FOSTER
SCHOOL OF BUSINESS

2022-23 FULL-TIME MBA HANDBOOK

CONTENTS

W FOSTER

INTRODUCTION

Welcome to the Foster 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. You are responsible for knowing these policies and adhering to them. You can also use this handbook as a convenient reference for the services provided by the School and the University of Washington.

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

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

- Your UW email account
- Weekly MBA Email Newsletter
- The MBA Program Office Canvas Resource Page
- The MBA Current Students website
- The MBA Calendar of Events

MBA PROGRAM OFFICE

Address	Dempsey Hall 334, Box 353223 Seattle, WA 98195-3223
Email	mba@uw.edu
Website	foster.uw.edu/academics/degree-programs/full-time-mba/
Contacts:	Staff Directory
Tel	(206) 543-4661
Hours*	M-Th 8:30 am- 6:00 pm F 8:30 am -5:00 pm

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 educational 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 and Foster scholarship challenges
- Advises students on course selection, experiential learning engagement, program and graduation requirements, and other academic inquiries
- Informs you of graduate student campus resources available
- Organizes events to promote communication between students and administration
- Collaborates with student leaders to promote leadership opportunities and MBA cohort participation in program activities
- Offers and supports practical experience activities in support of fulfilling graduation requirements and career objectives

If you have questions regarding these or related topics, please send us an email 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 utilizing our online appointment scheduling tool, or by contacting the main office phone number listed above.

W FOSTER

MBA CAREER MANAGEMENT

Address	Dempsey Hall 212L, Box 353223 Seattle, WA 98195-3223
Email	mbacm@uw.edu
Website	http://foster.uw.edu/careers/full-time-and-evening-mba-career-management/
Contacts	Staff Directory
Tel	(206) 685-2410
Hours*	9 am- 6: pm M-Th and 9 am -5 pm F

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, executive career coaching, and is responsible for statistical employment reports.

MBA Career Management Programs:

- Professional Development I – Autumn Quarter Core Class
- Executive Coaching
- On-Campus Recruiting (OCR) and non-OCR Recruiting
- Mentor Program
- Employer Advisory Board

2021-22

Autumn 2021	Launch, Pro Dev LEAD, & Jump	**Sept 1-Sept 17**
	Classes in Session	**Sept 20-Dec 17**
	Final Examinations	Dec 11-17
	Holidays/No Classes	Nov 11, 25-26
Winter 2022	**Classes in Session**	**Jan 3-Mar 11**
	Final Examinations	Mar 12-18
	Holidays/No Classes	Jan 17, Feb 21
Spring 2022	**Classes in Session**	**Mar 28-June 3**
	Final Examinations	June 12-18
	Foster MBA Commencement	June 11
	Holidays/No Classes	May 30
Summer 2022	**Classes in Session**	**Jun 20-Aug 19**
	Holidays/No Classes	July 4

2022-23

Autumn 2022	**Classes in Session**	**Sept 28-Dec 9**
	Final Examinations	Dec 10-16
	Holidays/No Classes	Nov 11, 24-25
Winter 2023	**Classes in Session**	**Jan 3-Mar 10**
	Final Examinations	Mar 11-17
	Holidays/No Classes	Jan 16, Feb 20
Spring 2023	**Classes in Session**	**Mar 27-June 2**
	Final Examinations	June 3-9
	Foster MBA Commencement	June 10
	Holidays/No Classes	May 29
Summer 2023	**Classes in Session**	**Jun 20-Aug 19**
	Holidays/No Classes	July 4

Additional information, including registration and tuition deadlines, can be found on the University Academic Calendar.

MBA EVENT CALENDARS

Information on events sponsored by the Foster School, MBA Program Office, and MBA Career Management is available on the MBA Calendar of Events. Information on events sponsored by the MBAA or Student Clubs is available on the MBAA Calendar of Events. To add an event to the MBAA calendar, contact either the MBAA Executive VP of Communications or a Club President.

PART I: MBA PROGRAM POLICIES AND REQUIREMENTS

ACADEMIC PROGRAM OVERVIEW

The MBA degree requires the successful completion of 90 quarter credit hours of coursework. The program is designed to be taken on a full-time basis and the typical time to complete the program is six quarters.

The curriculum is comprised of three parts:

1. Core Curriculum

2. Elective Course Requirements

3. Additional Required Degree Activities

PROFESSIONALISM AND EXPECTATIONS OF FOSTER MBA STUDENTS

CLASS ATTENDANCE

Class attendance is required. Class participation, impossible without attendance, is a factor used by faculty in determining course grades. If it is essential to miss a class, you must notify the professor beforehand and provide a valid reason why you cannot attend.

Valid reasons to miss class may include:

- Unavoidable conflict with a job/internship interview
- Illness

Inappropriate reasons to miss class include:

- Information interviews

- Meetings with business school faculty or staff members
- Meetings for MBA projects
- Meetings with leadership fellows, teams, or mentors
- Additional study time for exams
- Participation in Foster School, UW, or other events
- Addressing personal matters

These activities should be conducted when classes are not in session.

MAKING UP A CLASS

When it is necessary to miss a class due to illness or an unavoidable conflicting appointment, you should always:

1. **Notify the faculty member by email or by phone prior to missing the class.**
2. Be aware that you are responsible for all material covered in that class.
3. Contact classmates for a synopsis of the discussion that transpired during the class session.
4. If required by the course instructor, 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 you must arrive late or leave early, you 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 early exit.

ATTENDING A DIFFERENT SECTION

Students are **required to attend class in the section to which they are assigned**. Attending a different section of the same course is discouraged. However, on the rare occasion 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.

RELIGIOUS ACCOMMODATIONS

It is the policy of the University of Washington to reasonably accommodate students' religious observances in accordance with [RCW 28B.10.039](#) regarding religious accommodation for higher education students as amended by [SB 5166](#), effective July 28, 2019.

The law requires that educational institutions must develop policies to accommodate student absences to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization, so that students' grades are not adversely impacted by the absences. The law also requires that UW post information about its policy on its website, and that faculty include the policy or a link to the policy in course or program syllabi (sample language below).

Faculty must reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. **"Reasonably accommodate"** is defined as coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities.

Any student seeking reasonable accommodations must provide written notice to the Office of the University Registrar of the specific dates of absence due to religious accommodation, within the first two weeks of the beginning of the course.

Students must submit the [Religious Accommodation Request Form](#).

REMOTE CLASSROOMS

The Foster Full-time MBA program is complete in-person program. Academic classes will be in-person if state and local health authorities and UW leadership permit in-person academic instruction. However, in an on-going health crisis, there is always a chance the UW will return to remote learning. As a Foster student, we expect that students will use technology responsibly while engaging in academics. Make sure to be respectful of other students and the professors by muting your microphone when unused and avoiding distracting environments.

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

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 to depend 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.

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 with professional organizations, or dinners. **Always obtain information about appropriate attire prior to attending any event.**

One student who dresses inappropriately or behaves in an unprofessional manner can leave a negative impression of not only that individual, but the entire MBA program. Keep in mind that as a Foster MBA student, you represent not only yourself but also the MBA program and the 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, interviews, 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](#))

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 may also be receiving these messages.** All email on the UW system is a public document, and there is no email privacy.

