

Program Policies and Regulations

Class of 2019

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Professional MBA Class of 2019

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To help maintain a positive learning environment at the University, it is your responsibility to read the Professional MBA Program Policies and Regulations, the University of Utah Student Code www.admin.utah.edu/ppmanual/8/8-10.html, and the Graduate School Policies <https://gradschool.utah.edu/catalog/index.php> and become familiar with their contents.

Welcome to the University of Utah's Professional MBA Program!

The University of Utah Professional MBA program is a 24-month general business and management degree designed for working professionals. The Professional MBA classes are held during the evenings, allowing students to continue working during the day while balancing an education and personal life. Professional MBA students take two classes at a time, two evenings each week for six semesters. The curriculum is 70% core business courses and 30% business elective courses. The business elective courses allow students to personalize their education to match their career and educational goals.

Program Accreditation

The Professional MBA program is internationally accredited by the Association to Advance Collegiate Schools of Business (AACSB), the highest standard of quality achievement for business schools. The AACSB is a general not-for-profit corporation comprised of member organizations and institutions devoted to the promotion and improvement of higher education for business administration and management. The AACSB is recognized by the Council of Postsecondary Accreditation and by the Office of Postsecondary Education, U.S. Department of Education, as the sole accrediting agency for baccalaureate and masters degree programs in business administration.

Through accreditation, business schools provide stakeholders with the assurance that they:

- Guide educational delivery by a carefully constructed mission
- Select and support students to produce outstanding graduates
- Deliver degree programs with qualified faculty
- Structure learning through relevant curriculum
- Contribute to knowledge through research and scholarship

Student Expectations

Students can expect their relationships with faculty, staff and other students to be positive, supportive and courteous. Students can expect faculty to be prepared for class, start each class session on time, hold class for the established scheduled period, ensure that students comprehend the covered material and provide timely feedback on assignments and exams. Faculty will, when possible, provide reasonable notice of any changes to meeting times, test dates, or assignment deadlines.

By following the prescribed program schedule, students can expect to complete the program in six semesters under the fixed credit hour tuition cost of the academic year in which they were admitted. If students exceed the prescribed number of credit hours in a given semester, they may be subject to a higher rate of tuition. This rate can be found in the Income Accounting section of the university's website.

Program Expectations

Attendance to each course session is mandatory, but in the case of unavoidable personal or professional conflicts, students can approach their faculty members to receive permission to miss

prior to missing class. Each faculty has their own attendance policy and their strictness on attendance may vary. However, in a 10 week class, generally, students should not miss more than 2 sessions. In a 5 week class, students should not miss more than 1 session. If a student misses multiple classes, he or she will likely receive a failing grade for the course. Absences must be approved through the faculty member in advance, when possible, as attendance to some sessions may be mandatory. Distance attendance (via Skype, Google, etc.) may at times be arranged, however this is usually considered an absence as the student cannot actively engage in the classroom via this technology.

Students are expected to attend and be thoroughly prepared for each class session according to the instructor's requests. Classroom expectations include arriving on time for class, remaining until the end of each class session, participating constructively in class discussions and activities, observing and adhering to deadlines set by instructors for assignments and projects, and turning off cell phones and other personal electronic devices during class hours.

Students are expected to maintain the highest standards of professional integrity in all interactions within the David Eccles School of Business (DESB). Unethical behavior is a serious offense and is not tolerated. Cases of unethical behavior will go before the University's Student Behavior Committee for appropriate disciplinary action.

Learning requires active participation and the participation of all students. Students are expected to contribute to classroom discussions and study groups.

Unless, an alternative schedule has been coordinated with the Professional MBA team, students are expected to follow the program of study as outlined in the schedule distributed by the Professional MBA Office. This includes adhering to the program credit hour policy which is that students are required to take no more than 9.0 credit hours during a fall or spring semester and no more than 6.0 credit hours per summer semester. If a student desires to take more or less than these credit numbers, you must receive special permission. In order to discuss your individual circumstances, please reach out to Kris at kris.kareh@eccles.utah.edu.

Students are also expected to communicate with faculty about missing class **prior** to an absence.

