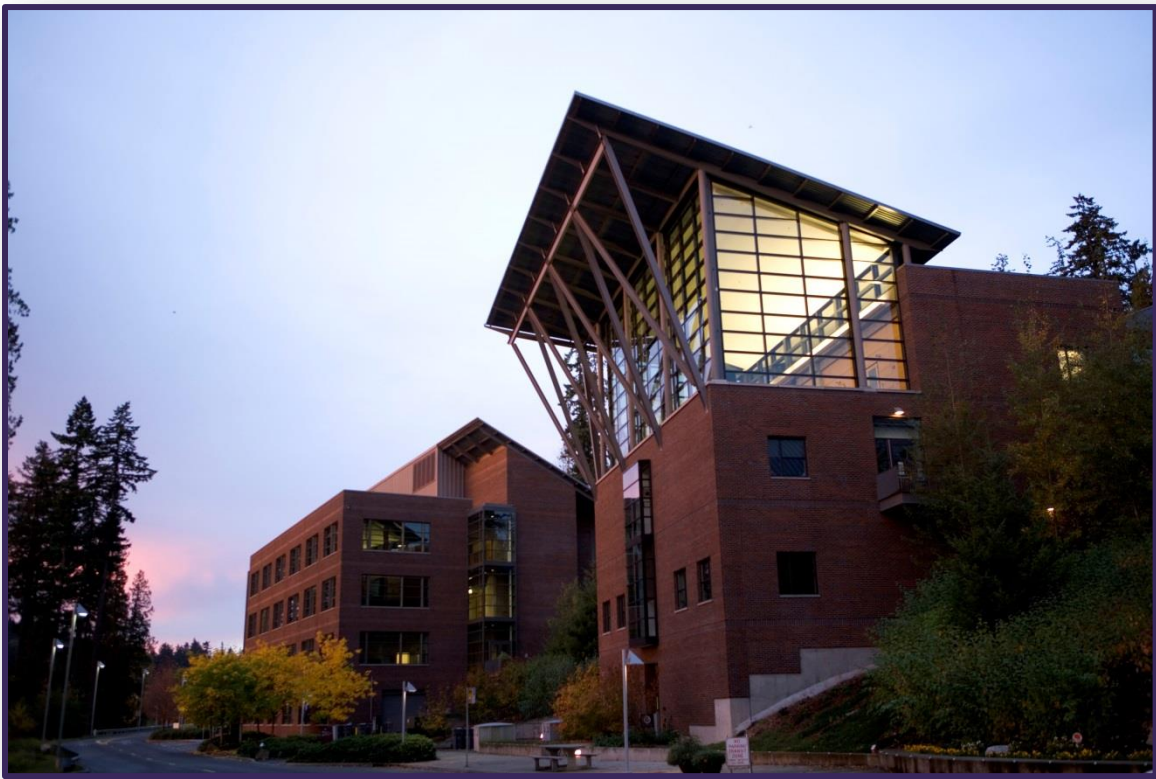




UNIVERSITY *of* WASHINGTON | BOTHELL  
SCHOOL OF BUSINESS

# Student Handbook & Resource Guide



**MBA Program**  
2013-2014

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## ***Welcome, UW Bothell MBA Class of 2015***

*On behalf of the faculty and staff, I am pleased to welcome you to the MBA Program offered by the University of Washington Bothell.*

*The MBA Class of 2015 was chosen for the ability and commitment of each member and for the diverse set of skills and professional experiences of the group. You will take nearly all of your classes together, and there will be numerous opportunities to collaborate with each other on assignments and field-study projects. We hope you learn as much from your fellow students as from the professors, and develop lifelong friendships and business networks among your cohort.*

*The outstanding faculty and staff at UW Bothell School of Business are dedicated to maintaining and improving the quality and reputation of the MBA Program. The MBA Team, headed by the Associate Dean, Graduate Programs (Prof. Steve Holland) will be your primary contact with the program. The team comprises the Manager, MBA Programs (Jana Hyde) who advises students on MBA Program and UW Graduate School policies and procedures, coordinates student services and helps provide career services for students and alumni; the MBA Admissions Coordinator (Kathryn Chester) who coordinates admissions and supports recruiting, student services, and events; and the MBA Recruiter (Vicki Tolbert) who represents the program at information sessions, employer locations, and college fairs, and recruits prospective MBA students.*

*Please visit the School of Business Office (UW1-381) to meet with me or the MBA Program Office (UW1-391) to meet with the MBA team. Of course, we will all be available by email or telephone to answer your questions and provide any assistance that you may need. Please let us know when we do something well and when we don't.*

*I hope you will think of yourself not just as a student but also as an ambassador for the MBA Program at UW Bothell. I wish you outstanding success in your MBA studies and in all that you do.*

*Sincerely,*

A handwritten signature in black ink, appearing to read "K. Sandeep". The signature is stylized with a large "K" and a cursive "Sandeep".

Sandeep Krishnamurthy, PhD  
Dean  
UW Bothell School of Business



# UNIVERSITY *of* WASHINGTON | BOTHELL

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## SCHOOL OF BUSINESS

### Introduction

We are pleased that you have joined us and encourage you to participate fully in your program and UW Bothell campus activities. UW Bothell combines the benefits of a small campus with the resources and prestige of a world-renowned university. Our curriculum emphasizes close student-faculty interaction, collaboration among students, and hands-on learning. Outstanding regional connections present you with unique opportunities for projects, internships and research with leading business and organizations. At UW Bothell, you'll earn your University of Washington degree while building a solid foundation of relevant knowledge, practical skills and professional preparation.

This handbook has been created in order to provide you with critical information that directly impacts your success as a student. We expect you to read the entire handbook and advise you to review other campus resources as well, including the UW Bothell Student Handbook, the [UW Bothell Catalog](#), the UW Graduate School web site (<http://grad.uw.edu/>), the UW Bothell web site (<http://www.uwb.edu>), and the UW Bothell MBA web site ([www.uwb.edu/mba](http://www.uwb.edu/mba)).

### Vision Statement

We will provide the premier evening MBA education in the region. The business community will value our graduates as ethical, innovative, and effective leaders. Our faculty will have a national reputation for complementary excellence in teaching and research.

### Mission Statement

We transform the lives of students and enhance the vitality of the community by providing an exceptional education in a collaborative learning environment characterized by innovative teaching and research in business administration.

### Student Responsibilities

As a student, you are responsible for the following:

- Read this handbook and refer to it when questions arise.
- Contact MBA Programs Manager, for answers to your questions.
- Update the degree checklist found in this handbook to ensure that you are making satisfactory progress toward degree completion.
- Register on time for appropriate elective courses.
- Submit the master's degree request by the deadline during your quarter of graduation.
- Read your emails sent by MBA Program staff and faculty. Faculty and Staff will send email to your UW email account. You may forward your email from your UW account to your personal email.
- Update your contact information in your MyUW profile and update MBA program staff as needed when your address, name, contact, or employer information changes.

# Welcome to the Husky family at UW Bothell!

## MBA Administrative Team

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## Campus Resources

[School of Business Office](#) |  
UW1-381 | 425-352-5394

[MBA Program Office](#) |  
UW1-391 | 425-352-3274

[University Bookstore](#) |  
LB2 | 425-352-3344 | [ubsbothl@u.washington.edu](mailto:ubsbothl@u.washington.edu)



**Cashier's Office** |

UW1 – 1<sup>st</sup> floor | 425-352-3246

**Career Center** |

LBA-102 | 425-352-3706 | [careers@uwb.edu](mailto:careers@uwb.edu)

**Disability Resources for Students** | Rosa Lundborg |

UW1-175 | 425-352-5307 | [rlundborg@uwb.edu](mailto:rlundborg@uwb.edu)

**Financial Assistance** | Danette Iyall, Assistant Director, Financial Aid |

UW1-160 | 425-352-5326 | [diyall@uwb.edu](mailto:diyall@uwb.edu)

**Graduate and Professional Student Senate** |

HUB 314 UWS | 206-543-8576 | [gpss@uw.edu](mailto:gpss@uw.edu)

**Library** | 425-352-5340 | LB1

Doreen Harwood, Business Librarian |

425-352-5442 | LB1-210F | [DHarwood@uwb.edu](mailto:DHarwood@uwb.edu)

Charlene McCormack, ELC Business Librarian |

425-352-3505 | LBA-306 | [cmccormack@uwb.edu](mailto:cmccormack@uwb.edu)

**Office of the Ombud** | Charles J Sloane |

339 HUB, Seattle Campus | 206-543-6028 | [csloane@uw.edu](mailto:csloane@uw.edu)

**Public Safety** |

LB2-005 | 425-352-5359 | [safety@bothell.washington.edu](mailto:safety@bothell.washington.edu)

**Quantitative Skills Center** |

UW2-030 | 425-352-3170 | [qsc@bothell.washington.edu](mailto:qsc@bothell.washington.edu)

**Registrar** |

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**Student Government** |

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## Leadership MBA Curriculum

