

# 2024 EVENING MBA HANDBOOK

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## INTRODUCTION

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

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

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

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

- Your UW email account
- Weekly MBA Email Newsletter sent via UW email
- [Evening MBA Current Students website](#)
- [Canvas Account](#)

## MBA PROGRAM OFFICE AND MBA CAREER MANAGEMENT

### MBA PROGRAM OFFICE

<b>Address</b>	Founders Hall 330; Box 353200 Seattle, WA 98195-3223
<b>Email</b>	<a href="mailto:mba@uw.edu">mba@uw.edu</a>
<b>Website</b>	<a href="http://foster.uw.edu/academics/degree-programs/evening-mba">http://foster.uw.edu/academics/degree-programs/evening-mba</a>
<b>Contacts</b>	<a href="#">Staff Directory</a>
<b>Tel</b>	(206) 543-4661
<b>Hours*</b>	Monday-Thursday: 8:30 am – 5:00 pm Friday: Closed ( <i>Staff available virtually</i> ) *Hours vary when classes are not in session

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

#### The MBA Program Office:

- Provides information on course offerings and registration policies.
- Facilitates solutions to registration problems and issues relating to tuition/fee charges.
- Advises students regarding course selection, program and graduation requirements, and other academic issues.
- Informs you of campus resources available to graduate students.
- Organizes events to promote communication between students and administration.
- Works with student leaders to promote leadership opportunities and participation in the program.

If you have questions regarding these or related topics, please send us an email or stop by the office or you may make an appointment to speak with a specific staff member, utilizing our [online appointment scheduling tool](#).

### MBA Career Management

<b>Address</b>	Founders Hall 330 Seattle, WA 98195-3223
<b>Email</b>	<a href="mailto:mbacm@uw.edu">mbacm@uw.edu</a>
<b>Website</b>	<a href="http://foster.uw.edu/academics/degree-programs/evening-mba/career-management/">http://foster.uw.edu/academics/degree-programs/evening-mba/career-management/</a>
<b>Contacts</b>	<a href="#">Staff Directory</a>
<b>Tel</b>	(206) 685-2410

<b>Hours*</b>	Monday-Thursday: 8:30 am - 5:00 pm Friday: Closed ( <i>Staff available virtually</i> ) *Hours vary when classes are not in session
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MBA Career Management (MBACM) partners with students to identify their career goals and plans. MBACM offers professional development workshops and events, recruiting activities, career resources, alumni and employer networking opportunities and individual career coaching. For more details about how you can partner with Career Management, please visit the Evening MBA Pro Dev Canvas Course.

# UNIVERSITY OF WASHINGTON ACADEMIC CALENDAR, 2021-2024

## 2021-22

<b>Autumn 2021</b>	<b>Classes in Session</b>	<b>Sept 29-Dec 10</b>
	Final Examinations	Dec 11-17
	Holidays/No Classes	Nov 11, 25-26
<b>Winter 2022</b>	<b>Classes in Session</b>	<b>Jan 3-Mar 11</b>
	Final Examinations	Mar 12-18
	Holidays/No Classes	Jan 17, Feb 21
<b>Spring 2022</b>	<b>Classes in Session</b>	<b>Mar 28-June 3</b>
	Final Examinations	June 4-10
	Foster MBA Commencement	June 11
	Holidays/No Classes	May 30
<b>Summer 2022</b>	<b>Classes in Session</b>	<b>Jun 20-Aug 19</b>
	Holidays/No Classes	July 4

## 2022-23

<b>Autumn 2022</b>	<b>Classes in Session</b>	<b>Sept 28-Dec 9</b>
	Final Examinations	Dec 10-16
	Holidays/No Classes	Nov 11, 24-25
<b>Winter 2023</b>	<b>Classes in Session</b>	<b>Jan 3-Mar 10</b>
	Final Examinations	Mar 11-17
	Holidays/No Classes	Jan 16, Feb 20
<b>Spring 2023</b>	<b>Classes in Session</b>	<b>Mar 27-June 2</b>
	Final Examinations	June 3-9
	Foster MBA Commencement	June 9
	Holidays/No Classes	May 29
<b>Summer 2023</b>	<b>Classes in Session</b>	<b>Jun 20-Aug 18</b>
	Holidays/No Classes	June 19, July 4

## 2023-24

<b>Autumn 2023</b>	<b>Classes in Session</b>	<b>Sept 27-Dec 8</b>
	Final Examinations	Dec 9-15
	Holidays/No Classes	Nov 10, 23-24
<b>Winter 2024</b>	<b>Classes in Session</b>	<b>Jan 3-Mar 8</b>
	Final Examinations	Mar 9-15
	Holidays/No Classes	Jan 15, Feb 19
<b>Spring 2024</b>	<b>Classes in Session</b>	<b>Mar 25-May 31</b>
	Final Examinations	June 1-7
	Foster MBA Commencement	TBD
	Holidays/No Classes	May 27
<b>Summer 2024</b>	<b>Classes in Session</b>	<b>Jun 17-Aug 16</b>
	Holidays/No Classes	June 19, July 4

Additional dates and deadlines can be found on the [UW Academic Calendar](#).

