THE UNIVERSITY OF ARIZONA
Eller MBA

Eller Executive MBA Program

Eller College of Management
Student Handbook

2019 - 2020

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Program Introduction

Program Overview
The Eller Executive MBA program spans 21 months and couples UA's tradition of academic excellence with bold innovation, challenging and rewarding curriculum, and exceptional faculty.

The Eller Executive 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
- Cohort-based environment
- Hotel accommodations and most meals during class weekends
- Domestic immersion trip
- Global travel
- Networking opportunities
- Career coaching

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Important Contacts

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Admissions

The Eller Executive 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
- 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 submission of official documents. 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**

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Please note that the University of Arizona does NOT issue visas to students in the Executive 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.

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Cost and Funding

The cost of the program is $68,000. Tuition includes all eBooks and electronic course materials as well as lodging (single occupancy) during class weekends, Silicon Valley immersion trip (double occupancy), and Global Business Experience trip (double occupancy).

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).

** Tuition does not include transportation during class weekends, or airfare for the domestic and international immersions.

Tuition Payment

Processing of tuition payments for the Eller Executive MBA program are 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. Find additional information on the Bursar's Office website.

Course Start and Tuition Deadlines

Course Start Date	Tuition Deadline		Course Start Date	Tuition Deadline
September 2, 2019	Bursar's Office		August 31, 2021	Bursar's Office
January 13, 2020	Bursar's Office		January 11, 2021	Bursar's Office
May 11, 2020	Bursar's Office			

dates subject to change – please refer to the Bursar's Office Website for specific tuition due dates

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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

Find additional information regarding scholarships at:

- https://scholarshipuniverse.arizona.edu/suha
- https://grad.arizona.edu/futurestudents/funding-tips

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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 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

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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). Retrieved from http://writingspaces.org/essays/what-is-%20academic-writing.

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

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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.

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Program Requirements

Curriculum

To earn the Executive MBA degree, you must complete 43 units (credits).

Core courses are offered in a cohort model completed in 21 months. There are two sessions per each eight-week semester where students are enrolled in classes. Starting in the second year, students may take optional online electives to complete an area of concentration*. Information on this option will be distributed the semester prior to those courses becoming available.

*Online course schedule is subject to change and enrollment is subject to availability.

University of Arizona, Eller Executive MBA Core Courses:

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.

BCOM 510A: Communication for Managers (3 units)
This course introduces a strategic approach to professional communication, examines principles of effective writing and speaking, and provides practice for developing a more polished, focused, and professional persona. Key components include audience analysis, communicator credibility, message construction, design, delivery, and style flexibility.

ECON 550: Economics for Managers (2 units)
Firm decision making to sustain competitive advantage in the context of different market structures and regulatory environments.

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.

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.

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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).

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.

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.

MGMT 520: Managing Ethics in Organizations (2 units)
Given the plethora of recent high-profile corporate scandals and financial misconduct on Wall Street, leading ethically is an important skill for MBA students interested in long-term success. We have seen a massive decline in the public's trust of organizations and their leaders. Trust is an essential component of conducting business, and the ability to trust peers and business partners, and to operate in an environment where laws are taken seriously, are goals which every MBA student should strive to achieve. In this course, students will gain the ability to identify traps that business professionals fall into that result in ethical lapses and develop skills in utilizing ethical frameworks to more effectively navigate situations that are ethically grey confidently and with better results.

MIS 515: Information Security in Public and Private Sectors (3 units)
This course exposes students to a broad range of cyber and information security topics focused on awareness of confidentiality, integrity, and availability. Course is approved by NSA/Committee on National Security Systems and accepted as a model curriculum course for the Information Systems Audit and Control Association (ISACA).

MGMT 561: Leading Organizational Change (3 units)
This course is designed to introduce you to the frameworks, competencies and skills required to lead change efforts within organizations.

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.

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MGMT 503: Human Resource Management (2 units)

Organizations are the primary vehicles through which most economic activity and social action occurs. Organizational structure, the different ways people can be grouped in organizations and the coordinating mechanisms for linking these groups together, have an important influence on the ability to accomplish organizational goals. Our objectives for this module are to develop a framework for understanding how formal and informal structure can be managed help solve critical organizational problems, and strengthen your analytical skills so that you can actively and critically use the framework to diagnose, manage, design, and change organizations.

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.

