Eller Evening MBA Program

Eller College of Management
Student Handbook
2020-2021
# Table of Contents

- Introduction 2
- Contacts 3
- Admissions 4
- Cost and Funding 6
- Student Conduct 8
- Program Requirements 11
- Mission and Outcomes 16
- Academic Requirements/Grades 19
- Policies 22
- Graduation 25
- Career Development 26
- Important Links 28
Program Introduction

The Eller Evening MBA program spans 24 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
- 1 Start per year
- Career assistance
- Cohort based
Important Contacts

Pam Perry
Senior Associate Dean, Eller Programs
1130 E. Helen St., McClelland Hall 210L
shyamvsunder@email.arizona.edu
Tucson AZ 85721

Paige Bausman
Assistant Dean, Eller MBA Programs
1130 E. Helen St., McClelland Hall 210C
pbausman@eller.arizona.edu
Tucson AZ 85721

Pamela Jorden
Senior Director, Eller MBA Academic Operations
1130 E. Helen St., McClelland Hall 210
pjorden@eller.arizona.edu
Tucson AZ 85721

JJ Arévalo
Assistant Director, Eller MBA Academic Operations
1130 E. Helen St., McClelland Hall 210
arevalo@email.arizona.edu
Tucson AZ 85721

Ruby Stevens
Senior Coordinator, Eller MBA Academic Operations
1130 E. Helen St., McClelland Hall 210
rubygstevens@arizona.edu
Tucson, Arizona 85721

Alana Zwiener
Coordinator, Eller MBA Academic Operations
1130 E. Helen St., McClelland Hall 210
Azwiener9@email.arizona.edu
Tucson, Arizona 85721

Erica Ochotorena
Senior Office Specialist, Eller MBA Academic Operations and Business Operations
1130 E. Helen St., McClelland Hall 210
Azwiener92@email.arizona.edu
Tucson, Arizona 85721
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

We look for strengths in three areas:

- An academic background demonstrating strong intellectual capacity
- Professional experience demonstrating challenging assignments, career progression, carefully considered goals, and a strong work ethic
- Personal qualities demonstrating leadership potential, initiative, involvement, and integrity

Application Requirements

A complete application consists of the following items:

- A completed online application form
- Application fee ($100)
- A comprehensive essay
- A professional résumé
- Two professional letters of recommendation
- One copy of official transcripts* from each university, college, or community college attended
- GMAT scores
- In-person or Skype interview, by invitation

*Unofficial versions of transcripts for initial evaluation purposes are accepted but this does not eliminate the need for official documents to be submitted. Refer to the UA Graduate College transcript requirements for more information.

International Students

The Eller College welcomes the cultural experience and knowledge that international applicants add to the program. In addition to the materials listed in the Application Requirements, international applicants are required to submit the following:

- TOEFL scores
- One copy of official transcripts and one official copy of diploma(s) and/or degree certification both in native language and in English**
Please note that visas are NOT issued by the University of Arizona to students in the Evening MBA program.

** Unofficial versions of your transcripts and diplomas and/or degree certifications for initial evaluation purposes only are accepted but this does not eliminate the need for official documents to be submitted. Refer to the [UA Graduate College transcript requirements](#) for more information.

**GMAT Waiver Eligibility**

Veteran and actively serving U.S. Military personnel applicants with an undergraduate GPA of at least 3.0 from a not-for-profit regionally accredited institution, or a BS or BA degree from an AACSB accredited Business school, will be considered for admissions and may receive a GMAT waiver. Applicants holding a terminal degree such as MD, JD, or Ph.D. may also receive a GMAT waiver.
Cost and Funding

The cost is $54,000 for the program. Tuition includes all eBooks and electronic course materials.

There is also a $100 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).

** There is a cost, estimated at $1,400, for international airfare associated with the Global Business Experience which is part of the BNAD 513, Global Context of Business required course.

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’s 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

<table>
<thead>
<tr>
<th>Course Start Date</th>
<th>Tuition Deadline</th>
<th>Course Start Date</th>
<th>Tuition Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2020</td>
<td>Bursar’s Office</td>
<td>September 2021</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>January 2021</td>
<td>Bursar’s Office</td>
<td>January 2022</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>May 2021</td>
<td>Bursar’s Office</td>
<td>May 2022</td>
<td>Bursar’s Office</td>
</tr>
</tbody>
</table>
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](http://financialaid.arizona.edu)
- askaid@email.arizona.edu
- 520.621.1858

Additional information regarding scholarships may be found at:
[https://scholarshipuniverse.arizona.edu/suha](https://scholarshipuniverse.arizona.edu/suha)

University Services – Child Care Subsidies and Family Friendly Information

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.

- Extension of Time to Degree Policy
- Life & Work Connections – Child and Elder Care Resources
- Graduate Assistant/Associate Parental Leave
- Temporary Alternative Duty Assignments (TADA) for Teaching Assistants/Associates
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


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/~pwriter/Resources.html
  - The GWU Writing Center provides an assortment of writing guides for various subject areas as well as other useful writing resources
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: http://deanofstudents.arizona.edu/codeofacademicintegrity. 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 U of A 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 45 units (credits): 45 core units and optional elective units.

Core courses are offered in a cohort model completed in 24 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

Three 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:

- Finance
- Management Information Systems
- Marketing

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 596C: Communication for Consultants (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. The course will be offered as a 2 unit course for Evening MBA students.