# PART I: MBA PROGRAM POLICIES AND REQUIREMENTS

## ACADEMIC PROGRAM OVERVIEW

The Evening MBA degree includes the successful completion of 79-quarter credit hours of coursework. The program is designed to be taken on a part-time basis and completed in three years (9 terms). The curriculum is comprised of two parts: core curriculum and elective course requirements.

## PROFESSIONALISM AND EXPECTATIONS OF FOSTER MBA STUDENTS

Students in the Evening MBA Program are expected to conduct themselves in a professional manner. The following guidelines are commonly recognized among students, faculty, administration, and staff of the Foster School of Business.

## CLASS ATTENDANCE

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

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

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 it is absolutely necessary to arrive late or to leave early, the student should notify the professor or sponsor of the event in advance and should make every effort to minimize the disruption caused by late entry or exit.

## ATTENDING A DIFFERENT SECTION

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Students are required to attend class in the section to which they are assigned. Attending a different section of the same course is discouraged. On rare occasions when missing a specific session is unavoidable for valid reasons as described above, you may need to attend a class in a different section. To do this, you should request permission from the instructor in advance. Some instructors will approve this request if there is space available.



## COMPUTER USE IN CLASS

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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. Individual instructors have the authority to request that students do not use computers/technology in class.

## UW RELIGIOUS ACCOMMODATIONS

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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](#).

## EVENT ATTENDANCE AND ATTIRE

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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

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

## APPROPRIATE USE OF EMAIL AND OTHER MEANS OF COMMUNICATION

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Use of the University of Washington email system is a privilege that may be revoked at any time. Sending inappropriate or offensive emails is not acceptable and may subject a student to disciplinary action. (Official email guidelines are listed on the [UW website](#).)

Use good judgment and restraint before distributing jokes, personal attacks, or other messages that you may believe are acceptable or funny, but which may offend others. **Keep in mind that, in addition to your fellow students, many staff members and alumni are also receiving these messages.** All email on the UW system is a public document, and there is no email privacy.

The MBA Program Office uses certain email lists and Canvas for official announcements. **Official email lists and Canvas are the primary communication channels between MBA program staff and faculty and MBA students.** Students are required to read emails/announcements sent from the official lists/Canvas, and students are assumed to have knowledge of the content of official newsletters and announcements. If you fail to read key notices, you may miss essential deadlines or other program obligations or events. Students may choose to remove themselves from unofficial email lists. See additional details on [email lists](#).

## EVENING MBA DEGREE REQUIREMENTS

The Evening MBA program is designed to be completed part-time over a **three-year period** and is comprised of **13 required core classes** (47 credits), 32 elective credits, and participation in a case competition for a total of **79 credits**.

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

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

## EVENING MBA CORE REQUIREMENTS

The objective of the core courses of the Evening MBA Program are to:

- Develop core competency in fundamental business disciplines (such as accounting, marketing, and finance) through exposure to theory, 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 ready to manage across functional boundaries.
- Increase your awareness of the ethical aspects of many business decisions, and help you understand the role of business in society and in the increasingly global competitive environment.
- 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 organization's environment, and stresses enterprise-wide rather than a function area considerations.

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

**ACCTG 500** Financial Accounting

**ACCTG 501** Managerial Accounting

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

## CORE TEAMS

Much of the work in your classes will be done in a team environment. For your core classes, the MBA Program Office assigns you to a team. Teams are assigned based on many factors. Great care is taken to ensure that all core sections and teams are well balanced. Some of the factors used to place students in sections and teams are student origin (domestic vs. international), gender, quantitative skill, work experience, employer, and undergraduate school and degree. Your team will change once during the core, between the first and second years of the program. Switching teams or sections is very rare, and only possible with approval from the MBA Program Office.

## CORE COURSE REGISTRATION

Evening MBA students are registered by the MBA Program Office and are unable to register using the online MyUW system. Whether you are adding, dropping, or making other adjustments to your schedule, you must contact the MBA Program Office for assistance by emailing [mbaregis@uw.edu](mailto:mbaregis@uw.edu). Because you cannot register through MyUW for classes, it is important that you communicate your registration intentions with the MBA Program Office on a quarterly basis by the posted deadline.

Prior to registration each quarter, students are asked to notify the MBA Program Office of their registration plans by a specific deadline. You will receive an email detailing your course schedule for the next quarter and asking you to notify the MBA Program staff if the information is incorrect. This deadline is announced in the Weekly Evening MBA Newsletter. The newsletter is sent once a week, during the academic terms, to your UW email address. The MBA Program Office will not be able to register students who have holds or restrictions on their account. Core registration information is posted online and is updated on a quarterly basis.

