

2023-2024 EVENING MBA HANDBOOK

CONTENTS

<i>Introduction.....</i>	<i>3</i>
<i>MBA Program Office & CAREER MANAGEMENT OFFICE</i>	<i>4</i>
<i>University OF WASHINGTON ACADEMIC Calendar, 2023-2026.....</i>	<i>7</i>
<i>Academic Program Overview.....</i>	<i>9</i>
<i>EVENING MBA Degree Requirements.....</i>	<i>14</i>
<i>Personal Study Plan</i>	<i>15</i>
<i>Core Structure.....</i>	<i>15</i>
<i>First & second year Curriculum.....</i>	<i>16</i>
<i>Third-year Curriculum</i>	<i>19</i>
<i>Additional MBA Degree ACTIVITIES.....</i>	<i>24</i>
<i>University Graduate School Degree Requirements.....</i>	<i>25</i>
<i>UW Registration Policies and Procedures.....</i>	<i>30</i>
<i>Recognition for High Scholarship</i>	<i>33</i>
<i>Progress to Degree.....</i>	<i>34</i>
<i>2023-2024 TUITION AND FEES</i>	<i>34</i>
<i>Graduation.....</i>	<i>36</i>
<i>Concurrent Degree Programs</i>	<i>37</i>
<i>Certificate Programs and Programs of Study.....</i>	<i>38</i>

<i>Global Education Opportunities</i>	38
<i>Address and Emergency Information</i>	42
<i>Communication Services</i>	43
<i>Information Technology</i>	46
<i>Foster Business Library</i>	49
<i>Student Facilities</i>	51
<i>Financial Aid</i>	54
<i>Disclosure of Student Records</i>	55
<i>Resumé Composite Book</i>	57
<i>University Policies</i>	57
<i>Student Assistance Programs</i>	58
<i>UW resources</i>	58

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 [Evening MBA Class of 2026 Canvas Resource Page](#)
- The [MBA Current Students website](#)

MBA PROGRAM OFFICE & CAREER MANAGEMENT OFFICE

MBA PROGRAM OFFICE

Address	Founders Hall, Box 353200
Email	mba@uw.edu
Website	foster.uw.edu/academics/degree-programs/full-time-mba/ https://foster.uw.edu/academics/degree-programs/evening-mba/current-
Contacts:	Staff Directory
Tel	(206) 543-4661
Hours*	8:00 am- 6:00 pm M-Th and 8:30 am -12 pm *Updated quarterly

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 member of the Student Affairs team is available during operating hours to speak with students. We do encourage student to utilize our [online appointment scheduling tool](#) to schedule time to meet with their academic advisor(s).

MBA Career Management

Address	Founders Hall, Box 353200 4215 E. Stevens Way NE, Seattle, WA 98195-3200
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*	8:00 am- 6:00 pm M-Th and 8:30 am -12:00 pm *Updated quarterly

MBA Career Management (MBACM) partners with evening MBA students to identify their career goals and professional trajectory. 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, 2023-2026

2023-2024

Autumn 2023	Launch, Pro Dev LEAD, & Jump	Sept 9-Sept 24
	Classes in Session	Sept 27-Dec 8
	Final Examinations	Dec 9-15
	Holidays/No Classes	Nov 10, 23-24
Winter 2024	Classes in Session	Jan 3-Mar 8
	Final Examinations	Mar 15-21
	Holidays/No Classes	Jan 20, Feb 17
Spring 2024	Classes in Session	Mar 31-June 6
	Final Examinations	June 7-13
	Foster MBA Commencement	TBD
	Holidays/No Classes	May 26
Summer 2024	Classes in Session	Jun 23-Aug 22
	Holidays/No Classes	June 19 and July 4

2024-2025

Autumn 2024	Classes in Session	Sept 25-Dec 6
	Final Examinations	Dec 7-13
	Holidays/No Classes	Nov 11, 28-29
Winter 2025	Classes in Session	Jan 6-Mar 14
	Final Examinations	Mar 15-21
	Holidays/No Classes	Jan 15, Feb 19
Spring 2025	Classes in Session	Mar 25-May 31
	Final Examinations	June 1-7
	Foster MBA Commencement	TBD
	Holidays/No Classes	May 27
Summer 2025	Classes in Session	Jun 17-Aug 16
	Holidays/No Classes	June 19 and July 4