Academic Policies, Standards and Procedures

All students are responsible to be aware of their academic standing. If a student has an incomplete or unsatisfactory grade, is on academic probation, or is otherwise in danger of not advancing in the program, **it is the student's responsibility to contact the Professional MBA Office to receive guidance and counseling.**

The Professional MBA program adheres to all policies, procedures and regulations set forth by the University of Utah. University policy related to Instruction and Evaluation can be found online at <http://regulations.utah.edu/academics/6-100.php>. Policy regarding academic actions and procedures is online at <http://regulations.utah.edu/academics/6-400.php>.

GPA Requirements

The Professional MBA program curriculum is designed as a partial cohort. As such, each course is considered a prerequisite for subsequent courses. Therefore, classes must be completed in the prescribed order with a C- grade or higher. If a class grade is below a C-, the student will not be permitted to continue in the Professional MBA program. Students must also maintain a minimum of a 3.0 cumulative GPA to remain in the program.

Academic Probation

After any semester in which a student's cumulative GPA falls below a 3.0, the student will be placed on probation and will receive notification from the Professional MBA Office. The student has one semester to bring his or her cumulative GPA up to 3.0 or he or she will be dismissed from the program. If the semester in which the student's cumulative GPA falls below 3.0 is the student's last semester in the program, the student will not be cleared for graduation.

Dismissal from the Program

Any student dismissed from the Professional MBA program must wait two academic years (six semesters) before submitting an application for readmission.

Incomplete Grades

Students have one year to make up an incomplete grade before the grade reverts to a failing grade (letter grade of E). Students will not be cleared for graduation, nor be able to continue in the program, with incomplete grades.

Transfer Credits and Non-DESB Courses

The Professional MBA Program does not accept graduate transfer credits from other institutions or programs. Non-DESB courses may not be included in the Professional MBA curriculum unless approved in writing by the Professional MBA Office before the beginning of the semester when the course is to be taken.

Academic Misconduct

Students must adhere to generally accepted standards of academic honesty, a violation of which includes, but is not limited to: cheating, plagiarizing and/or inappropriately collaborating. A student who engages in academic misconduct may be subject to academic sanctions including, but not limited to: a grade reduction, a failing grade, probation, suspension or dismissal from the program or the University, or revocation of the student's degree or certificate.

A faculty member who discovers or receives a complaint of misconduct relating to an academic activity for which the faculty member is responsible shall take action and impose an appropriate sanction for the misconduct. The faculty member shall give the student written notice of the academic sanction, if any, to be taken, and the student's right to appeal the academic sanction to the Academic Appeals Committee for the college offering the course. Such sanctions may include requiring the student to rewrite a paper(s) or retake an exam(s), a grade reduction, a failing grade for the exercise, or a failing grade for the course. A failing grade for the course will result in dismissal from the program. (See University of Utah Student Handbook, Code of Student Rights and Responsibilities, Section V: Student Academic Conduct, <http://regulations.utah.edu/academics/6-400.php>.)

Withdrawing from Class

Before dropping or withdrawing from a core course, students are required to contact the Professional MBA Office. Dropping or withdrawing from any class will jeopardize advancement in the program. Students are financially and academically responsible for completing courses for which they are registered, unless officially withdrawn by the deadlines posted on the University's Academic Calendar, <http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm>. If classes are dropped after the posted deadline, a "W" (withdrawal, which is considered to be a failing grade for purposes of GPA calculation) will be recorded on the student's permanent transcript. For university policies on

withdrawing from classes, visit <http://www.sa.utah.edu/regist/handbook/StudentHandbook.htm>. Students should drop classes via the Campus Information System.

Students are responsible for the tuition and fees on any courses dropped after the tuition refund period. Please refer to the University's Academic Calendar for these dates for each semester.

Leave of Absence/Withdrawal from the Program

Professional MBA students are expected to enroll every semester for classes as outlined by the academic program. Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form with the Professional MBA office. The leave of absence form may be found on the Professional MBA website.

If a leave of absence results in a student taking courses in an academic year beyond the originally prescribed six semesters for which he or she was initially enrolled, that student will be subject to the fixed-price per credit hour tuition cost of the current academic year.

