



Eller Evening MBA Program

Eller College of Management
Student Handbook
2022-2023

Table of Contents

Program Introduction	2
Important Contacts	3
Admissions	4
Student Conduct	7
Program Requirements	10
Mission and Outcomes	14
Academic Requirements/Grades	17
Policies	20
Graduation	23
Professional Development	25
Important Links	27

Program Introduction

The Eller Evening MBA program spans 22 months and couples UA's tradition of academic excellence with bold innovation, challenging and rewarding curriculum, and exceptional faculty.

The Eller Evening MBA program offers:

- Curriculum to accommodate diverse student backgrounds and interests, with classes designed to emphasize educational and career needs
- Faculty with outstanding scholarly achievements and professional experience
- One start per year
- Career assistance
- Cohort based

Important Contacts

Pam Perry

Senior Associate Dean, Eller MBA Programs

1130 E. Helen St., McClelland Hall 210

Tucson, AZ 85721

pperry@arizona.edu

Paige Bausman

Assistant Dean, Eller MBA Programs

1130 E. Helen St., McClelland Hall 210

Tucson, AZ 85721

pbausman@arizona.edu

Pamela Jorden

Senior Director, Eller MBA Academic Operations

1130 E. Helen St., McClelland Hall 210

Tucson, AZ 85721

pjorden@arizona.edu

Ryan Pinkerton

Assistant Director Evening MBA, Eller MBA Academic Operations

1130 E. Helen St., McClelland Hall 210

Tucson, AZ 85721

rpinkerton@arizona.edu

Aly Lindsey

Administrative Assistant, Eller MBA Academic Operations

1130 E. Helen St., McClelland Hall 210

Tucson, AZ 85721

alindseyglenn@arizona.edu

Admissions

The Eller Evening MBA program looks for students who bring strengths and aspirations to our cohort learning environment, and who possess the ability to be part of an MBA program in which they are the co-creators of their experience.

What We Look For

- An academic background demonstrating strong intellectual capacity
- Professional experience showing career progression with carefully considered goals and a strong work ethic
- Personal qualities such as, leadership potential, initiative, involvement, and integrity
- [View class profile](#)

Application Requirements

A complete application consists of the following items:

- A completed application form ([apply online](#))
- Application fee (\$90)
- Statement of purpose
- A professional résumé
- One professional letter of recommendation
- One copy of official transcripts* from each university, college or community college attended
- GMAT/GRE not required
- TOEFL score (*this is a proof of English proficiency requirement for international applicants born in a country where English is not the official language*). Results should be sent to The University of Arizona Institution Code: 4832.
- Interviews are by invitation and will be conducted over Zoom

**We will accept unofficial versions of your school documents for initial evaluation purposes only. This acceptance does not eliminate the need for official school documents to be submitted. Also, include a copy of the grading scale or transcript key for each school transcript. Refer to the [UA Graduate College transcript requirements](#) for more information.*

Applications will be reviewed on a rolling basis. [Scholarships are available!](#)

International Students

While the majority of the students in our evening program are domestic students, we do enroll a small number of international students, who are typically working for local companies and currently hold a visa or are a permanent resident. The University of Arizona does NOT issue student visas for this program.

Cost and Funding

The cost is \$54,000 for the program. Tuition includes all eBooks and electronic course materials. There is also a \$90 application fee and \$500 non-refundable enrollment fee. The University of Arizona charges a \$35 fee at graduation to process and mail the diploma earned.

** Costs are subject to change with the Approval of the Arizona Board of Regents (ABOR).*

Tuition Payment

Tuition payments for the Eller Evening MBA will be processed through the University of Arizona Bursar's Office.

Participants can pay using cash, check, cashier check, money order, VISA, Master Card, American Express, or company purchase order (through a financial guarantee). Details are available on the [Bursar's Office](#) website.

Students whose companies are funding their education should follow the [guidelines for sponsors](#).

Please note that tuition, payment dates, and process are subject to change. Additional information can be found on the [Bursar's Office](#) website.