## CORE GRADING

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

## REGISTRATION TIMELINE

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

## FINAL EXAMINATION SCHEDULE

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

## CASE COMPETITION

All students complete the MBA Core Case Competition requirement at the beginning of their second year in the program. The Evening MBA Case Competition occurs in September, a week or two before instruction starts for the year. Contact the MBA Program Office if you have questions about the experience.

## ACCELERATING YOUR EVENING MBA PROGRAM

The Evening MBA Program is designed to be completed over a three-year period; however, some evening students choose to accelerate their program and complete their degree early. To move forward with accelerating the Evening MBA Program, students must meet with the Evening MBA advisor and formulate a graduation plan and have it approved by the MBA Program Office. Meeting with the Career Management team is also an important step to ensure that the acceleration plan does not negatively impact your ability to participate in CM activities.

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

- You have completed the core prerequisite(s) for the elective course (e.g., you must take MKTG 501 before you are eligible to take any marketing electives).
- You enroll in elective classes on a space-available basis. Second- and third-year evening and second-year full-time MBA students have priority in registering for elective classes. Each quarter a date is assigned when first-year evening MBA students may request a spot in an elective class.
- You have classes from outside of the MBA Program pre-approved as elective classes toward your MBA degree. You are limited to four elective classes (up to 16 credits) from outside the Foster School. Additional tuition plus fees may be charged.
- You understand you will be charged additional per credit tuition. There are pros and cons to accelerating your degree progress and you should discuss your plans with your Evening MBA advisor.

## EVENING MBA ELECTIVE POLICIES AND REQUIREMENTS

### ELECTIVE COURSEWORK

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Starting spring quarter in the second year of your Evening MBA program, classes are comprised of core requirements and [elective classes](#). In your third year, your classes are all electives. Elective courses enable you to study one or more subjects from a broad variety of business specializations offered. MBA elective classes are comprised of students from the Full-time and Evening MBA programs, international MBA exchange students, as well as graduate students from UW programs outside the Foster School.

Some general policies regarding elective selection are given below:

### SUBJECT-AREA CREDIT LIMIT

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

For example, you may take a maximum of six 4-credit elective courses in marketing or a maximum of 24 credits combining 2-and 4-credit classes.

Additionally, students are limited to taking 12 credit hours of 579 courses in one subject area (example: FIN 579).

### GRADUATE COURSES OUTSIDE THE FOSTER SCHOOL

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You may take a **maximum of 16 credits** of graduate-level non-MBA coursework. The MBA Program Office must approve these credits before you register for them. Approval is based on the 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.

Elective coursework taken in an MBA program at another institution may not be transferred or counted towards your degree requirements. In addition, coursework taken in other graduate degree programs at the University of Washington before beginning the Evening MBA Program will not count towards your degree requirements.

Before pursuing a non-MBA elective, please speak with your advisor. Because the Evening MBA Program is fee-based, there may be additional tuition/fees you have to pay if enrolling in a non-MBA course. It's important to know these implications before moving forward.

### UNDERGRADUATE COURSES

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Most or all 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 course](#) is on the Evening MBA website.

You may take undergraduate business courses under the following conditions:

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

\*Note that enrolling in undergraduate courses may not count toward your enrollment for financial aid disbursement. Please speak with the [MBA Program Office](#) and [UW Financial Aid](#) before enrolling in undergraduate courses.

## ACCOUNTING 505

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[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. 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 [Canvas](#).

These courses may be designed in 2 or 4 credit increments and are taken for CR/NC. You may register for a maximum of 4 credits of 600 level independent study coursework during any one quarter. The MBA Program Office must approve all independent study upon securing a faculty advisor and apply. Although 600 level courses count towards degree requirements, the grades are not included in your cumulative GPA.

## ELECTIVE COURSE REGISTRATION

Beginning in spring quarter of the second year of the program, Evening MBA students register for elective courses through a three-step process:

1. Attend mandatory bidding workshop in January run by MBA Program Office (*one-time requirement*)
2. Participate in a [pre-registration bidding process \(PBP\)](#)
3. Are registered for classes by the MBA Program Office

## ELECTIVE BIDDING PORTAL

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Since some electives are in greater demand than others and to ensure equitable access, a bidding system is used. Each quarter before you register for your elective courses, you receive an allotted number of bid points based on the number of elective credits you are designated to take that quarter, which may be used to bid on day or evening elective courses. The bidding portal determines the elective courses in which you have permission to enroll. During

winter quarter of your second year, you will be required to attend an information session that details the bidding process. You only receive bid points during quarters in which the evening program curriculum is designed for you to take elective credits. View an outline of the evening curriculum [here](#).

