Introduction to the Handbook

- To help create and maintain a positive environment for all members of our learning community, it is your responsibility to read the handbook and the University of Utah Student Code (http://www.regulations.utah.edu/academics/6-400.html) and become familiar with their contents.

- We welcome your input on additional materials that should be included in this handbook. Please address your comments and suggestions to any member of the Masters team. You can visit the Masters Programs and Services Office, Room 101 of the Kendall D. Garff Building or send e-mail to mastersinfo@business.utah.edu.
# Table of Contents

THE DAVID ECCLES SCHOOL OF BUSINESS .............................................................................................................6

MUTUAL EXPECTATIONS .............................................................................................................................................7

- **What Students Can Expect from the Program** ..............................................................................................7
  - Quality Education and a Useful Degree ...........................................................................................................7
  - Prepared Faculty ................................................................................................................................................7
  - Being Treated with Dignity and Respect .........................................................................................................7
  - Consistent and Timely Information ...............................................................................................................7
  - Enrollment in Graduate Business Courses ....................................................................................................7
  - Ethics and Integrity .........................................................................................................................................7
  - Resources and Service ...................................................................................................................................8

- **What We Expect from Students** ...................................................................................................................8
  - Prepared Students ..........................................................................................................................................8
  - Ethics and Integrity .......................................................................................................................................8
  - Participation in your Learning Community ...................................................................................................8
  - Personal Responsibility ...................................................................................................................................8
  - Realistic Work Expectations .........................................................................................................................9
  - Study Groups ...............................................................................................................................................9
  - Attendance/Participation .................................................................................................................................9

COMMUNICATION AND PROBLEM SOLVING .............................................................................................................10

- **Means of Communicating to Students** .......................................................................................................10
  - Advising and Career Services .......................................................................................................................10
  - School Calendar ..........................................................................................................................................10
  - UCareerLink ................................................................................................................................................10
  - Electronic Mail ............................................................................................................................................10
  - WebCT ........................................................................................................................................................10
  - Degree Audit Reporting System (DARS) .......................................................................................................11

- **Means of Communicating By Students** .....................................................................................................11
  - Electronic Mail ..............................................................................................................................................11
  - Telephone .....................................................................................................................................................11
  - Appointments/Drop In .................................................................................................................................11
  - Letter .........................................................................................................................................................11
  - Course Evaluations ...................................................................................................................................11
  - Surveys .........................................................................................................................................................11

KEY EVENTS .........................................................................................................................................................12

- **Eccles Convocation** ....................................................................................................................................12
- **Registration** ................................................................................................................................................12
  - Access to Classes .........................................................................................................................................12
  - Class Times ...............................................................................................................................................12
  - Important Dates ..........................................................................................................................................12
  - Number of Credit Hours Per Semester ......................................................................................................12
  - Adding a Class ...........................................................................................................................................13
  - Registration for Workshops and Half-Term Courses ..................................................................................13
  - Dropping/Withdrawing from Class ...........................................................................................................13
  - Evening Classes .......................................................................................................................................13
  - Substitute Days .........................................................................................................................................14

- **Graduation** ................................................................................................................................................14
  - Application for Graduation ..........................................................................................................................14
  - Cap and Gown Rental/Graduation Announcements ....................................................................................14
  - Graduation Honors ...................................................................................................................................14

POLICIES AND STANDARDS .................................................................................................................................15
# Masters Students Handbook

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Proficiency</td>
<td>15</td>
</tr>
<tr>
<td>Computing Security and Resources</td>
<td>15</td>
</tr>
<tr>
<td><strong>Academic Policies, Standards and Procedures</strong></td>
<td>15</td>
</tr>
<tr>
<td>Withdrawal from the Program</td>
<td>15</td>
</tr>
<tr>
<td>Minimum Continuous Registration/Leave of Absence</td>
<td>16</td>
</tr>
<tr>
<td>Readmission of Former Students</td>
<td>16</td>
</tr>
<tr>
<td>Incompletes</td>
<td>16</td>
</tr>
<tr>
<td>Minimum Grades/Repeating Courses</td>
<td>16</td>
</tr>
<tr>
<td>Grade Appeals</td>
<td>16</td>
</tr>
<tr>
<td>GPA Requirements and Academic Probation</td>
<td>17</td>
</tr>
<tr>
<td>Class Waivers/Transfer of Credit</td>
<td>17</td>
</tr>
<tr>
<td>Credit/No Credit and Audit Class</td>
<td>17</td>
</tr>
<tr>
<td>Special Study Courses (Independent Study)</td>
<td>17</td>
</tr>
<tr>
<td>Taking 5000-Level Classes</td>
<td>18</td>
</tr>
<tr>
<td>Classes Outside of the School of Business</td>
<td>18</td>
</tr>
<tr>
<td>Time Limit for Completing Degree</td>
<td>18</td>
</tr>
<tr>
<td>University of Utah Student Code</td>
<td>18</td>
</tr>
<tr>
<td>Privacy of Student Records</td>
<td>18</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>19</td>
</tr>
<tr>
<td><strong>What is Sexual Harassment?</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>What Can You Do About It?</strong></td>
<td>19</td>
</tr>
<tr>
<td>Student Behavior Committee</td>
<td>20</td>
</tr>
<tr>
<td>Membership and Jurisdiction</td>
<td>20</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>20</td>
</tr>
<tr>
<td>Process</td>
<td>20</td>
</tr>
<tr>
<td>Sanctions</td>
<td>20</td>
</tr>
<tr>
<td>Appeals</td>
<td>21</td>
</tr>
<tr>
<td><strong>RESOURCES AND SERVICES</strong></td>
<td>22</td>
</tr>
<tr>
<td>Business Career Services and Central Career Services</td>
<td>22</td>
</tr>
<tr>
<td>Company Information Sessions</td>
<td>22</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>22</td>
</tr>
<tr>
<td>Computing Services</td>
<td>25</td>
</tr>
<tr>
<td>George S. and Delores Doré Eccles Technology Resource Center (TRC)</td>
<td>26</td>
</tr>
<tr>
<td>Library</td>
<td>26</td>
</tr>
<tr>
<td>Study Space</td>
<td>26</td>
</tr>
<tr>
<td>Paying Tuition</td>
<td>26</td>
</tr>
<tr>
<td>In Person</td>
<td>26</td>
</tr>
<tr>
<td>By Drop Box</td>
<td>26</td>
</tr>
<tr>
<td>By Mail</td>
<td>26</td>
</tr>
<tr>
<td>By Credit Card</td>
<td>26</td>
</tr>
<tr>
<td>Payment Options</td>
<td>26</td>
</tr>
<tr>
<td>Scholarships/Fellowships</td>
<td>27</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>27</td>
</tr>
<tr>
<td>Accessing Your Grades</td>
<td>27</td>
</tr>
<tr>
<td>Alumni Services/External Relations Office</td>
<td>27</td>
</tr>
<tr>
<td>I.D.</td>
<td>27</td>
</tr>
<tr>
<td>Day Parking</td>
<td>27</td>
</tr>
<tr>
<td>Bus and TRAX Service</td>
<td>28</td>
</tr>
<tr>
<td>Shuttle Service</td>
<td>28</td>
</tr>
<tr>
<td>Resource Centers</td>
<td>28</td>
</tr>
<tr>
<td>Recreation</td>
<td>28</td>
</tr>
<tr>
<td>Recycling</td>
<td>28</td>
</tr>
<tr>
<td><strong>APPENDIX A</strong></td>
<td>29</td>
</tr>
</tbody>
</table>
APPENDIX B.............................................................................................................................................................31
The David Eccles School of Business

Section 1

The David Eccles School of Business has a history of excellence in business education that spans more than a century. From its beginnings in 1896 as part of the Economics and Sociology Department, it was quickly obvious that there was a great need to educate students in matters of business. By 1917, it became the School of Commerce and Finance, and enrolled a respectable 126 students in its first year as an official school. In less than 80 years, enrollment had increased by more than 25 times. Today, the David Eccles School of Business has nearly 3,500 students at both the undergraduate and graduate levels. In just over 100 years, the David Eccles School of Business has risen to the forefront of business education in the Intermountain West.

