduation](#) – Filing for graduation, ceremony information
- Quick Links to Canvas, academic appointment scheduling, the MBAA, and other important tools

EVENING MBA COFFEE BREAKS & DINNERS

The MBA Program Office schedules several coffee breaks and/or dinners each quarter. The coffee breaks are scheduled from 7:35-7:55pm and the dinners are held from 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. Dates of these events are announced in the [Evening MBA Newsletter](#).

INFORMATION TECHNOLOGY

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

FOSTER IT

Foster IT provides the following services to students within Foster facilities:

- Technical support and training for equipment in classrooms, team rooms, conference rooms, event spaces, and computer labs.
- Presentation/event setup assistance and checkouts of presentation clickers, adapters and cables.

For questions and assistance, contact them at pachelp@uw.edu, 206 685 8294, or visit PACCAR Hall 193.

GETTING HELP

Please contact help@uw.edu for primary tech support regarding campus wide services including WiFi, Canvas, Panopto, UW email, Net ID services, and all campus provided software.

If you have problems with computer labs or other Foster School-owned equipment or software, please contact pachelp@uw.edu.

You can also direct any questions you have about IT resources provided by UW or the Foster Program to the [MBAA VP of IT](#).

EMAIL ACCOUNTS AND ACCOUNT EXPIRATION

The UW Network Identification or UW NetID is the mandatory login for most UW web services, including campus WiFi, class registration, accessing online class materials, and UW computer labs. You are **required** to have a UW NetID. You are also **required** to establish a UW email account using your UW NetID. This email account will be the only email the MBA Programs Office will use to communicate with you. It is important to monitor this email or set it to forward to another email in order to not miss important announcements, policies or procedures sent out by the Foster School, or UW.

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 this [website](#) for more information on those services.

FORWARDING YOUR ACCOUNT

UW email accounts can be forwarded to any email address you choose. This allows you to maintain another account and have your UW emails forwarded there. Email forwarding is also one of the services you can

manage from the Web. To manage your UW NetID services on the Web, including email-forwarding, go to your [Manage Your NetID Resources](#) page.

Forwarded emails can appear as spam to some third-party mail systems and some Internet security systems on company computers, and your UW emails may be filtered by these systems. If you are not receiving emails from the UW listservs on a weekly basis, you should check that your UW emails are not being filtered as junk mail by your third-party mail system.

CLOUD-BASED EMAIL AND COLLABORATION SOFTWARE FROM GOOGLE AND MICROSOFT

UW-IT offers a cloud-based collaboration suite from Google, this is the primary method of collaborating via the NetID. Google Apps also allows you to access your UW email via Gmail. In addition UW-IT offers Microsoft Office 365 paired with OneDrive for Business as an additional means of collaboration. The latest information on student email software is located [here](#).

OTHER UW IT RESOURCES

HARDWARE RESOURCES

Student Technology Loan Program If your laptop crashes, or you need equipment for a presentation, the UW [Equipment Loan Program](#) has the following equipment available for students free of charge (funded by the Student Technology Fee paid by every student each quarter):

- Laptops
- Projectors
- Cameras
- Video cameras
- Audio
- Calculators
- Tablets

DAWG PRINTS PRINTING SERVICES

[Dawg Prints](#) is your on-campus copy and print partner. Dawg Prints provides quality [copies](#) and [prints](#) for faculty, staff, and students. Available throughout UW libraries, print jobs are quickly sent to conveniently located print-release stations. You can pay for these services with the swipe of a Husky Card or a Dawg Prints Card that can be purchased from card dispensers located in campus libraries.

Print from UW library computers or yours with the [Dawg Prints print drivers](#). **Cost: B&W prints 12¢ per side / color 75¢ with your Husky card.**

There are also printers available for your use in the MBA Lounge (Dawg Prints prices apply). See the [MBAA IT Printer Drivers](#) page for information.

SOFTWARE/INTERNET SERVICES

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

DOWNLOADABLE SOFTWARE

In addition to all the above mentioned services, UW provides students with many utility and security software options, such as **Sophos 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 Office to students. The latest information available on that offering is [here](#).