First Year Courses	Credits Needed	Quarter Offered	Credits Completed	Quarter Completed
B BUS 501- Leadership & Ethical Decision Making	4			
B BUS 502- Business Statistics	4			
B BUS 512- Strategic Management	4			
B BUS 503- Financial Reporting & Analysis	4			
B BUS 504- Economics for Business Leaders	4			
B BUS 505- Financial Management	4			
B BUS 506- Marketing Management	4			
<b>Sub-total (first academic year credits)</b>	<b>28</b>			
<b>Summer Courses</b>				
<i>Elective</i>	4			
<i>Elective</i>	4			
<b>Sub-total (summer credits)</b>	<b>8</b>			
<b>Second Year Courses</b>				
B BUS 531- Leadership & Social Responsibility	4			
B BUS 509- Operations Management	4			
B BUS 507- Global Business	4			
B BUS 534- Advanced Leadership Models	4			
B BUS 546- Seminar on Global Economic Issues	4			
B BUS 510- Managing Organizational Effectiveness	4			
B BUS 532- Marketing Research (Elective)	4			
<i>Elective:</i>	4			
<i>Elective:</i>	4			
<b>Sub-total (second academic year credits)</b>	<b>36</b>			
<b>Total credits needed to graduate</b>	<b>72</b>			

## Technology MBA Curriculum

First Year Courses	Credits Needed	Quarter Offered	Credits Completed	Quarter Completed
B BUS 501- Leadership & Ethical Decision Making	4			
B BUS 502- Business Statistics	4			
B BUS 512- Strategic Management	4			
B BUS 503- Financial Reporting & Analysis	4			
B BUS 504- Economics for Business Leaders	4			
B BUS 505- Financial Management	4			
B BUS 506- Marketing Management	4			
<b>Sub-total (first academic year credits)</b>	<b>28</b>			
<b>Summer Courses</b>				
<i>Elective</i>	4			
<i>Elective</i>	4			
<b>Sub-total (summer credits)</b>	<b>8</b>			
<b>Second Year Courses</b>				
B BUS 531- Leadership & Social Responsibility	4			
B BUS 507- Global Business	4			
B BUS 509- Operations Management	4			
B BUS 523- New Product Marketing	4			
B BUS 525- Technology and Innovation Management	4			
B BUS 510- Managing Organizational Effectiveness	4			
B BUS 526- Entrepreneurship practicum (Elective)	4			
<i>Elective:</i>	4			
<i>Elective:</i>	4			
<b>Sub-total (second academic year credits)</b>	<b>36</b>			
<b>Total credits needed to graduate</b>	<b>72</b>			

# First Year Course Descriptions

## Autumn

### **B BUS 501 Leadership & Ethical Decision Making (4)**

Examines factors associated with leader and team effectiveness using high- and low-element exercises and lecture/discussion. Introduces management analysis and decision-making using the case study method. Three-day off-campus retreat followed by two Saturdays on campus. Credit no credit only.

### **B BUS 502 Business Statistics (4)**

Reviews descriptive statistics, exploratory data, and probability distributions. Studies the theory and methods of statistical inference, emphasizing those applications most useful in modeling business problems. Topics include sampling theory, estimation, hypothesis testing, linear regression, analysis of variance, and several advanced applications of the general linear model. **B BUS 512 Strategic**

### **Management (4)**

Focuses on major top management decisions, emphasizing how competitive advantage is created and maintained through planning and strategy. Using readings and cases, demonstrates importance in diverse industries of external environments (customers, competitors, science and technology, laws), organizational phenomena (structure, processes, decision making), and an international perspective.

## Winter

### **B BUS 503 Financial Reporting and Analysis (4)**

Read, interpret, and analyze company financial reports. Understand the procedural aspects of the preparation of financial statements. Acquire a working knowledge of generally accepted accounting principles and financial reporting standards. Understand the ambiguities that arise in preparing financial statements and the role of good business judgment in resolving these ambiguities.

### **B BUS 504 Economics for Business (4)**

Considers some of the most important economic aspects of a business enterprise including demand and cost analysis, pricing strategy (including auctions), and the economics of information. Highlights the usefulness of game theory.

## Spring

### **B BUS 505 Financial Management (4)**

Provides an introduction to the models used in the investment and financing decisions of a firm. Topics include: valuation of stocks and bonds; measurement of risk and return; project evaluation and analysis; financial leverage and optimal capital structure. And optimal dividend policy. Prerequisite: B BUS 503; B BUS 504.

### **B BUS 506 Marketing Management (4)**

Facilitates the development of a customer orientation and explores the use of the marketing mix of product, price, place and promotion to create, communicate and deliver value to targeted customer segments. Explains how marketing strategy is developed, implemented, and controlled in high-technology marketplaces. Prerequisite: B BUS 504.

## Second Year Course Descriptions

### Autumn

### **B BUS 531 Leadership and Managerial Effectiveness (4)**

Focuses on leadership and managerial effectiveness. Builds upon students' knowledge of factors which influence leadership behavior and the critical personal and interpersonal associated with leadership. At a one-day, overnight retreat, students engage in an organizational simulation and receive feedback from faculty and mentors. Prerequisite: B BUS 501.

### **B BUS 507 Global Business (4)**

Synthesizes and extends perspective on global business environment. Demonstrates how choices related to organization and strategy (such as outsourcing and diversification) require an understanding of trade theory and policy, differences in national cultures, and international institutions. Prerequisite: B BUS 504; B BUS 505; B BUS 506..

### **B BUS 509 Operations Management (4)**

Examines the operations function in service and manufacturing organizations from a managerial perspective. Key topics include strategic and design decisions relating to operations and processes, quality management, lean systems, inventory control and supply chain management. Uses blend of theory, cases, analytical techniques, and business vignettes. Prerequisite: B BUS 505; B BUS 506

## Winter

### **B BUS 523 New Product Marketing (4) - TMBA**

Description TBD

### **B BUS 525 Technology and Innovation Management (4) -TMBA**

Provides a general manager's perspective on the management of innovation. Focuses on conceptual frameworks and analytical tools for managing innovation throughout the firm. Topics include the nature of innovation, how organizational and technical capabilities affect innovation, product/process development systems, and technology implementation.

### **B BUS 534 Advanced Leadership Models (4) - LMBA**

Description TBD

### **B BUS 546 Seminar on Global Economic Issues (4) - LMBA**

Analyzes economic structures and trends in national across the globe and examines their implications for business decision-making. Examines how these economies are influenced by political, legal, regulatory, and technological issues in a global context.

## Spring

### **B BUS 510 Organizational Theory and Knowledge Management (4)**

Explores intangible assets and "meso" issues that underpin organizational effectiveness. Topics include organizational phenomena (cultures, structures, routines, capabilities, life cycles), intellectual capital, and knowledge management (creating, maintaining, and diffusing knowledge). Projects require application of best practices to personally relevant situations.

### **B BUS 526 Entrepreneurship Practicum (4) - TMBA**

Focuses on providing immersive real-life experiences that require application of fundamental business principles. Students in the "new venture" track make a trial presentation to practitioners at the quarter's end. Students in the "live case" track meet pre-established and agreed-upon goals.

Prerequisite: B BUS 521.

### **B BUS 532 Marketing Research (4) -LMBA**

Focuses on the major methodologies of marketing research. Deals with the entire research process, from problem definition, research design, questionnaire construction, and sample selection to data collection and analysis. Introduces various standard and state-of-the-art data analyses techniques and software packages. Prerequisite: B BUS 506.

# Sample Electives Descriptions

## **B BUS 514 Business Communications for Leaders (4)**

Focuses on making written and spoken communications effective and authentic, using case studies of several communication challenges that occur in organizations. Teaches how successful communication is both intentional and strategic; and how to formulate communication goals, understand your audience, and use the correct approach in each situation.

## **B BUS 527 Entrepreneurial Marketing (4)**

Explores how marketing and entrepreneurship affect and are affected by one another. Examines role of marketing in entrepreneurial ventures, and the role of entrepreneurship in marketing efforts for all firms.

## **B BUS 544 Negotiations (4)**

Examines the theory and processes of negotiation. Includes a broad spectrum of negotiation problems. Credit/no credit only.

## **B BUS 556 Entrepreneurial Finance (4)**

Examines financial challenges common to new ventures, and discusses each participate in the venture arena. Explores alternative sources of private equity for new ventures.

## **B BUS 590 Special Topics for MBA Study (4)**

Topics of interest Business faculty and students. Offered when allowed by faculty availability and sufficient student interest.

## **B BUS 591 Global Business Study Tour ([1-10]-, max. 10) - *Spring***

Study abroad tour that cultivates a rich understanding of business theory and a genuine global perspective. Develops an appreciation of national difference in culture and economic, legal, and political systems that affect business strategy, operations, and performance.

## **B BUS 600 Independent Study or Research ([1-4]-)**

Independent study or research on business topics conducted under the direction of one or more instructors. Credit/no credit.

## **B BUS 601 MBA Internship (4)**

Provides a circumscribed practical experience at an organization under the supervision of a faculty member. Credit no credit only.

# UW Bothell MBA Graduation Requirements

1. **Total Credits required:** Students entering the UW Bothell MBA Program in Autumn 2013 must successfully complete 72 (quarter) credit hours of coursework in graduate courses specified in the UW Bothell MBA Program curriculum to earn the UW Bothell MBA degree.