In 1936, the School of Business was one of the first business schools in the nation to be accredited by the Association to Advance Collegiate Schools of Business (AACSB). Today, it is one of 480 business schools worldwide to receive the highest standard of accreditation. In 1955, the Business School instituted the first MBA program between the Rockies and the Pacific. The first MBA degrees were awarded in 1957.

In 1991, the School of Business was named the David Eccles School of Business in honor of one of Utah's most prominent and successful frontier industrialists. David Eccles founded 48 businesses in various sectors throughout Utah, Idaho, Oregon and Wyoming during the latter part of the 19th century. A $15 million endowment was given by his youngest daughter, Emma Eccles Jones, to rename the school. Today, with Utah poised as a region synonymous with innovation, the David Eccles School of Business functions as an integral part of the exciting new growth in the state. The entrepreneurial experiences available at the school prepare students to meet the challenges in a broad array of business ventures. Our strong traditional business curriculum is complemented by experience-enriched learning and distinguished programs such as the Pierre Lassonde Entrepreneur Center, Student Investment Fund, Low Income Taxpayer Clinic and the University Venture Fund attract the very best students in the world.

With the opening of the C. Roland Christensen Center (CRCC) in April 2000 and a new building scheduled to be completed in 2011, business students have access to the best technology facilities, dialogue spaces, and classroom resources. Multi-media workstations are available in the center, as well as wireless internet access throughout the business complex (CRCC, BuC, and KDGB).
Mutual Expectations
Section 2

What Students Can Expect from the Program

Quality Education and a Useful Degree
In order to provide the theoretical and practical education one needs to be a successful business leader, we offer a rigorous curriculum that includes traditional and experiential activities. Faculty and students proceed with the assumption that a masters-level education is more demanding than an undergraduate education.

Business curriculum and programs are under constant review and revision in order to maintain relevance in today’s constantly changing business environment. School committees seek regular feedback from students, recent alumni, corporate recruiters, and leaders in the business community to ensure we offer degrees and courses that are pertinent and useful.

Prepared Faculty
Faculty will treat their obligations to their classes as a serious professional responsibility. They will provide a class syllabus for each class that will act as a contract for the class and delineate course requirements and expectations. They will prepare thoroughly for class, start each class session on time, hold class for the established scheduled period, ensure that students comprehend the covered material, and provide timely feedback on assignments and exams. Faculty should provide reasonable notice of any changes to meeting times, test dates, or assignment deadlines.

Being Treated with Dignity and Respect
You can expect your relationships with faculty, staff, and other students to be positive, supportive and courteous. Should you observe or experience anything to the contrary, you are encouraged to contact the Masters Programs and Services Office or the Associate Dean of Academic Affairs.

Consistent and Timely Information
Notices of events, announcements, program changes and policy information are communicated to all students, faculty and staff via email and other appropriate communications methods.

Enrollment in Graduate Business Courses
Because student enrollment is regulated separately by programs, students are allowed to take only those courses offered in their declared programs of study. If you are not able to complete the course of study to which you were admitted you must apply as a new student to the other program.

A matriculated graduate student may enroll in any 6000- or 7000-level business course provided the student has adequate prerequisites for the course and there is a place available in the class.

Enrollment of students from non-DESB degree programs in DESB masters classes is subject to program, department, and faculty member approval. In order to guarantee course availability to candidates for the business masters degrees, students with other majors are not allowed to enroll in any 6000- or 7000-level courses during telephone or Web registration. Such students should complete a request-for-enrollment through the appropriate masters advisor at the DESB.

Ethics and Integrity
Faculty and staff are held to the highest standards of professional integrity. Should you observe or experience questionable ethics on the part of faculty or staff, there are several options available
for reporting and correcting the problem. You may contact the Masters Programs Office, the Associate Dean of Academic Affairs of the DESB, and/or the University-wide Student/Faculty Relations Committee.

**Resources and Service**
The University of Utah and the David Eccles School of Business provide a broad spectrum of services and resources including academic, career, and personal counseling, tutoring, computer and recreational facilities, and student and professional organizations. Many of these services are available evenings and/or weekends. Evening students are encouraged to contact individual service providers to arrange for services not generally available during evening hours.

**What We Expect From Students**

**Prepared Students**
You must treat your classroom obligations as you would treat any serious professional responsibility. This includes preparing thoroughly for each class session according to the instructor’s requests, arriving on time for class, remaining until the end of each class session, participating constructively in class discussions and activities, and observing and adhering to deadlines set by instructors for assignments and projects. To be prepared, you should plan on spending two hours out of class for every one hour in class on assignments, etc.

**Ethics and Integrity**
Students are expected to maintain the highest standards of professional integrity in all interactions within the David Eccles School of Business. Unethical behavior, including but not limited to cheating and plagiarism, is a serious offense and is not tolerated. Cases of unethical behavior will go before the University’s Student Behavior Committee for appropriate disciplinary action (see pages 23-24 for more information on this Committee).

**Participation in your Learning Community**
Your feedback is vital as we continually seek to improve how we meet students’ educational expectations and needs as well as how we meet the goals of the David Eccles School of Business. We ask for student feedback through media such as surveys, focus groups, course evaluations, and exit interviews. Students are members of several school-wide committees that review and develop policies, procedures, and standards for the business school.

**Personal Responsibility**
The classroom is a place of learning. Learning is not a passive activity. It requires your active participation and the participation of your fellow students. You are expected to contribute to classroom discussions, study groups, and co-curricular activities.

You are expected to register for classes in a timely manner through the Campus Information System on the University’s web site at [http://gate.acs.utah.edu](http://gate.acs.utah.edu). You are expected to communicate course-related problems to faculty, follow the course of study for your program, and ask questions if program requirements or policies are unclear. Students should work closely with their program advisors to ensure that all activities are completed accurately and on time.

You are expected to follow the program of study as outlined in the schedule distributed by the Masters Programs and Services Office. If you face a personal situation that affects your ability to complete the program as outlined, please speak with your graduate advisor to obtain written permission to deviate from the program of study.
You are also expected to communicate with faculty about missing class prior to your absence. Professors may be willing to work with you on any missed homework, quizzes, or projects if you notify them in advance. Students participating in WorkNet visits, out-of-state field studies, national conferences, or other extracurricular activities who may miss class while traveling are responsible for informing faculty well in advance of their absence. Additional information regarding the University of Utah’s attendance policy can be found at http://www.sa.utah.edu/regist/handbook/attend.htm.

Realistic Work Expectations

Study for a masters program in business is intensely time-consuming. Full-time students are expected to dedicate full-time attention to the program. This means availability to attend class, information sessions and extracurricular activities anytime between the hours of 7:30 a.m. and 5:00 p.m.

Each week, full time students can expect to spend 15 hours in class, 30-45 hours in individual and group study, plus time for programs sponsored by the Masters Programs and Services Office and student organizations. This time commitment is incompatible with full-time work. Individual faculty members and/or the Masters Programs and Services Office will not make concessions in course work and/or program requirements for full-time students who have work or personal scheduling conflicts.

Full-time students found to be working more than the maximum 20 hours per week can be dropped automatically to part-time status in the program and will only be allowed to register for 9 credit hours per semester.

Study Groups

Studying with groups improves comprehension and retention of course material. Most classes require some group work, and many students find studying in groups beneficial. You should anticipate the need to coordinate schedules with other busy students. Allowing for some flexibility in your schedule will help accommodate group study and enhance your learning experience.

Attendance/Participation

In addition to class sessions, you are expected to attend any out-of-class group meetings that may be assigned by professors which are generally noted on class schedules and/or course syllabi. Professors may also schedule a substitute session to replace class time that falls on a holiday or because of University closure (snow). Individual professors establish the standards by which in-class participation effects grades.