MAILMAN LISTSERVS

[Mailman](#) is a Web-based email distribution list manager. With an email distribution list, you can send an email message to a single address and have it automatically distributed to any number of predetermined addresses. Find out how to set a listserv up for your team or group [here](#).

CATALYST WEBQ TOOLS

The [Catalyst WebQ Tool](#) is an online surveying tool that is available to students who wish to do surveys, for classwork or for other uses as well. This tool is **free** to anyone in the UW community.

HARDWARE AND SOFTWARE RECOMMENDED SPECIFICATIONS

HARDWARE

- **Machine Type:** Professional quality laptop (Lenovo ThinkPad, Dell Latitude, HP Elitebook, Apple MacBook Pro*)
- **Processor:** Core i5 or i7 processor; 2 GHz or better
- **Memory:** 4 GB or more

- **Hard Drive:** >100 GB Solid State Drive (SSD)
- **Network:** Dual Band WiFi 802.11ac and/or 802.11n
- **Video Output:** Full size HDMI, VGA, and/or Mini DisplayPort/Thunderbolt

SOFTWARE

- **Productivity Suite:** Microsoft Office 365 ProPlus is provided to all students. Installation instructions are available at the UWare [website](#). **This software suite includes:**
 - **Word, Excel, PowerPoint, Outlook, Publisher**, and Access****
 - **Installation on up to five devices (Windows PC, Mac, tablet)**
 - **1 Terabyte of OneDrive for Business Storage**
- **Antivirus:**
 - **Sophos Antivirus is provided to University of Washington students free of charge. Installation information for Windows, Mac, and UNIX/Linux can be found on the UWare [website](#).** UW-IT also recommends the free and excellent Microsoft Security Essentials. Download it [here](#). For Windows 8, Windows 8.1 or Windows 10, Windows Defender is included as part of the OS. Information on using it is available [here](#).

Apple Macintosh:** Many students use Apple Macintosh computers on campus. However, in some cases files may be distributed that are only compatible with Windows. In this situation Mac users will need to create a virtual Windows environment, or set up their laptop to dual boot. Virtualization software such as Parallels can be purchased through the UW Bookstore Tech Center. 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. *Publisher and Access are limited to one Windows PC.**

FOSTER BUSINESS LIBRARY

Located in the lower level of Paccar Hall, the [Foster Business Library](#) is a popular hub of student activity and research. The library provides personal assistance, valuable information, and technology-rich study spaces to support your business research needs.

EXPERT HELP

The **Foster business librarians** are business-information experts, available to help you online, by email, in person, and on the phone. [Contact a librarian](#) to begin your next research project. Our [appointment calendar](#) makes it easy to schedule time with a librarian.

COMPETITIVE INTELLIGENCE

The [Foster Library website](#) is your portal to valuable information that helps you assess opportunities, follow trends, locate financial statistics, and develop business strategies. Use your UW NetID to access most library resources 24/7 from anywhere.

- [Company & Industry Research](#): Use professional tools from Mergent, Bureau van Dijk, and IBISWorld to analyze company and industry trends, current activities, and financial performance.
- [Market Research](#): Monitor product sales trends, brand market share, and consumer preferences in sources from Euromonitor, Mintel, and BCC Research.
- **IT Research Reports**: Gain valuable information technology insights from research and advisory firm [Gartner](#).
- **Financial Analysis**: Follow stock market trends and company performance with [Bloomberg](#), read analyst reports in [Investext](#), and monitor venture capital trends with [PitchBook](#).
- **News Databases**: Use library databases to follow the latest business news from popular sources like the [Puget Sound Business Journal](#), and [Harvard Business Review](#).

VISIT THE LIBRARY

The library provides an environment for collaborative group study and quiet space for individual study, with access to computers, scanners, printers, wireless, power outlets, and a collection of business books and periodicals.