You must earn **20 elective credits** as part of your 72-credit total. These elective credits are often earned during the Summer quarter after the first or second academic years and during the second year. You can also earn elective credits by (a) registering for electives offered during Spring Break or offered during the normal academic year, (b) participating in the pre-spring Global Study Tour offered by the UW Bothell School of Business, (c) enrolling in classes offered by other programs at UW outside the UW Bothell School of Business (d) registering for approved independent study courses with full-time faculty at the School of Business or (e) registering for approved internships through the School of Business. You may count up to 12 credits of electives from UW classes outside the UW Bothell campus (e.g., courses taken at UW Seattle or UW Tacoma).

In general, if you are employed full-time, we recommend enrolling for a *maximum* of 12 credits in any quarter.

2. **Minimum grade requirement:** In order to graduate with the MBA degree, you must:
  - a. Earn a numerical grade of at least a 2.0 grade on any course used to fulfill the UW Bothell MBA degree requirements; and
  - b. Earn a numerical grade of at least 2.7 on at least 36 credits of coursework (of the required 72 credits); and
  - c. Maintain a **3.0 cumulative grade point** average to meet the minimum GPA for graduation and to remain in good academic standing. In computing the cumulative GPA, the grades of S, NS, CR, NC, and N in any course, and the numerical grades, if any, in courses numbered 600 and 601, will be excluded. Credits transferred to the UW Bothell MBA program will also be excluded in the computation of the cumulative GPA.
3. **Transfer Credits:** You may petition for permission to transfer to the University of Washington the equivalent of a *maximum* of 12 quarter credits of *graduate level* course work earned in an MBA program at another AACSB-accredited academic institution, provided that course work is equivalent to the course work in the UW Bothell MBA program. The credits sought to be transferred **may not have been used to satisfy requirements for another degree**. This provision generally applies to students who may have started an MBA program elsewhere but are transferring to UW Bothell before earning the degree from that institution. Transfer credits are not entered on the UW transcript, but approved transfer credits are applied toward total credit count for the master's degree.



4. **Waiver of courses:** Students may request waiver of a MBA course if they have successfully completed equivalent graduate level course work in an accredited program and/or have two or more years of high-level managerial work experience that demonstrate mastery over the relevant course content in theory and practice. When a waiver for an MBA course is approved, a student is exempt from taking that specific MBA course but **she/he is required to take elective courses with the equivalent number of credits as the waived course(s)**. A request for a course waiver must be accompanied by a detailed plan to show how the student intends to earn the equivalent number of credits as the waived course.
5. **Total transfer/waiver credits allowed:** The maximum number of credits that can be transferred and/or waived is 12 quarter credits.
6. **Credit/No Credit:** Courses that are only offered CR/NCR can be taken and used toward the degree if the entire class is offered with that grading policy. In the UW Bothell MBA program this includes independent study, study tour, and other courses as specified in the Time Schedule.
7. **Auditing classes:** The UW Bothell School of Business allows students to audit elective classes during the summer quarter, **subject to the consent of the instructor** and availability of space.

To audit a class you must first contact the instructor and get permission to audit. You should then register on MyUW and go in person to the Registrar's Office, UW1 Room 160, to select the audit grade option in the first week of classes. You may not audit a course if you have not completed a prerequisite. You may not participate in class discussion or laboratory work and your registration may be canceled at the discretion of the instructor. Audited courses are not recorded on your permanent record.

University of Washington policy requires that auditors pay standard tuition and fees and be regularly admitted and registered in the course. Although credits for audited courses are not listed on your transcript, they will be included in the billing on the fee statement. Audit credits count in the calculation of fees.

# Course Registration & Academic Calendar

## Registration

During the academic year (Autumn, Winter and Spring Quarters) Kathryn Chester, MBA Admissions Coordinator will register you for your required courses. While Kathryn makes every effort to register you correctly, ultimately you are responsible for ensuring you are correctly registered. The easiest way to do this is by checking your course registration on [MyUW](#) **before the start** of the quarter. Consult with the MBA Office if you have questions about your registration.

You are responsible for registering for electives. For instance, most students take electives in the Summer Quarter, but if you want to take an independent study or internship course, or take an elective at any UW campus during the academic year, you must register yourself through [MyUW](#).

## MyUW

[MyUW](#) is your personal portal to University of Washington information. It is a tool for finding the resources you need to fulfill your goals at the university. You can "personalize" MyUW to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer. MyUW includes a list of current and future courses, registration and transportation information.

### Sample MyUW System Features:

#### Visual Schedule

Displays your quarterly class schedule in a calendar format. From Personal Services in MyUW, select Visual Schedule from the list of Services.

#### Student Account and Loan Status Inquiries

Log on to MyUW to:

- Find your current account balance
- Get a summary of disbursed financial aid and check availability
- Determine if outside lender loan funds are available
- Get the latest recorded student account payment

#### Grades

MyUW will list officially recorded grades for the most recently completed quarter. To list all grades, click on the upside-down triangle next to the quarter displayed and scroll down. Select "All Quarters" and submit. This will list your entire UW record.

#### Change of Address

Use this service to change your addresses (local and permanent) provided to the Student Directory and used by the Office of the Registrar, Office of Student Financial Aid, Student Accounts Office, Student Loans Office, and other University departments and offices. You may also use this feature to change your directory release information.

If you don't have Web access from home, computers are available for your use in the Office of Student Affairs Lobby, UW1 Room 160, and the campus Library. You may contact the Registrar's Office at (425) 352-5240 for assistance with registration.

### **Directory Release**

You will be asked to decide if you want your Directory Release set to No or Yes. Generally speaking, the Family Educational Rights and Privacy Act (FERPA) allows the University to disclose education records or personally identifiable information from education records in the following circumstances: with the written consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on 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 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. For this reason alone, many students choose not to restrict access to their directory information. [Learn more.](#)*

### **Cross Campus Enrollment**

Students enrolled in the MBA program may take a maximum of 12 credits toward their graduate degree in another UW campus or program. A combined total of no more than 12 cross-campus and transfer credits may be applied toward the master's degree. Please consult the time schedules on other UW campuses for classes.

To enroll in a graduate course at UW Seattle, for example, you must receive permission, usually from the course instructor but sometimes from a staff person at UW Seattle. It usually helps to inform the instructor about your academic and professional background as well as why you are interested in the course. If permission is granted, you will then work with the UW Bothell Registrar to register for the course.

### **Communications**

It is important that you keep your address and telephone number current with both the Business School office and the University of Washington. Please notify the program office of any changes in your contact information. In addition, please update the UW via:

[MyUW.washington.edu](https://myuw.washington.edu)

The MBA office communicates with you via e-mail on a regular basis. We will use your @u.washington.edu email to set up our list serve.

Please remember to regularly review your UW email account. You are responsible for the information we send to you through that account.

## Academic [Calendar](#)

	Autumn 2013	Winter 2014	Spring 2014	Summer 2014
<b>Instruction Begins</b>	September 25	January 6	March 31	June 23, Full term & A term July 24, B term
<b>Holiday - no school</b>	November 11, Veterans Day	January 20, MLK Day	May 26, Memorial Day	July 4, Independence Day
<b>Holiday - no school</b>	November 28-29, Thanksgiving	February 17, Presidents Day		
<b>Last Day of Instruction</b>	December 6	March 14	June 6	July 23, A term August 22, B term & full term
<b>Final Examination Week</b>	December 7-13	March 15-21	June 7-13	Typically the last class day
<b>Commencement</b>			June 15	
<b>Quarter Breaks</b>	Winter Break December 14-January 5	Spring Break; March 22-30	Summer Break June 14-22	Autumn Break August 23-September 23

## MBA Policies

Student conduct and academic integrity are sometimes difficult issues to discuss and we don't usually need to address them among MBA students. We mention them here to underscore how much we value the highest standards of academic integrity and behavioral conduct and to demonstrate our high expectations that our students will maintain those standards. Dishonesty, cheating, and unprofessional behavior devalue your degree. If you are concerned about academic integrity or behavioral conduct among your classmates, report it here: <http://www.uwb.edu/student-services/studentconduct/faculty-resources/reporting-student-misconduct>. Read more about the UW's policies regarding academic honesty and student behavior at the link below: <http://www.uwb.edu/student-services/studentconduct>.

The Graduate School at the University of Washington guides many of our policies and you can read those here: <http://grad.uw.edu/policies/memoranda/>

A few of the more commonly used policies are listed below.

What constitutes satisfactory performance:

<http://grad.uw.edu/policies/memoranda/memo16.shtml>

Going on leave from the graduate program:

<http://grad.uw.edu/policies/general/leave.shtml>

Final quarter registration:

<http://grad.uw.edu/policies/general/final-quarter.shtml>

Family Educational Rights and Privacy Act (FERPA):

<http://www.washington.edu/students/reg/ferpa.html>

## Tuition and Finances

### Tuition and Fees, Payment Options

Tuition is usually due the third Friday of each quarter during the academic year. The exact dates and payments will be shown on your MyUW portal. The Autumn quarter bill will also include an annual MBA program fee. The annual MBA program fee for 2013-14 is \$675.

As a service to students who may need to make payments over time, UW Bothell has a payment application that includes a \$10.00 fee. This service allows you to make tuition payments three times during a quarter: the first, third and fifth Fridays. Use the on-line application to sign [up](#).