Course Start and Tuition Deadlines

Application Deadline: June 1, 2023

Mandatory Launch: August 10th, 11th, and 12th

Semester Start	Registration Deadline	Tuition Deadline	Refund Deadline
August 28, 2023	Program will Enroll	Bursar's Office	September 9, 2023
January 8, 2024	Program will Enroll	Bursar's Office	January 15, 2024
May 6, 2024	Program will Enroll	Bursar's Office	May 13, 2024
August 26, 2024	Program will Enroll	Bursar's Office	September 12, 2024
Spring 2025	Program will Enroll	Bursar's Office	TBD
Fall 2025	Program will Enroll	Bursar's Office	TBD

Financial Aid

Financial aid — including government grants and loans — may be available to help pay program costs. For information, contact the University of Arizona Office of Student Financial Aid:

- <http://financialaid.arizona.edu>
- askaid@email.arizona.edu
- 520.621.1858

Additional information regarding scholarships may be found at:

<https://financialaid.arizona.edu/ScholarshipUniverse>

Financial Aid policy mandates that the student must be enrolled in a minimum of 5 units per term* for the aid to disburse.

Student Conduct

Eller MBA Academic Integrity Policy

We strive to prepare MBA professionals who can pursue 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 Department's Academic Integrity Policy follows the Dean of Student's Policy for The University of Arizona.** 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.

What is Academic Integrity?

Academic integrity is a character trait involving honesty and ethical behavior related to scholarly work. Scholarly work involves all the intellectual endeavors of a student or faculty member during their course of study/employment related to education. Pursuing a mindset of integrity is not only important during one's academic career, but also throughout one's life and dealings with society. Academic Dishonesty involves unethical behavior conducted by either students or faculty related to scholarship. It can involve a variety of activities from cheating to plagiarism.

Potential Consequences of Academic Dishonesty

- failing grade on assignment
- failing the course
- removal from program of study
- expulsion from university

Forms of Academic Dishonesty (this is not an exhaustive list)

- providing forged documents, using fake information, or submitting plagiarized material during the admission process
- using the same assignment for more than one class without the instructor's prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals, etc.) during examinations without the instructor's prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else's work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or laboratory information as actual results
- using fake documents to gain an extension of time to submit work or take an examination

Academic Writing

Features of academic writing include:

- a well-crafted, thoroughly researched argument
- written with the appropriate audience in mind
- displays critical thinking, reading, and writing
- free from common errors of spelling, punctuation, syntax, and grammar
- avoids all forms of plagiarism
- cites all sources

Citations: *Carroll, L. A. (2002). Rehearsing new roles: How college students develop as writers. Carbondale: Southern Illinois University Press.*

Levin, L. L. (2010). What is Academic Writing?. In C. Lowe and P. Zemliansky (Eds.), Writing spaces: Readings on writing, Vol. 1 (pp. 3–17).

Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

List of Reading Resources

The following is a list of selected online writing resources:

- The Purdue Online Writing Lab (OWL) – <http://owl.english.purdue.edu/>
 - Purdue OWL provides over 200 writing resources including information about various citation formats.
- Dartmouth University Institute for Writing and Rhetoric – <http://writing-speech.dartmouth.edu>
 - The Institute for Writing and Rhetoric provides a variety of resources including information about logic and argument and writing a thesis.
- George Washington University Writing Center <http://www.gwu.edu/~gwriter/Resources.html>
 - The GWU Writing Center provides an assortment of writing guides for various subject areas as well as other useful writing resources.

Academic Integrity Policy Form

All Eller MBA students must sign the Eller MBA Academic Integrity Policy

[Eller MBA Academic Integrity Policy Form](#)

All members of the Eller MBA Program are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the policy will not excuse integrity violations.

Complete information about the Code of Academic Integrity can be reviewed at:

<https://deanofstudents.arizona.edu/policies/code-academic-integrity>, as well as the Student Code of Conduct at <https://deanofstudents.arizona.edu/student-rights-responsibilities/student-code-conduct>. Violations 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 the later instructor.
- 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, quizzes, or assignments.
- Using unauthorized materials during an exam or on assignments.

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

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.
- Inappropriate use of D2L or other University of Arizona information systems.

Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the penalties for violations. **Penalty for violations listed could include:**

- Failing grade for an assignment or course in which the violation occurred.
- Inability to obtain recommendation letters for graduate school or employment.
- Removal from the Eller MBA Major or Eller College.