- **Computing**: The library offers 50 PC workstations, 4 with scanners, access to the UW wireless network, and abundant power outlets in study rooms and at study tables.
- **Group Study**: Our 11 group study rooms, some with seating for up to 14 people, are equipped with LCD video monitors, whiteboards, and wireless access. [Reserve a room online](#) in advance.
- **Printing and Scanning**: Color and black-and-white laser printers on 100% recycled paper. Print from our computers or yours with the [Dawg Prints print driver](#). Cost: B&W prints 12¢ per side / color 75¢ with your Husky card. Use our scanning stations to print, save, or email.
- **Books**: Your Husky Card is your library card! Foster has a large print collection including popular and scholarly business books, journals, and reference books. Our [course reserves](#) collection contains many current textbooks and class readings. Request books to be delivered to Foster from any of the UW Libraries and other Northwest colleges and universities using [UW Libraries Search](#).
- **Library Hours**: During Autumn, Winter, and Spring Quarters: Monday to Thursday 8 AM to 11 PM; Friday 8 AM to 5 PM; Saturday 12 PM to 5 PM; Sunday 1 PM to 10 PM. Hours are extended during exam weeks and shortened during the summer, between quarters, and on holidays.

The Foster Business Library is among 16 that make up the [University of Washington Libraries](#), one of the premier academic research libraries in North America.

STUDENT FACILITIES

STUDY/TEAM ROOMS

FOSTER TEAM ROOMS

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

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.
- Team Rooms should not be blocked for an excessive amount of time and should be reserved only for the block of time in which you will use it. Contact the MBA Programs Office if your team is having trouble finding a room.
- 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.

OTHER UW STUDY SPACES

The University of Washington program [SpaceScout](#) can help you find available study rooms in other locations on campus, including facilities with video conferencing capabilities and other functions.

MBA LOUNGE

The MBA Lounge, a gathering place for Evening and Full-time 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.

STUDENT 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 facilities staff. 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.

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.

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.

PART III: UNIVERSITY POLICIES & PROCEDURES

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 should complete the [Free Application for Federal Student Aid Form](#) (FAFSA form).

Although the FAFSA form may be submitted throughout the school year, you are encouraged to submit your application to the federal processor by the priority date of January 15. The UW Office of Student Financial Aid is responsible for determining your eligibility for financial aid from federal, state, and some institutional sources. For complete details on the financial aid program, please review their [website](#).

GRADUATE FUNDING INFORMATION SERVICE (GFIS)

Looking for more ways to fund your MBA education? UW Libraries' [GFIS](#) is a great resource for you. Check out their [website](#) for a lot of great tips and resources, or contact them at gfis@uw.edu for drop-in hours or one-on-one appointments. The GFIS office is located in the Research Commons on the first floor of the [Allen Library](#).

INTERNATIONAL STUDENTS

Although international students are not eligible for U.S. government or Washington State financial aid, if you have a social security number, you can complete the FAFSA to make you eligible for consideration for need-based scholarships. The [Graduate Funding Information Service \(GFIS\)](#) website also has a list of resources specifically for International Students. You can view it [here](#).

MINORITY FINANCIAL AID AWARDS

Minority students can apply for additional aid through the [Graduate Opportunities & Minority Achievement Program \(GO-MAP\)](#). More information on GO-MAP is available at this [link](#).

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. View the complete guidelines with regard to the [release of University records](#).

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.

PUBLIC ACCESS TO YOUR RECORDS

If your student record on [MyUW](#) is marked "OK to release directory information," 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.

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 use this information. This directory is intended for Foster School use only. Please do not share any directory information without first asking permission.

CHANGING DIRECTORY RELEASE INFORMATION

If you do not wish to authorize directory release and do not want your directory information to appear in the [UW 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 [UW Registration Office](#), 225 Schmitz, and present photo identification or update the access on your [MyUW](#) page.

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).

OTHER RESOURCES

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).

STUDENT CLUBS

There are currently 23 clubs led by students in the Evening and Full-time MBA Program. Clubs host a variety of events such industry speaker events, company tours, alumni networking events, and cultural celebrations. To see the full list of clubs and their upcoming events, see the [MBAA Website](#).

GRADUATE AND PROFESSIONAL STUDENT SENATE (GPSS)

The Graduate and Professional Student Senate (GPSS) is the official student government representing the 15,000 graduate and professional students at the University of Washington. GPSS exists to actively support and improve all aspects of graduate and professional student life. GPSS provides and advocates for the tools needed to enhance personal and professional development, and safeguards the interests of the students it represents.

The MBA Program typically has one student who represents the program as a senator in the GPSS. If you're interested in contacting this representative or serving as a senator yourself, contact the MBA Program Office.