## UW REGISTRATION POLICIES AND PROCEDURES

The MBA Program Office must perform all registration transactions (i.e., adding and dropping) for evening students for all classes—even those courses taken outside of the MBA Program. If you register through another means, you may be charged additional tuition. Once you are registered for classes, you can view your schedule on your MyUW page.

It is your responsibility to complete your registration—including requesting to add and drop classes—by the deadlines set by the MBA Program Office and the UW Office of the Registrar. We give registration instructions and deadline reminders in the Evening MBA Newsletter. A complete list of registration deadlines is available on the UW Academic Calendar. Since many of these deadlines fall on a Sunday, the MBA Program Office asks that you contact us by noon on the preceding Friday with your registration request. If you have questions, you can email [mbaregis@uw.edu](mailto: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 [UW 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 by the MBA Program Office staff. The following is a summary of relevant times for dropping and adding courses or for withdrawing from classes (more detailed information on deadlines and fees is available on this UW Registrar [webpage](#)).

## 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 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, or withdraw completely from your classes, you are charged a [tuition forfeiture fee](#). You are charged one-half of the tuition reduction (50% forfeiture) for classes dropped from the 8th through the 30th calendar day of the quarter during autumn, winter and spring quarters or from the 8th to the 21st calendar day of summer quarter. If you drop from



one tuition rate to another (i.e., you change your total credit load for the quarter), you will be charged the tuition rate for the number of credits that you are now taking, plus one-half of the difference between your original tuition charges and your new rate. If you have questions about potential tuition forfeitures, email [mbaregis@uw.edu](mailto:mbaregis@uw.edu).

## ELECTIVE COURSE GRADES

### ELECTIVE GRADE DISTRIBUTION

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To maintain comparability across terms, elective faculty follow a general guideline for elective grading: Grades for each course have an approximate median of 3.4. This is only a guideline, and it may be adjusted if a class is deemed to have performed especially well or poorly.

### GRADED COURSEWORK REQUIREMENT

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

### CREDIT/NO CREDIT

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Courses that are only offered CR/NC can be taken and used toward the degree if the entire class is offered with that grading policy. You may count a maximum of 16 credits earned on the CR/NC system toward MBA elective degree requirements. Credits earned in business courses taken at an approved overseas exchange program do not count toward this 16-credit limit.

### GRADING SYSTEM

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Grades for graduate students are based on a numeric value decreasing from 4.0 by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 and do not count toward residency, total credit count, or grade and credit requirements. For a complete list of the numeric values and their equivalent letter grades, consult the [UW Graduate School Grading System](#) and [Master's Degree Policies](#) websites.

### MINIMUM PASSING GRADE

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A grade of 2.7 is the minimum numeric grade that is accepted for each course to count toward fulfillment of degree requirements. You must maintain a 3.0 cumulative grade point average to remain in good academic standing and meet the minimum GPA for graduation. Although the UW records classes with grades between 1.7 and 2.6 on your transcript, these credits do not count toward your MBA degree. Note that these grades may have an adverse effect on your cumulative GPA.

### SATISFACTORY/NOT SATISFACTORY

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Students may choose to take classes as S/NS but note that courses taken S/NS **do not count toward your MBA degree** (unless during an [Extraordinary Circumstance Term](#)) and incur tuition charges.

## AUDITING CLASSES

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MBA students may audit classes; however, these classes incur tuition charges and do not count toward your degree. Information about auditing courses can be found on the [auditing website](#).

## RECOGNITION FOR HIGH SCHOLARSHIP

### DEAN'S LIST

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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 the following criteria:

- Be in the **top 10%** of your class
- Meet or exceed a **3.7** quarterly GPA
- Complete at least **8 credits** of courses that are graded on a 4.0 scale and are used to calculate the cumulative GPA

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

Dean's List students' names are posted on the cohort Evening MBA Canvas pages. The Dean's List status is not noted on the student's transcript.

### DEAN'S SCHOLAR

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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 number of grades that are unrecorded, incomplete, CR/NC or S/NS to be considered a Dean's Scholar.

### BETA GAMMA SIGMA

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In spring quarter, the **top 20% of the graduating Evening MBA class** is invited to join [Beta Gamma Sigma](#), a national business honor society.

## 2021-2022 TUITION AND FEES

Tuition rates for students entering in the Evening MBA Program in Autumn Quarter 2021 are below. The tuition rates are guaranteed for the first three years you are enrolled in the program. Students who take longer than three years to complete their MBA degree will be charged the tuition rate of the graduating class in their 4th year. [IMA, Technology, S&A, Facility and U-PASS fees](#) are set by the University and change during each year you are an MBA student.

The quarterly fee is set by the University of Washington and is subject to change yearly and will change your overall cost.