You are expected to attend and participate in extracurricular events. Many programs, including information sessions, networking receptions, and student group activities, are designed to enhance your educational experience. These are important components in your education and can provide you with career insight, business contacts, and leadership opportunities. You are encouraged to participate in these events as a part of your total education and in the case of information sessions, your Career Strategies class requires attendance.
Communication and Problem Solving
Section 3

Means of Communicating to Students

Advising and Career Services
The graduate advisors are here to assist you in successfully completing your program. You may partner with them for assistance in registering, developing a program of study, and completing program requirements in a timely manner. You are strongly encouraged to meet with your advisor regularly to ask questions, clarify information, and review your progress toward your degree.

Moreover, career coaches are available to help you with all aspects of your career searching activities. You are expected to meet regularly with them to be prepared for information sessions, job interviews, etc. The Business Career Services Department, located in BUC 308, is available to help you with all aspects of your professional development. Individual appointments can be made via careers@business.utah.edu or 801-581-3061.

School Calendar
All program events will be posted on the School’s calendar found at http://www.business.utah.edu/og_calendar/all. You should bookmark the page and refer to it often.

UCareerLink
All students are required to create a student profile and upload their current resume on UCareerLink (careers.utah.edu). If you need assistance with UCareerLink, please call Central Career Services: 801-581-6186

Electronic Mail
You will be required to obtain a University Network ID (uNID) from the University of Utah. This uNID is a free email account that gives you off campus access to Library Indexes and Databases, on campus laptop Ethernet access, disk space to create your own homepage, and unlimited Internet and Campus Network access. Your uNID also allows you to forward all email sent to this account to an off campus email account. The University and the DESB will use your uMail account to send important communication. You must check it regularly or be sure to forward to an email account that you check regularly.

You will be expected to register for Business Connections, https://desb.utah.edu/. All correspondence to you from the Masters Programs Office will be sent to the address and email address that you list in this system. It is your responsibility to ensure that all information is kept current.

WebCT
WebCT is a University-wide system used by faculty and staff to communicate with you. Lecture notes, syllabi, class discussions, and course email can all be found on WebCT. You are responsible for checking your WebCT account prior to beginning a class to see if there are any assignments due the first day. You can log onto WebCT by following the instructions on the services login page. (https://webct.utah.edu/)
Degree Audit Reporting System (DARS)

University major and graduation requirements are displayed on DARS. The report also shows which requirements you have already fulfilled and which remain to be completed. The report has instructions for easy interpretation. You can print a copy of your report at [http://gate.acs.utah.edu](http://gate.acs.utah.edu) to bring with you when you see your academic advisor.

Means of Communicating By Students

**Electronic Mail**
Students are encouraged to use email to contact faculty and graduate advisors. Using email to get registration class numbers, placement on course waiting lists, etc., eliminates the wait to see an advisor during peak times of the semester and “phone tag” when leaving messages.

**Telephone**
The telephone numbers of the program offices are listed in Appendix B. When you must request a return call, it is recommended you leave a best time to call, and specify the subject of the call. Contact information for specific faculty and staff members can be found at [http://www.business.utah.edu/directory](http://www.business.utah.edu/directory).

**Appointments/Drop In**
Most staff and faculty members are in their offices many hours a day and are able to see students. To ensure that a particular staff or faculty member is available, however, you should make an appointment. Faculty provide office hours on their syllabus as well as policies on contacting them outside of office hours. Please be respectful of faculty and staff time.

You are welcome to drop in to administrative offices at any time during University business hours. To ensure that your advisor is available, it is suggested that you call for an appointment.

**Letter**
To communicate with office staff or faculty by mail, please send correspondence to:

[Individual]
David Eccles School of Business
University of Utah
1645 East Campus Center Drive, Room 101
Salt Lake City, UT 84112-9301

**Course Evaluations**
Course evaluations are used by faculty, the School, and the University for course improvement, scheduling, and promotion and tenure decisions. Please respond honestly and specifically to questions asked on course evaluations. Future students also use this information when choosing classes. All DESB evaluations are done electronically through the Campus Information System. You will not be able to view your grade from a class until you have either completed or waived the evaluation.

**Surveys**
Surveys are distributed at key times during the year to assess how well our programs are fulfilling student needs and expectations. Survey responses are anonymous and often voluntary. We also may conduct focus groups and use other means to learn more about how we can improve the program. We very much appreciate your participation in improvement activities.
Key Events
Section 4

Eccles Convocation
The Spencer Fox Eccles Convocation is held each fall to formally introduce the academic year. As part of the Convocation, a prominent business leader is invited to speak. There is no charge for students, faculty, or staff attending the Convocation. It is often the case that the convocation occurs when regular classes are scheduled. Individual faculty have the discretion to decide whether or not to cancel class for students and the faculty member to participate in the Convocation.

Registration
For the first fall semester, your academic advisor will enroll you in your classes. Once you are registered for a class, you are financially and academically responsible for it. If for any reason you need to drop one of your first semester classes, or are unable to attend the program, please contact your advisor. Starting in the spring semester you will begin to add electives to your schedule and you will register yourself for all of your classes on the Campus Information System. Your advisor will send you instructions for this well before spring registration begins. More general information on registration at the University is given below.

Access to Classes
Enrollment in masters-level classes is restricted to students in graduate programs. Masters students are guaranteed a seat in classes that are required for their degree, but not always in the section they desire. In order to assure the highest quality educational experience, enrollment in some classes is limited.

All masters students are eligible to take any elective offered each semester provided they meet prerequisite and space limitations. Day students may register for evening electives on a space-available basis. Graduate advisors maintain waiting lists for some electives and students will be added to classes as space permits.

The School reserves the right to cancel classes (or sections of classes) with low student demand and/or low enrollment.

Class Times
Day classes are generally scheduled in time blocks of two 80-minute sessions or one three-hour session a week. Required classes may be scheduled at any time during the day in order to make use of limited classroom space. Full-time day students are expected to be available to take required classes during any of the daytime blocks.

Important Dates
The Registrar’s Office will send notification of your date and time to register each semester. You may register using the Campus Information System on the University’s website at http://gate.acs.utah.edu. If you have difficulty registering over the Internet, call the Registration Office at (801) 581-8969, 8:00 a.m.-5:00 p.m., Monday-Friday, for assistance.

Number of Credit Hours Per Semester
University regulations require that “no candidate for a graduate degree will be permitted to register for more than 16 credit hours in any one semester.” Only with special permission from the graduate advisor will students be allowed to register for more hours in a semester.
In order to complete their graduate program in the time established upon admission, students admitted to full-time programs must register for and complete approximately 15 hours per semester. Students who choose to complete their program on a part-time basis must register for and complete 3 hours per semester, excluding summer to maintain their status.

**Adding a Class**

You may add classes via the Campus Information System ([http://gate.acs.utah.edu](http://gate.acs.utah.edu)) Check the University Academic Calendar for deadline dates to add a class, [http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm](http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm). After the first week of the semester, you will need to contact the course instructor to obtain a permission number to register.

**Registration for Workshops and Half-Term Courses**

Registration for second or third session courses should be completed during your scheduled registration appointment.

View the academic calendar to determine drop dates: [http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm](http://www.sa.utah.edu/regist/calendar/datesDeadlines/deadlines.htm). Dropping a course within the time limit will insures a refund of tuition for the course. In general, you may drop workshops, half semester courses, and session courses in the fall and spring as follows:

<table>
<thead>
<tr>
<th>Classes duration</th>
<th>Drop deadline</th>
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<tbody>
<tr>
<td>1-2 days in length</td>
<td>Before the first day of class</td>
</tr>
<tr>
<td>3-5 days in length</td>
<td>On the first day of class</td>
</tr>
<tr>
<td>6-10 days in length</td>
<td>Through the second day of class</td>
</tr>
<tr>
<td>11 or more days</td>
<td>Through the third day of class</td>
</tr>
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During the summer, classes must be dropped according to the regular University schedule. You may withdraw from workshops and short term courses up to the midpoint of the course as determined by the registrar. (Note: students must pay for withdrawn courses and W grade will appear on their transcript.)