To avoid late fees, be sure to pay tuition by the deadlines noted in the [Academic Calendar](#).

If you receive electronic tuition payments from your company, those payments need to be submitted *at least one week prior* to the payment deadline.

### Financial Aid

The University of Washington uses the [Free Application for Federal Student Aid](#) (FAFSA or the Renewal FAFSA) and does not require any fee be paid to apply for financial aid. For priority consideration, your FAFSA / Renewal FAFSA must be received by the federal application processor by February 28 for the academic year beginning the following Summer or Fall quarter. Accordingly, we recommend that you apply online ([www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)) or mail a completed FAFSA application (available in Student Affairs) no later than February 15. The University of Washington Title IV Code is 003798.

To learn more about financial aid and scholarships at UW Bothell, please check:

<http://www.uwb.edu/financialaid>

To learn more about financial support resources through the Graduate School, such as finding outside funding and financial aid for minority students, please check:

<http://www.grad.washington.edu/students/fa/index.shtml>

and

<http://www.lib.washington.edu/gfis/>

## MBA Scholarships

The MBA Program awards a limited number of [scholarships](#). The number and amount of awards vary from year to year depending upon funding. For most scholarships, recipients are selected based on merit and/or financial need. To ensure consideration, please check your email inbox for announcements about scholarship opportunities. Instructions for applying for the scholarships will be included in the email.

## Tax Credits for Tuition and Fees

Eligible taxpayers may claim a tax credit on UW courses. For more info, refer to Tax Credits for Parents and College Students at:

[www.washington.edu/students/sfs/sao/taxcredits.html](http://www.washington.edu/students/sfs/sao/taxcredits.html)

For purposes of the Hope and Lifetime Learning tax credits, federal law (section 6109 of the Internal Revenue Code) requires the University to obtain your Social Security number.

# Resources for Students

## MBA Career Coaching

MBA Career Coaching is available during the year with professional career coaches. Students and alumni will have the opportunity to work on career development activities such as career assessments, resume critiques and interviewing skills. We will be communicating with you on dates/times for workshops.

## Computer Labs

UW Bothell is a wireless campus and we have excellent connections anywhere on campus and at the Eastside Leadership Center in Bellevue. To use a [computer lab](#) on the Bothell campus, you must show your current UW Bothell student ID. In addition, you can [check out computers and other equipment](#) on a first-come, first-serve basis on the Bothell Campus. There is computer access at the Bellevue campus in the student lounge.

## Academic Services

The University of Washington Bothell's Academic Services group provides integrated support that enriches your experience and fosters a collaborative environment for success through the Library, Media Center, Quantitative Skills Center, Writing Center, Teaching and Learning Center and Visual Resources. The Academic Services brochure providing crucial information on the above departments may be found at: <http://www.uwb.edu/as/asbrochure>.

## Quantitative Skills Center

The primary mission of the [Quantitative Skills Center](#) (QSC) is to support students who are currently enrolled in classes (e.g., BBUS 502 and BBUS 505) using any type of mathematics

including statistics, charts and graphs, and data analysis. This center was created in order to facilitate the UW Bothell mission to develop critical and analytical thinking as well as problem solving skills. Integrating quantitative reasoning skills across disciplines and throughout the curricula is a central focus.

### Writing Center

The UW Bothell [Writing Center](#) provides you with individual and small group writing assistance, on-line tutoring, and writing resources. There is a Writing Center tutor specifically designated to help with writing needs of graduate students. Appointments or on-line assistance is available.

### Library Services

The UW Bothell [library](#) offers a wide variety of services and resources for students. As a student at UW Bothell, you have access to all University of Washington libraries. Orientation sessions are offered each quarter to help you familiarize yourself with the library and its resources. Two dedicated business reference librarians are available to help you with research for your assignments. We encourage you to become familiar with the library resources early in the program.

Library resources go far beyond research needs for your class papers and projects. Use the library to enhance your job search or business plan! You can check out eBooks and popular novels, CDs, and more. Class guides will give you a host of resources for making the most of your class.

Library hours are Monday - Thursday 8:00am - 10:00pm, Friday 8:00am - 5:00pm, Saturday 9:00am - 5:00pm and Sunday 12:00pm - 8:00pm. For holiday hours, please visit:

<http://library.uwb.edu/about/hours/>

### Media Center

The Campus [Media Center](#) is dedicated to providing a variety of technologies and services for the academic environment. If you need support for the classroom, assistance with a videoconference, materials for a presentation, or all of the above, CMC is ready and able to deliver. Reservations must be made 12 hours in advance. Same day requests may not be honored.

### Canvas

[Canvas](#) is web courseware which can be used to create online content and add online interaction and collaboration to a course. Blackboard is being phased out. Faculty will use Canvas to post course documents, create links, turn in assignments, hold online discussions and give tests. You can use Canvas to find course information and interact online.

### E-mail

Besides serving as a vital communication link with faculty and other students, a UW [E-mail](#) account provides you with access to many services, including the UW Library catalog and other educational databases. Your e-mail account also allows you to access the Internet for purposes related to your

graduate study at UW. Information about accessing e-mail and the Internet from your home computer is available at:

<http://www.washington.edu/itconnect/connect/email/>

## UW Alerts

The UW Bothell Alert System provides current information on campus closures and delays due to inclement weather and emergency situations. You must "opt-in" to this service -- you won't receive messages if you haven't signed up. [Sign up for UW Alert](#).

## Catalyst WebQ

The [Catalyst Web Tools](#) are a set of Web-based communication and collaboration applications designed for use in teaching, learning, research, and everyday work. Use of the Catalyst Web Tools is **free** to anyone in the UW community. Catalyst is located at:

[http://www.washington.edu/ist/web\\_tools/](http://www.washington.edu/ist/web_tools/)

## University Bookstore

A branch of the [University Bookstore](#) is located on the UW Bothell campus across from the Library. The store carries texts for classes as well as other items. Special orders can be placed and are delivered directly to UW Bothell. The Bookstore is normally open: Monday through Thursday 9 a.m.-8 p.m. and Friday and Saturday 10 a.m.-2 p.m.

## Counseling Center

The Student [Counseling Center](#) provides confidential counseling as well as support groups and seminars on such topics as stress management and grief.

## Fitness Center

The University of Washington Bothell provides a fitness center along with free fitness classes; such as Yoga and Zumba. Additional wellness resources are also available to students.

<http://www.uwb.edu/studentlife/rec-wellness>

## Disability Resources

The University of Washington is committed to providing access, equal opportunity, and reasonable accommodations in its services, programs, activities, education, and employment for individuals with disabilities. Students with disabilities may [request an assessment](#) to receive auxiliary aid or accommodations.

## Software Purchase Plan

The Student Technology Fee Committee has allocated funds to buy software under the Microsoft Campus Licensing Agreement. The software is available for download at no cost for UW students at [UWare](#).



## Career Services

The MBA program provides a series of Career Seminars and one-on-one Career Coaching for MBA students. In addition, the UW Bothell [Career Services](#) office provides career information and services to assist students and alumni in making connections between academic programs, career options and long-range goals. Career Services provides workshops and counseling to help UW Bothell students develop job search skills. Internship listings, career fairs, and electronic job postings are also available.

The Husky Career Advantage web site is a comprehensive treasure trove of career-related information for alumni and students. You can reach the Husky Career Advantage web site by visiting *UWalum.com* and clicking on “Husky Career Advantage.”

## Veterans Services

We thank our veterans for their service and welcome you to our campus! Our [on-campus Veterans Services office](#) can advise you on educational benefits for you and your dependents, along with information on tuition reduction programs for SE Asian and Persian Gulf Veterans. The Veterans Administration may be reached at: 1-(888)-442-4551

## Student-Veterans Association at UW Bothell

When we receive our transitioning veterans as students, it is our foremost goal to minimize the difficulties associated with transition and maximize their learning experience. The [Student-Veterans Association](#), along with [UW Bothell Veterans Services](#), serves to assist veterans and their dependents in obtaining all Federal and State educational benefits to which they are entitled. It is the center’s mission to create a welcoming campus environment that acknowledges the challenges related to transitioning from the military to academia. This club meets once every month in the UW Bothell Commons.

## International Student Services Office

The [ISS](#) serves international students who are in the U.S. studying on F visas. Some of the services include: specialized technical support to ensure compliance with regulations set by the Department of Homeland Security, referrals to campus services, and quarterly social activities.

## Office of the Ombud

The [Ombud](#) assists in the protection of the rights and interests of individual members of the student body, the faculty and staff against arbitrary or capricious action or lack of appropriate action by University agencies, the student body, the faculty, or the staff. You may seek help in regards to Academic Services, Employment Services, or Harassment or Mistreatment.

# General Information

## Parking

You have several options when it comes to [parking on the UW Bothell campus](#). A pass to cover your time on campus for one evening is \$6.00 per visit and payment is required at the pay station immediately after you park. Pay stations are located at each of the parking garages and at the upper

surface lots. Quarterly parking passes for students are available at the Cashier's Office, UW1- First floor. You can also choose from two-day, three-day, full-time and carpool options. Be diligent about displaying your parking pass or risk a ticket and fine.

Parking at the Eastside Leadership Center is free.