FIN 510A: Survey of Finance as Analyst (2 units)

Survey of Finance as Analyst provides students with a rapidly paced but substantive view of the basic skills, concepts and analytical techniques employed in the Finance discipline, specifically as applied to modern corporations. This course has the perspective of the company "outsider": that of an analyst, broker, competitor or regulator. The course is a complement to Finance 510M, which takes the perspective of the company "insider". Discussions and techniques will be of benefit to the Financial Manager and non-Financial Manager alike. Specific topics include Financial Analysis, Time Value of Money, Risk, Stock and Bond Issuance, firm valuations and introductions to Derivatives. The knowledge and skills developed in the core economics, statistics, and accounting classes serve as the building blocks for this course.

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.

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FIN 510B: Survey of Finance as Corporate Manager (2 units)
Survey of Finance as Corporate Manager is the compliment to Finance 510E. In this course, we examine the Finance field from the perspective of the "insider": a corporate Finance manager, focusing on the techniques and tools they utilize in their jobs, and how those tools and techniques are significant for the managers in other disciplines (operations, marketing, management). We examine the basic tools of finance -- Time Value of Money and Risk analysis, then show how these tools are applied in corporate decision making -- encompassing Capital Budgeting, Real Options, Working Capital Management, and Capital Structure analysis. Computational processes and analytic techniques will be the feature of most of the course; additionally, spreadsheet analysis tools will be featured.

MGMT 566: Advanced Negotiations (3 units)
Successful leaders and managers understand that negotiation skills greatly aid them to achieve their own and their organization's goals. This course introduces student's to the basic elements of negotiations, including preparing for negotiations and selecting the best negotiation strategy, and will explore the academic topic of negotiations in more depth. It is designed to provide the student with a much deeper understanding of the topic. This course is both skills and knowledge based. The student will be exposed to cutting-edge issues in the research of negotiations.

MKTG 579: Marketing of Innovations (3 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.

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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.

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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.

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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.

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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. This extension requires the instructor and dean's signature on a Petition for Extension of Course Work.

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“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 withdraw from a course with a grade of W awarded regardless of whether the student is passing at the time of withdrawal. No approval is needed. 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.

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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.

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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

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 Executive MBA program cost is **$68,000**[1] for 43 required units.

The Executive 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
- Lodging Friday nights during course weekends
- Lunch, snacks, and drinks on class days
- *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.)
- *Silicon Valley Experience* (domestic experience includes hotel, activities and transportation, and most meals. Does not include domestic 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 Executive MBA program is an all-inclusive program. The components above are imbedded in the assessed tuition and fees and are not allocated between components.

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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 Executive MBA program is designed to maximize your class time while you are a working professional. Program content is customized to fit the two in-person class weekends along with online content in each eight-week session. **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.

Team MBA reserves the right to administratively withdrawal students from the class. In these cases, approved alternatives must be completed, including options of completion after the 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 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 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.

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 by 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.

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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.

1. **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 last semester.*** Completing this form allows you to access the next form in the GradPath.

2. **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 last semester***. Please list **Megan Forristall as your Faculty Advisor**. If your Plan of Study gets declined, 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.

3. **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.

4. **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 (Megan Forristall) will complete this form.

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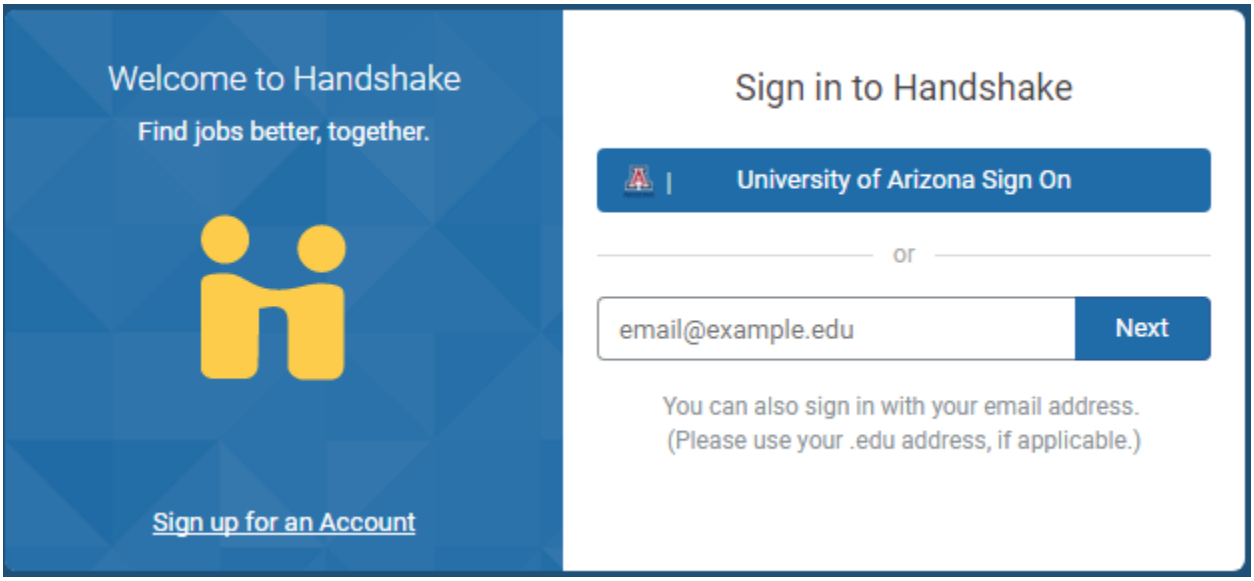
Career Development