**Dropping/Withdrawing from Class**

Once you have registered for a course, you are financially and academically responsible for completing it unless you officially withdraw in a timely fashion. You may drop classes via the Campus Information System according to the schedule shown on page 12. After that, a “W” (withdrawal) will be recorded on your permanent transcript. You are responsible for the tuition on any courses withdrawn after the tuition refund period. Please refer to the University’s academic calendar for these dates. For university policies on withdrawing from classes, go to [http://www.acs.utah.edu/sched/handbook/wddeadlines.htm](http://www.acs.utah.edu/sched/handbook/wddeadlines.htm).

**Before you drop or withdraw from a course, you must contact a graduate advisor.** Dropping or withdrawing from any class may jeopardize your advancement in the program.

**Evening Classes**

Evening classes are scheduled in four-hour blocks in 5 and 10-week sessions (referred to as PMBA sessions). Full-time students are not allowed to register for core courses in the evenings. Many of the School’s graduate-level electives are offered in the evening, and hence most full-time students take a large portion of their electives with PMBA students in the evening. For some classes, PMBA students have priority in the evenings, but in most cases evening electives are available to full-time students.
**NOTE** Some evening courses are held during regular University breaks. Be sure to read notes on the catalog and course schedule for irregular meeting times.

**Substitute Days**
When classes are not held due to holidays or breaks, a substitute day is sometimes required at the discretion of the faculty.

**Graduation**
Everyone who has completed, or will complete, the program and University requirements during the academic year, including summer semester, is invited to attend morning commencement exercises. Following commencement, individual colleges hold convocation exercises throughout the day. The DESB convocation is held in the Huntsman Center. At this time, individual graduates and faculty are recognized and graduates receive a diploma cover. Diplomas are mailed approximately nine weeks after graduation.

**Application for Graduation**
See your graduate advisor for apply for formal candidacy for graduation. You should apply two semesters before you are scheduled to graduate. The name on your diploma will appear exactly as you have indicated on your candidacy form for graduation. If you have had a name change since you were admitted to the program, you need to complete a Name Change Request [here](http://www.sa.utah.edu/regist/pdfs/NameChangeForm.pdf) at the Registrar’s Office to have it appear correctly on your diploma.

**Cap and Gown Rental/Graduation Announcements**
The University Bookstore coordinates commencement cap and gown rental and graduation announcements. The Bookstore will mail this information to you in February. The cap and gown rental deadline generally falls during the last week of March.

**Graduation Honors**
Graduate business students who have demonstrated scholastic superiority are considered for nomination to one or more of the honor societies listed below. All courses completed towards the students’ masters degree through the Fall Semester before graduation will be considered for honors. The cutoff date for honors nominations is January 15. If students receive grade changes after that date, they will not be considered.

- **Beta Gamma Sigma** is a national business scholastic honor society. Students must be listed on the commencement program and have an overall GPA of 3.75 or better in their advanced class work. Only the top 10% of the graduating class may be nominated.

- **Phi Kappa Phi** is a national honorary scholastic society that recognizes the top graduates in all fields of studies through election to its national society. Students must be listed on the yearly commencement program and have an overall advanced GPA of 3.80 or above.
Policies and Standards
Section 5

It is every student’s responsibility to know and understand the following policies and standards. Questions and concerns regarding these policies and standards should be addressed to the Masters Programs and Services Office.

Computer Proficiency
In order for professors to make assignments based on a standard level of computer competence, all students must have skills in word processing, spreadsheets, and operating systems. Free tutorials are offered frequently through the Marriott Library. Visit their web site at http://www.lib.utah.edu/portal/site/marriottlibrary/. The Marriott Library Multimedia Center (MMC) owns a wide selection of online computer tutorials. To find out more about this service, call (801) 585-3464, or visit http://www.lib.utah.edu/portal/site/marriottlibrary/.

Academic Outreach and Continuing Education (AOCE) offers non-credit computer training courses through their professional development office. These programs provide customized training in word processing, spreadsheets, databases, operating systems, PowerPoint, and the Internet. For additional information call (801) 581-6461 or visit http://continue.utah.edu.

Computing Security and Resources
Theft on campus is a crime of opportunity. Faculty, students, and staff are asked to be mindful of security issues. Be sure that doors that should be locked remain locked and shut. Please report suspicious activity to campus security in a timely manner.

The email system at the University is a tool to enhance communication about university information. Personal messages are fine between students, but general messages should focus on University activities. Please do not use staff and faculty email addresses or information in the Business Connections directory for soliciting. When sending messages to a large group of people, please make sure you are sending it to the right groups or you may be sending to faculty, staff, and, more importantly, to production machines such as print servers and mail gateways.

Students who wish to use the computer center must complete a Network Acceptable Use Agreement Form at Orientation. By signing the form, you agree to act in accordance with the policies and guidelines of the DESB Computer Center. Failure to comply with these policies may result in termination of your account or restriction of access to computing resources normally available to you. Repeated or severe violation of these policies may result in disciplinary action, including suspension or expulsion from their Program or the University of Utah. For the Official Terms and Conditions of the Computer Lab, see Appendix A.

Academic Policies, Standards and Procedures
All students must be aware of their academic standing. If you have an incomplete or unsatisfactory grade, are on academic probation, or are otherwise in danger of not advancing in the program, it is your responsibility to contact your graduate advisor to receive guidance and counseling.

Withdrawal from the Program
Graduate students are expected to enroll every semester for classes as outlined by their academic program. If it becomes impossible to complete the course of study for the semester, you must contact your graduate advisor, who can discuss possible options including graduation postponement, adjustment of schedule or withdrawal from the program. If it is necessary to withdraw from the program, you must reapply to return.
Given the evolving nature and lock-step structure of the masters programs, students who withdraw from classes or from the program may not be able to finish the program of study to which they were originally admitted. In some cases, a student may need to complete different or additional requirements. Students who withdraw entirely from the program must fulfill the requirements of the program to which they are readmitted.

**Minimum Continuous Registration/Leave of Absence**

All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their supervisory committee is terminated and their records are inactivated.

Students who wish to discontinue their studies for one or more semesters (other than summer term) must file a Request for Leave of Absence form with the chair of their supervisory committee. Before being forwarded to the Graduate Records Office for approval by the dean of the Graduate School, the form must be approved by the Supervisory Committee chair and department chair.

The leave of absence form may be obtained from your advisor.

**Readmission of Former Students**

Students who have left the program should visit the graduate advisor for their program three months before the start of the term for which they are re-applying to:

- Determine eligibility for readmission;
- Review sequences of classes being offered;
- Complete proper application forms.

**Incompletes**

You have one year to make up an incomplete grade before it reverts to a failure (E). You will not be cleared for graduation with incomplete grades.

**Minimum Grades/Repeating Courses**

Grades below C- will not be accepted for fulfilling program requirements. Matriculated graduate students with a GPA less than 3.0 may repeat one course in the program. Graduation will not be approved without a 3.0 GPA.

**Grade Appeals**

You have the right to protest an act of dismissal from class by a faculty member or a grade received for a class that you believe was determined in an arbitrary or capricious manner and not on the basis of previously announced criteria. Please use the following process to deal with academic appeals:

- Address your appeal in person to the instructor involved.
- If the problem cannot be resolved between the two of you, appeal to the department chair.
- If you are still not satisfied, you may appeal to the Associate Dean of Academic Affairs at the DESB who will arrange for your appeal to be heard by the DESB Academic Evaluation and Appeals Committee.
- If the DESB Committee finds against your appeal, you may further appeal to the University-level Student-Faculty Relations Committee.
For specific information about this process, see the Student Code at [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html).

If an instructor lowers a grade because of alleged academic dishonesty or any other student behavioral issue and the incident has not been reported to the University Student Behavior Committee, you may appeal directly to the Committee for redress. If the Committee finds academic dishonesty or another behavioral issue is not proven, the instructor will be required to rescind the lowered grade and evaluate and grade your performance in the course without consideration of the charge of academic dishonesty or improper behavior.