<b>Evening MBA Tuition Both Resident/Non-Resident Students starting Autumn 2021</b>			
	<b>Tuition</b>	<b>Fees*</b>	<b>Total</b>
8 credits	8,904	351	9,255
7 credits	7,791	351	8,142
6 credits	6,678	351	7,029
5 credits	5,565	351	5,916
4 credits	4,452	351	4,803
3 credits	3,339	351	3,690
2 credits	2,226	351	2,577
per credit over 8	1,113		

## UNIVERSITY GRADUATE SCHOOL DEGREE REQUIREMENTS

### DEGREE REQUIREMENTS

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

### COURSE REQUIREMENTS

You must complete 47 credits of core courses (13 core classes) and 32 credits of elective courses (8 or more elective classes), meeting the specific course requirements outlined in this handbook.

### CONTINUOUS ENROLLMENT

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

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

If you find that you must interrupt your registration for health or family reasons, you may petition for a “leave of absence” or withdrawal from the University as described by [Policy 3.5](#) of the [Graduate School website](#). In either case, you should arrange an appointment with an advisor in the MBA Program Office to discuss your situation and your expected date of return to the program.

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## **SATISFACTORY ACADEMIC PERFORMANCE**

To be eligible for a graduate degree, you must obtain a minimum cumulative GPA of 3.00 in all graded coursework taken as a graduate student at the University of Washington. This includes work taken outside Foster. If you complete all course requirements with a cumulative GPA below 3.00, consult with an MBA advisor. In order to graduate, you need to take additional graded courses to raise your cumulative GPA.

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## **QUARTERS IN RESIDENCE**

You must complete a minimum of 36 credits as a graduate student at the UW. Part-time quarters may be combined to meet this requirement. To complete the requirements for the Evening MBA Program, you will have to complete 79 credits.

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## **SIX-YEAR COMPLETION**

All work for the Evening MBA degree must be completed within six years of your initial quarter of registration. This includes quarters spent on-leave and out of status.

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## **GRADE POINT AVERAGE**

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

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## **REPEATING COURSES**

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

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## **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

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A grade of Incomplete (I) is given only in cases where you have been attending class, completed satisfactory work until the last two weeks of the quarter, and satisfied the instructor that you cannot complete further work because of illness or other circumstances beyond your control. You must contact the instructor for completion of your coursework. The Incomplete must be removed by the time of graduation. An unconverted Incomplete is not converted to a 0.0 but remains a permanent part of your record.

## UNSATISFACTORY PROGRESS

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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 academic probation and the transcript is marked "low: probation."
3. After the third quarter, if your performance again does not increase to a 3.0 or above, you are placed on final academic probation, and the transcript is marked "low: final probation." You are informed in writing of the program's expectations for your subsequent performance. You must fulfill these to continue enrollment.
4. After the fourth quarter, if your performance has not met the specific expectations outlined in the previous step, you are dropped from the Evening MBA program and the transcript is marked "low: drop."

If, during any of these steps, your performance improves, but your cumulative GPA is still below 3.00, the [Associate Dean for Master's Programs](#) at the Foster School may elect to keep you on the same low probation status until your cumulative GPA reaches 3.00. Unusual circumstances may accelerate or decelerate the previous actions, but you are only kept in a final probation status for one quarter. You may also be placed in one of the various probationary statuses or dropped for lack of adequate progress toward the degree.

## RIGHT TO APPEAL

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You have the right to appeal a change of status action. Appeal should be made first to the Dean of the Foster School through the Associate Dean for Masters Programs. If not resolved at this level, you may appeal next to the Associate Dean for Student Affairs of the Graduate School, who may recommend that the Dean of the Graduate School present the case to the Graduate School's Standing Committee on Appeals. Details of these appeal procedures are available in the University's [Student Conduct Code](#).

## STANDARDS OF CONDUCT AND ACADEMIC DISCIPLINE

Admission to the University and the MBA program carries with it the presumption that you conduct yourself as a responsible member of the academic community and observe standards of conduct that is appropriate to the pursuit of academic goals. **Breaches of this standard of conduct make you subject to disciplinary action**, as explained in the University's [Student Conduct Code](#).

In addition, the MBA program has an [Honor Code](#), addressing academic integrity, which students sign when they begin the program. Infractions of the honor code are brought before the Honor Council, a committee comprised of Full-time and Evening MBA students, a faculty member, the Associate Dean, and a staff member. The complete [Honor Code](#) can be found on the [MBA website](#).