Official email lists are one of the primary communication channels between MBA program staff and faculty and MBA students. The MBA program uses certain email lists for official announcements. Other lists are available for broader communications. 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 [here](#).

Strong connections with thousands of Foster [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.

MBA DEGREE REQUIREMENTS

The Full-time MBA program is designed to be completed over a **2-year period**, and is comprised of a total of **90 credits** as follows:

- 46 required core credits
- 44 elective credits
- 7 additional required degree activities

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

Completion of the additional required degree activities is spread over the two years. Additional details on these requirements can be found [here](#).

	Autumn	Winter	Spring
1st year	**BA 500 -** 16 credits	**BA 501 -** 14 credits	**BA 502 -** 8 credits **Elective Classes -** 8 credits
2nd year	**MGMT 504 -** 4 credits **Elective Classes -** 12 credits	**BECON 501 -** 4 credits **Elective Classes -** 12 credits	**Elective Classes -** 12 credits

PERSONAL STUDY PLAN

Creating a personal study plan allows you to emphasize or focus your course of study, activities, and internship to better achieve your goals. Personal Study Plans are informal and do not appear on your UW transcript. In developing their plans, students meet with an MBA Program Office advisor to discuss Foster School and UW resources available to them including faculty, staff, alumni, and student associations, as well as curriculum offerings.

In developing your plan, you should consider:
- Academic requirements of your degree
- Elective courses offered
- Career Management events and opportunities
- Experiential activities, including internships and club involvement
- Certificate requirements
- Opportunities to create independent studies and/or participate in field study projects

CORE STRUCTURE

The objectives of the core courses of the MBA Program are to:

- Develop core competency in fundamental business disciplines (such as accounting, marketing, and finance) through exposure to essential theories, tools, and frameworks to become an effective general manager.
- Instill an appreciation of the multi-dimensional nature of business problems and ensure that you are effective at managing across functional boundaries.
- Increase your awareness of the ethical aspects of many business decisions, and help you understand the role of business in the increasingly global environment.
- Accelerate your leadership development in teamwork and communication skills, and gain practical experience leading peers, projects, and organizations.
- Enhance your ability to think strategically about business challenges and opportunities concerning complex, unstructured real-world problems, using a solution concept that leverages the uniqueness of the firm's environment, and stresses enterprise-wide rather than functional area considerations.

FIRST-YEAR CURRICULUM

The first-year core consists of **one 16-credit course (Autumn), one 14-credit course (Winter), and one 8-credit course (Spring)**. Each core course is composed of several instructional modules of varying length. Because the core is an integrated experience, part-time attendance is not possible. In Spring Quarter, students typically begin taking elective classes. Below is a schematic overview of the first-year curriculum.

Autumn Quarter: **BA 500** (16 Credits)

Module	# of Sessions
Corporate Finance	20
Marketing Strategy	20
Financial Accounting	20
Competitive & Corporate Strategy	20
Leadership Development/Building Effective Teams	6
Professional Development	8

Winter Quarter: **BA 501** (14 Credits)

Module	# of Sessions
Leading Teams & Organizations	18
Microeconomics	18
Statistics for Business Decisions	18
Applied Strategy (Consulting Project)	18
LEAD	2 full days

Spring Quarter – **BA 502** (8 Credits)

Module	# of Sessions
Decision Support Models	10
Managerial Accounting	15
Operations & Supply Chain Management	15
8 credits of electives	

Some students may take additional credits in their first year by participating in the [Global Business Forum](#), [Study Tours](#), or other electives for credit. These credits count toward your overall 44 credits of elective requirements.

CORE CLASS SCHEDULES

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

FINAL EXAMINATION SCHEDULE

The final examination schedule for MBA core courses differs from the one indicated on your [MyUW](#) page. Exam dates and times are determined by the instructors. While final core exams are generally held during finals week, some may be held earlier. Each quarter, the core final exam schedule is announced mid-quarter or earlier in the weekly MBA Newsletter.

FIRST-YEAR CORE GRADING POLICIES

The objectives of the UW grading system are to:

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

All courses to be counted toward your MBA degree must receive a numeric grade or a grade of CR (credit). (Satisfactory/Not satisfactory grading is not allowed.) You receive a single grade for your required first-year core course each term. (In spring quarter, you also receive individual grades for each of your electives.) We award a single grade per term to emphasize that effective general management requires a diversity of talents. Each quarter, a letter detailing your grade performance for the individual core modules will be sent to you.

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

UNSATISFACTORY PERFORMANCE IN THE CORE

Students receiving an overall grade **below 2.7** for their core class or specific instructional module in any term are considered to have failed that core class. To graduate, the student must complete additional work as specified by the core instructors and/or Associate Dean (see Conditional Grades below). In addition, students receiving an overall grade point average below 2.7 are placed on academic probation and must receive a grade point average of at least 3.0 in the next term to remain in the program.

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

CONDITIONAL GRADES

Any student who fails to demonstrate MBA-level competency in the subject matter of a module of the core is deemed to have received a conditional grade for the core term containing that module. Receipt of a conditional grade occurs whether the student has failed to demonstrate MBA-level competency in a single module or more than one module in a term. In the latter case, the student may receive a failing grade in the core term overall. In general, a student who receives a conditional grade may continue to the next term but must complete additional remedial work as defined by the specific instructor(s) leading the module course(s) in question. Retaking a module, successful completion of an alternate class, retaking an exam, or an extra paper or problem set are examples of possible remedial work.

All conditional work, other than completion of alternate classes, must be finished no later than the end of the summer quarter following the first year. In the case of an alternate class condition, the class must be completed by the end of autumn quarter of your second year or the first term thereafter that the course is offered. Exceptions to these condition completion dates are limited to circumstances outside the student's control. Failure to complete a condition in a timely manner is grounds for dismissal from the program.

GRADE DISTRIBUTION

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

MODULE SCORES

Each core instructor determines a grade on the 4.0 scale for each student reflecting the student's performance in that module.

Module grades are based on:

- Written work
- Classroom participation
- Group or individual presentations
- Projects
- Attendance
- Other metrics identified by the instructor

(Note that the *Leadership Development/Building Effective Teams, Professional Development* and *Applied Strategy* modules are graded on a credit/no credit basis.)

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

however, whenever possible, faculty members warn students when performance is below satisfactory.

CONVERTING MODULE GRADES TO TERM GRADES

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

Example 1: Student A receives the following grades in the **Autumn Quarter** components:

Component	Component Grade	# of Sessions	Grade Weight (# Sess/Total Graded Sess)	Weighted Component Grade
Financial Accounting	3.0	20	0.250000	0.750000
Corporate Finance	3.9	20	0.250000	0.975000
Marketing Strategy	3.2	20	0.250000	0.800000
Corporate Strategy	3.2	20	0.250000	0.800000
Leadership/Building Teams	CR	6 *(not counted)*	NA	NA
Professional Development	CR	8 *(not counted)*	NA	NA
TOTAL GRADED SESSIONS		**80**	**1.000000**	**3.325000**

Student A's grade of 3.325 would round down to a **3.3 grade recorded for BA 500**.