Eller MBA follows the Dean of Students processes regarding academic integrity. Additional information regarding this can be found at: [Dean of Students](#).

Program Requirements

Curriculum

To earn the Evening MBA degree, you must complete 42 units (credits): 42 core units and optional elective units.

Core courses are offered in a cohort model completed in 22 months. There are two sessions each semester where students are enrolled in classes. Starting in the second year, students may take optional online electives. Elective offerings information is distributed the semester before the start of the second year.

Concentrations

Five concentrations are offered and are earned by taking specific electives. Additional elective and concentration offerings may be available to students. Similar to our other MBA programs, concentrations do not appear on your diploma or transcripts; they are self-declared and may be added to your résumé:

- Entrepreneurship
- Finance
- Healthcare Management
- Management
- Marketing
- Privacy and Security (MIS)

University of Arizona, Eller Evening MBA Core Courses:

ACCT 540: Introduction to Financial Accounting (2 units)

Principles and procedures underlying the financial accounting process and their application in the preparation and analysis of financial statements.

ACCT 545: Introduction to Managerial Accounting (2 units)

This course presents an overview of managerial accounting concepts, focusing on providing and evaluating accounting information for decision making, planning and control of operations and organizations, and strategic management.

BCOM 511: Communication Management (2 units)

This course introduces a strategic approach to professional communication (writing and speaking). Key components include: audience analysis, communicator credibility, message construction, design, and delivery.

BCOM 512: Advanced Strategic Communication (2 units)

Advanced Strategic Communication

BNAD 513: Global Context of Business (2 units)

This course will focus exclusively on key economic and competitive factors impacting national and industrial sector performance in an increasingly global and volatile marketplace. We will consider concepts and discuss examples that will assist students in grasping the complexities and dynamism of the global business environment. These concepts will include, but will not be limited to, the impact of foreign exchange markets on global transactions, the critical role played by international trade, effective management in the volatile environments of emerging markets, and managing across geographical, cultural, and ethical distance. This course seeks to globalize the lens through which students view business. We will consider a variety of perspectives and we will focus on various geographic regions, including the BRIC countries and Europe.

BNAD 562: Applied Business Statistics (2 units)

Conceptual understanding of advanced, applied, inferential statistics with emphasis on their use as a managerial decision-making tool.

BNAD 597C: Eller Business Consulting (2 units)

Students participating in the Field Work Project will have the ability to attend a series of workshops, lectures and individual feedback sessions designed to maximize the success of the deliverables associated with their Field Work Projects.

ECON 550: Economics for Managers (2 units)

Firm decision making to sustain competitive advantage in the context of different market structures and regulatory environments.

ECON 551: Business Strategy (2 units)

This course is concerned with the long-term strategy of a business organization, identifying and analyzing past and current strategies and discusses formulating and implementing new ones.

ENTR 596H: Special Topics in Entrepreneurship (2 units)

The development and exchange of scholarly information, usually in a small group setting. The scope of the work shall include the advanced exploration of current topics in entrepreneurship, which will require course registrants to engage in research and scholarly exchanges through class discussion, reports, and/or papers. Course may include special topics in entrepreneurship such as the marketing of innovations and early stage technologies, the entrepreneurial dimensions of colleges and universities, intellectual property protection and management, and other potential new topics. Grading scales will be determined on a topic by topic basis, but will include a minimum of one comprehensive exam or one comprehensive term paper/research project.

FIN 510A: Financial Management (2 units)

Provides students with an overview of the basic concepts and analytical techniques employed in corporate finance. The goal of this class is to provide a solid foundation in the fundamentals of finance enabling students to pursue further study in any area of finance.

FIN 510B: Financial Management (2 units)

The purpose of this course is to build upon the theoretical knowledge, concepts, and analytical techniques of finance learned in FIN 510A. The focus will be on application of principles applied to case work using Excel spreadsheets. The goal of this class is to enable students to be fully prepared for summer internships.

MGMT 501: Leadership in Organizations (2 units)

During the course, we will be examining and evaluating several theories and techniques for leading individuals, as well as exploring the concept of corporate social responsibility. At the end of this course, participants should be able to translate theories into more specific competencies that will improve their ability to lead and manage in today's corporate and non-profit environment.