Opportunities

Resources
Whether exploring your career options, preparing for interviews, or deciding on job offers, Eller MBA Career Management offers a number of resources. Below are some of the resources available to you.

Handshake (University of Arizona Job Board)
https://arizona.joinhandshake.com/login

- Maintain an updated resume and profile
- Apply for jobs
- Sign up for Information Sessions
- Sign up for On-Campus Interviews
- Sign up for Mock Interviews
- Sign up for Career Advising Appointments
- Search companies with a relationship to the University of Arizona and Eller MBA



JobCats Newsletter
ellermbacareer@eller.arizona.edu
Eller MBA Career Management produces a weekly e-newsletter for students that communicates important events and list the new internship and job postings available to MBA students. Opt-in is required to receive the weekly e-newsletter. Please email ellermbacareer@eller.arizona.edu to request an opt-in to JobCats.

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GradLeaders (MBA-specific Job Board)
Contact Career Management for your class's unique link.

- Maintain an updated resume and profile
- Apply for jobs
- Report job offers
- Compare offers to historical data
- Exclusivity to GradLeaders partner corporations and schools

Career Management Student Resource Center (via D2L)
https://d2l.arizona.edu

- Launch Career Management materials
- Salary and Employment Reports
- JobCats Archives
- Employer and Labor Market Resources
- Professional Relationships and Building Your Network Presentations
- Resumes, Cover Letters, Interviews, and More
- Workshop Presentations
- International Student Resources

Jobscan
https://www.jobscan.co/home#
This service provides resume key work optimization, compares your resume with the job posting and determines the level of match. Access after receiving a link to create a Jobscan Premium account.

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Important Links

Eller Home
D2L
UACCESS
The University of Arizona Graduate College
Eller Faculty Directory
Dean of Students
Student Health
Bursars Office
Office of Financial Aid and Scholarships

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Acknowledgment

(Student Copy)

Please read the following statement and indicate your agreement by providing your signature below.

I understand that my registration for courses in the program will **only be completed upon receipt of my Eller MBA enrollment form, my holding fee, and clearance from Campus Health regarding mandatory immunizations.**

For subsequent courses, I understand that in order for my registration to go smoothly, I must clear any holds in UAccess, have my tuition account paid in full and maintain good academic standing with a cumulative GPA of 3.0 or better.

I have read the Eller MBA Student Conduct, starting on page 7 of this document, and I understand and agree to fulfill the requirements therein and my program's expectations. If I incur a challenge in fulfilling the expectations and responsibilities, I will first contact my Program Director to discuss the matter. I understand that failure to meet any of the following criteria will subject me to consequences including those listed by the Dean of Students. Requirements include but are not limited to the following:

- Maintain good standing with the University
    - Academic Requirements as defined by the Graduate College
    - Code of Academic Integrity as defined by the Dean of Students
- Meet the expectations outlined in the Student Code of Conduct as defined by the Dean of Students
- Fulfill financial obligations and work directly with the Bursar's office, Veteran's Affairs, and Financial Aid to maintain good standing
- Maintain professional appearance and decorum
- Complete and contribute effectively to group work
- Complete program surveys
- Fulfill my expectations as defined by the program.

Thank you for taking the time to read the Executive MBA Student Handbook. If you have any questions or comments about this Handbook, please contact the Executive MBA staff.

Please sign one Acknowledgment page and return to EMBA Manager, Cari Wilkerson, stating that you have read, understand, and agree to abide by the guidelines and procedures outlined in the Executive MBA Student Handbook, including the Academic Requirements, Code of Academic Integrity and Student Code of Conduct guidelines.

_____ _____

Signature *Date*

_____ _____

Printed Name *Date*

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Acknowledgment

(Return this form to Executive MBA program staff)

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_____ _____

Signature *Date*

_____ _____

Printed Name *Date*

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