

# Professional MBA Office

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# Professional MBA Class of 2013

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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 and the University of Utah Student Code [www.admin.utah.edu/ppmanual/8/8-10.html](http://www.admin.utah.edu/ppmanual/8/8-10.html) 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 60% core business courses and 40% 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. Students may not exceed the prescribed number of credit hours in a given semester.

### **Program Expectations**

Students are expected to attend and be thoroughly prepared for each class session according to the instructor's requests. 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 PDA 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.

Students are expected to follow the program of study as outlined in the schedule distributed by the Professional MBA Office.

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.**

#### GPA Requirements

The Professional MBA program curriculum is designed in 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-, or an incomplete, the student will not be permitted to continue in the Professional MBA 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 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://www.regulations.utah.edu/academics/6-400.html>.)

### 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 fall 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 receive notification from the Registrar's Office of a registration date and time to register each semester.

### 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.

## 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, 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, [pmba@utah.edu](mailto:pmba@utah.edu).

The University Network ID (uNID) free email account gives 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. 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 fine, but general messages should focus on University activities. Please do not use student, staff and faculty email addresses for solicitation purposes.

### Blackboard Learning System

Blackboard is a University-wide learning 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 Blackboard account prior to beginning a class to see if there are any assignments due the first day. You can access this system from the Student tab on the University's homepage, [www.utah.edu](http://www.utah.edu).

### Course Evaluations

Course evaluations are used by faculty, the DESB, and the University for course and program improvement, scheduling, and tenure decisions. Please respond 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**

A Professional MBA student may obtain a University of Utah student ID card (UCard) which entitles him or her to privileges 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>.

Professional MBA students are encouraged to purchase a parking permit. An "E" permit allows students to park in most "U" spaces that are posted "E" after 3:00 pm. Watch for signs that indicate which spaces are exceptions. Contact Commuter Services at (801) 581-6415 or [www.parking.utah.edu](http://www.parking.utah.edu).

Do not park in parking spaces individually reserved for faculty or staff. The following are various parking options, all of which are located within the "Business Loop" (Campus Center Drive):

- Main parking lot in northern end of the Business Loop (not ticketed after 5:45 pm)
- Side parking lot across from the Utah Museum of Fine Arts (not ticketed after 6:00pm)
- LDS Institute parking lot on South Campus Drive (not ticketed after 4:00pm)

Utah Transportation 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, laptop bag, on-site IT support, career workshops, networking events, printing, use of computing facilities and library databases. The total cost of the PMBA program for the 2011-2012 academic year will be \$46,800 (resident status, following the prescribed course curriculum for the program). Tuition is \$975.00 per credit hour (resident status), paid on a semester-by-semester basis. Your tuition will not increase as long as you complete the program in the six semesters consecutively, as outlined in the curriculum. Not completing the program in the scheduled time frame, or deviating from the prescribed curriculum, will affect the fixed cost of the program.

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 does not offer 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 can be found 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.