MGMT 503: Human Resource Management (2 units)

Principles, methods, research relevant to management of an organization's human resources, with emphasis on employment psychology, training, development, compensation.

MGMT 520: Managing Ethics in Organizations (2 units)

Increasing attention to the impact of business on society has made ethics more important to organizational success than at any time in recent history. With corporate governance processes driving ethics and the emergence of a new breed of "social entrepreneurs," executives need to understand the centrality of this dimension to business. This course explores how law and stakeholder interests impact corporate social responsibility, giving participants a solid understanding of the role of ethics in management, experience managing tradeoffs in ethical decision making, and concepts for assessing social return on investment as a component of business performance.

MGMT 575: The Science and Practice of Influence (2 units)

This class is about the art and science of becoming a better influence "detective", being a more effective agent of change, and better defending against influence attempts used against us when they are undesirable. This class integrates research from psychology, organizational behavior, decision making, behavioral economics, marketing, advertising, and other disciplines to gain a more complete understanding of influence in a variety of organizational contexts.

MIS 585: Strategic Management of Information Systems (2 units)

The objective of this course is to define how a business manager can work with an IS professional to articulate the value of an IT solution (project).

MKTG 510: Market-Based Management (2 units)

Market and customer analysis for product service, price, promotion, and distribution decisions; study of marketing management theories and practices to maximize customer value and satisfaction.

MKTG 555E: Special Topics in Marketing (2 units)

Course addresses special topics in marketing with current managerial relevance. Such topics could include marketing strategy, marketing decision models, marketing and electronic commerce, etc.

MKTG 579: Marketing of Innovations (2 units)

This course provides a market-based view of innovation and entrepreneurial activities. The focus is on how to apply an effective process to identify new product and entrepreneurial opportunities, and to develop an appropriate plan to bring the product to market. We will cover topics such as the emergence of innovative ideas, new product development within and beyond organizational boundaries, innovation in an entrepreneurial environment, and marketing strategies for innovations.

OSCM 560: Operations Management (2 units)

Organizations use their operations to achieve their strategic objectives. While operations can be diverse, they have characteristics in common. This course focuses on those common attributes. The class will focus on managing processes, inventory, supply chain management, and the integration of operations with strategic issues.

In addition to the core courses, students may take optional online electives. Online elective course enrollment is subject to availability.

**Courses and schedule subject to change.*

Mission and Outcomes

The Eller College of Management's mission is:

...to discover and share new knowledge that shapes the future of business and to educate the next generation of responsible, global leaders who embody the changing business world and possess the knowledge and drive to impact it.

The Eller Way

As students, faculty, and staff members at the Eller College of Management, we embrace a long and sustained culture of excellence. Our school is nationally recognized, and our contribution is critical to our continued elevation. Our standards are high and call us to:

Integrity

Do the right thing 100 percent of the time.

Innovation

Creatively anticipate and leverage change.

Excellence

Consistently surpass ordinary standards.

Determination

See challenges as opportunities.

Inclusion

Create a community where everybody thrives.

In addition to the Eller Way values, the following set of learning outcomes was developed in order to assess the knowledge and skills attained by Eller MBA graduates.

Critical Thinking

- Demonstrates the ability to identify a problem and the information needed to develop a solution, develop alternative solutions, recommend the best solution, and evaluate the efficacy of the solution after it has been implemented.
- Demonstrates the ability to articulate both sides of an argument, evaluate the quality of arguments and evidence, and construct and defend the position taken.
- Explores innovative alternatives during the problem-solving process.

Communication

- Expresses written information appropriate for a given audience with conciseness and clarity.
- Demonstrates the ability to prepare and deliver a professional presentation on a business topic.
- Demonstrates active listening.
- Effectively utilizes data in written and oral presentations to communicate ideas.
- Demonstrates proficiency in written and oral business communications.

Collaboration

- Provides and receives feedback, ideas, and instruction in a professional manner.
- Organizes tasks and delegates responsibility to complete collaborative projects in a timely manner.
- Explains the role and impact of each team member (including self) on the collaborative project.
- Effectively works with a diverse, cross-functional team towards a common goal.