### **Inclement Weather and Closures**

On occasion, the UW Bothell campus may close due to [inclement weather](#). To receive notices about closures, sign up for UW Alert System at <http://www.uwb.edu/alert/>. You'll receive text message alerts and/or email. To check for possible closures, call the UW Bothell Infoline at 547-INFO. If this line is busy, you may also call Enrollment Management at (425) 352-5000. Individual courses may be canceled closer to their scheduled start time. To find out if a specific course has been canceled, you should call the instructor's office number listed on the syllabus or send an email.

### **Husky ID Card**

Your Husky ID Card may be picked up in the Campus Public Safety Office, LB2-005 after you are registered for your first Autumn Quarter. Please contact Security and Campus Safety at (425) 352-5359 or [safety@uwb.edu](mailto:safety@uwb.edu) with any questions.

## **Student Activities**

### **[Nintex™](#) Leadership Breakfast Series**

As an MBA student, you are invited to attend the Nintex™ Leadership Breakfast Series to meet with top leaders from a wide range of organizations in the region and beyond. The breakfasts give you the chance to ask questions about leadership, business strategy and more. Event dates and details are sent via email. The series is coordinated by Mike Dusche, an executive with experience in sales, marketing, and product development at major corporations, start-ups, and consulting firms.

### **Meet the CEO Series**

Learn directly from CEOs in our Meet the CEO Series, a collection of informal Q&A sessions. These company leaders speak candidly about their backgrounds, challenges, and successes and provide a peak into the life of a C-suite executive.

### **MBA Association**

MBA students have formed a student organization to enhance the educational experience of all students in the program. The mission of the [MBA Association](#) is to represent the interests of all MBA students at UW Bothell. The MBAA shall strive to improve educational, social, and business opportunities by fostering interaction among the administration, faculty, MBA candidates, alumni, other business schools, and the business community. All MBA students and alumni are encouraged to participate in the association's leadership positions, meetings and organized activities.

## Beta Gamma Sigma

*The Honor Society for AACSB Accredited Business Programs*

Membership in [Beta Gamma Sigma](#) (BGS) is the highest recognition a business student anywhere in the world can receive in an undergraduate or master's program at a school accredited by AACSB - The International Association for Management Education.

The mission of BGS is to encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business.

To be eligible for membership, the academic ranking of those being considered must place them in the upper 20 percent of the graduating master's class. An annual ceremony is held in the spring for BGS students and is hosted by the Business School. BGS is a [national honor society](#).

## ASUWB Student Government

Elected by fellow students, the officers of the Associated Students of the University of Washington Bothell ([ASUWB](#)) represent all UW Bothell students, both undergraduate and graduate students. The ASUWB also sponsors special events and makes other important contributions to all students' experiences at UW Bothell. Graduate students are encouraged to become involved in ASUWB. To learn more about the ASUWB, stop by their offices in UW1-011.

## Graduate & Professional Student Senate (GPSS)

The Graduate and Professional Student Senate ([GPSS](#)) serves primarily as an advocate for the academic welfare of graduate and professional students. It is composed of representatives elected from each graduate and professional degree-granting unit. Funded from student services and activities fees, GPSS dedicates a portion of its budget each year to direct allocations for departmental student groups and for special programs benefiting students from many departments. GPSS seeks to represent graduate student issues and concerns within the University community.

## Services & Activities Fee Committee (SAF)

Services and Activities Fees (SAF) are charged to all registered students for the express purpose of funding student services and programs. The level and distribution of the fee is recommended by the [SAF Committee](#), approved by the Chancellor, and authorized by the Board of Regents for each academic year. The SAF Committee is comprised of a maximum of seven student-voting members as well as some ex-officio representatives.

# UW Graduate School Policies and Procedures

## Academic Policies

Graduate Student Services at the UW Graduate School has the primary responsibility to facilitate completion of graduate degrees. In order to assist you in understanding many of the policies, requirements, and procedures related to the completion of your MBA, please refer to:

<http://www.grad.washington.edu/area/currstuds.htm>

The following is a summary of information for graduate students provided in the UW General Catalog

and on the Web.

## Grades

The University of Washington uses a numerical grading scale. The possible values begin at 4.0 and decrease by one-tenth increments. Any grade below 1.7 is recorded as 0.0 by the registrar.

Correspondence between number grades and letter grades is as follows:

Numeric Grade	Letter Grade
4.0 – 3.9	A
3.8 – 3.5	A-
3.4 – 3.1	B+
3.0 – 2.9	B
2.8 – 2.5	B-
2.4 – 2.1	C+
2.0 – 1.7	C
1.6 – 0.0	F

The following letter grades may also be used:

**I Incomplete.** An incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement giving the reason for the incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered.

To obtain credit for the course, a student must successfully complete the work by the last day of the next quarter in residence. This rule may be waived by the dean of the college in which the course is offered. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by a graduate student does not automatically convert to a grade of 0.0 but will remain a permanent part of the student's record.

**W Withdrawal.** Official withdrawal from a course may be done through *MyUW* through the second week of the quarter. During the first two weeks of the quarter no entry is made on the permanent academic record. The third week through the seventh week of the quarter, a *W* and week designation is recorded on the transcript. Refer to the Registration Deadlines and Policies Guide after the seventh week of the quarter.

**HW Hardship Withdrawal** Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the second week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0.

The grades of *W* and *HW* count neither as completed credit nor in the computation of the GPA.

## Dispute over Grades

The following information is quoted directly from the University of Washington Office of Branch Campuses Policies and Procedures Manual, A.6.2.

There are two types of disputes over grades: one alleging a punitive motive by the faculty member, and the other alleging an inaccurate reflection of work done.

**Punitive** - If a student feels a grade has been punitive (for reasons other than racial or sexual discrimination), then he or she should act under the procedures set forth in the section on unprofessional conduct immediately below:

Unprofessional conduct includes such things as failure to meet classes, lack of preparation, rudeness in class, etc. It does not include racial or sexual harassment, which are specifically addressed in the University Code. Standard procedure should be for the aggrieved student to lodge his or her complaint with the MBA Associate Dean. Most issues should be resolved at this level. The MBA Associate Dean should inform the faculty member of any complaint against him or her, and should allow the member to state his or her side of the case. The student may pursue the matter further with the Dean if he or she does not receive satisfaction at the level of the Associate Dean.

**Inaccurate** - If a student feels a grade has been an inaccurate reflection of work done in a course, he or she should attempt to resolve the matter through discussion with the instructor. If no satisfactory resolution is reached the student may bring the issue to the Associate Dean in writing (with a copy to the instructor) within ten days of having met with the instructor. If the instructor is the Associate Dean, then the student should submit his or her complaint to the Dean. The Dean should consult with the instructor to determine whether the grade evaluation was appropriate. If the Associate Dean concludes the grade was fair and reasonable, the student should be so informed and the issue be concluded.

If the Dean concludes that the instructor's grading was arbitrary and capricious, and if the instructor declines to change the grade, the Dean should appoint a panel of faculty members to evaluate the student's performance and assign a grade. The Dean may also appoint a substitute to assign grades when an instructor is mentally and physically incapacitated, or has left the University.

## Scholarship

A cumulative GPA of 3.00 or above is required to receive a degree from the Graduate School. A graduate student's GPA is calculated entirely on the basis of numeric grades in 400 and 500 level courses. (See [Graduate School Memorandum No. 16](#) for additional information.)

Failure to maintain a 3.00 GPA, either cumulative or for a given quarter, constitutes low scholarship and may lead to a change-in-status action by the Graduate School. Failure to maintain satisfactory performance and progress toward the degree may also result in a change-in-status action by the Graduate School.

## Repeating Courses

If a student fails to earn a grade of at least 2.0 in a course listed as a prerequisite for other courses, the student may be required to repeat the course and earn a passing grade before continuing on to subsequent courses. Graduate students may also, of their own accord, choose to repeat any course. However, each course in the MBA Program is offered only one time each academic year. Consequently, students who repeat MBA courses may end up delaying their graduation. When a course is repeated both the first and second grades will be included in the cumulative GPA, but the number of credits earned in the course will apply toward the degree requirements only once.

## Withdrawal Policy

1. During the first two weeks of the quarter, a graduate student may withdraw from all courses for any reason through *MyUW*. The date of complete withdrawal is recorded on the student's transcript.
2. Starting the third week of the quarter, a grade of *W* plus the week designation is recorded when graduate students drop any course. In case of a complete withdrawal, a *W* is posted. In case of a complete withdrawal, a *W* is posted.
3. Graduate students have until the last day of instruction of each quarter to withdraw completely from all courses.
4. The withdrawal schedule shown above applies to quarters of the regular academic year. The deadlines for summer quarter are established by the Dean of Summer Quarter.
5. Unofficial withdrawal from a course results in a grade of 0.0.

## Continuous Enrollment and On-Leave Requests

To maintain graduate status, a student must be enrolled continuously until completion of all requirements for the graduate degree. Graduate students must file for "[On-Leave Status](#)" for any quarter (other than summer) in which they will not be registered for courses. This application must be filed by the fifth day of the quarter in which the student will be "on-leave," and must be approved by the Associate Dean, Graduate Programs. A non-refundable fee of \$75 is due at the time of application. A student must be in good academic standing, have completed one quarter, and may petition to be on-leave for one quarter at a time. Failure to maintain continuous enrollment constitutes evidence that the student has resigned from the Graduate School. If you are considering a request to go "on leave", please contact the MBA Programs Manager.