2025-2026

Autumn 2025	Classes in Session	Sept 24-Dec 5
	Final Examinations	Dec 6-12
	Holidays/No Classes	Nov 11, 27-28
Winter 2026	Classes in Session	Jan 5-Mar 13
	Final Examinations	Mar 14-20
	Holidays/No Classes	Jan 19, Feb 16
Spring 2026	Classes in Session	Mar 30-June 5
	Final Examinations	June 6-12
	Foster MBA Commencement	TBD
	Holidays/No Classes	May 25
Summer 2026	Classes in Session	Jun 22-Aug 21
	Holidays/No Classes	June 19 and 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 Canvas. Information on events sponsored by the MBAA or Student Clubs is available on the [Evening MBAA Calendar of Events](#). To add an event to the MBAA calendar, please send a calendar invite to embaa@uw.edu for the Evening MBAA calendar and uwmbaacadendar@gmail.com for the Full-Time MBAA calendar.



PART I: EVENING MBA PROGRAM POLICIES AND REQUIREMENTS

ACADEMIC PROGRAM OVERVIEW

The Evening MBA degree requires the successful completion of 76 quarter credit hours of coursework. The program is designed to be taken on a part-time basis and the typical time to complete the program is nine quarters.

The curriculum is comprised of three parts:

1. Core Curriculum
2. Elective Course Requirements
3. Completion of Case Competition

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 travel/responsibility
- Illness of yourself and someone who is direct dependent.

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 accommodation 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 Evening MBA program is an 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 based on guidance from state and local health authorities. 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.

EVENING MBA DEGREE REQUIREMENTS

The Evening MBA program is designed to be completed over a **three-year period**, and is comprised of a total of **76 credits** as follows:

- 48 required core credits
- 28 elective credits
- Participation & completion of Evening MBA Case Competition

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	Summer
1st Year	ACCTG 500 (4 cr) BECON 500 (4 cr)	FIN 502 (4 cr) QMETH 500 (4 cr) MGMT 510 (2 cr)	ACCTG 501 (3 cr) MKTG 501 (4 cr) BCMU 501 (1 cr)	Case Competition (September)
2nd Year	MGMT 500 (4 cr) OPMGT 502 (3 cr) QMETH 501 (2 cr)	MGMT 502 (4 cr) MGMT 504 (4 cr)	BECON 501 (3 cr) IS 500 (2 cr) Elective (4 cr)	No scheduled requirements
3RD Year	Elective (4 cr) Elective (4 cr)	Elective (4 cr) Elective (4 cr)	Elective (4 cr) Elective (4 cr)	No scheduled requirements

PERSONAL STUDY PLAN

Creating a personal study plan allows you to emphasize or focus your course of study, experiential learning, and activities 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 MBA consulting projects and independent studies
- Student leadership opportunities
- Certificate requirements

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 & SECOND YEAR CURRICULUM

The first- and second-year core consists of **26 credits in year one and 22 credits in year two**. In the Spring Quarter of the second year, students typically begin taking elective classes.

Some students may take additional credits in their first year by participating in the [Study Tours](#), or other electives which they meet the core prerequisites for. Students should consult with an advisor prior to making these decisions due to workload balance. When enrolling in electives prior to Spring of the second year, students must meet the elective prerequisites. There may be elective courses that students cannot take due to prerequisites.

If a student chooses to pursue electives during their first or second year, they must also continue working towards the completion of their core requirements. Students cannot opt to prioritize electives over the completion of core requirements.

CORE CLASS SCHEDULES

Core classes in the Evening MBA Program are scheduled on Monday and Wednesday evenings from 6:00 pm – 9:30 pm, allowing for consistent work compatibility.

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 posted on the core class schedule.

CORE COURSE 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.)