Example 2: Student B receives the following grades in the **Winter Quarter** components:

Component	Component Grade	# of Sessions	Grade Weight (# Sessions/Total Graded Sessions)	Weighted Component Grade
Leading Teams & Orgs	3.5	18	0.333333	1.166665
Microeconomics	3.2	18	0.333333	1.066665
Statistics for Business Decisions	3.5	18	0.333333	1.166665
Applied Strategy Project	CR	18 (not counted)	NA	NA
TOTAL GRADED SESSIONS		**54**	**0.999999**	**3.399995**

Student B's grade of 3.399995 would round up to a **3.4 grade recorded for BA 501**.

Example 3: Student C receives the following grades in the **Spring Quarter** components:

Component	Component Grade	# of Sessions	Grade Weight (# Sessions/Total Graded Sessions)	Weighted Component Grade
Managerial Accounting	3.9	15	0.375000	1.462500
Operations & Supply Chain Management	3.7	15	0.375000	1.387500
Quantitative Methods: Decision Support Models	3.8	10	0.250000	0.950000
TOTAL GRADED		**40**	**1.000000**	**3.800000**

Student C's grade of 3.800000 would be recorded as a **3.8 grade for BA 502**. Grades for Spring Quarter elective classes are recorded separately.

FIRST-YEAR CORE COURSE REGISTRATION

The first-year class is divided into sections of approximately 60-65 students each. Within these sections, students are sub-divided into teams. The MBA Program Office designates core team and section assignments. Prior to registration deadlines for each quarter, you are notified of your section assignment. Note that the MBA Program Office will register you for your core classes.

SECTION AND TEAM ASSIGNMENTS

Section and team assignments in the core are determined by many factors, and great care is taken to ensure that all sections and teams are well balanced. Some of the factors used to place students in sections and teams are student origin (domestic vs. international, Washington resident vs. non-Washington resident), gender, ethnicity, quantitative skill, work experience, and undergraduate school and degree. You may not switch teams or sections without approval from the MBA Program Office. Team assignments will change each quarter during the first year core.

REGISTRATION DEADLINES

The following are registration deadlines you should keep in mind for your first year in the MBA program. While the MBA Program Office reminds you of these deadlines and registers you for your core classes, it is your responsibility to meet these deadlines if you are enrolling in any elective classes.

Deadline	Autumn 2021	Winter 2022	Spring 2022
Registration opens via MyUW	N/A	November 5, 2021	February 11, 2022
Last day to be registered for core classes to avoid a late registration fee	N/A	January 3, 2022	March 28, 2022

SECOND-YEAR CURRICULUM

SECOND-YEAR CORE REQUIREMENTS

During your second year in the MBA Program, you will complete the following two required courses:

- **MGMT 504 Ethical Leadership & Decision Making** - 4 credits, Autumn Quarter

- **BECON 501 Analysis of Global Economic Conditions** - 4 credits, Winter Quarter

ELECTIVE COURSEWORK

The second year of your MBA program is comprised mostly of elective courses you select, enabling you to study *in depth* one or more subjects from a broad menu of business specializations offered. MBA elective classes are comprised of students from the Full-time and Evening MBA programs, as well as international MBA exchange students and graduate students in programs from outside the Foster School (upon approval). A few elective classes are cross-listed with undergraduate business classes.

For your degree, you need **a total of 44 elective credits.** Students generally complete 8 credits of electives in their first year and 36 credits of electives in their second year. However, you may opt to take additional or fewer elective classes in the first year. This means that the number of

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

In addition to the 4-credit elective classes, there are options to take 2-credit seminar style courses that are on a more specific topic. Detailed instructions and information about elective classes and elective registration are reviewed in the Winter Quarter of your first year and are detailed in the [Elective Guidelines for the Class of 2023](#) (look under Student Handbooks).

Some general policies regarding elective selection are outlined in the following sections.

MANAGEMENT SCIENCE DEGREE OPTION

The Master of Business Administration – Management Science degree option (MBA-MSci) is open only to individuals who have been admitted to the Foster School of Business Full-time MBA program and have successfully completed the majority of the "core" courses in their MBA program. The earliest students in the Full-time MBA program can apply to this option is after completion of their first year in the program. More information can be found on the MBA Program Office Resource Canvas page.

SUBJECT-AREA CREDIT LIMIT

You may take **no more than 24 _elective_ credits in any single subject area as indicated by course abbreviation** (ACCTG, BA, BCMU, BECON, ENTRE, FIN, IBUS, IS, MGMT, MKTG, OPMGT, QMETH).

For example, you may take a maximum of six 4-credit [elective courses](#) in Finance for a maximum of 24 credits combining 2 and 4-credit classes. Note that independent study credits taken with the same prefix count toward the 24-credit allowed credits.

Student may petition the Associate Dean of Graduate Program for an exception to this policy. Please work with your academic advisor for more information.

CERTIFICATES AND SPECIAL PROGRAMS

Students may choose to participate in one of the certificate programs available through the Foster School (Global Business Certificate and Entrepreneurship Certificate) or one of the UW

[certificate programs](#) outside of Foster. Requirements for these programs vary; however, some electives required to earn the certificate may also count toward your MBA degree elective requirements. Plan to meet with your MBA Program Advisor to determine which courses would be applicable towards your MBA degree requirements and discuss possible extra tuition charges.

If you participate in a certificate program outside the Foster School, a maximum of 16 credits from that program can be counted (upon approval) toward your MBA elective classes for non-transcripted certificates. For transcripted certificates, you may apply [only 6 credits of non-MBA coursework](#) toward both your certificate and your Foster MBA elective requirements.

GRADUATE COURSES OUTSIDE THE FOSTER SCHOOL

You may apply **a maximum of 16 credits** of [graduate-level coursework outside the Foster School](#) toward your MBA elective requirements. **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 limit. [Non-MBA Course Request forms](#) are available on the MBA website.

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 MBA Program (unless part of a concurrent degree program) will not count toward your degree requirements.

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 8 credits of 400-level undergraduate coursework** 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 courses](#) is on the MBA website. Undergraduate courses count toward your maximum of four non-MBA courses allowed.

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 count 8 credits toward their MBA degree.

INDEPENDENT STUDY

Independent studies are the mechanism to register for special experiential programs (i.e., Technology Commercialization Practicum, UW Investment Fund, and others), or to pursue a personally designed project related to subjects, activities, or topics not offered in a regularly scheduled class or academic program. There are three types of independent studies – Research, Academic, and Applied – with more information available on the MBA Independent Study website.

These courses may be designed in 2 or 4-credit increments and are taken for Credit/No-Credit (CR/NC). You may register for a maximum of 4 credits of 600-level independent study coursework during any one quarter, associated with the academic department of the required faculty advisor. The MBA Program Office must approve all independent study upon securing a faculty advisor and applying. Although 600-level courses count toward degree requirements, the grades are not included in your cumulative GPA. Further, 600-level courses count into the total number of elective credits you may apply towards your degree in any one subject area. For more details about the three types of independent studies, the requirements for academic credit and application process, please refer to the Independent Study Guidelines.

