



All-Inclusive Program Statement of Understanding Form

The Evening MBA program cost is **\$54,000¹** for 45 required units.

The Evening MBA Program Costs Include:

- Tuition for MBA courses, including electives, during the 24 month program
- Course materials including textbooks in eBook format, articles, case studies, simulations, etc.
- Desire 2 Learn (D2L) access
- Dinner, snacks, and drinks on class night
- *Wildcat* Launch/orientation (most meals included)
- *Global Business Experience* (International experience includes: hotel, in-country activities and transportation, and most meals. Does not include international airfare and personal spending.)

¹ Additional costs include a non-refundable \$100 application fee and non-refundable \$500 enrollment fee, paid by the student prior to the start of the program.

The Evening MBA program is an all-inclusive program. The components above are imbedded in the assessed tuition and fees and are not allocated between components. Refunds are not available for any portion of the tuition and fees, even if individual components are not utilized.

**Students who take a leave of absence from the program may be subject to additional tuition and fee charges.*

Student Statement of Understanding:

I, the undersigned, hereby understand that because tuition and fees assessed for the Evening MBA program are all-inclusive and not allocated between program components, refunds will not be available for any particular component that may be missed through no fault of the Program.

I agree that Eller MBA cannot provide a refund for any portion of the tuition and fees, even if individual program components are not utilized.

In compliance with the United States Department of Education regulations, students enrolled in all-inclusive programs must be allowed the option to procure course materials on their own and receive a credit for the cost the program would have incurred for those materials. If I choose to opt-out of the provided textbook materials, utilizing the official opt-out process, I will be granted a credit for the cost of the materials.

If I take a leave of absence from the program, additional tuition and fees may be assessed.

Print full name: _____

Signature: _____

Date: _____



Class Attendance Policy

The Eller Evening MBA program is designed to maximize your class time while you are a working professional. Program content is condensed to fit the one-night-a-week, 8 sessions teaching model. **Attendance is expected on all class dates.**

Upon approval, program administrators will accommodate occasional and limited absences for extenuating circumstances including documented mandatory work and work travel, health, or major life events. Absences for vacations and other pleasure/leisure activities will not be accommodated. No more than 1 class absence is allowed per 8 week session.

Missing 2 or more classes in a session will mean missing at least $\frac{1}{4}$ of the course content and cannot be accommodated. If 2 or more classes are missed in an 8-week session, faculty and Team MBA reserve the right to administratively withdrawal students from the class. In these cases, approved alternatives must be completed, including options of completion after the two year program, which may incur additional costs.

If you will be absent from a class, it is imperative that you notify the faculty in as far advance as possible and to also make your absence known to the MBA team. However, even with an approved absence, missing classes can potentially affect your participation and grades. Faculty are under no obligation to provide replacement assignments or make-up work for missed class nights.

Statement of Understanding

I (name) _____ understand that my attendance is required for each Evening MBA class night. If I am absent from class I will inform the faculty and MBA team in as far advance as possible. I will not miss more than 1 class night per 8-week session. Even with approved absences, I understand that participation and grades may be impacted. If missing 2 or more classes in an 8-week session, I understand I may be dropped from the class and will need to complete the requirements at a different time. I understand the faculty may have an additional attendance policy outlined in the syllabus.

Signature

Date



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Eller MBA

Platform Change Policy

Eller MBA consists of four platforms, Full Time, Evening, Executive, and Online. Each program has unique elements that meet the needs of different student demographics. We make every effort to coach students into the right platform fit prior to starting their program.

Changes in platform after starting a program is not encouraged. However, we understand that, at times, changes are necessary. Students who are in good academic and financial standing may request a change in platform under two circumstances: documented work relocation, documented health challenges preventing continuation.

All platform changes are approved on a case by case basis, after review of submitted documentation. If approved, changes in tuition and other program fees may be applicable. *Please note: scholarships, discounts, and other tuition reduction programs do not transfer across platforms. Additionally, program management cannot guarantee similar expected graduation times.