### GPA Requirements and Academic Probation

In the masters programs, classes must be completed with a C- grade or higher to be accepted towards graduation. Students must also maintain a 3.0 cumulative GPA to be cleared for graduation. You cannot graduate with a grade below a C- or with an “Incomplete” grade on your transcript.

After any semester in which a student’s cumulative GPA falls below a 3.0, including elective classes taken for credit, the student will be placed on probation and will receive notification from the Masters Programs and Services Office. The student has the following semester to bring his/her cumulative GPA up to 3.0 or face dismissal from the program. If the semester in which the student’s cumulative GPA falls below 3.0 is the student’s last semester in the program, the student will not be cleared for graduation. Students have the option to repeat one course in their program if repeating the course will raise their cumulative GPA to the 3.0 standard. The program director must approve the course to be repeated.

Individual grades of C- or better are acceptable provided the student’s cumulative GPA remains at or above 3.0. Grades below C- are not acceptable, and students must repeat required courses in which they earn below a C- grade.

### Class Waivers/Transfer of Credit

Waivers from MBA core classes are sometimes allowed if the student’s undergraduate major coincides with the introductory core course topic. For example, a student with an undergraduate degree in accounting may be allowed to waive the core accounting course. Waivers must be cleared and approved by your graduate advisor. If a waiver is allowed, the student must take a substitute class in the same area as the waived class. Please refer to the University’s graduate policy at [http://www.business.utah.edu/go/masters/286/](http://www.business.utah.edu/go/masters/286/) for information on transfer credit from other programs.

### Credit/No Credit and Audit Class

Grades received in all classes, including elective classes taken for credit, will be included in the GPA computation. You may take classes not required in the program CR/NC to enhance your education. If a class taken for CR/NC or audited is subsequently taken for credit, the credit will not apply to the requirements or the grade point average of your degree program.

### Special Study Courses (Independent Study)

Students who wish to pursue special study with a particular instructor for one of their electives must submit a course proposal that includes course requirements, learning objectives, and credit hours to a graduate advisor for initial approval. The proposal must be signed by both the student and instructor and receive approval from the department chair. The Associate Dean of Academic Affairs gives final approval for the special study. MBA students may take up to 6.0 hours of independent study. Other programs need to consult with their program advisor.
Taking 5000-Level Classes
MBA students can take up to six (6) credit hours and MAcc and MS Finance students up to three (3) credit hours of 5000-level classes to fulfill elective requirements. Special permission (prior to the beginning of the semester) is required from the graduate advisor to ensure that these courses can count toward your program requirements.

Classes Outside of the School of Business
Students who wish to take electives from departments outside of the School of Business that are not on the approved schedule will be asked to show that the course fits with their educational and career objectives. They also must obtain written permission from a graduate advisor prior to registering for the course. Without this written approval, the School of Business is not obligated to count the course toward the student’s graduation requirements. MAcc students wishing to take courses other than those on the approved schedule must submit a written appeal to the School of Accounting Curriculum Committee for permission to register for the course.

Time Limit for Completing Degree
MBA students have 6 calendar years, and other students have 4 years to complete their masters degrees. If a student exceeds the time limit, he/she must submit a letter of appeal to the Masters Committee and the Dean of the University of Utah Graduate School to request an extension.

University of Utah Student Code
The Code of Student Rights and Responsibilities is the University’s official document outlining student rights and responsibilities in relation to classroom, organizations, speech, records, and conduct. It can be found at http://www.regulations.utah.edu/academics/6-400.html.

Privacy of Student Records
Federal and state laws prohibit release of student information without the written consent of the student except as noted in University’s Student Handbook (http://www.sa.utah.edu/regist/consumer/Consumer.htm). Exceptions include release of information to school officials who have a legitimate educational interest in the information in the records, and release of directory information as outlined below:

- Name, address, and telephone number
- University student number
- Date and place of birth
- Class standing and field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Current semester class schedule
- “Other similar information”

This information may be released upon request unless the student notifies the Registrar’s Office in writing to the contrary (a form can be found at http://www.sa.utah.edu/regist/pdfs/prohibitDirRelease.pdf). Ten calendar days are required to process these requests.

Some directory information is included in the Masters Student Directory on Business Connections. This information is distributed only within the David Eccles School of Business. The Masters Programs do not release student information over the phone to any caller. If you do want your location or program information to be included in the directory, you must indicate your request on the Directory Information
Sheet. Students are expected to use the directory appropriately and are advised that directory information is not to be released to businesses, outside individuals, or other non-school entities.

For further information regarding University Policy on Privacy and Confidentiality refer to Section VII of the Student Code at [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html).

**Academic Dishonesty**

Ethical behavior is an absolute necessity in business and is strongly emphasized in our program. Students involved in any form of academic dishonesty including, but not limited to, cheating on tests, plagiarism, and collusion may, at the instructor's discretion, receive a failing grade in the course, examination, or academic assignment. In addition to or instead of this sanction, the instructor may refer the case to the University’s Student Behavior Committee for hearing.

If the instructor chooses not to do this, the Associate Dean of Academic Affairs, after appropriate investigation, may do so along with a recommendation to dismiss the student from the Business School. If, after hearing the evidence, the Committee determines that the student in question is guilty of academic dishonesty, the Committee may impose sanctions in addition to those taken by the professor. If the academic dishonesty is not proven, the instructor must rescind any sanctions imposed and will be required to evaluate the student’s performance with the assumption that there has been no misconduct. The School will treat the student likewise.

If a student suspects another student of academic dishonesty, he/she should refer the incident to the instructor, the appropriate department, the Associate Dean of Academic Affairs, or the Student Behavior Committee, administered by the Associate Dean of Students in 270 Union.

Specific policies are available in the Student Code online at [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html).

**Sexual Harassment**

This institution will not tolerate sexual harassment of its students, faculty, or staff by anyone. Sexual harassment is an insidious practice. It demeans individuals and creates unacceptable stress for the entire institution. Significant costs are involved. Morale is adversely affected. Work and school effectiveness decline. Persons harassing others will be dealt with expeditiously.

**What is Sexual Harassment?**

There are two basic types of sexual harassment, both of which violate federal law and University policy. The first type is characterized by the imposition of unwelcome sexual activity in a relationship of unequal power. Examples of this type of a harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in an educational activity, or (2) submission or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual.

The second type of harassment occurs where harassment creates a hostile, intimidating, or offensive academic or work environment and those in a position of authority do not redress the problem. This type of harassment overlaps with the first type of sexual harassment and could potentially also include harassment of colleagues by colleagues, students by faculty or staff, and faculty or staff by students. In establishing an offensive-environment claim, it is not necessary for the victim to show that his/her employment or academic status was adversely affected.
For further examples of actions which may constitute sexual harassment, see the UU Student Code: [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html).

**What Can You Do About It?**

The University of Utah and the David Eccles School of Business are committed to providing a positive educational and work environment for students, faculty, and staff. University policy requires that all employees and students share the responsibility of assuring that sexual harassment does not take place and that the working and educational environment at the University is not sexually intimidating, hostile, or offensive to individuals on campus.

Anyone who feels there has been a violation of this policy has the right, and is encouraged, to discuss his/her complaint with the Office of Equal Opportunity and Affirmative Action at 581-2169. The OEO/AA office is located at 420 Wakara Suite 105. Written complaints may also be filed within 180 days of the incident with the Department of Education’s Office for Civil Rights ([http://www.ed.gov/about/offices/list/ocr/docs/howto.html](http://www.ed.gov/about/offices/list/ocr/docs/howto.html)).

**Student Behavior Committee**

**Membership and Jurisdiction**

The University’s Student Behavior Committee consists of three faculty members, two staff members, and five students. It is the principal campus-wide committee that hears complaints against students and has jurisdiction to impose sanctions for acts of student misconduct. Such sanctions are final, except when modified by the President of the University upon appeal.

**Confidentiality**

Hearings before the Committee are confidential and closed to the public, unless the student charged with misconduct waives confidentiality in writing and requests that the public be admitted.