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 565: Global Social Entrepreneurship (2 units)
This course examines socially centered entrepreneurship under a global umbrella. Our global interdependence teaches us to look for opportunities anywhere. We realize more than ever that no person, team, company, or country is an island. Our personal lives and the lives of the local organizations around us depend on issues at the international level, and the trend will likely continue.
ENTR 506: Principles of Entrepreneurship (2 units)
Purpose of course is to introduce entrepreneurial principles used in identification and assessment of economically viable business opportunities. Graduate-level requirements include engagement in an advanced level of critical classroom dialogue, a feasibility study requiring gathering and assessing background data on a social and/or economic problem with a potential entrepreneurial solution to the identified problem.

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 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 562: Applied Business Statistics (2 units)
Conceptual understanding of advanced, applied, inferential statistics with emphasis on their use as a managerial decision-making tool.
MGMT 566: Advanced Negotiations (2 units)
Explore the major concepts and theories of psychology of bargaining and negotiation, and the
dynamics of interpersonal and intergroup conflict and its resolution. This course is both skills
and knowledge based. The student will be exposed to cutting-edge issues in the research of
negotiations.

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 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.

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 546: Marketing Strategy (2 units)
The key objective of this graduate level course is to understand the development and
implementation of a comprehensive long-term marketing strategy for a company or business
organization by focusing on its customers, competitors, and market opportunities. The course
will provide students with an opportunity to broaden their understanding of competitive
marketing strategy and to develop skills in formulating, implementing and monitoring it.
Through readings, lectures, and cases we will cover a variety of topics including understanding
& delivering customer value, understanding customer loyalty & its implications, choosing
appropriate position in the value-chain, implementing effective segmentation and competitive
positioning strategies, and designing effective pricing, channels, branding, and digital marketing
strategies in a wide variety of consumer, industrial, and service industries as well as for new
and old-economy businesses. The course will be of value to students interested in brand
management & digital marketing, technology marketing & management, sales & distribution,
entrepreneurship, management consultants, & corporate strategy.
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.

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 Mission statement for the Eller MBA program is:

We seek to deliver excellence in graduate management education, with the central themes of innovation, application and communication guiding our curriculum:

- **Innovation** is encouraged via instruction, supplemented by cutting-edge research from a world-class faculty that emphasizes critical thinking to allow graduates to thrive in environments that face perpetual change.
- **Application** takes place as traditional classroom instruction is supplemented by multiple requirements and elective opportunities to apply lessons learned to practitioner driven settings.
- **Communication** is recognized as a fundamental skill since business requires a network of relationships which must be managed and facilitated with superior interpersonal skills.

The distinctiveness delivered by an Eller MBA encapsulates the unique “Eller Experience”. As defined by Eller College, characteristics of the Eller experience are a “… teaching environment augmented by: professional development and experiential education; active research collaboration among faculty and students; anticipation of the future and innovation to meet its challenges; and fostering an entrepreneurial spirit in students ….” Although Eller MBA uses just three aggregate terms, Innovation, Application and Communication, to articulate its distinctiveness, these three terms capture the essence of an Eller experience and are overarching outcomes for the Eller MBA. They guide curricular decisions and are holistically assessed to ensure that each Eller MBA program option delivers on the promise of an Eller Experience!

In addition to these three overarching outcomes, 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 Responsibilities.
Policies

Policies and Procedures

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
http://catalog.arizona.edu/policies

Graduate College Policies
https://grad.arizona.edu/new-and-current-students

Program Policies

All-Inclusive Program
The Evening MBA program cost is $54,000 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 in Tucson, AZ (hotel, if applicable, and 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 University of Arizona charges a $35 fee at graduation to process and mail the diploma earned.
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. 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 ¼ 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.

**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. 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 an Exception Request Form. On a case by case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Please complete the form and provide any additional documentation to your Program Director.

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.

GradPath Forms
To access your GradPath forms you will need to log on to your UAccess account. From your drop down menu select GradPath Forms. The following four (4) forms must be completed in sequential order.

Responsible Conduct of Research Statement
This form is an acknowledgement and acceptance of the University’s Academic Code of Integrity. This form should be completed in the first month of your first semester. Completing this form allows you to access the next form in the GradPath.

Master’s Plan of Study (MPoS)
This form documents your entire program coursework and academics. This form should also be completed in the first month of your first semester. Please list Crystal Adams as your Advisor. If your Plan of Study gets denied, you will receive an automated message alerting you. Once you log into UAccess and view your GradPath forms, you will be provided with a reason for the denial and instructions on how to proceed.

Master’s Committee Appointment Form
This form will not be available until the MPoS has been approved. Pending the submission and approval of your MPoS, this form must be completed by the third month in your final semester. When asked whether or not you have a committee answer NO.

Master’s Completion Form.
This form requires no action on your part. The MBA Department will report completion for a master’s student to notify the Graduate College that the student has satisfied all departmental requirements for the degree. Your MBA Director (Crystal Adams) will complete this form.
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.

Career Management 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.

JobCats
Eller MBA Professional Development produces a weekly e-newsletter for students that communicates important events and lists new MBA level internship and job postings, based on industry. Start your job search by opting-in to the JobCats e-newsletter and receiving up-to-date information on events and postings.

Professional Development Resource Center (D2L)
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.”

CareerLink Program
This monthly themed program supports students on their professional development journey. Attend webinars and workshops, expand your network, and develop your professional skills to set you up for success for your next career move.

BNAD 514
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

CareerLeaders
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.

Jobscan
This service provides resume key word optimization, compares your resume with the job posting and determines the level of match.

Job Search Resources

GradLeaders
GradLeaders connects job-seeking students to employers with MBA level career opportunities. After you upload your resume, employers can search based on customized filters.

MBA Exchange
Utilize MBA Exchange to complete country searches, find Leadership Development Program opportunities, and research MBA level positions.

Handshake
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.

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
Office of Financial Aid and Scholarships