## STUDENT GRIEVANCE PROCEDURES

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

- [University of Washington Process for Contesting an Individual Grade](#)
- [Graduate School Academic Grievance Procedures Regarding the Misapplication of Grading Policies or Unfair Treatment](#)

## LEAVE OF ABSENCE

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In rare cases students may request a leave of absence. If you are in good standing (cumulative GPA of 3.00 or higher), and plan to be away from the University and out of contact with university faculty and facilities for a quarter, you may petition for ["on leave" student status](#). You must also meet the following requirements:

- Schedule an appointment to meet with the Evening MBA Advisor to discuss your situation and develop a plan to return and complete your degree.
- You must submit a [Request for Graduate Leave Status](#) via the MyGrad. Requests can be submitted as early as two weeks prior to the first day of instruction. Note that if you are registered for a quarter, you may not submit a petition for on-leave status for that specific quarter unless you have officially withdrawn from all courses before the first day of that quarter.
- You must submit payment of the non-refundable fee no later than 11:59:59 p.m. PST on the last day of instruction.

Leave is granted on a quarterly basis. During your on-leave status, you are permitted to use the University Library, the IMA (after purchasing a membership), and your UW email account, but are not granted any of the other University privileges of a regularly enrolled or registered student.

## WITHDRAWAL FROM THE UNIVERSITY

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If you need to interrupt your registration for an undetermined period of time, you must withdraw from the University, and inform the [MBA Program Office](#) of your plans. A student previously registered in the Evening MBA program who has withdrawn and/or failed to maintain continuous enrollment, but who wishes later to resume his or her studies must reapply to the Evening MBA program.

## DEGREE AUDIT

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Throughout the course of your study, we recommend you check in with the [MBA Program Office](#) to ensure that you are making progress toward degree completion. It is your responsibility to manage and track your degree progression. You can also expect to receive a degree audit email from the MBA Program Office at the following times:

- During the summer months between your second and third academic year
- In winter quarter (after you have completed spring quarter bidding) of your third academic year
- Prior to Graduation

## APPLICATION TO GRADUATE

Applications for graduation are filed online. The earliest you may apply for graduation (Masters Degree Request) is the first day of the quarter in which you intend to complete your degree. 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

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Students in concurrent degree programs must file separate graduation forms for each degree. In addition, you submit to the [UW Graduate School](#) a list of courses you have taken indicating to which degree they apply. To develop this list, you should meet with advisors from both programs.

## ENROLLMENT AND TUITION REQUIREMENTS

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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

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Graduation Ceremonies are held once a year at the end of spring quarter, and information can be found on our [website](#). Please note that this information is updated throughout the academic year as each year's ceremony information solidifies. Graduating Evening MBA students may participate in both the Foster School and University graduation ceremonies described below.

## FOSTER SCHOOL CEREMONY AND RECEPTION

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Each June, the Foster School holds its own ceremony to recognize the accomplishments of students receiving their Master of Business Administration from the Full-time and Evening MBA programs. 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 or autumn quarter may

participate in the June graduation ceremony. Further information regarding the ceremony is available from the MBA Program Office in the spring quarter.

## UNIVERSITY CEREMONIES

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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

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

## CERTIFICATE PROGRAMS AND PROGRAMS OF STUDY

Evening MBA students have the opportunity to participate in [certificate programs](#) that encourage focused study of a specific aspect of business. Some of these programs provide a formal certificate, while others allow in-depth study in a target area. Evening students must work closely with the various programs of study to ensure that they meet the degree requirements or make appropriate substitutions as not all certificate program classes are offered in the evening.

## GLOBAL BUSINESS

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The [Global Business Certificate](#) is an academic MBA certificate option not included on academic transcripts that consists of several international activities and opportunities, serving as evidence of a student's preparation for and commitment to global business. To future employers, the Global Business Certificate is an important signal of MBA student's interest in working as a global manager. More information about this certificate is on the [Global Business Center webpage](#).

## ENTREPRENEURSHIP

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The Buerk Center's [Certificate in Entrepreneurship](#) prepares University of Washington graduate and PhD students for the world of start-ups and new technology enterprises. The certificate is not included on academic transcripts. The emphasis on cross-campus involvement means students will take entrepreneurship courses alongside students from other disciplines, work with UW inventors on their market-ready applications and have the opportunity to apply for fellowships in UW technology ventures or local angel funds. Certificate students, whose disciplines range from engineering and architecture to drama and medicine, take classes, gain real-world experience, and network with the region's most innovative entrepreneurs. Working together, students bring ideas to life through entrepreneurship competitions and the [Jones + Foster Accelerator](#). See certificate requirements [online](#).



## 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](mailto:passport@uw.edu) for more information.

### EXCHANGE PROGRAMS

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The Foster School of Business has several [MBA exchange programs](#). 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 tuition to the University of Washington Study Abroad Office, which can be less expensive than regular Evening MBA tuition rates. Exchange students are responsible for all other expenses related to the exchange opportunity, including program fees, airfare, accommodations, books, and general living expenses. Participating students earn International Business credits (IBUS 575, Business Studies Abroad), which apply directly to the MBA degree as electives. Credits are evaluated and awarded upon receipt of foreign transcripts. The maximum number of exchange (IBUS 575) credits that can be awarded is 16. Credits earned in business courses taken at an approved overseas exchange program do not count toward the CR/NC 16-credit hour limit.