**Process**

A student charged with misconduct has a right to a fair hearing, including: timely written notification of time and place of hearing; the right to representation, the right to request disqualification of any member of the committee for prejudice or bias, the right to be informed of the identity of the person(s) initiating the charges, the right to hear and cross-examine witnesses against the student and to produce witnesses in the student’s own defense, and the right to testify in one’s own behalf or to refuse to testify without such refusal being construed against the student. A determination of misconduct will be arrived at during the executive session based on clear and convincing evidence. The Chair of the Committee will notify the student in writing of the Committee’s determination of guilt or innocence and, if guilty, of the sanction(s) imposed.

**Sanctions**

The Committee may, in appropriate cases, impose the following sanctions: a written reprimand; an obligation to make restitution or reimbursement; an obligation to perform up to twenty-five hours of uncompensated work for the university; disciplinary probation, suspension, or termination of student privileges; ineligibility to receive financial aid; ineligibility to represent the university in extracurricular activities; suspension from the university; expulsion from the university; a combination of two or more of such sanctions; or non-disciplinary measures such as guidance, counseling, or therapy in place of or in combination with disciplinary measures.
Appeals

Students’ right to appeal is outlined in the Student Code available online at http://www.regulations.utah.edu/academics/6-400.html. Appeals must be initiated within 30 days after the date of receipt of notification of the committee’s decision.
Resources and Services
Section 7

Business Career Services and Central Career Services
Graduate business students have access to resources at both Central Career Services (careers.utah.edu) and Business Career Services (business.utah.edu/career_services). Central Career Services is located in the Student Services Building (350 SSB, Main Campus) and Business Career Services is located in BUC 308 (Business School Campus).

The Central Career Services offers a multitude of “Career Café” workshops on such topics as resume development, interviewing and networking. We encourage all graduate business students to create a student account on UCareerLink (careers.utah.edu) and RSVP for career development workshops and special events.

Business Career Services offers individualized counseling sessions on resume development, interviewing, networking, e-networking/social media tools, job/internship strategies. Appointments can be made via careers@business.utah.edu or 801-581-3061. All appointments will have assigned work which must be completed before each appointment. In addition, the Business Career Services Code of Conduct will also need to be signed by each student prior to receiving services.

MAcc students work directly with Melissa Kraft, at Central Career Services Office, 350 SSB, 585-5037.

Company Information Sessions
Company Information Sessions are held each Wednesday from 4:30PM-5:30PM in CRCC 205.

You can view a list of events on the Business School’s Calendar (business.utah.edu/og_calendar/all) or on UCareerLink (careers.utah.edu). RSVPs are required and space is limited for each session – please RSVP via UCareerLink.

Student Organizations
The School of Business has many student organizations that will meet the needs of most graduate students. We encourage you to learn more about these organizations during orientation and in the course of your programs. Activity in extracurricular activities will help to forge networking relationships and to customize experiences that will add value to your education.

Graduate Business Student Association Every business master student is a member of GBSA. No dues are required. Students are represented by the GBSA Council which is elected annually by the student body to organize and coordinate social, academic and service opportunities. The Council appoints representatives to other college and administrative committees. An effort is made to represent all areas of interest (MBA, MAcc, MS Fin, MSIS, MRED).

GBSA is involved in all activities of the masters programs at the David Eccles School of Business, including placement, policy, and promotion and tenure of faculty. If you are interested in participating, please contact GBSA at GBSA@business.utah.edu. Opportunities are available throughout the year for any student who wishes to participate.

Beta Alpha Psi is a national accounting honor society and a scholastic and professional accounting fraternity. Its purpose is to recognize academic achievements in the field of accounting, to promote the study and practice of accounting, and to provide opportunities for self-development and association among members and practicing accountants. In order to be admitted to Beta Alpha Psi, students must meet the following minimum requirements: MAcc status or MBA status with a minimum of 10 hours of accounting, 80% attendance at fraternity activities each semester, and two hours in service activities each month. There are initiation and annual membership fees.
Board Fellows is a service learning program started under the auspices of Net Impact. The program enables MBA and PMBA students to serve as ex-officio members on local nonprofit boards of directors. Student fellows learn firsthand the rewards and challenges of board service, gain an understanding of management in the nonprofit sector, and develop relationships with members of successful boards. Nonprofit organizations connect with future board members and volunteers and benefit from fresh perspectives and the students’ skills in marketing, finance, strategic planning, advocacy, and quantitative analysis.

Business Student Giving Board is designed to create a culture of philanthropy within the student body and to educate students about the importance of giving back. The BSGB oversees the annual Student Giving Campaign which includes a Student Giving 5K Fun Run/Walk and a dunk tank activity where the deans are dunked to raise funds for business student scholarships. The number of students participating in giving back is a factor considered by ranking systems for business schools.

Case Competition Club enhances analytical, logic, business and presentation skills and provides students with opportunities to solve “real-life, real-time” business cases in a competitive setting. Through participating in monthly competitions, students sharpen their case analysis abilities and presentation skills. Business professionals are actively engaged in judging the case competitions and providing feedback. Students have the opportunity to be selected to serve on teams which represent the program at national competitions.

Consulting Club Through speakers, panel discussions and workshops, students are exposed to the many forms of consulting. Students gain a deeper insight into the consulting industry through hands-on experience. The organization provides excellent networking opportunities with consulting professionals. Students can volunteer to work with nonprofits or for-profit companies on short-term consulting projects.

The Foundry is designed for those passionate about entrepreneurship. The organization accelerates the development of management capability, increases the likelihood of new venture success and creates a community of capable entrepreneurial leaders. Inaugurated in early summer 2010 its first cohort of 24 teams represent an applicant pool from the U of U, MY, Utah State and UVU.

Future Healthcare Leaders of America (FHLA/ACHE) Membership is open to graduate students pursuing an MBA/MHA degree or students pursuing other graduate degrees in conjunction with the Master of Healthcare Administration degree. The group’s goal is to provide specific exposure to careers in healthcare administration. This is accomplished through brown bag seminars on healthcare administration/organization topics and site visits to local healthcare organizations. Site visits include observation of the operations and meeting with key administrators.

Hispanic Business Student Association provides opportunities for Hispanic business students through networking within the business community and through creating leadership possibilities for them.

International Business Student Association (seeking leadership team) IBSA sponsors activities that promote opportunities for students interested in International Business. IBSA activities include speaker forums, social events, and hosting international exchange students.

Investment Club – (seeking leadership team) The club brings together students with deep interest in investing. Members track selected stocks and participate in national on-line investment competitions. The organization presents opportunities to learn the ins and outs of investing.

MBA and Masters’ Entrepreneur Club gives members hands-on experience in turning ideas into business models that work. Members create successful business plans and teams. The next steps are learning how to start up a company, how to get funded, and how to do the little things. The club sponsors monthly networking events throughout fall and spring semesters. These events compliment the Opportunity Quest (executive summary competition) and the Utah Entrepreneur Challenge (Business Plan Competition).

National Association of Women in Business addresses the professional and personal concerns of women in business programs while promoting camaraderie among its members. The group’s goal is to establish the organization as a vital participant in shaping the effectiveness of the business programs, helping members succeed in school, and preparing them for transition to a professional career.
Net Impact is an international organization of MBA students that uses the power of business to build a better world. The organizational goal is to increase awareness of corporate social responsibility and sustainability in business planning and decision-making. Net Impact brings in speakers who address topical issues and focuses on two to three initiatives annually. Members of Net Impact are eligible to attend the annual conference which will be held in Ann Arbor, Michigan this year.

Opportunity Quest is a campus-wide business innovation competition exclusively for University of Utah students. The program is designed to encourage students to develop their ideas about a business concept and enter the concept into the competition which occurs during Fall Semester. Opportunity Quest also gives students entering their business plans in the Entrepreneur Challenge the opportunity to have their concepts critiqued and evaluated before entering them in the Challenge.

Ops-Management Club provides opportunities for graduate business students to network with local professionals in the operations management field. The club focuses on opportunities available within the arena for experienced and inexperienced students. Students are able to meet local employers, future business colleagues and students within the MBA program. The club’s format includes lectures as well as workshops.