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 classes 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 a Core MBA class typically receives a conditional grade. The UW Graduate School requires students to earn at least a 2.7 GPA in each course. Students who do not receive a 2.7 or higher in a core class could potentially receive a Conditional Grade or will be required to retake the course. To fulfill a Conditional Grade, students must complete conditional work (see below). This additional remedial work could include (but not limited to):

- retaking an exam,
- submitting an extra paper or problem set
- combination of the above two bullet points
- completion of an alternate class

Conditional work must be finished no later than the end of the summer quarter following the term the course was taken. In the case of an alternate class condition, the class must be completed by the end of autumn quarter of your third year or the first term thereafter that the course is offered. Exceptions to these conditional grade 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.

If a student is required to retake any core classes, students will be required to pay the tuition of the additional course.

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.

CORE COURSE REGISTRATION

Core classes are divided into sections of approximately 45-50 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. The MBA Program Office registers you for your core and elective courses each quarter.

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 for second year core classes.

THIRD-YEAR CURRICULUM

ELECTIVE COURSEWORK

The third year of your Evening 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 28 elective credits**. Students often complete 4 credits of electives in their second year and 24 credits of electives in their third year. However, you may opt to take additional or fewer elective classes in the third year. If you have questions about how to space out your electives, we strongly recommend consulting with an advisor in the MBA Program Office.

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 second year.

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

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.

Students may petition the Associate Dean of Graduate Program for an exception to this policy if they are pursuing a specialization designed by Foster. Please speak with your academic advisor for more information.



Additionally, Students are limited to taking 12 credit hours of 579 courses in one subject area (ex. Fin 579).

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 electives.

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 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. [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

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.

INDEPENDENT STUDY

[Independent studies](#) are the mechanism 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 [Evening MBA Class of 2026 Canvas page](#).

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 second year), Evening MBA students will select elective courses and register in these steps:

1. Participating in a [pre-registration bidding process](#) run by the MBA Program Office
2. MBA Program Office will register you for courses you are awarded

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 registering 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 the Winter Quarter of your second 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](#)
- MBA Strategic Consulting Projects (*Will be posted to Canvas in Spring 2024*)
- Study Tours
- [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

Foster MBA Elective classes cannot be audited. However, MBA students may audit classes in other units or departments; 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:

- MBA Core Case Competition

CORE CASE COMPETITION

All students complete the MBA Core Case Competition requirement in September of their second year. The Case Competition is completed prior to the beginning of Autumn courses. Student teams provide an analysis of an organizational challenge and deliver a presentation outlining managerial recommendations to a panel of judges.

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 **48 credits of core courses** and **28 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 (via MyGrad) in order to continue.

If you find that you must interrupt your registration, you may apply for a [leave of absence](#) from the University as described on the [Graduate School website](#). Regardless, 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.

Please note that taking a leave of absence can interrupt your course sequencing and require extending your graduate date. This can impact your tuition price if your extension takes you beyond three years.

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.

SIX-YEAR COMPLETION

Per the [University of Washington Graduate School Policy](#), 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.

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. It's recommended to speak with your [MBA Program Advisor](#) prior to making this decision.

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:

- After the first quarter in which your cumulative graduate GPA falls below 3.00, you receive a warning letter.
- 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."
- 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.
- 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

The MBA Program Office must perform all registration transactions (i.e. adding and dropping) for Evening MBA 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 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 Evening 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 by the MBA Program Office staff. 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 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 (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 your original tuition charges 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 emailing mbaregis@uw.edu and requesting to drop all your courses.

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

RECOGNITION FOR HIGH SCHOLARSHIP

DEAN'S LIST

During Autumn, Winter, and Spring Quarters, students are recognized for their academic achievement by being placed on the Dean's List. To qualify for the Dean's List, you must meet **all** of the following criteria:

1. Be in the **top 10%** of your class
2. Meet or exceed a **3.7** quarterly GPA
3. Complete at least 8 **credits** of courses 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 Evening 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 monitor 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.

2023-2024 TUITION AND FEES

Tuition rates for students entering the Evening MBA Program in Autumn 2023 are below. These rates will remain the same for the three years you are enrolled in the MBA Program. Students who take longer than three years to complete their MBA degree will see an increase in their tuition as they will be moved to the newest tuition bracket. [IMA, Technology, S&A, Facility, and U-PASS fees](#) are set on an annual basis by the University and could change during your second and third year in the MBA Program.