### FACULTY-LED STUDY TOURS

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[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 2022-2023 Faculty-Led Study Tours will take place in March 2023. Most tours take place during finals week and spring break. Locations will be announced in September.

Tours are individually priced between \$3,200 and \$3,500 (airfare not included) and are posted on the [Global Business Center](#) website in early autumn. Information sessions occur in October.

## ASIAN CAPITAL MARKETS COURSE AND STUDY TOUR

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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 course and study tour are offered every other year and are planned to be offered during Winter Quarter 2024. 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.

## GLOBAL CONSULTING PROJECT

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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 will be offered virtually in 2023.

## GLOBAL BUSINESS FORUM (IBUS 579)

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The Global Business Forum (IBUS 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.

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

# Part II: Foster School Support Services

## COMMUNICATION RESOURCES

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

### CANVAS

[Canvas](#) is a course management system used by most of your instructors and the MBA Programs Office to post important announcements, course materials and resources. Instructors also use this system to facilitate class discussions and for students to post homework assignments and take quizzes, along with other tools.

The MBA Program Office uses canvas announcements as the primary tool to communicate updates and reminders about academic requirements, course registration, and other essential program information.

MBA students will use their **UW NetID** to log in to Canvas. If you encounter login or enrollment difficulties, contact [help@uw.edu](mailto:help@uw.edu) for assistance.

### EVENING MBA NEWSLETTER

The Evening MBA Newsletters are weekly email communications sent via UW email. The newsletters are the primary means of communication from the MBA Program Office and contain timely information on:

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

The MBA Program Office expects you to read this weekly newsletter and monitor deadlines and announcements that apply to you and your interests.

## EMAIL COMMUNICATIONS, LISTSERVS, AND PROGRAM OFFICE EMAIL ADDRESSES

The MBA Program Office uses email to your UW email address as the main method of communication to individual students. Once your UW account is set up, it's time to start checking your mail and setting up notifications. The MBA Program Office uses email and Canvas 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 messages?
- 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 you “Reply To” line read accordingly.

## LISTSERVS

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### Evening Lists:

<a href="mailto:evemba@uw.edu">evemba@uw.edu</a>	Official program communications to all Evening MBAs
<a href="mailto:evemba2023@uw.edu">evemba2023@uw.edu</a>	Evening MBA Class of 2023 (third year)
<a href="mailto:evemba2024@uw.edu">evemba2024@uw.edu</a>	Evening MBA Class of 2024 (second year)
<a href="mailto:evemba2025@uw.edu">evemba2025@uw.edu</a>	Evening MBA Class of 2025 (first year)

### Full-time Lists:

<a href="mailto:mbamail@uw.edu">mbamail@uw.edu</a>	Official program communications for all Full-time MBAs
<a href="mailto:mba2023@uw.edu">mba2023@uw.edu</a>	Official program communications to MBA Class of 2023
<a href="mailto:mba2024@uw.edu">mba2024@uw.edu</a>	Official program communications to MBA Class of 2024

### All Classes:

<a href="mailto:mbabull@uw.edu">mbabull@uw.edu</a>	Informal announcements*
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*\*Students may add or remove themselves from mbabull by sending an email to mbaweb@uw.edu.*

## MBA PROGRAM EMAIL ADDRESSES

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<a href="mailto:mbaregis@uw.edu">mbaregis@uw.edu</a>	Questions about registration
<a href="mailto:mbacore@uw.edu">mbacore@uw.edu</a>	Questions about core classes, section & team assignment
<a href="mailto:mbacm@uw.edu">mbacm@uw.edu</a>	Questions about career management
<a href="mailto:mbanews@uw.edu">mbanews@uw.edu</a>	Weekly MBA Newsletter is sent from this address
<a href="mailto:mbaschol@uw.edu">mbaschol@uw.edu</a>	Questions about MBA scholarships
<a href="mailto:mbaweb@uw.edu">mbaweb@uw.edu</a>	To ask to be removed from or added to mbabull

## EVENING MBA WEB SITE

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

- [Academics](#) – Program structure and requirements, elective resources, registration information, forms
- [Communication](#) – MBA newsletters, event calendar, listservs
- [Resources](#) - Student Handbooks, Scholarships, Replacement Name Tags/Tents, Event Guide, Student Guide, Honor Code, UW web pages
- [Graduation](#) – Filing for graduation, ceremony information.
- [MBA Staff Directory](#) – Contact information for MBA Program Office staff

## EVENING MBA COFFEE BREAKS

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Coffee Breaks are scheduled periodically throughout the quarter; they are intended as an opportunity for students and staff to build community while getting program updates.