Pierre Lassonde Entrepreneurship Center At the Lassonde Center, students work with University scientists and inventors to determine the commercial viability of new technologies. Undergraduate and graduate students from many disciplines, including science and business, take part in Lassonde Center projects. They review new technologies that have been registered with the University Technology Commercialization Office and make initial selections of those that appear to have economic viability.

Real Estate Club (seeking leadership team) is open to all interested graduate and undergraduate business students. It meets monthly and features speakers representing all segments of the statewide real estate community. The organization also provides networking opportunities for participants.

SMART Start is the mentor program for graduate and upper division undergraduate students at the business school. SMART Mentoring gives students the opportunity to select a mentor from the pool of dynamic, local, business professionals and to interact with and learn from the mentor during the academic year. SMART Connections links students with business professionals on the internet and is designed to facilitate asking business related questions. SMART Networking occurs once each semester and brings together business professionals from a variety of function areas and students who want to learn more about the function areas, industries and companies the professionals represent.

Society for Human Resource Management (SHRM) The U of U chapter of SHRM is a part of the largest professional society in the world devoted exclusively to Human Resource Management. Students meet fellow HR students and HR professionals, and attend seminars and conferences on HR related topics.

Student Ambassador Program The School of Business Student Ambassador Program is comprised of 1st and 2nd year students enrolled in a graduate program. Ambassadors work closely with our Admissions & Recruitment Staff and represent the David Eccles School of Business in a variety of ways. These include conducting applicant interviews and providing feedback for admissions decisions, attending information sessions, student panels and other events as representatives of the DESB, hosting prospective students during pre-scheduled class visits, maintaining a listing in the Student Ambassador Directory and responding to prospective student questions regarding student life and academic programs. The Student Ambassador Program is an opportunity to help shape the future of your graduate program. All activities are planned around your schedule.

Students in Free Enterprise (SIFE) is a global, non-profit organization that changes the world through highly dedicated student teams on more than 1600 university campuses in 40 countries. SIFE offers these students the opportunity to develop leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise. Guided by distinguished faculty advisors and supported by businesses around the globe, SIFE Teams teach important concepts through educational outreach projects. (Primarily undergraduate focused)

Technology Titans Innovation Challenge is a competition to recognize and provide support to students in the State of Utah who want to impact the world with new products, science and technologies. Tech Titans is open to individuals, teams, or university design projects. Benefits to entrants include a deeper understanding of the process of bringing a
product to market, networking opportunities with industry leaders, inventors and technical experts and the chance to win significant cash and in-kind prizes.

**Top Jobs** brings together students who wish to work in investment banking, management consulting or as a financial analyst in a Fortune 500 company. Students receive advice and feedback on creating a competitive, job-specific resume and learn how to be successful in finance and case interviews. Students also have opportunities to compete for positions at top firms. Open to all University of Utah students. Applications from MS Finance students, seniors, juniors and sophomores with GPAs of at 3.4 or a compelling resume and a strong work ethic.

**University Venture Fund** Founded in 2001 at University of Utah’s David Eccles School of Business, University Venture Fund (UVF) is the largest student-run private equity fund in the US. It is an independent venture capital firm committed to improving the quality of entrepreneurial education for a diverse group of students at its participating universities. The fund is a collaborative effort among students, universities and the professional investment community. The students raise capital, perform due diligence on venture capital opportunities and make investments. In addition to being the largest fund of its kind, UVF is the first fund for which students raise all the capital and it is the first student-run fund that has a traditional limited-partner relationship with its investors. Each year UVF hosts University Private Equity Summit where business students from around North America gather to share best practices and learn from investment industry professionals. Information and applications may be found online at www.uventurefund.com.

**Utah Entrepreneur Challenge** The UEC is the statewide business plan competition and the premier opportunity for students from all of Utah’s colleges and universities to submit their business plans and compete for funding and in-kind services. Hundreds of students across the State of Utah fuse together their ideas in one event that combines the spirit of entrepreneurship and the resources of successful business owners. Students compete for $100,000 in cash and in-kind services. UEC offers one of the largest prizes for any collegiate level business plan competition in the United States. It has jump started the careers of many student entrepreneurs.

**Utah Real Estate Challenge (UREC)** is a real estate development plan competition for students throughout Utah. The competition fosters understanding of real estate development at the college and university levels by giving students a chance to organize, direct and present a plan to develop a real estate project to a panel of judges. UREC provides teams with educational forums, mentors, and other resources to prepare them for the competition and aides them in the creation and implementation of their real estate plans. A grand price of $20,000 is awarded to the team with the most plausible and promising real estate development plan. Secondary prizes of $2,000 are awarded to each of the finalist teams. UREC is directed by volunteer members from the real estate community and by students.

**WorkNet** is designed to enhance students’ knowledge of companies, function areas and the myriad of ways MBA degrees are applied in business. WorkNet sponsors 5-6 visits to local companies per semester and 2-3 out-of-state treks to visit companies. This past year, WorkNet visited Cincinnati, San Francisco and New York and inaugurated its first international trip to China.

**The Lowell Bennion Community Service Center** involves University students, faculty, staff, and alumni in service to local, national, and global communities in which they live. Current volunteer projects involve over 9,000 University participants in services for the aged, children, the homeless, single parents, the disabled, and others. A student director recruits other participants and manages each program. A volunteer corps of interested individuals contributes one Saturday each month to a variety of group service projects. The center also sponsors community service awareness week, public-service professorships, and service-learning classes.

**Other Organizations** Students interested in joining, forming, or learning about an organization should contact ASUU at 581-2788 at 234 Union building. For information about sports clubs and intramural sports, call Campus Recreation at 581-3797.

**Computing Services**

All business buildings have wireless internet access. Students who use the computer lab must comply with the established policies of the Computer Center as outlined in **Appendix A**.
George S. and Delores Doré Eccles Technology Resource Center (TRC)
The George S. and Delores Doré Eccles Technology Resource Center is located on the mall level of the CRCC. This area is fully staffed by computer professionals and equipped with Internet data ports for laptop computers and multi-media computers to facilitate research and help you complete classroom presentations and homework.

Library
The Marriott Library is a full-service research library with large audio-visual and periodical sections, copy center, maps, and government documents collections and can be accessed online at http://www.lib.utah.edu/. Its computerized catalog can access catalogs from other university libraries nationwide. Inter-library loans are available. Credit and non-credit classes and workshops on standard methods and technologies of library research are available.

Study Space
The C. Roland Christensen Center (CRCC) has Team Discussion Rooms on the west side of the top floor. These rooms can be reserved through the Technology Resource Center (TRC) on the lower level of the CRCC. Conference rooms in the School of Business (BuC 450 and 204) are also available for student use and may be reserved through the Facilities Manager, Barta Jones (barta@business.utah.edu).

Paying Tuition
Income Accounting will post your tuition bill online. You will be able to access it through the Campus Information System. Tuition is typically due two weeks after the beginning of each semester. If tuition is not paid in full by the deadline, all classes will be dropped. Tuition payments may be made in a variety of ways:

In Person
Make payments at the Tuition Payment Windows on the first floor of the Student Services Building, open Monday-Friday, 8:00 a.m. – 4:45 p.m.

By Drop Box
Deposit your billing statement and payment (check) in the tuition box located in the lobby in front of the Income Accounting/Student Loan Services Office, 165 SSB.

By Mail
Send your billing statement and payment to:
Income Accounting/Student Loan Services Office
University of Utah
201 S 1460 E, Room 165
Salt Lake City, UT 84112-9054

By Credit Card
You can pay tuition online through Campus Information System or by phone at the Income Accounting Office (801) 581-7344.

Payment Options
If you would like more information about the University’s tuition policy or the different payment options, please visit the Income Accounting website at http://fbs.admin.utah.edu/index.php/tpo.
Scholarships/Fellowships
The David Eccles School of Business offers a number of scholarship and fellowship opportunities to students in full-time day programs. These students, domestic and international, are eligible for awards.