An On-Leave student returning to the University on or before the termination of the period of the leave may register in the usual way prior to any of the On-Leave quarters. A student who returns before the termination of the On-Leave period and maintains registration for any part of a quarter cancels On-Leave status. Please note: Periods spent On-Leave are included as part of the maximum time periods allowed for completion of a graduate degree (6 years).

## Applying for the Master's Degree

Students must [apply](#) for the master's degree (non-thesis) on the web from the first through the seventh week of the graduation quarter. The application period is subject to change. If there is a change, students will be notified by email.

All requirements for the degree must be met prior to the end of the current quarter if the application

is to be approved. In addition, registration must be maintained for the entire quarter in which application for the degree is made. A student who does not complete all degree requirements by the last day of the quarter may need to register for the following quarter and re-apply to graduate or may need to pay a late graduation application fee (\$250.00).

## Timeline for the Master's Degree

All work for the master's degree must be completed within six years. This timeline includes On-Leave quarters and transfer credits.

# 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 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 appears in the UW Student Directory in printed and electronic form. Also, the MBA Program office is able to give the following information to *anyone who asks*: name, address, telephone number, major field of study, dates of attendance, degrees and awards received, full- or part-time enrollment status, and educational institutions attended. Your course schedule (classes, times, days, and rooms) is not disclosed.

## Changing 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. Please note that if you select NO, the University and MBA Office are unable to confirm that you are enrolled or that you have earned a degree. This may have consequences with your employer, job applications, and security clearances.

If you wish to change your authorization and allow your information to be released, go to the Registration Office, 225 Schmitz, and present photo identification or update the access on your MyUW page.

## MBA Networking Directory

The MBA Program office publishes an MBA Networking Student Directory which details various personal information. When you complete the Catalyst survey with your networking information, you give us permission to print your information in the Networking Directory. This directory is intended for UW Bothell MBA Program use only. Please do not share any directory information without permission.

# Appendices

## Appendix A

### Excerpts from the "Policy on Academic and Behavioral Conduct"

#### University of Washington Bothell

Revised and approved by Academic Council, 12/20/07

You are responsible for being knowledgeable about all of the requirements of the [University of Washington Student Conduct Code](#), which can be found at

<http://apps.leg.wa.gov/WAC/default.aspx?cite=478-120&full=true>

The UW Bothell community recognizes that when the academic and behavioral conduct of a university is compromised, the quality of the your education and the value of your degree are also compromised. Therefore, all members of the University community are committed to vigorously upholding the University of Washington Student Conduct Code (WAC 478-120-010-145) and are encouraged to report suspected occurrences of academic dishonesty or behavioral misconduct.

#### How Can I Avoid Academic Dishonesty?

All University of Washington students are expected to conduct themselves as responsible members of the academic community. Among the standards of conduct for UW students includes the responsibility to practice "high standards of academic and professional honesty and integrity." WAC 478-120-020(2) (a).

Academic misconduct includes but is not limited to cheating, facilitation, plagiarism, and fabrication in connection with any exam, research, course assignment, or other academic exercise that contributes, in whole or in part, to the satisfaction of requirements for courses or graduation. The following definitions, while not exhaustive, are intended to provide examples of the types of activities that can give rise to a charge of academic misconduct.

**Cheating:** *Giving or receiving unauthorized assistance, or intentionally using or attempting to use unauthorized materials or information.*

#### Examples include but are not limited to:

- Copying from another student.
- Using unauthorized study aides or "cheat sheets," or other people's work.
- Altering assignments or exams and submitting them as your own work.
- Offering false excuses in order to gain time extensions.
- Submitting an assignment to more than one class without instructor permission.
- Submitting someone else's work (e.g., that of a friend or commercial service) as your own.
- Getting someone to take an exam for you or taking an exam for someone else.
- Receiving unauthorized help on an exam or prohibited help on an assignment.



**Facilitation:** *Helping or attempting to help another student engage in academic misconduct.*

**Examples include but are not limited to:**

- Giving unauthorized help on exams or prohibited help on assignments. (Students are often encouraged to work together to help each other learn, but may not do so on exams (unless specifically authorized) or on any assignments when the instructor indicates otherwise.)
- Giving test or assignment answers to students in the same or another section of the same class after such answers or information have been made available to you but before they have been provided to other students.
- Completing an assignment or exam on behalf of another student.

**Plagiarism:** *Using another person's original words, ideas, or research, including material found on the Internet, in any academic exercise without properly crediting that person.*

**Examples include but are not limited to:**

- Failing to cite all sources used.
- Using another author's sentence or phrase structure without proper citation.
- Paraphrasing another author without crediting the author.
- Using another author's ideas without proper citation (e.g. footnotes, endnotes, etc.
- Using another's original work (writing, art, music, mathematics, computer code, or scientific work) in whole or in part without crediting that person.
- Stating facts that are not common knowledge without citing the source.

**Fabrication:** *Creating false information or data and presenting it as fact.*

**Examples include but are not limited to:**

- Making up false quotes, statements, data, or sources.
- Improperly manipulating another's data to support your own theories.
- Citing sources that were not used
- Misrepresenting your academic accomplishments to instructors or employers

### **Guidelines for avoiding academic misconduct**

The following guidelines are intended to help UW Bothell students make responsible choices involving matters of academic conduct and to help you understand your individual responsibilities and obligations as members of the University community.

Be familiar with the Student Code of Conduct, statements, guidelines, and enforcement

- procedures provided by the University of Washington and UW Bothell. Those who violate University rules regarding academic honesty are subject to disciplinary sanctions, including suspension and dismissal. Ignorance is no defense.
- Be honest at all times and act respectfully toward others. Do not seek unfair advantage over others by cheating, plagiarizing, fabrication, or facilitation.
- Encourage others to behave fairly and to respect ethical academic conduct.

- Accept responsibility by refusing to assist in others' misconduct and discouraging others from engaging in misconduct.
- Recognize that you are authorized to report clear cases of academic misconduct when you have witnessed them.
- If you are unsure about any part of an assignment, request clarification from the instructor.

Failure to understand clear instructions is no excuse for misconduct. When in doubt, ask!

Make safe assumptions about academic honor: It is your responsibility to understand and follow academic standards for crediting the sources of ideas, information, and phraseology to avoid plagiarizing.

## Appendix B

### A message from your student government.

The University of Washington Bothell Student Code of Conduct Obligates Students to:

- Practice high standards of academic and professional honesty and integrity;
- Respect the rights, privileges, and property of other members of the academic community and the campus, refraining from actions which would interfere with the University functions or endanger the health, welfare, or safety of other persons; and
- Comply with the rules and regulations of the University and its schools, colleges, and departments.

The UW Bothell is committed to promoting respect for the rights and privileges of others, understanding and appreciation of human differences, and the constructive expression of ideas.

For more information, contact the Student Affairs office, 425-352-5000.

## Appendix C

### Important Dates

	Autumn 2013	Winter 2014	Spring 2014	Summer 2014
<b>Instruction Begins</b>	September 25	January 6	March 31	June 23, Full term June 23, A term July 24, B term
<b>Nintex Leadership Breakfast Series</b>	September 20 October 18 November 15 December 13	January 17 February 21 March 14	April 18 May 16	
<b>Career Skills</b>	September 28 November 16			
<b>Meet the CEO</b>	November 6	February 12	May 7	
<b>Networking Events</b>	October 9, All UWB Graduate Student Networking Event		April 25, MBA Alumni Reunion/ Student Networking Event	
<b>MBAA Events</b>	October 11, Fall Professional Event			
<b>Global Business Study Tour</b>		March 15-30		
<b>Holiday - no school</b>	November 11, Veterans Day November 28-29, Thanksgiving	January 20, MLK Day February 17, Presidents Day	May 26, Memorial Day	July 4, Independence Day
<b>Last Day of Instruction</b>	December 6	March 14	June 6	July 23, A term August 22, B term August 22, Full term
<b>Final Examination Week</b>	December 7-13	March 8-14	June 7-13	Typically the last class day
<b>Graduation Events</b>			June 14, Graduation Celebration Dinner June 15, Commencement	
<b>Quarter Breaks</b>	Winter Break December 14-January 5	Spring Break; March 22-30	Summer Break June 14-22	Autumn Break, August 23-September 23

*\*While we make every attempt to provide accurate dates, event dates are subject to change without advance notice.*

## Appendix D

### Earthquake Procedure

During **ALL Earthquakes** (all occupants)

**a. Inside a Building.**

- **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

**Drop, Cover, and Hold**

- **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
- **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- **Do not use the elevators.**

**b. Outside a Building.**

- **Remain outside**, preferably in a vehicle.
- **Stay clear** of electrical wires, poles, trees, or anything that might fall.