## INFORMATION TECHNOLOGY

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### FOSTER IT

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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](mailto:pachelp@uw.edu).

### GETTING HELP

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Please contact [help@uw.edu](mailto: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](mailto:pachelp@uw.edu).

## EMAIL ACCOUNTS AND ACCOUNT EXPIRATION

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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

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A student's computing services expire one quarter and ten days after they stop 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

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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 [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

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UW-IT offers a cloud-based collaboration suite from Google. 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 and activating your accounts is located [here](#).

## OTHER UW IT RESOURCES

### HARDWARE RESOURCES

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[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

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[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.

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

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

### DOWNLOADABLE SOFTWARE

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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](#).

## FOSTER BUSINESS LIBRARY

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

### EXPERT HELP

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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.

### COMPETITIVE INTELLIGENCE

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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

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

- **Computing**: The library offers 50 PC workstations, 4 with scanners, access to the UW wireless network, and abundant power outlets in study rooms and at study tables.
- **Group Study**: Our 11 group study rooms, some with seating for up to 14 people, are equipped with LCD video monitors, whiteboards, and wireless access. [Reserve a room online](#) in advance.
- **Printing and Scanning**: Color and black-and-white laser printers on 100% recycled paper. Print from our computers or yours with the [Dawg Prints print driver](#). 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:** Hours vary – we recommend checking the [website](#) for the most up to date information.

## University of Washington 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.

## STUDENT FACILITIES

### Foster Team Rooms

Paccar Hall, Dempsey Hall, and Founders Hall have several team rooms. Eleven of these are MBA Priority (Rooms 320, 322, 324, 326, 360, 362, 366, and 368), 2 more are shared by the MBA, MPACC, MS Tax, MSIS, TMMBA, GEMBA, and MSCM Programs (310 and 312), and Founders Hall (380, 383, 385, 387, 389, 480). [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 canceled, and the room used by walk-up customers.

## OTHER UW STUDY SPACES

The University of Washington has other spaces on campus. Please reference the [Study Space](#) in the UW Libraries.

## MBA LOUNGE

The MBA Lounge, a gathering place for Evening and Full-time MBA students, is located on the third floor of PACCAR Hall and is maintained both MBA Associations. The lounge is furnished with tables, chairs, and couches for studying, eating, and socializing.

Computer workstations are available as well as refrigerators and microwave ovens for student use. The cleanliness and security of the MBA Lounge (including the kitchen area and refrigerator) are the responsibility of the two MBAA's and MBA students. While the Lounge is only accessible by MBA student ID/Husky Card, students are responsible for their personal property and encouraged not to leave items unattended.

## STUDENT MAIL



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

Because the MBA Program Office and MBAA are not equipped to handle large volumes of student mail, please contact the MBA Program Office before using the school's address. If you have club bank accounts, we strongly recommend that leaders move forward with paperless billing to eliminate waste.

Off-campus mail is received by the main UW post office, forwarded to the Foster School, and then sorted by the Foster School's facilities staff. Mail sorters try to direct student mail to the MBA Program Office, where it is held until a staff member can deliver it to you. Please be aware that mail for students is frequently misdirected. Junk mail and subscriptions are not delivered.

Student mail files are arranged alphabetically by year and program, with separate sections for evening MBAs, full-time MBAs, and exchange students.

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

## NAME TAG AND TENT REPLACEMENTS

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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 and pay for the replacement by emailing [Kilian Olszewsky](#).

# Part III: UNIVERSITY Policies & Procedures

## FINANCIAL AID

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

### Applying for Financial Aid

To apply for financial aid (including loans) for each year, you should complete [the Free Application for Federal Student Aid Form](#) (FAFSA form).

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

## GRADUATE FUNDING INFORMATION SERVICE (GFIS)

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

## 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 study
- 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 they do not wish directory information to be released.

## **NO TO RELEASE OF DIRECTORY INFORMATION**

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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 "restrict access" to directory information. You may choose to opt out of directory information at any time via your MyUW account. You may also choose to change this setting at any time by logging into your MyUW account.

## **YOU SHOULD BE AWARE ...**

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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**

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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

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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

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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 releaser) asking for your authorization to print this information. We will publish only information for which you have granted permission. The directory is intended for Foster School use only. Please do not share any directory information without first asking permission.

## 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

### EVENING MBA ASSOCIATION (MBAA)

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

### STUDENT CLUBS

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

### GRADUATE AND PROFESSIONAL STUDENT SENATE (GPSS)

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

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

### OFFICE OF GRADUATE STUDENT EQUITY AND EXCELLENCE (GSEE)

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[GSEE](#) provides leadership and advocacy to achieve equitable representation, access, and success for graduate students of color at the University of Washington.

GSEE promotes and supports:

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