Given the partial lock-step structure of the program, students who withdraw from classes or from the program may not be able to finish the program of study to which they were originally admitted. In some cases, a student may need to complete different or additional requirements, and in some cases, reapply to the Professional MBA program.

Professional MBA students have four calendar years to complete their degree.

Registration and Class Information

The Professional MBA staff will register students for all core classes during the first year of the program. Beginning with first semester of the second year, students are responsible to register for classes in a timely manner through the Campus Information System on the University's web site at <http://gate.acs.utah.edu>. Students will be able to view their registration dates and times through the Campus Information System.

Substitute Class Days

When classes are not held due to holidays or breaks, a substitute day is often required. Professors and/or the Professional MBA Office will notify students of substitute class session information.

Exam Days

Exams for five-week courses may be held on a separate day from class – usually the Friday following the last day of class. Such exams are generally held in the same place at the same time. Separate exam days may be scheduled for ten-week courses, and the professor will clarify the plan for final exams in those courses.

Independent Study Policy

The Independent Study or Directed Study program can be used in rare circumstances and allows students to explore areas of special interest not covered by the existing curriculum or that may be unavailable. Students are required to find a faculty member who is either tenured or on a tenure track (non-adjunct) who is willing to monitor the course and provide feedback/guidance as to the construction and execution of the requirements of the course. The maximum amount of credits a

student can earn from an Independent Study course in the Professional MBA program is 3.0 units, although often 1.5 credits is more appropriate based on the project outline. Additionally, students may not take more than one Independent Study course in a single term.

The Independent Study course must be approved through the Professional MBA office, the respective departmental office chair, the faculty member, and the associate dean. Typically, situations where an independent study course would be appropriate include acceptance into the Foundry program, or attending an undergraduate course where additional coursework will be assigned to create a graduate level academic environment. In most cases, a work project or personal project alone would not be appropriate for an independent study course.

Independent Study is available only to a student in the last year of his or her coursework as a Professional MBA student. These credit hours can only count towards the fulfillment of electives and cannot be substituted in for core coursework. Additionally, the student must have a cumulative GPA of at least a 3.5 in order to be approved for an Independent Study course.

For all Independent Study programs, a request form must be completed. The form can be found through the administrative assistants of the respective department. Once approved, the student is then enrolled into a special course number and will be subject to the same tuition rates as a regular course.

In addition to completing the form, the student must:

1. Present an outline of proposed study which indicates an amount of work equivalent to the lecture and study time devoted to a regular class. This equates to a minimum of 120 total hours for a 3.0 credit course and 60 total hours for a 1.5 credit course. The proposed study must include a description of the unique character of the course activities, the educational value of the proposed study in the student's total program of study, the specific objectives, and the justification for taking an Independent Study program.
2. Provide a schedule for meeting with the instructor, for completing assignments/progress reports, for the submission of the final paper or project, and for the criteria used to assign a grade (including specific values if the grade will be based on more than the final project). Regular conferences with the supervising instructor are expected, in person or remotely.
3. Submit the outline and proposed schedule, once approved by the assisting faculty member, to the Professional MBA office for review and approval by the Professional MBA committee.

Communication

E-Mail

It is vital that students check email on a **daily** basis for important information such as registration updates, schedules, graduation updates, program activities, communication from instructors, etc. If a student has a change of email address, he or she should notify the Professional MBA as soon as possible. Students are encouraged to use email to contact the Professional MBA Office at pmba@utah.edu.

The University Network ID (uNID) provides students off-campus access to library indexes and databases, on-campus laptop wireless access, disk space to create an individual homepage, and unlimited Internet and Campus Network access. Additionally, an email account will be provided for each student based on his or her uNID. Official correspondence from the University will frequently be

sent to this University email address. **Students are responsible to forward their campus email address to an off-campus email account if they so choose.**

The email system at the University is a tool to enhance communication about university information. Personal messages between students are acceptable, but messages should generally focus on University activities. Please do not use student, staff and faculty email addresses for solicitation purposes.

Canvas Learning System

Canvas is a University-wide learning management system used by faculty and staff to communicate with students. Lecture notes, syllabi, class discussions, quizzes, assignments and course email can all be found on this system. Students are responsible for checking their Canvas account prior to beginning a class to see if there are any assignments or readings due the first day. You can access this system using the following website: <https://learn-uu.uen.org/>. Canvas can also send notifications via email or text message by adjusting the user settings.