After a **MAJOR Earthquake** (violent shaking motion). Building Evacuation Supervisors shall:

- a. **Check for injuries to personnel in your area.** Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
- b. **Check for fires or fire hazards**, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Evacuation Team in danger.
- c. **Turn off ignition and heat sources** if properly trained and it is safe to do so.
- d. **Shut off all gas sources** if trained to do so.
- e. **Exit the building**, if possible, and go to the Emergency Assembly Points to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and the Emergency Operations Center is activated (Emergency Level 2 or 3 – refer to the Emergency Response Management Plan)

The information and locations of the above information are available [here](#).

- f. **Do not reenter until the building has been declared safe** by trained emergency personnel (Bothell Fire Department).
- g. **Use the telephone system only for urgent matters.** Use the assigned radio to call or send a runner to the Incident Command Post to notify them of any needed assistance and emergencies that may exist. Use handheld radios if telephone services are not available.

h. **Expect Aftershocks.**

**1. After a Minor Earthquake (*brief rolling motion*)**

a. **Restore calm.**

b. **Examine your area for damage. Evacuation Directors may use the checklist in Appendix M to help assess if the building should be occupied, evacuated, and/or re-entered.** Look for:

- Damaged, leaking or ruptured utility lines (gas, water, electrical, telephone, computer network)
- Toppled furnishings or equipment
- Spilled hazardous materials
- Damaged building components such as ceilings, walls, beams, columns, doors

c. **Evacuate the building** if damage is found or the power is out. Report evacuation to Bothell Fire Department or Security and Campus Safety.

d. Do not reenter until the building has been declared safe by trained emergency personnel.

e. **Laboratories:** Check for chemical spills. For small isolated spills, use spill cleanup procedures as outlined in Laboratory Standard Operating Procedures. If SOP or chemical spill cleanup kit is not available, then evacuate lab and notify authorities. For larger spills, evacuate building and notify authorities. **See Bothell Laboratory Safety Manual for earthquake procedures specific to laboratories and the Cascadia Community College & University of Washington Chemical hygiene plan for that specific laboratory.**

*Note: The Earthquake Procedure is provided by UWB/Cascadia Emergency Operations plan for earthquakes.*

## Appendix E

### University of Washington Bothell MBA Programs BBUS 600 Independent Study or Research (1-4 credits)

The MBA Program at the University of Washington Bothell is committed to providing graduate students with the opportunity to earn independent study or research credit for working closely with faculty on research projects. Well-designed and implemented independent study or research projects provide students the opportunity to develop and conduct largely self-designed research projects in collaboration with campus faculty.

Typically, students do independent studies only after they have completed at least the first four academic quarters of study. Faculty willingness to sponsor independent studies depends on their own interest in the topic, their perception of the student's commitment and the availability of faculty time.

Before starting a project, students must demonstrate adequate preparation, as evidenced by grades, previous courses and/or work experience in the area of proposed research. During the project the student will apply, critique and extend knowledge they have gained in the classroom. Students can seek out new theory or evidence relevant to a particular research question and produce a final report which presents their insights and recommendations in an academically rigorous manner.

BBUS 600 Independent Study or Research counts as elective credit within the MBA Program. **\*Note:** A maximum of 12 credits of Independent Study & Internship may count toward the MBA degree.

### The Partners in the Independent Study

#### *Student*

As a part of the independent study or research, you must complete all assigned tasks meeting mutually agreed upon criteria. It is your responsibility to initiate and complete the development of the research proposal and get approval from a faculty member. It is your responsibility to meet all deadlines as associated with the completion of all assignments and outcomes associated with the project.

#### *Faculty Sponsor*

A faculty member must sponsor your independent study or research project. The role of the faculty member is to work with you throughout the project, assist you in developing your goals, meet with you on a regular basis to discuss your project, and assess your achievements at the conclusion of the contract.

### Identifying an Independent project

At least a quarter before you plan on registering for the independent study or research credit, we recommend that you talk to a faculty member and start planning your research. When searching for a faculty member to work with you, talk with faculty who have an interest or expertise in the area you want to learn more about. Present a potential sponsor with clear goals and structure for your independent study. The clearer you are in presenting your goals, the more likely you are to obtain their guidance.

Faculty profiles are located at: <http://www.uwb.edu/business/people/faculty/>.

### The Independent Study or Research Proposal

Prior to registration, a faculty sponsor must approve a student-initiated 1-2 page proposal. The proposal should include: a title, tentative thesis statement, detailed outline of what you are going to do, theory and methods to be used (where

appropriate), plus a bibliography of appropriate sources. It also must include your name and student number, the quarter and year of the project, the number of credits for the project, and the name of the Faculty Sponsor. The proposal must be in the form of an outline that is signed by both you and the Faculty Sponsor.

### **The Research Paper**

For a typical research paper it is expected that a student will write at least five typed, double-spaced pages per credit hour. The faculty sponsor can assist you in structuring your final paper.

### **Credits and Time Commitment**

Independent study or research projects typically last for a quarter. Projects can be taken for a variable amount of credit from 1 to 4 credits with a maximum of 12 credits. (**\*Note: A maximum of 12 credits of Independent Study & Internship may count toward the MBA degree.**) When choosing the number of credits for your independent study, please consider the amount of time you have each week to spend working at an independent study.

To conform to other course standards, it is expected that you will participate in 3 hours of research activities per credit per week for 10 weeks. This means that a 4 credit hour independent study will involve 12 hours of research each week (3 x 4 hrs.), including scheduled meetings with a Faculty Sponsor.

### **Registration**

You will be registered for BBUS 600 once you have developed a proposal that both you and the faculty sponsor have signed. Bring the original of the signed contract to the MBA Programs Manager who will arrange for review and approval by the Associate Dean, Graduate Programs. After that, the manager will register you for BBUS 600.

Please be aware that registration for BBUS 600 follows the guidelines in the Time Schedule for registration. If your research proposal is not complete until after the registration deadlines, your registration will be subject to the late registration procedures and fees.

### **Completion Criteria**

Your Faculty Sponsor will grant academic credit when you have submitted your research paper satisfactorily. BBUS 600 Independent Study or Research is graded on a credit/no-credit basis.



## MBA Programs

## BBUS 600 - Independent Study or Research Contract

<b>Name:</b>	<b>Student #:</b>
<b>Email address:</b>	<b>Telephone #:</b>
<b>Quarter:</b> <b>Year:</b>	<b># of Credits:</b>
<b>Title of Project:</b>	
<p>Attach a detailed outline, 1-2 pages, to include a title, proposed thesis statement, theory and methods to be used (where appropriate), plus a bibliography of appropriate sources.</p> <p><b>Note:</b> BBUS 600 credits are elective credits. BBUS 600 is graded on a credit/no-credit basis.</p> <p>The undersigned agree to this Independent Study or Research contract and the attached proposal.</p>	
<b>Student:</b>	
Signature	Print Name                      Date
<b>Faculty Sponsor:</b>	
Signature	Print Name                      Date
<b>Associate Dean, Graduate Programs:</b>	
Signature	Print Name                      Date

<b>For Office Use Only</b>	
Course: BBUS 600	SLN:
Faculty Name:	Faculty Code:
Registered By:	Date:



**Technology and Leadership MBA Programs**  
**BBUS 601 MBA Internship (4 credits)**  
**Guidelines and Learning Contract**

**Overview**

The UW Bothell Business Program provides students with the opportunity to earn elective credits through BBUS 601 MBA Internship (4 credits). Internship credit is for experiential learning in the business community. Well-designed and implemented internships contribute practical experiences to your curricular education, thus enriching your preparation for the workforce. To qualify for an internship for academic credit, you must have completed all of the first year core classes through Spring Quarter and be in good academic standing. For an internship in the Summer Quarter after the first year, you may begin to negotiate the internship contract in the Spring Quarter. However, final permission to move forward with a summer internship is dependent on the successful passage of classes in the Spring Quarter of the first year.

The guided internship is a means to enhance your MBA experience and perhaps consider another field of work within your current company or in another company. It is a structured, guided, intensive independent study project, involving you, a faculty sponsor, and your field supervisor, all of whom must understand and promote the fulfillment of the learning contract. You will apply, critique and extend knowledge you have gained in the classroom. You have the ability to seek out new theory and evidence relevant to the particular context you are working in and produce a final report which presents your insights and recommendations in an academically rigorous, rhetorically competent manner.

**Benefits of the MBA Internship**

**Career Exploration-** Learn what you like and don't like about a field, a company, or a job. Your experience can help you in focusing your career direction.

**Skill Building-** Gain a better understanding of specific work functions such as writing press releases, managing employees, preparing reports, marketing, accounting, etc.

**Networking Opportunities** - Meet employees and their colleagues in your field of interest.

**Learning Opportunities** - Apply the classroom theory to practice.

**Partners in the Internship**

**The Intern:** As an intern, you must complete an academic project and all assigned tasks, meeting mutually agreed upon criteria. It is your responsibility to initiate and complete the development of the learning contract and get approval from the faculty sponsor and the field supervisor. It is also your responsibility to meet all deadlines and complete all activities and assignments associated with the internship. Midterm and final evaluations of your internship are required, as is a formal report detailing what you learned while completing the internship and how it applies to your classes at UW Bothell.