ELECTIVE COURSE BIDDING AND REGISTRATION

Each quarter (beginning in Spring Quarter of the first year), MBA students will select and register for elective courses through a two-step process:

1. Participating in a [pre-registration bidding process](#) run by the MBA Program Office
2. Registering for classes through your [MyUW](#) account

ELECTIVE REGISTRATION BIDDING PROCESS

Since some electives are in greater demand than others and to ensure equitable access, a [bidding system](#) is used to reserve student spaces in classes prior to registration. Each quarter before you register for your elective courses, you receive an allocated number of bid points (adjusted for the number of business elective courses required for your academic program). The bidding process determines the elective courses in which you have permission to enroll. During Winter Quarter of your first year, you will receive more detailed information about the bidding process, as well as a list of elective courses offered.

Elective Grading

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 you wish to count toward the MBA degree should 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. Further, you may count a maximum of 16 credits earned on the Credit/No Credit system toward MBA elective degree requirements.

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 your total credit count, however the 0.0 grade does figure into your quarterly and cumulative grade point average. 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. Additionally, you must maintain a 3.0 cumulative grade point average to remain in good academic standing and meet the minimum GPA for graduation.

CREDIT/NO CREDIT GRADING

As mentioned above, up to 16 total credits of courses that are only offered as Credit/No Credit may be taken and applied toward MBA elective degree requirements. In the Foster School this includes the following electives:

- [Independent Studies](#)
- Applied Strategy
- [Field Studies](#)
- [Study Tours](#)
- [Venture Capital Investment course](#)
- [Business Plan Practicum](#)
- [Global Business Forum](#)

SATISFACTORY/NOT SATISFACTORY GRADING

Students may choose to take classes graded S/NS but note that courses taken as 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 and your standard tuition rates apply. Check the UW website for information on auditing courses.

ADDITIONAL MBA DEGREE ACTIVITIES

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

- Foster Professional Development Activity sequence delivered by MBA Career Management
- Summer Internship/Project (or equivalent) as monitored by MBA Career Management
- MBA Core Case Competition
- Two MBA Practical Experience Activities
- Two MBA International Perspective Activities

FOSTER PROFESSIONAL DEVELOPMENT (PRODEV)

MBA candidates meet the required **Foster Professional Development Activity** by successfully completing the required Foster ProDev sequence in BA 500 in Autumn Quarter, as monitored by MBA Career Management. Career Management staff will alert any student whose performance in Foster ProDev is **NOT** sufficient to meet the degree requirement in this area when Autumn Quarter grades are recorded.

SUMMER INTERNSHIP/PROJECT EQUIVALENT

All MBA candidates are required to complete a summer internship (or equivalent project). The internship experience provides students an opportunity to apply acquired business theory and concepts in a business setting. Additionally, students build important connections and develop as a business professional – both important aspects to aid them in achieving their career goals.

To fulfill this requirement, students will most often complete an internship or project, as approved by Career Management, over the summer months (commencing after Spring quarter of the first year and ending no later than the day before Autumn classes begin the second year).

Students studying in the Foster MBA Program who are sponsored by their employers are deemed to have satisfied the summer internship/project requirement. Instead, students will need to fulfill an additional practical experience.

CORE CASE COMPETITION

All students complete the [MBA Core Case Competition](#) requirement at the end of the autumn quarter. Student teams provide an analysis of an organizational challenge and deliver a presentation outlining managerial recommendations to a panel of judges. The case competition is 10% the grade in each autumn quarter module.

MBA PRACTICAL EXPERIENCE ACTIVITIES

There are a variety of ways to satisfy the practical experience degree requirement. Not all activities require registered academic credits and some activities may satisfy both the practical experience and international perspective requirements. Please note all first-year full-time MBA students are required to complete the Applied Strategy core course winter quarter, which will satisfy one of the two required practical experience activities.

To satisfy the remaining practical experience requirement students must receive approval from the MBA Program Office and activities must:
- Incorporate significant interaction with an established or developing business
- Require students to apply their knowledge and skills gained from their MBA studies and previous work experience
- Define a scope that requires research and critical thinking skills to identify tangible actionable recommendations, in a relevant form to the scope of work
- Conclude with a Foster-quality written deliverable and final presentation to the relevant stakeholders describing the project purpose, scope and approach, the findings from research and other activities conducted, and the recommendations for the business to address the challenge, in whatever format is most conducive to delivering value
- Include a mechanism for critical, constructive feedback regarding performance with one or more business practitioners

The following list of activities **will satisfy the MBA Practical Experience** requirement, although not exhaustive. MBA students may submit a request to the MBA Program Office using the following linked MBA Degree Requirement Request Form, for alternative activities to be considered for degree satisfaction.

- **Select MBA Elective Courses**: Classes that satisfy this degree requirement are designated as such each year in the academic schedule. Class offerings vary and are subject to change, but may include Consumer Marketing & Brand Management, Analytics Consulting Lab, Software Entrepreneurship, Customer Analytics, and Consumer Insights. Please refer to the quarterly and yearly schematics to see all courses that fulfill the practical requirement.
- **MBA Consulting Project** (Field Study BA578): MBA Program Office sourced projects available to MBA students to apply in the autumn and spring quarter for 4 credit hours.
- **Service Corps Project** (Field Study BA578): Project-based program administered by the MBA student organization Net Impact and supported by the MBA Program Office.
- **Entrepreneurial Law Clinic**: MBA students may apply through the Buerk Center for Entrepreneurship for participation in a minimum two quarters of the program.
- **UW Investment Management Company Independent Study Program** (UWINCO): An investment research experience through a 4-credit quarter-long project where second-year MBA students focus on timely capital market issues faced by investors.
- **Dempsey Startup Competition**: MBA students must enter the business competition and be accepted to the Investment Round to be eligible to satisfy the degree requirement.
- **Global Consulting Project** (IBUS579): Participating in the Global Business Center's social entrepreneurship project in India.
- **Board Fellows**: MBA students may apply through Foster Consulting & Business Development Center to become a non-voting member of a non-profit board and conduct a valuable applied project for the organization. The projects must be approved in advance by the MBA Program Office for degree requirement satisfaction.
- **Applied Independent Study** (600-level course): Project-based activities sourced by MBA students sponsored by a company or organized with significant interaction with business professionals to address a current relevant company or industry challenge. Entrepreneurial business projects may also be considered. The projects must be approved in advance by the MBA Program Office for degree requirement satisfaction.

- **Foster Venture Fellows** (600-level Independent Study): The Entrepreneurship &Venture Capital Club student organization secures MBA student venture capital-based projects. The projects must be approved in advance by the MBA Program Office for degree requirement satisfaction.

Activities which **DO NOT** satisfy the **MBA Practical Experience** requirement include:

- Board Fellows, Applied Independent Study and Venture Fellows projects that have not been pre-approved by the MBA Program Office.
- Participation in external [case competitions](#)
- Projects completed for UW or Foster School units
- [MBAA](#) or other student organization leadership roles

MBA INTERNATIONAL PERSPECTIVE ACTIVITIES

Activities which **DO** satisfy the **MBA International Perspective** requirement include:

- Select MBA elective classes (specific classes which satisfy this requirement are identified on the elective schedule)
- International classes from UW programs outside of the MBA Program (classes must be pre-approved by MBA Program Office)
- One quarter of upper division (400 level) business language (should be pre-approved by MBA Program Office)
- Participation in an MBA Study Tour (does not need to be completed for academic credit)
- Participation in one-quarter exchange program sponsored through the Global Business Center
- Internationally-focused internship/project (either in U.S. or abroad) as validated by MBA Career Management (requires approval of MBA Program Office)
- Internationally-focused Applied Strategy or Field Study Management project. You need to provide documentation that these projects had a significant international element
- Independent Study with significant international focus comparable to select MBA elective classes (requires approval of MBA Program Office)
- Other activities can be used to satisfy an International Perspective activity with the approval of the MBA Program Office. For an activity to satisfy your international perspective requirement it must include an academic element, such as a project for a class or company, focused on an international aspect of business, and have significant contact with a culture outside the U.S.