Statement of Understanding

I (name) _____ understand that platform changes are not guaranteed. Program administration will review requests based on work relocation or health related challenges. I must be in good standing before requesting a change in platform. Even with an approved request, I understand that additional fees may be applicable, and the program cannot guarantee a similar expected graduation date.

Signature

Date



MBA Program Information Release Form

As a student of the Eller College of Management you are now part of a growing network with over 55,000 alumni, friends, and business partners. The Eller College namesake is featured in national publications and web-based promotions including *Business Week* and *U.S. News & World Report*. The strength and reputation of the Eller MBA program relies heavily on valuable feedback from everyone involved.

With your help, the Eller MBA program can continue a tradition of excellence by obtaining your approval to release your information so that we may stay connected. The following is a list of ways in which your information will be used:

- To help support you as an Eller MBA student you will receive a student directory that contains names, photos, UA emails, non-UA emails, undergraduate institution, undergraduate degree/major, and phone numbers of your MBA colleagues.
- The photo directory may be used by faculty, staff, and fellow students to learn more about each other.
- Names, UA emails, and non-UA emails are necessary to participate in surveys for business school rankings such as *Business Week*, *Financial Times*, and *U.S. News & World Report*.

Your support by providing written consent is very valuable in order to continually build the community and grow our networks together. You are invited to check out last year's student directory to preview how your information will be featured and review the following release. We are asking for your permission to publish as indicated below.

Student Directories Release:

I, the undersigned, hereby authorize the Eller MBA program to publish my name, photo, UA email, non-UA email, phone number, undergraduate institution, and undergraduate degree/major in the student directory that is distributed to students, faculty and staff both in a PDF version and in hard copy. The PDF version may be loaded on an internal website accessed only by students, faculty and staff.

Yes

No

Release for Participation in Business School Rankings:

I, the undersigned, authorize the Eller MBA program to release my name, UA email, and non-UA email when necessary, to participate in business school rankings.

Yes

No

Print full name: _____

Signature: _____

Date: _____



Eller MBA Academic Integrity Policy

We strive to prepare MBAs who can pursue business careers in demanding and competitive environments with skill and integrity. To this end we work to foster a climate of honesty, collaboration and respect. **The Eller MBA Program's Academic Integrity Policy exists to provide faculty and students a guide to our standards of ethical conduct and to the penalties associated with their violation.** Our success in promoting a culture of honesty and respect will depend on the extent to which all members of the Eller community embrace these standards, holding themselves and those with whom they work accountable to them in their daily actions and words.

All members of the Eller community are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the policy will not excuse integrity violations. These include, but may not be limited to:

Integrity Violations in Academic Conduct:

- Direct use of the words or ideas of another without giving proper credit, including material drawn from print, televised, or electronic sources.
- Submission of the same or substantially same assignment to different instructors, without the express permission of both instructors.
- Unauthorized use of another person's work, in part or in whole, on assignments (including work done in conjunction with another student) and in exams
- Receiving or giving unauthorized assistance on exams or assignments
- Using unauthorized materials during an exam or on assignments.
- Use of any part, text or graphics, of formal Teaching Notes, from print or electronic sources, on any assignments, case studies, or exams.

It is **every student's responsibility** to seek clarification from faculty on class rules before an assignment is turned in and unacceptable to submit an assignment and then claim lack of knowledge of the rules by which it was governed.



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Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the penalties for their violation.

Penalty for violations of academic integrity include but may not be limited to:

- Failing grade for the assignment in which the violation occurred.
- Failing grade for the course in which the violation occurred.

Integrity Violations in Personal Conduct:

- Taking or attempting to take the property of another without permission.
- Misrepresenting the truth or furnishing false information, with the intent of gaining unfair personal advantage, or causing harm to another.
- Verbal or physical harassment of any kind, aimed at any individual or group.
- Inappropriate use of another student's personal information.

Violations of the standards of personal conduct will result in removal from the Eller MBA Program.

I agree to uphold the values expressed above. I agree to familiarize myself with the policies of the Eller MBA Program and College.

Print full name*: _____

Signature: _____

Date: _____

*Copy of signed policy agreement will be held in your file indefinitely