**The Faculty Sponsor:** Your faculty sponsor needs to be a UW Bothell full-time faculty member. The role of a faculty sponsor is to assist you in developing your goals, meet with you on a regular basis to discuss your project and your experiences at your site, stay in contact with your field supervisor, and assess your achievements at the conclusion of the contract. It is highly recommended that you work with a faculty member who has an interest or expertise in the area that you want to learn more about. It helps if you are familiar with the faculty

from previous classes so you are aware of his/her expectations, personal style, grading, etc. Discuss your plans with a potential faculty sponsor and give him/her clear goals and structure for your internship.

**The Field Supervisor:** The person at your internship site who will know what and how well you are performing will be your field supervisor. Prior to and throughout the internship you should be working directly with this person, making explicit arrangements concerning overall goals, projects, duties, hours and other expectations. These criteria are to be laid out in the learning contract. The field supervisor should work with your faculty sponsor to ensure that you are learning from your experience and making progress on your academic project, not just doing a job. Give your field supervisor a copy of the internship guidelines and contract when you are planning the internship.

### **Expectations for an Internship**

**Finding an Internship:** It is your responsibility to plan the internship. Start looking for your internship site and Faculty Sponsor at least a quarter before you plan on registering for the internship credit. In your search for an internship, check with the Career Center for internship postings and talk with faculty and friends about potential sites. Be aware that a successful internship is with a company whose culture/mission matches your own goals and values. A good internship site should offer you a learning experience with clear duties, substantive work and adequate supervision. We recommend that your internship be completed at another company outside your current company. However, if you are in a large company, you may do an internship within the company as long as it is in another division with a supervisor other than your current supervisor.

**Credits and Time Commitment:** Guided internships typically last for an entire quarter. They are usually taken for four credits. Things to consider when choosing your internship include the amount of time you have each week to spend working at an internship.

Four credits of internship requires 12 hours of work per week (3 hours/credit) through the quarter. This amounts to 120 hours of work per quarter based on a 10-week quarter.

Internship credits serve as electives.

**Registration:** Registering for your internship can be done only after you have developed a learning contract that is signed by all three partners (intern, faculty sponsor, field supervisor). Bring a copy of the signed contract to the MBA Manager, Graduate Services, who will arrange for the review and approval of the internship contract by the Associate Dean, Graduate Program. If the contract is approved, the MBA Manager will register you for BBUS 601 Internship. Please do not make commitments to work on the internship until your contract has been reviewed and approved.

**Note:** Please be aware that registration for BBUS 601 follows the registration deadlines in the Academic Calendar for the quarter and will be subject to late registration procedures and fees.

**Completion Criteria and Grading:** Your faculty sponsor will grant academic credit when you have fulfilled the learning contract satisfactorily. The Internship is graded on a Credit/No Credit basis.



**BBUS 601 – Internship Learning Contract**

**Quarter:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **# of Credits\*:** 4

**Name & Student #:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Location of Internship:** \_\_\_\_\_

Organization, Address, City, Zip Code

In your learning contract, please address all the aspects of the internship using the items below as a guide. If you need assistance, your Faculty Sponsor and Field Supervisor are your best resources for assistance.

**Learning Goals** - What do you want to learn as a part of this internship?

**Job Description** - What will you do as an intern with this organization? How will these responsibilities help you to fulfill your learning goals?

**Academic Experience** - How will you support this experience academically? Include readings, discussion, projects, and writing assignments.

**Field Supervision** - Who in this organization is organizing your internship? What kind of training and assistance will you receive? How will your Faculty Sponsor keep in contact with your Field Supervisor (e.g. weekly phone calls, site visits)?

**Academic Structure** - How will you work with your Faculty Sponsor (e.g. weekly meetings, interim reports)? What documents will you provide to demonstrate that the learning goals have been achieved?

**Expected Outcomes** - A final paper with your reflections on what was learned and how it connects to classes is required. A final internship performance evaluation should be completed by your Field Supervisor in order for you to receive academic credit.

**\*Note:** A maximum of 12 credits of Independent Study & Internship may count toward the MBA degree.

The undersigned agree to this internship contract and the attached proposal.

Student: \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: email \_\_\_\_\_ Telephone: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: email \_\_\_\_\_ Telephone: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date \_\_\_\_\_

Contact Info: email \_\_\_\_\_ Telephone: \_\_\_\_\_

Associate Dean, Graduate Programs: \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Course: **BBUS 601A** SLN: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Faculty Code: \_\_\_\_\_

Registered By: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G

### University of Washington Bothell MBA Programs

### Transfer & Waiver Petition Guidelines & Contract

#### Introduction

Students may petition to transfer courses and credits or waive specific courses normally required to graduate from the MBA Program. The number of credits applicable to the program through transfer or waiver may not exceed 12. After a review and recommendation by the instructor for the class (or person designated by the Associate Dean, Graduate Programs), the Associate Dean, Graduate Programs, will review and decide whether to approve or not. The decision may be appealed to the Dean of the Business School. For reference, UW Bothell MBA course descriptions are located at: <http://www.washington.edu/students/crscatb/>.

#### Transfer Credits

A student working toward the MBA degree may petition for permission to transfer to the University of Washington the equivalent of a maximum of 12 quarter credits of graduate level course work taken at another accredited academic institution, provided that course work is equivalent to the course work in the UW Bothell MBA program. Credit is generally not provided for participation in workshops, seminars or professional certification programs. **The credits sought to be transferred may not have been used to satisfy requirements for another degree.** Transfer credits are generally approved for students who may have earned credits in an MBA program elsewhere but are transferring to UW Bothell before earning the degree from that institution. A course syllabus or outline with texts used in the course is required with the petition. Transfer credits are not entered on the UW transcript, but approved transfer credits are applied toward total credit count for the master's degree.

After petitions for course and credit transfers are approved, a student is exempt from taking that particular MBA course. In the event that the transfer course does not have the exact number of credits as the equivalent MBA course, a student is required to earn the additional credits through an elective course such as independent study to make up the difference.

#### Waiver of Course

**Waiver of courses:** Students may request waiver of an MBA course if they have successfully completed equivalent graduate level course work in an accredited program and/or have two or more years of high-level managerial work experience that demonstrate mastery of the relevant course content in theory and practice. Faculty usually approve waiver petitions if they are convinced that a student has mastery over the relevant course content. Please **circle “Waiver” for this option on the petition.**

When a waiver for an MBA course is approved, a student is exempt from taking that specific MBA course but **she/he is required to take elective courses with the equivalent number of credits as the waived course(s)**. A request for a course waiver must be accompanied by a detailed plan to show how the student intends to earn the equivalent number of credits as the waived course.

## **Petitioning Process**

Please complete the Transfer/Waiver Petition and submit the completed application to the MBA Programs Manager, UW1-381. The petition (including the appropriate course syllabus and/or resume, description of relevant work experience and your reasons for seeking approval) will be forwarded to the:

- 1) Appropriate faculty member for review, comment and recommendation;
- 2) Associate Academic Dean, Graduate Programs, for review, comment and decision.

Students will be notified by email by the MBA Programs Manager.

## **Deadlines**

Completed transfer/waiver petitions and materials must be submitted at least eight weeks prior to the beginning of a quarter.

**Note:** The Waiver Petition and materials are kept in the student's file for reference in meeting graduation requirements. Nothing is recorded on the transcript to note a course waiver was granted or denied.



UNIVERSITY of WASHINGTON | BOTHELL  
SCHOOL OF BUSINESS

MBA Programs

Petition for (circle one): Transfer Credits Waiver

(Note: The total number of credits an MBA student may apply to the program through transfer or waiver may not exceed 12.)

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Date: \_\_\_\_\_

TMBA/LMBA (circle one) Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Transfer:** I am requesting that \_\_\_\_\_  
(Course Number/Title)  
be accepted as a transfer course for \_\_\_\_\_  
(MBA Course Number/ Title)

College/degree program where course(s) was/will be taken: \_\_\_\_\_

AACSB accredited (circle one): Yes No. Number of credit hours: Quarter \_\_\_\_ Semester \_\_\_\_

Year taken/taking: \_\_\_\_\_ Grade in course: \_\_\_\_\_

**ATTACHED:**

\_\_\_\_\_ Course syllabus or outline with books used; + course catalog description (if available)  
\_\_\_\_\_ Confirmation of grade and credits from official transcript by Manager (initial)

**Waiver:** I am requesting a waiver for \_\_\_\_\_ (MBA Course #/Title) based on (check as appropriate):

\_\_\_\_\_ Previous upper division or graduate course work (Course syllabus required)  
\_\_\_\_\_ Work experience (Resume & description of apx. 2 years of content-related work experience required)

**ATTACHED:**

\_\_\_\_\_ Course syllabus or outline with books used  
\_\_\_\_\_ Description of MBA course content-related work experience  
\_\_\_\_\_ Resume  
\_\_\_\_\_ Plan for replacing the number of credits if the waiver is approved.

**Note:** if waiver is approved for the MBA course, the same # of elective credits are required to replace the MBA course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit form to the MBA Manager, Graduate Student Services, UW1-391.**

**Faculty's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Faculty's Signature & Date) **Recommendation:** \_\_\_\_ Approve \_\_\_\_ Not Approve

**Associate Dean, Graduate Programs Comments:** \_\_\_\_ Approved \_\_\_\_ Not approved

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Associate Dean, Graduate Programs, Signature) Date: \_\_\_\_\_