Activities which **DO NOT** satisfy the **MBA International Perspective** requirement include:

- Activities which consist primarily of interaction with international students on the UW campus
- Student organization roles
- Travel not related to study tours, exchange programs, or internship/projects

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

UNIVERSITY GRADUATE SCHOOL DEGREE REQUIREMENTS

The following is a summary of requirements you must fulfill prior to being conferred the MBA degree. Please note that the University of Washington Graduate School policies may be revised after the publication date of this handbook and students should check the Graduate School website for any updated information.

COURSE REQUIREMENTS

You must complete **46 credits of core courses** and **44 credits of electives** 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) from the time of initial entry into the MBA Program until all requirements for your degree are complete.

Failure to maintain continuous enrollment automatically withdraws you from the Graduate School and requires you to file for reinstatement to the Graduate School in order to continue.

If you find that you must interrupt your registration, you may apply for a leave of absence or withdrawal from the University as described in Memo 9 of the Graduate School website. In either case, you should schedule an appointment with an academic 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 your advisor in the MBA Program Office. In order to graduate, you will need to take additional graded courses to raise your GPA to the minimum required.

QUARTERS IN RESIDENCE

To be eligible for a [Leave of Absence](), US citizens and permanent residents have to be registered for at least one quarter of graduate study at UW and have approval from their graduate program. International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services Office (ISS).

SIX-YEAR COMPLETION

All work for the 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 Foster School degree requirements that were in place at the time you entered the program, and graduate within the six-year limit to successfully earn your degree.

FULL-TIME STUDENT STATUS

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

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). The number of credits earned in the course will apply toward degree requirements only once.

MINIMUM PASSING GRADE FOR ELECTIVE CLASSES

A grade of **2.7 is the minimum numeric grade** that is accepted for each course to be counted toward fulfillment of degree requirements.

INCOMPLETE GRADES

A grade of Incomplete is given only in cases where you have been attending class, done satisfactory work until the last two weeks of the quarter, and satisfied the instructor that you cannot complete the work because of illness or other circumstances beyond your control. You must contract with the instructor for completion of your coursework. **The Incomplete must be removed by the time of graduation, or within a two-year limit**, whichever comes first. In no case can an Incomplete be converted to a passing grade after a lapse of two or more years. An unconverted Incomplete is not converted to a 0.0, but remains a permanent part of your record.

UNSATISFACTORY PROGRESS

In order to be in good standing, you must maintain a **cumulative GPA of 3.00** for all 400- and 500-level graded coursework taken after attaining graduate status at the University of Washington (except as noted above). **If you fall below this academic standard, you will be evaluated 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 of 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 core can be found on page 13.

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 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 at the beginning of each year. Infractions of the honor code are brought before the Honor Council, a committee comprised of MBA students, faculty, and non-voting staff members. The complete [Honor Code](.) is available on the [MBA website](.). You will also receive updates from the Honor Council on a quarterly basis by email.

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 the 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 policies 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 10-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 the MyGrad Program. Requests can be submitted as early as two weeks prior to the first day of instruction. If you are registered for a quarter, you may not submit a petition for on-leave status for that specific quarter until you have officially withdrawn from all courses before the first day of that quarter.
- You must submit payment of the non-refundable On-Leave Fee no later than 5:00pm 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 Libraries, maintain your UW email account, use Hall Health Primary Care Center on a pay-for-service basis, and use the IMA with an additional fee but are not entitled to faculty and staff counsel/resources, University housing, student insurance or financial assistance.

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 file a request for [reinstatement](#)** to the Graduate School. Requests are reviewed and approved by the department following the same procedures as those for new applicants. An application for

reinstatement carries no preference and is treated in the same manner as an application for initial admission, including the requirement of a non-refundable reinstatement fee.

UW REGISTRATION POLICIES AND PROCEDURES

Full-time students register for classes using the on-line registration form accessed through your MyUW page. It is your responsibility to complete your registration—including adding and dropping classes—by the deadlines set by the University. The MBA Program Office provides assistance with Schedule Line Numbers (SLN) and entry codes (also called add codes) for MBA classes. We also give registration instructions and deadline reminders in the MBA Newsletter. A complete list of UW registration deadlines is available on the University's Academic Calendar. Registration dates specific to the Full-time MBA Program are posted on the MBA Registration Calendar. If you have questions about your registration for core classes, email mbacore@uw.edu. For assistance with registering for elective classes, 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 Academic Calendar. **It is your responsibility to adhere to these deadlines.** After the initial assignment of courses, all dropping and adding of graduate business courses must be conducted on MyUW and/or by the MBA Program Office. The following is a brief summary of the University's policies for dropping, adding, and withdrawing from courses. More detailed information on these policies can be found on the UW Registrar's webpage.

CURRENT QUARTER 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 "quarterly drop" is used, students will be directed to use the **Current Quarter Drop – Adviser Assist** process to be able to drop any additional courses, as well as to completely withdraw from the quarter through the last date of instruction for the quarter. An annotation of **RD for Registrar Drop** will appear on a transcript next to each course dropped during this time. 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. Learn more about the [Current Quarter Drop](#) process.

Please visit the following website for more information on Summer Quarter withdrawal deadlines and processes on the University's [Withdrawal, Quarter-Off and On Leave Policies](#)

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 all 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 such as dropping below full-time or dropping from over 18 credits to below the 18 credit surcharge threshold, you will be charged the tuition rate for the number of credits that you are now taking, plus one-half of the difference between the original tuition charge and your new rate. If you have questions about potential tuition forfeitures, email mbaregis@uw.edu.

WITHDRAWAL, QUARTER-OFF, AND ON-LEAVE POLICIES

It is your responsibility to withdraw if you are unable to attend for the quarter. Through the end of the **Unrestricted Drop Period**, you may withdraw by dropping all courses from your MyUW registration page. Beginning the first day of the **Late Course Drop Period** through the last date of instruction, you must withdraw by following the Adviser Assisted Drop process, as listed on the [Current Quarter Drop](#) webpage. **You will not be able to completely withdraw or drop all courses using the MyUW registration tools or by emailing your campus registration team.**

If you drop your last course using the [Current Quarter Drop process](#) and do not add another course you will be considered withdrawn for the quarter. Beginning the eighth

calendar day of the quarter, if you drop your last course you will be charged a [Change of Registration Service fee](#) plus any [tuition forfeiture](#).

No withdrawals are accepted after the last day of instruction.

For more information, please visit the [UW webpage on Withdrawal, Quarter-Off, and On-Leave Policies.](#) We also highly encourage you to connect with an academic advisor in the MBA Program Office.