Business Knowledge

- Demonstrates the ability to understand markets and financial theories through appropriate analysis and reporting.
- Formulates an operations strategy that supports the competitive strategy of the firm and provides a means to achieve a competitive advantage.
- Demonstrates an understanding of current theories of management and leadership.
- Employs statistical data analysis and management science as a support to decision-making processes throughout an organization.
- Demonstrates an understanding of the domestic and global economic environments of organizations.
- Demonstrates an understanding of business strategy and performs analysis of competitive markets to recommend strategies.
- Applies marketing strategies and tactics as a way of understanding customers and competitors to create profitable firms and organizations.
- Describes how information technology and information systems influence the structure and processes of organizations and economies, and the roles and techniques of management.

Technology

- Demonstrates the ability to use business software and technology appropriately.
- Utilizes technology appropriately in research contexts.

Ethics/Social Responsibility

- Identifies ethical dilemmas and develops appropriate courses of action that consider the well-being of others and society.
- Develops an understanding of the role of legal and social responsibility in organizations and society.
- Engages in public service and professional development activities.

Leadership and Professional Skills

- Demonstrates leadership and appropriate inter-personal skills.

Professional Skills

- Applies knowledge in new and unfamiliar circumstances through a conceptual understanding of relevant disciplines.
- Demonstrates the ability to adapt and innovate to solve problems, to cope with unforeseen events, and to manage in unpredictable environments.
- Leverages skills and experiences for career success.

Academic Requirements/Grades

Degrees

Graduate degrees will only be awarded to students that complete the program with a GPA of 3.0 or better, are in good standing with the University and are current on all University bills.

D or E Grade

If a grade of D or E is earned the course must be repeated.

- There is no grade replacement at the graduate level; therefore, the D or E will factor into the GPA
- The failed course will not count towards course completion requirements for graduation

Students who have a cumulative grade-point average of less **than 3.0** will be placed on academic probation under the following conditions:

- Required to meet with the Graduate Faculty Director or the Masters Coordinator
- Must devise a written plan of action
- After a student is placed on academic probation, they will be allowed to register for one additional term
- Students whose GPA is below 3.0 for two consecutive semesters will be disqualified from the MBA program

“I” Incomplete Grade

The grade of **I** may be awarded only at the end of a session when all, but a minor portion of the course work has been satisfactorily completed. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than **I** must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term.

If the incomplete grade is not removed by the instructor within one year (the last day of finals one year later), the **I** grade will convert to a failing grade. For graduate courses, the one-year extension must be approved by the instructor and Graduate College dean, before the grade goes to an **E**, not after the fact. This extension requires the instructor and dean's signature on a Petition for Extension of Course Work.

“W” Withdrawal, Dropping a Course:

Prior to the beginning of the second week of classes, official withdrawal (drop) of a course cancels the registration for the course. No approval is needed. No grade for the course will appear on the student's permanent record.

During the next three weeks, students may use UAccess Student Self-Service to withdraw from a course. No approval is needed. The grade of W is awarded regardless of whether the student is passing at the time of withdrawal. The W will appear on the student's permanent record.

After the fifth week of classes, the grade of W can be awarded only with the approval of the student's instructor and the Eller MBA Dean, and only under exceptional circumstances.

In the case of complete [Withdrawal from the University](#), if a student withdraws before the end of the fourth week for graduate and professional students, no classes show on the student's permanent record. If a student withdraws from the University after the fourth week for graduate and professional students and before the final exam period, the grade of WC (withdrawal-complete) is awarded for all classes processed in the complete withdrawal.

Leave of Absence

General Information

It is not necessary for a student to apply for a Leave of Absence (LOA) if he or she has a registration record for that semester. A "W" counts as a registration record. A LOA is inappropriate for a student who withdraws from all classes after the start of a semester and gets "W" grades since a LOA presupposes no registration at all for a term. Since, in such cases, the student has maintained continuous enrollment by having a registration record, he or she is eligible to register the following semester (or Summer or Winter term) and will suffer no adverse effects due to the fact that he or she was not eligible to apply formally for a Leave.

Only academic services or facilities available to the general public can be used during the LOA. LOA's may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a LOA.

If a student fails to register and does not have a Leave of Absence on file, the student will be discontinued from their program. A new application will be necessary for the student to continue in the program. Re-admission is not guaranteed. See [Continuous Enrollment](#) and [Re-admission Policies](#) for more information.