Course Evaluations

Course evaluations are used by faculty, the DESB, and the University, for course and program improvement, scheduling, and tenure decisions. Please respond constructively, honestly and specifically to questions asked on course evaluations. All course evaluations are anonymous. These evaluations are done electronically through the Campus Information System. Students will not be able to view grades from a class until the evaluation has been completed or waived. Students are required to complete course and faculty evaluations.

Student Services

UCard

A Professional MBA student may obtain a University of Utah student ID card (UCard) which entitles him or her to privileges both on and off campus. The UCard Office is located in the Student Union Building, 200 S. Central Campus Drive, Room 225. The University provides the first UCard free of charge to all students; a replacement card costs \$10. For more information, visit <http://www.ucard.utah.edu>.

Parking

Professional MBA students are welcome to purchase a parking permit. Click here for more information
Contact Commuter Services at (801) 581-6415

Do not park in parking spaces individually reserved for faculty ("reserved" stalls) or staff (marked "A"). The following are various other parking options:

- Side parking lot across from the Utah Museum of Fine Arts (not ticketed after 8:00pm)
- LDS Institute parking lot on South Campus Drive (not ticketed after 4:00pm)

Utah Transit Authority (UTA) buses and TRAX light rail serve the University of Utah daily. A proximity-enabled UCard allows students to ride buses, TRAX and Frontrunner for free.

Tuition

The Professional MBA program tuition includes tuition, program and University fees, backpack, on-site IT support, career workshops, networking events, printing, use of computing facilities and library databases. The total cost of the Professional MBA program for students starting in January 2017 academic year will be \$57,600.00 (resident status, following the prescribed course curriculum for the program). Tuition is \$1,200.00 per credit hour (resident status), paid on a semester-by-semester basis. Students' tuition will not increase as long as they complete the program in the six semesters consecutively, as outlined in the curriculum (9 credits in the fall and spring, 6 credits in the summer). Not completing the program in the scheduled time frame, or deviating from the prescribed curriculum, will increase the fixed cost of the program. The Professional MBA tuition rate schedule can be found in the Income Accounting section of the university's website.

Tuition is due two weeks after the beginning of each semester. Each semester, Income Accounting will post tuition bills that can be accessed through the Campus Information System. A statement will not be mailed to you. If tuition is not paid in full by the deadline, all classes will be dropped. Tuition payments may be made online, in-person to the Income Accounting Office, by drop box, by mail or by phone using a credit card. Please contact the Income Accounting Office at (801) 581-7344 with questions regarding tuition.

Although the program offers only a limited number of scholarships, need-based financial aid (in the form of student loans) is coordinated through the University Financial Aid Office, located on the first floor of the Student Services Building. Additional information regarding Financial Aid and student loans can be found online at <http://www.sa.utah.edu/finance/> or by calling (801) 581-6211.

University of Utah Policies and Standards

University of Utah Student Code

The Code of Student Rights and Responsibilities is the University's official document outlining student rights and responsibilities in relation to classroom, organizations, speech, records, and conduct. It can be found at <http://www.admin.utah.edu/ppmanual/8/8-10.html>.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other sexually degrading verbal or physical conduct constitutes sexual harassment. University policy requires that all employees and students have the responsibility for assuring that sexual harassment does not take place, and that the working and educational environment of the University is not sexually intimidating, hostile, or offensive to individuals on campus. Anyone who feels there has been a violation of this policy has the right, and is encouraged, to discuss his or her complaint with the Director of the Office of Equal Opportunity and Affirmative Action, located in the Park Building, Room 135; (801) 581-8365.

Equal Opportunity

The University of Utah is fully committed to a policy of nondiscrimination and equal opportunity in all programs, activities and employment without regard to race, color, religion, national origin, gender, sexual orientation, age or status as a handicapped individual, disabled veteran or veteran of the Vietnam era. Evidence of practices that are not consistent with this policy should be reported to the Office of the President of the University, located in the Park Building, Room 203; (801) 581-5701.