REGISTRATION PERIODS BY WEEK

The following is a listing of registration deadlines as they fall in the specific weeks of each quarter.

Week of the Quarter	Registration Actions	Restrictions	Associated Fees
WEEK 1 (Days 1-7)	ADD	Requires an add code from course instructor	None
	DROP	None	None
WEEK 2 (Days 8-14)	ADD	Requires an add code from course instructor	$20 fee
	DROP	None	$20 fee, potential tuition forfeiture
WEEKS 3-7	ADD	Requires an add code from course instructor and a [late add petition](#)	$20 fee
	DROP	Must use Annual Drop (see above for more information)	$20 fee, potential tuition forfeiture
After WEEK 7	DROP	You may not drop an individual course but are allowed to drop ALL your courses for the quarter through the last day of instruction	$20 fee, potential tuition forfeiture

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 **12 credits** of courses graded on a 4.0 scale and 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 cumulative 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 Canvas. 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 students whose cumulative GPA is in the top **20% of the graduating MBA class** are invited to join Beta Gamma Sigma, a national business honor society.

PROGRESS TO DEGREE

Throughout the course of your study, we strongly recommend that you check your progress towards fulfilling your MBA degree requirements. You may learn your academic progress at any time by accessing the Degree Audit Reporting System (DARS). If you have any questions about the DARS report and/or would like to discuss your plans for completing your degree, we invite you to contact your MBA academic advisor.

2021-2022 TUITION AND FEES

Tuition rates for students entering in the Full-time MBA Program in Autumn 2021 are below. These rates will remain the same for the two years you are enrolled in the MBA Program. Students who take longer than two years to complete their MBA degree may see an increase in their tuition. IMA, Technology, S&A, Facility, and U-PASS fees are set on an annual basis by the University and could change during your second year in the MBA Program.

Quarterly Tuition Rates for 2021-2022				
	Tuition	Fees*	Total	3-Qtr Total
Resident				
7-18 credits	11,870	383	12,253	**36,759**
6 credits	10,174	340	10,515	
5 credits	8,479	298	8,776	
4 credits	6,783	255	7,038	
3 credits	5,087	212	5,299	
1-2 credits	3,391	169	3,561	
per credit over 18	1,696			
Non-resident				
7-18 credits	17,484	383	17,867	**53,601**
6 credits	14,986	340	15,327	
5 credits	12,489	298	12,786	
4 credits	9,991	255	10,246	
3 credits	7,493	212	7,705	
1-2 credits	4,995	169	5,165	
per credit over 18	2,498			

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*2021-22 quarterly fees include

- $38 technology fee
- $32 IMA fee
- $151 Services & Activities (S&A) fee
- $91 U-PASS fee
- $70 Facility Renovation fee

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

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 must 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 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. You can also purchase personalized graduation announcements through the same vendor.

CONCURRENT DEGREE PROGRAMS

If you are enrolled in a concurrent degree program, plan your courses carefully to meet all the requirements for both departments. Application, advising, and registration are handled separately by each of the departments involved. Since you are limited to 16 credits from outside the Foster School to count toward your MBA, you cannot take additional electives outside the MBA curriculum beyond those from your other degree program. These four classes are considered your "overlap" classes. You should anticipate that the time demands of the first-year core might complicate scheduling of non-MBA classes. Two degrees are awarded upon completion of both of these programs.

More information on formal and informal concurrent degrees is available on our website.

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.

FOSTER CERTIFICATE PROGRAMS

GLOBAL BUSINESS

The Global Business Program 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 Program 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.

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 15 MBA exchange programs in 12 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, which apply directly to the MBA degree as electives. Credits are evaluated and awarded upon receipt of foreign transcripts. The maximum number of exchange credits that can be awarded is 16. Students only receive credit for the courses they pass while abroad.

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 can occur during any quarter, although most offerings are in Autumn and Winter Quarter, with some exciting new options during Summer. 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
Denmark	• Copenhagen Business School*
Finland	• Aalto University School of Business, Helsinki*
France	• Ecole Supérieure de Commerce, Paris*
India	• Indian Institute of Management, Bangalore
Japan	• International University of Japan, Niigata • Keio Business School, Tokyo • Waseda University (limited courses), Tokyo
Netherlands	• Rotterdam School of Management
Singapore	• Nanyang Technological University, Singapore

South Africa	• University of Cape Town
South Korea	• KAIST Graduate School of Management, Seoul
Spain	• Instituto de Empresa (IE), Madrid
Switzerland	• University of Zurich*

*2-6 week summer programs available.

SHORT-TERM AND FACULTY-LED GLOBAL PROGRAMS

FACULTY-LED STUDY TOURS

Faculty-Led 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. You have the option to take the study tour for 2 credits or to attend for no credit.

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 2021-2022 Faculty-Led Study Tours will take place in March 2022. Most tours take place during finals week and spring break. Locations will be announced in September.

Tours are individually priced between $3,000 and $3,500 (airfare not included) and are posted on the Global Business Center website in early autumn. Information sessions occur in October and applications are due at the end of October. Some need-based scholarships may be available.

GLOBAL CONSULTING PROJECT

The [Global Consulting Project: India](#) is a faculty-led program that starts in Winter quarter, continues through Spring quarter, and provides students an opportunity to work directly with an Indian trade union, the [Self Employed Women's Association](#) (SEWA). Students travel to India to meet with their clients in March and spend the following quarter developing their deliverable. Through virtual presentations, deliverables are presented halfway through Spring quarter. The trip typically costs between $2,500 and $3,000, not including airfare. The Global Consulting Project: India has been postponed until 2023.

Global Consulting Projects to other locations may occur, depending on demand and project availability. During the 2021-2022 academic year, a Global Consulting Project to a new destination will take place during Spring quarter. Teams will work on client projects throughout Spring quarter; the course will culminate in a trip to the target country where teams will present to their clients. More information on the 2021 Global Consulting Project will be announced in September.

ASIAN CAPITAL MARKETS COURSE AND STUDY TOUR

This two-credit, faculty-led, Winter quarter course provides you with a framework to think about capital markets and financial systems in Asia, the fastest growing continent over the past 40 years. The course is paired with an optional study tour to Asia, organized by the Global Business Center. The <u>course</u> is offered every other year and will be offered during Winter quarter 2022. However, the <u>study tour</u> has been cancelled for 2022. The objective of the study tour is to further enhance your understanding of investing in Asia, with a focus on Japan and China, through in-country meetings with investors, local financial institutions, and government officials. Course enrollment is required to participate in the study tour. The trip typically costs approximately $3,000-$3,500, not including airfare.

"DOING BUSINESS IN" SHORT-TERM PROGRAMS

Doing Business In (DBI) short-term programs allow a small group of Foster MBAs to study a specific subject for one to two weeks at a partner university. DBIs combine class time, taught by a foreign professor, with cultural immersions and company visits. It is an opportunity to network with Foster peers outside of your cohort, experience business related course work at a foreign university, and take a deep dive into the local business culture. In 2021, we are excited to

present Doing Business In: Berlin, which will focus on doing business in Germany and the EU, taught by top ranked faculty from WHU Otto Beisheim School of Management. The program will feature morning class sessions, followed by afternoon case work or company visits. This DBI is worth 2-credits and will occur during Winter Break 2021. DBIs typically cost between $2,500 and $3,000 (airfare not included). Interested incoming students can still participate in this year's DBI but must reach out to passport@uw.edu and express interest by October 1, 2021.