Academic Leaves

Academic LOAs (i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the student's department and the Graduate College.

Medical Leaves

Graduate students in degree or certificate programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Further information may be found at:

[Leave of Absence](#).

Personal Leaves

Graduate students in degree or certificate programs are typically granted a LOA for only one year throughout the course of their degree program. When circumstances warrant, this may be extended beyond one year with approval from the Dean of the Graduate College. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will maintain their status without reapplying to the department and the Graduate College at the expiration of the LOA.

Retroactive Leave of Absence

A retroactive leave request is any request made after the last day of finals in the semester. If a student does not request the leave by the last day of finals, he or she would need to apply for re-admission to the program. Under extraordinary circumstances, LOAs may be granted retroactively. In such cases, students will be readmitted without reapplying to the department and the Graduate College.

Requesting LOA

Students may request a Leave of Absence by submitting the [Leave of Absence](#) form to the program director.

For other information on how to resolve grievances see [Graduate College Grievance Types and Responsible Parties](#).

Policies

Graduate students are expected to follow all policies and procedures of Eller MBA and the UA Graduate College. It is the student's responsibility to stay up to date on changes and to comply with the most current policies and procedures.

UA Policies

<https://catalog.arizona.edu/policy-audience/graduate>

Graduate College Policies

<https://grad.arizona.edu/new-and-current-students>

Graduate College Summary of Grievance Types and Responsible Parties

<https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>

Program Policies

All-Inclusive Program

The Evening MBA program cost is **\$54,000¹** for 42 required units.

The Evening MBA Program Costs Include:

- Tuition for MBA courses, including electives, during the 21-month program
- Course materials including textbooks in eBook format, articles, case studies, simulations, etc.
- Desire 2 Learn (D2L) access
- Light dinner, snacks, and drinks on class night
- *Wildcat* Launch/orientation in Tucson, AZ
- *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 \$90 application fee and non-refundable \$500 enrollment fee, paid by the student prior to the start of the program. The University of Arizona charges a \$35 fee at graduation to process and mail the diploma earned.*

**Global Business Experience is subject to change.*

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.*

Class Attendance

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.

Missing two or more classes in a session will mean missing at least $\frac{1}{4}$ of the course content and cannot be accommodated. If two or more classes are missed in an 8-week session, faculty and Team MBA reserve the right to administratively withdraw 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.

Platform Change

Eller MBA consists of five platforms, Full Time, Evening, Executive, Professional, 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 by the Eller Leadership Council. 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.*

Appeals

Graduate students have the right to request an exception or appeal of any policy or procedure. Eller MBA students may do this through contacting their program director. On a case-by-case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Eller MBA believes in creating an exceptional student experience that is fair and equitable for all. Requests are reviewed monthly by the Director Committee or by the MBA Associate Dean. Every exception decision is made based on each situation and circumstance. A review of your request does not guarantee the request will be granted.

Graduation

In addition to meeting all of the program requirements, having a GPA of 3.0 or better as well as being current with all university bills, there are several forms that you will need to complete in order to be eligible for your program completion and graduation. These forms are collectively called GradPath forms.

Steps to Graduation

GradPath forms are located within the “Advising” tab in your UAccess Student Center.

Be sure to list Paige Bausman as your faculty advisor.

There are 3 forms to complete:

- *Responsible Conduct of Research Statement* is auto-approved once submitted
- *Plan of Study* requires a series of approvals and allows you to update your Expected Graduation Term.
 - Once you click ‘Get Enrollments,’ the system will pull in your active transcript. To add future courses that are not yet scheduled, click the ‘Get Future Courses’ tab.

The screenshot shows the 'Plan of Study' form in the UAccess Student Center. At the top, there is a tab labeled 'Plan of Study'. Below it, the section is titled 'Plan of Study - Coursework for Major'. There is a button labeled 'Select Faculty Advisor for Major' with a dropdown menu showing 'Paige W Bausman'. Below this is a section titled 'Student Directions' which contains text about adding courses to the Plan of Study, including instructions on how to use 'Get Enrollments', 'Get Transfer', and 'Get Future Courses' buttons. At the bottom of the form, there are three buttons: 'Get Enrollments', 'Get Transfer', and 'Get Future Courses'.