Evening MBA Tuition Both Resident & Non-Resident Students starting Autumn 2023			
	Tuition	Fees*	Total
8 Credits	\$9,648	\$373	\$10,021
7 Credits	\$8,442	\$373	\$8,815
6 Credits	\$7,236	\$373	\$7,236
5 Credits	\$6,030	\$373	\$6,403
4 Credits	\$4,824	\$373	\$4,824

3 Credits	\$3,618	\$373	\$3,991
2 Credits	\$2,412	\$373	\$2,785
Per Credit Over 8	\$1,206		

***2023-24 quarterly fees include**

- \$32 IMA fee
- \$157 Services & Activities (S&A) fee
- \$91 U-PASS fee
- \$70 Facility Renovation fee

GRADUATION

APPLICATION TO GRADUATE

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

CONCURRENT DEGREE PROGRAMS

Students in [concurrent degree programs](#) must file separate graduation forms for each degree. In addition, you must submit to the [UW Graduate School](#) a list of courses you have taken indicating to which degree they apply. Please work directly with your Evening MBA Advisor.

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. More information about this will be shared directly with graduating students.

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 are immense if pursuing two degrees. 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 for more information.

EXCHANGE PROGRAMS

The Foster School of Business has 14 [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 and Evening 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.

Foster MBA Exchange Programs include:

China	<ul style="list-style-type: none"> • Hong Kong University of Science and Technology • Shanghai Jiao Tong University
Denmark	<ul style="list-style-type: none"> • Copenhagen Business School*
Finland	<ul style="list-style-type: none"> • Aalto University School of Business, Helsinki*
France	<ul style="list-style-type: none"> • Ecole Supérieure de Commerce, Paris*
India	<ul style="list-style-type: none"> • Indian Institute of Management, Bangalore
Japan	<ul style="list-style-type: none"> • International University of Japan, Niigata • Keio Business School, Tokyo
Netherlands	<ul style="list-style-type: none"> • Rotterdam School of Management
Singapore	<ul style="list-style-type: none"> • Nanyang Technological University, Singapore
South Africa	<ul style="list-style-type: none"> • University of Cape Town
South Korea	<ul style="list-style-type: none"> • KAIST College of Business, Seoul

Spain	<ul style="list-style-type: none"> Instituto de Empresa (IE), Madrid
Switzerland	<ul style="list-style-type: none"> 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 multiple tours during their time at Foster; however, you can only count 2-credits of IBUS 570 (the Study Tour elective) toward your degree requirements.

The 2024 Faculty-Led Study Tours will take place in March and September 2024. Applications will open in late September 2023.

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 and applications are due at the end of October. Some need-based [scholarships](#) are available.

GLOBAL CONSULTING PROJECT

The [Global Consulting Project: India](#) is a faculty-led program that provides students an opportunity to work directly with an Indian trade union, the [Self Employed Women's Association](#) (SEWA). Students will have the opportunity to see how MBA business analysis and leadership



skills translate to a vastly different context. In March, the program spends two weeks in India, visiting cultural sites in New Delhi, Agra, and Jaipur, and working with their entrepreneur clients in Ahmedabad. Upon return, students work on the projects they scoped while abroad, presenting the solutions to their clients midway through Spring Quarter. Participation requires enrollment in the 4-credit *IBUS 579: Global Consulting Project India* course during Spring Quarter. The program typically costs between \$3,000 and \$3,500, not including airfare.

ASIAN CAPITAL MARKETS COURSE AND STUDY TOUR

The 2-credit class, *FIN 579: Asian Capital Markets* (Thursdays, Winter Quarter 2024), 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 China and Japan in March, 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. Students taking FIN 579 are given priority placement on the study tour. The study tour typically costs approximately \$3,000-\$3,500, not including airfare.