Note for 2021-2022: Due to the ongoing effects of the coronavirus pandemic, exchange, faculty-led, and short-term programs may have to be cancelled or have altered delivery formats. Updates will be provided through the Global Business Center.

GLOBAL BUSINESS FORUM (I BUS 579)

The Global Business Forum (I BUS 579) is a two-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. The 2021-2022 course themes are:

- Fall Quarter – Global Approaches to Sustainability and Climate Change
- Winter Quarter – Doing Business with Africa
- Spring Quarter – Diversity, Equity and Inclusion on the Global Scale

GLOBAL BUSINESS PROGRAM CERTIFICATE

See information above about the Global Business Program Certificate.

INTERNATIONAL STUDENTS

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

If an international student becomes a US citizen or Permanent Resident during the program, the student should talk with the International Student Services (ISS) office and the MBA Program Office about potential favorable changes in tuition rates and other aspects of UW enrollment. 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 International and English language programs in the United States. UW offers a wide variety of programs 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.

- 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.

- 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's 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 here.

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 here.

RESIDENCY STATUS CHANGES

If your residency status changes while you are in the MBA Program please let the MBA Program Office know as it could affect your tuition charges.

If you have questions about becoming a Washington State resident for tuition purposes, see the UW's [Residency web page](#).

ENROLLMENT ISSUES

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

EMPLOYMENT

Please see the ISS website for current information on international student employment. It contains comprehensive information on F-1 and J-1 student employment options, including how to obtain a Social Security number.

For specific information, visit the [F1 employment website](#). J-1 students may seek employment in similar categories. Additional information is on the [J-1 employment website](#).

International students should consult with an ISS adviser before accepting any form of employment. Employment is defined as any work performed or services provided in exchange for money, tuition, room and board, or other benefit compensation.

PRACTICAL TRAINING

There are two types of practical training available: [Curricular Practical Training](#) and [Optional Practical Training](#). Practical training provides an opportunity for you to supplement academic

work with employment directly related to your field of study. You may be eligible if you have been enrolled at a college or university on a full-time basis for at least one academic year (three academic quarters at UW) and are currently in F-1 status. For eligibility purposes, note that a quarter is completed on the last day of final exam week.

CURRICULAR PRACTICAL TRAINING (CPT)

- May be authorized only while you are enrolled in a program of study.
- May not be done until you have completed 3 full quarters of study in the MBA Program.
- Is considered an integral part of your curriculum and available to all qualifying students in your field of study.
- May be authorized at either a full-time rate (over 20 hours per week) or part-time rate. Part-time training (not during summer quarter) must be undertaken concurrently with a full course of study.
- Students who complete one year of full-time CPT lose eligibility for OPT.
- Is authorized by an ISS adviser.
- To apply for Curricular Practical Training, you need to complete two steps:
    1. Complete and submit the Request for Curricular Practical Training form to the MBA Program Office.
    2. After submitting this form, complete the online Curricular Practical Training application. Note: The start date of your CPT cannot be less than 1 week after you submit your form and complete your online application.
- You will receive registration information after you have completed both of the CPT application steps noted above.
- You may not enroll in only BA 560 during the final quarter of your MBA degree, but instead must take BA 560 and at least one credit of elective classes.
- You may begin working once you have received your I-20 endorsed for CPT.

To be in compliance with visa requirements, students must register for one academic credit (noted as a BA 560 class on your transcript) as part of their CPT for every quarter in which they are employed **except when fulfilling the required summer internship/project degree requirement.** As noted on page 22 of this handbook, the summer internship/project is a degree requirement, and thus international students participate without enrolling in BA 560. Students

most often complete their internship or project (as approved by Career Management) over the summer months (commencing after the completion of Spring quarter and ending no later than the day before Autumn classes begins). Internships or projects extending beyond this time period would not be considered part of the internship requirements and students would register for a BA 560 credit for any additional CPTs completed.

Optional Practical Training (OPT)

- Provides a 12-month opportunity for employment in your field of study before or after degree completion. Most students apply for post-completion OPT to begin after they graduate.

- Full-time OPT is available during your annual vacation quarter, between-quarter breaks, after the completion of all course requirements for your degree, and after completion of your UW degree. Part-time OPT is available during a full course of study and should not exceed 20 hours per week. Two-months of part-time OPT deducts one month from your 12 month total.

- Involves a 2-step process: first an OPT request to the ISS, followed by a mail-in application to U.S. Citizenship and Immigration Services (USCIS).

- You must apply for OPT **no later than 60 days after your degree completion**, and it is strongly recommended that you mail your application to USCIS up to three months in advance.

- It may take **up to 3 months** processing time before receiving the Employment Authorization Document (EAD) card.

- Do not begin work until you receive your EAD card and the indicated start date has arrived.

- Apply for Optional Practical Training before departing the U.S.

- Travel after applying may result in difficulties re-entering the U.S. Consult with the ISS before traveling.

- Learn more about the application procedure and download all necessary OPT forms at this link.

- Students in their 12-month OPT authorization period, with a qualifying STEM degree and working for an E-Verify registered employer, may apply for an [extension of their OPT](#).

TRAVELING IN F-1 OR J-1 STATUS

If you plan to [travel outside of the U.S.](#) (this includes Canada), check with the ISS advisers to verify that your documents are in order and ensure that you are eligible to apply for reentry to the United States. Upon returning to the U.S., be prepared to present the following items:

1. **Current I-20 or DS-2020**. Remember to get a travel signature from an international student adviser in ISS (allow one business day to obtain a travel signature) before you leave the U.S. **and** while you are still registered for classes. Travel with **all** the I-20's (or DS-2020's) you have been issued, not just the most recent one. Travel signatures are valid for one year (six months for F-1 students on OPT).
2. **Valid passport** (it must be valid throughout your stay).
3. **Valid U.S. visa**. If the visa stamp in your passport has expired, or the number of entries permitted by that visa have been used, or if the visa does not correctly identify your present status in the U.S., apply for a new visa at an American Embassy or consulate overseas. For further information about specific consular posts and visa issuance information, visit the [U.S. Department of State website](#).
   If re-entering from CANADA, MEXICO, OR ADJACENT ISLANDS (except CUBA), after a visit of less than 30 days in only those countries, the visa stamp in your passport does not need to be valid; however, you are required to show your previously issued I-94 card and other items listed above. Refer to the section on [Automatic Visa Revalidation](#). Note**:** A Canadian visa may be required for travel to Canada for certain nationals. Contact the ISS or the Canadian Consulate to be sure.
4. **Evidence of financial support**, which could include verification letters from departments or other organizational funding sources or a letter and bank funds verification from parents/sponsors.
5. **A copy of your current quarter and/or following quarter registration** (printable from [MyUW](#)).
6. **A letter from the MBA Program Office confirming your status as a student**. Email mbaweb@uw.edu to request a letter.

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 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

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.

MBA NEWSLETTER

The MBA Newsletter is a weekly communication sent to your UW email at the beginning of the week. **The newsletter is the primary means of communication** from the MBA Program Office and contains timely information on:

- **Events** for that week
- **Academic information** such as pending deadlines, registration and class information
- **Foster School and UW announcements**

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.