- We recommend you compare your Plan of Study to your UAccess course history and make any necessary adjustments. Please ensure that there are **NO** duplicates on your Plan of Study as this will cause a delay.
- Following this process will prevent duplicates and will expedite the approval process.

Once approved, you're able to continue to the following form.

Master's/Specialist Committee Appointment Form is a mandatory form required by the Grad College through our program does not have a committee – this can be indicated in the form.

Completion Confirmation is initiated through our office once your last course grade appears in UAccess and is finalized with the Grad College to certify your degree completion. Since this is finalized by the Grad College, it may take a few weeks after the end of your final term.

▼ MBA - Business Administration (Active in Program)	
Responsible Conduct of Research Statement (BNADMBA)	View Current
Plan of Study (BNADMBA)	View Current
Master's/Specialist Committee Appointment Form (BNADMBA)	View Current
Master's/Specialist Completion Confirmation (BNADMBA)	View Current

Professional Development

Most working professionals pursue their MBA for one of four reasons: 1) advancement in their current role, 2) advancement in their current area, 3) advancement in their company in a different area, or 4) career change outside their current company. The Professional Development Team educates and empowers students to apply their professional development skills to achieve their career aspirations.

Professional Development Resources

Network

You never know who may be able to help connect you to your next step. Reach out and talk to former colleagues, classmates, friends, and family to start, and then build out your network from there. Take advantage of Eller MBA events and opportunities to expand your network.

Professional Development Resource Center (D2L)

<https://d2l.arizona.edu>

This password-protected site houses many great resources for MBA students, including samples of cover letters and résumés, common interview questions, lists of top MBA hiring companies, MBA career fair information, and more. Update your résumé and LinkedIn profile by using the Eller MBA Résumé Template that can be found in the Professional Development Resource Center. It is accessible on students D2L page as “Professional Development Resource Center.”

BNAD 514 (Elective)

The Professional Development Team offers this Career Management course twice a year in Online MBA and as an elective for the Professional Platforms. Learn how to tailor your resume, update your LinkedIn, and start your job search.

Additional Resources

CareerLeader

Assess your interests, motivators, skills, and potential career matches. Think about how you would like to advance your career. Then, begin researching the functions and industries that appeal to you. To access the assessment, send an e-mail to: ellermbacareer@eller.arizona.edu

JobScan

This service provides resume key word optimization, compares your resume with the job posting and determines the level of match. For access, send an e-mail to:

ellermbacareer@eller.arizona.edu

Job Search Resources

MBA Exchange

Utilize MBA Exchange to complete country searches, find Leadership Development Program opportunities, and research MBA level positions. For access, send an e-mail to:

ellermbacareer@eller.arizona.edu

Handshake

<https://arizona.joinhandshake.com/login>

This is the University of Arizona's job board, where students can upload their résumés and search for internship and full-time opportunities. All current students and alumni have a profile.

In addition to the above resources, Career Coaches and Peer Career Ambassadors will meet with Evening MBA students to provide the knowledge, resources, and tools needed to navigate and manage their MBA-level career search. Meeting outcomes may include insight into career management theories, methods, and best practices to empower students to successfully manage their career now and in the future. Focus is given to résumé and cover letter writing, personal branding, networking, interview skills, and job search techniques.

Important Links

Please note that you are responsible for adhering to all University of Arizona Graduate College policies and procedures. A list can be found here [Graduate College Policies and Procedures](#).

University Services

The Graduate College is dedicated to promoting and strengthening family relationships. Many resources have been designed to help graduate students balance and manage family, work, and school.

- [University of Arizona Student Services](#)
- [Extension of Time to Degree Policy](#)
- [Life & Work Connections](#) – Child and Elder Care Resources
- [Disability Resource Center](#)

Other Important Links Include:

[Eller Home](#)

[D2L](#)

[UAccess](#)

[The University of Arizona Graduate College](#)

[General Catalog](#)

[Eller Faculty Directory](#)

[Dean of Students](#)

[Student Health](#)

[Bursars Office](#)

[Registrar's Office](#)

[Office of Financial Aid and Scholarships](#)