GLOBAL BUSINESS FORUM (I BUS 500)

The [Global Business Forum](#) (I BUS 500) 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 2023-2024 course themes are:

- Fall Quarter – Doing Business in China
- Winter Quarter – Public and Private Partnership to Enact Social Change
- Spring Quarter – Global Supply Chain Management as a Strategic Advantage

GLOBAL BUSINESS PROGRAM CERTIFICATE

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



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 the MBA Program Office and 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.

Evening 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 Evening MBA Newsletter is a weekly communication sent to your UW email, typically on Wednesday. **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**
- **Evening MBAA Announcements**

The MBA Program Office 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.

If you need to send messages through 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 "Reply To" line reads accordingly.

LISTSERVS

Evening Lists:

evemba@uw.edu	Official program communications to all Evening MBAs
evemba2024@uw.edu	Evening MBA Class of 2024 (third year)
evemba2025@uw.edu	Evening MBA Class of 2025 (second year)
evemba2026@uw.edu	Evening MBA Class of 2026 (first year)

Full-time Lists:

mbamail@uw.edu	Official program communications to all Full-time MBAs
mba2024@uw.edu	Full-time MBA Class of 2024 (second year)
mba2025@uw.edu	Full-time MBA Class of 2025 (first year)

All Classes:

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



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 Evening MBAA announcements, as well as a chance for students, faculty, and staff to connect as a community. They are held twice a quarter, typically the hour before core classes on either a Monday or Wednesday.

INFORMATION TECHNOLOGY

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

FOSTER IT

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

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

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

GETTING HELP

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

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

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

EMAIL ACCOUNTS AND ACCOUNT EXPIRATION

The UW Network Identification or UW NetID is the mandatory login for most UW web services, including campus WiFi, class registration, accessing online class materials, and UW computer labs. You are **required** to have a UW NetID. You are also **required** to establish a UW email account using your UW NetID. This email account will be the only email the MBA Programs Office will use to communicate with you. It is important to monitor this email or set it to forward to



another email in order to not miss important announcements, policies or procedures sent out by the Foster School, or UW.

ACCOUNT EXPIRATION POLICY

A student's computing services expire one quarter and ten days after he or she stops taking courses at the UW. Summer quarter is included in this count. Graduates become eligible for alumni services and may visit this [website](#) for more information on those services.

FORWARDING YOUR ACCOUNT

UW email accounts can be forwarded to any email address you choose. This allows you to maintain another account and have your UW emails forwarded there. Email forwarding is also one of the services you can manage from the Web. To manage your UW NetID services on the Web, including email-forwarding, go to your [Manage Your NetID Resources](#) page.

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

CLOUD-BASED EMAIL AND COLLABORATION SOFTWARE FROM GOOGLE AND MICROSOFT

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

OTHER UW IT RESOURCES

HARDWARE RESOURCES

Student Technology Loan Program If your laptop crashes, or you need equipment for a presentation, the UW [Technology 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.**

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](#).

FOSTER BUSINESS LIBRARY

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

EXPERT HELP

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

COMPETITIVE INTELLIGENCE

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

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



- **News Databases:** Use library databases to follow the latest business news from popular sources like the [Puget Sound Business Journal](#), and [Harvard Business Review](#).

VISIT THE LIBRARY

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

- **Computing:** The library offers 50 PC workstations, 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.



STUDENT FACILITIES

STUDY/TEAM ROOMS

FOSTER TEAM ROOMS

PACCAR Hall, Dempsey Hall, and Founders 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 Founder Halls (380, 383, 385, 387, 389, and 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 cancelled and the room used by walk-up customers.

Please make sure you take care of the space. This includes wiping down the table after usage and removing trash items.

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 both Evening & Full-time MBA Associations. 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 MBAs and MBA students. If you have questions about the lounge, contact the [Full-time MBAA VP of Resource Development](#). While the lounge is only accessible by Husky card, students are responsible for their personal property and encouraged not to leave items unattended.

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, please contact [Kilian Olszewsky](#) to order a replacement. The costs for replacements are \$25 and \$7.50, 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.

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.

RESUMÉ 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

EVENING MBA ASSOCIATION (MBAA)

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

OFFICE OF GRADUATE STUDENT EQUITY AND EXCELLENCE (GSEE)

GO-MAP 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