EMAIL COMMUNICATIONS, LISTSERVS, AND EMAIL ADDRESSES

The MBA Program Office uses email to your UW email address 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:

- 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?
- 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

Full-time Lists:

mbamail@uw.edu	Official program communications for **all** Full-time MBAs
mba2022@uw.edu	Official program communications to MBA Class of 2021
mba2023@uw.edu	Official program communications to MBA Class of 2022

Evening Lists:

evemba@uw.edu	Official program communications to **all** Evening MBAs
evemba2022@uw.edu	Evening MBA Class of 2022 (third year)
evemba2023@uw.edu	Evening MBA Class of 2023 (second year)
evemba2024@uw.edu	Evening MBA Class of 2024 (first year)

All Classes:

mbabull@uw.edu	Informal announcements*

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

MBA PROGRAM 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
mbaschol@uw.edu	Questions about MBA scholarships
mbaweb@uw.edu	To ask to be removed from or added to mbabull

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:

- Academics – Program structure and requirements, curriculum, registration information, forms, schedule an advising appointment
- Communication – MBA newsletters, event calendar, listservs
- Resources - Student Handbooks, leadership opportunities, scholarships, replacement name tags/tents, event guide, student guide, Honor Code, MBAA website, MBA student directory, book a team room, plan an event
- Graduation – Filing for graduation, ceremony information

MBA COFFEE BREAKS

Coffee Breaks are scheduled periodically throughout the quarter; they are intended as a forum for student and staff announcements, as well as a chance for students, faculty, and staff to connect as a community. They are held twice a quarter, and last about 15-20 minutes.

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
- 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.***

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, 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, or use mobile print. 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 10 AM 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. However, due to COVID-19, the Foster Library is temporarily closed and has moved their operations online. You can find their resources and online materials at their website.

UNIVERSITY LIBRARIES

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.

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, MS Tax, MSIS, TMMBA, GEMBA, and MSCM Programs (310 and 312). You can book these rooms online on EMS (Event Management Systems).

 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. 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.

Be aware that the Foster Facilities might have to operate under limited and restrictive guidelines due to COVID-19 and many of the team rooms will be closed or severely limited in capacity. We want to encourage all students to avoid entering campus facilities if they feel any symptoms of COVID-19 or have interacted with anyone who has symptoms of COVID-19.

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. Get the app here.

MBA LOUNGE

The MBA Lounge, a gathering place for MBA students, is located on the third floor of PACCAR Hall in Room 399 and is maintained by the MBA Association. The lounge is furnished with tables, chairs and couches for studying, eating, and socializing. Computer workstations, as well as refrigerators and microwave ovens, are available for student use. The cleanliness and security of the MBA lounge (including the kitchen area and refrigerators) are the responsibility of the MBAA and MBA students. If you have questions about the lounge, contact the [MBAA VP of Resource Development](#). 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.

Due to COVID-19, the MBA Lounge will be changing their normal operations. Please make sure to reach out to the MBAA leadership team or the VP of Student Resources if you have questions about the MBA Lounge.

STUDENT MAIL

To receive written and physical communications from faculty, the MBA Program Office, Career Management, Foster School administration, MBA organizations, and classmates, you have a personal file folder in the file cabinet located in the MBA lounge. Note that U.S. Postal Service mail 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 full-time MBAs, evening 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 AND PROCEDURES

FINANCIAL AID

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.

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 you mark "OK to release directory information" when you register, your directory information will appear in the UW Student Directory in printed and electronic form.

Pursuant to WAC 478-140-024(5), directory information at the University of Washington is defined as:

- Student's name
- Street address
- Email address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended by the student
- Weight and height, if student is a member of an intercollegiate athletic team

FERPA allows the University to release a student's directory information to anyone unless the student informs the Office of the University Registrar that he or she does not wish directory information to be released.

NO TO RELEASE OF DIRECTORY INFORMATION

If you do not wish to authorize the release of directory information and do not want your directory information to appear in the University Student Directory, you must inform the Office of the Registrar of this by logging on to your MyUW account and choosing to "restrict access" to directory information. You may choose to opt out of directory information at any time via your MyUW account.

YOU SHOULD BE AWARE …

You should be aware that restricting the release of your directory information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify your enrollment, or to verify the fact that you have earned a degree from the University. The University cannot notify your hometown paper about awards and honors you receive (e.g., Dean's list). For this reason alone, many students choose to remove their FERPA restriction.

CHANGE FROM NO TO YES

At any time after restricting the release of your directory information, you may change your mind and choose to authorize the University to release directory information and for it to appear in the University Student Directory. You can grant such authorization via your MyUW account at any time or by going to the Registration Office at 225 Schmitz with valid photo identification. When requesting NO to YES via an email, you must submit a copy of your signature along with your photo identification.

For more details about notification of students' rights under FERPA, please see this link on the University website.

CHANGING UW 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 UW Registration Office, 225 Schmitz, and present photo identification or update the access on your MyUW page.

Note that if you choose not to release your directory information after graduation, your MBA degree will not be able to be verified by employers and others online.

MBA STUDENT DIRECTORY INFORMATION

The MBA Program Office publishes an online 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. We will publish only information for which you have granted permission. 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.

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 employees, students, volunteers, and the general public, the University of Washington 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 the consuming of alcoholic beverages on University property, except in accordance with state of Washington liquor license procedures. Under WAC 478-121-115, 478-121-127, and 478-124-020 (2)(f), the University also prohibits the unlawful possession, use, distribution, or manufacture of alcohol or controlled substances that are illegal under federal, state, or local law on University property or during University-sponsored activities. 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

HUSKY HEALTH AND WELL-BEING

UW Seattle offers a wide range of health and wellness services, from exceptional medical care and counseling services to recreation classes, safety resources, peer health advocacy, trainings and more. Most services on this site are limited to currently matriculated UW Seattle students, while others are open to faculty, staff and the general public. [More information can be found here](#).

ADDITIONAL UW POLICIES

Information on the [UW Student Conduct Code](#) and Grievance Procedures can be found [here](#).

UW RESOURCES

MBA ASSOCIATION (MBAA)

Upon enrollment in the MBA program, most students choose to join the [MBA Association](#), a student organization that supports the personal, academic, social, and professional growth of its members. The MBAA sponsors events, maintains and improves student facilities such as the MBA Lounge, coordinates committees and advisory councils, and serves as the primary channel for bringing student concerns and feedback to the Dean, Associate Dean, and Assistant Dean.

The MBAA is the official student voice among administration and faculty, and provides liaison to the Graduate and Professional Student Senate (GPSS) and Masters Program Committee (MPC).

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 & 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 from each class 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.

GO-MAP: SUPPORTING GRADUATE STUDENTS OF COLOR AT THE UW (GO-MAP)

GO-MAP provides leadership and advocacy to achieve equitable representation, access and success for graduate students of color at the University of Washington.

GO-MAP promotes and supports:

- Outreach, Recruitment and Graduate Student Success
- Professional Development and Community Building
- Graduate Funding Opportunities
- Scholarship and Research
- Advocacy, Consulting and Advising