All scholarships and fellowships are privately funded and are awarded based on criteria outlined by the scholarship donor. These criteria may include, but are not limited to, academic records, career interests, relevant work experience, and financial need. Some privately donated scholarships give reference to building the gender, ethnic, geographic, and experiential diversity of our student body.

Because scholarship funds are used to recruit promising students to our program, most awards are given to incoming students. A small number of scholarships may be awarded to continuing DESB students who exemplify scholarship and leadership in and out of the classroom.

Financial Aid
Need-based financial aid is coordinated through the University Financial Aid Office, located on the first floor of the Student Services Building. The priority deadline for financial aid is March 15, but applications are considered until the third week of the semester. Additional information regarding Financial Aid can be found at [http://www.sa.utah.edu/finance/](http://www.sa.utah.edu/finance/).

Accessing Your Grades
Grades are posted approximately two weeks after final exams. You may use any of the following options to obtain a copy of your grades. Grade reports will not be given over the phone, by mail, email, or fax.

- Access the Campus Information System at [http://gate.acs.utah.edu](http://gate.acs.utah.edu).
- Visit the Verification Service window #19, on the second floor of the Student Services Building, for a free printed grade report.
- Request an official transcript at the Transcript window #21 on the second floor of the Student Services Building. A $3.00 fee is assessed for each transcript.

Alumni Services/External Relations Office
The purpose of the University of Utah Business Alumni Association (UUBAA) is to promote a spirit of cooperation among DESB alumni and between alumni, faculty, current students, the University, and the business community. UUBAA sponsors various events to promote networking and mentoring and provide financial support for the David Eccles School of Business.

I.D.
Students registered at the University of Utah are eligible to receive an identification card that entitles them to library and other privileges. ID cards are available at the UCard Office in room 225 of the Olpin Union Building. Bring a legal picture ID (driver’s license, passport, state ID, or military ID) with you when you have your picture taken. The first card is free. There is a $10 fee for replacement of lost, damaged, or stolen cards. For more information on the UCard, visit [www.ucard.utah.edu](http://www.ucard.utah.edu).

Day Parking
If you have to park on campus often, you will need a permit from Parking Services ([http://www.parking.utah.edu/](http://www.parking.utah.edu/)) located in 101 Annex. Permit prices range from $67 - $136. Take proof of Social Security number, state vehicle registration, and safety and emissions inspection with you to apply for a permit. Day passes, pay lots, and parking meters are available if you drive to campus only occasionally.
Bus and TRAX Service

Utah Transportation Authority (UTA) buses and TRAX light rail serve the University of Utah daily. Your valid University of Utah ID Card is your free UTA bus and TRAX pass. Obtain your UCard at the UCard office (room 225 of the Olpin Union).

Shuttle Service

Shuttles run around the perimeter of campus and to the Medical Center and University Village every 10-20 minutes each weekday from 6 a.m. to 6 p.m., excluding holidays. Night service runs every 30 minutes. Call 581-6415 for information regarding specific schedules and routes or visit http://www.parking.utah.edu/shuttles/index.html.

Resource Centers

Several support programs and services are available on campus to all students. These centers include the Women’s Resource Center, the LGBT Resource Center, Disability Services, the Counseling Center, and many more. Clicking on the “Students” link at www.utah.edu will show a list of services available to students.

Recreation

Facilities at the Health, Physical Education & Recreation (HPER) complex and the Einar Nielsen Field House include weights, indoor track, tennis, racquetball, exercise bikes, rowing machines, and indoor swimming. Campus Recreation also sponsors intramural sports. All of these activities are free to students with I.D. The Outdoor Program offers very low-cost activities and equipment rental. Visit http://www.utah.edu/campusrec/ for additional information.

Recycling

There are receptacles located throughout the Business complex to help students, faculty, and staff recycle. Please note the use for each receptacle and do not dispose of waste in recycling containers.
Appendix A

Network Acceptable Use Agreement

Please read fully the following policies before signing at the bottom of this form. By signing this document, you agree to act in accordance with the policies and guidelines of the David Eccles School of Business (DESB) and the University of Utah. Failure to comply with these policies may have serious consequences, including—dismissal from the University, suspension from the University, or revocation of the student’s degree or certificate.

Network connectivity provided through the University of Utah, referred to hereafter as "the Network", is governed under the University of Utah Information Resource Policy. This policy is found in section 1-15 of the University Policy and Procedures Manual and is available online at http://www.admin.utah.edu/ppmanual/1/1-15.html.

In compliance with state, federal, and international copyright and intellectual property rights laws, DESB and the University of Utah take no responsibility for the content of client machines connected to the Network, regardless of those machines being University or personal property. DESB and University of Utah reserve the right to disconnect client machines where illegal or potentially damaging software is found to exist or where copyrighted material is being illegally distributed. A client machine may also be disconnected if the client’s activity adversely affects the operation or performance of the Network or other machines on the Network.

Network traffic will be monitored for security purposes by the University’s Institutional Security Office (ISO) and for routine network operations, diagnostics and maintenance by the OIT Network Operation Control Center (NOCC) and DESB IT Group. You should be aware that logs are generated by the various network services used on campus, including but not limited to email and web access. While it is not the policy of the University of Utah to actively monitor activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing the performance of services. For more information on monitoring, see the University Network Monitoring Policy at http://www.it.utah.edu/leadership/policies/NetworkMonitoring.pdf.

Resolving Problems

The University Office of Information Technology (OIT) and the David Eccles School of Business (DESB) share responsibility for the ongoing maintenance and support of the Network at the business school. Problems with applications and connectivity at the business school should be reported to the Technology Resource Center (TRC) problems related to campus wide applications and connectivity should be reported to the Campus Help Desk at 581-4000, or via e-mail at helpdesk@utah.edu.

Use Agreement

For the remainder of this document, the term User refers to you, the person using the Network ID and services on the campus networks. A Network ID is the combination of a username and a password whereby you gain access to University of Utah computer systems, and services as well as the Internet.

- The User of a Network ID guarantees that the Network ID will not be shared with anyone else (not even family members). In addition, the Network ID will only be used for educational purposes. The User guarantees that the Network ID will always have a password.
• The User accepts that the impersonation of an authorized user while connecting to the Network is in direct violation of this agreement.

• The User will not attempt to override or break the security of the University of Utah computers, networks, or machines/networks or those accessible services associated with the Network ID will not be used for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software, and the generation of threatening, harassing, abusive, obscene or fraudulent messages.

• The User agrees to adhere to the guidelines for the use of the particular computer platform as provided by ISO at http://www.iso.utah.edu/general/.

• The User must not intercept or attempt to intercept or access data communications not intended for that user.

• The User agrees that when using the Network to access remote networks, they will comply with all policies and rules of those remote networks.

• The User agrees that the Network and University computer resources are not to be used for personal commercial purposes.

• The User agrees to pay for any and all damages their actions cause. The User also agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify and hold DESB and the University of Utah harmless for any such liability or expenses.

• The User may not run server software, (e.g., HTTP/Web server, SMTP/mail server, FTP server, DHCP server) unless access is limited to local machine on which it is run. Activation of these types of services is a direct violation of this agreement, and will result in termination of connection to the Network.

• DESB and the University of Utah retain the right to change and update policies as required without notification to the User.

Account Termination and Appeal Process

A violation of the provisions of this policy is a serious offense that may result in the withdrawal of access and in addition may subject the User to disciplinary action or academic sanctions consistent with University policies and procedures. If you are unable to gain access to the network you should first contact the responsible party as listed in the Resolving Problems section above.

If your account has been suspended you may immediately appeal to the Director of the DESB IT Group to have it reinstated. The process for resolving more serious policy infractions are detailed in the Code of Student Rights and Responsibilities available at http://www.admin.utah.edu/ppmanual/8/8-10.html. If warranted, serious violations of this policy will be brought before the appropriate University authority.
# Appendix B
## Important and Helpful Telephone Numbers

### DESB Masters Programs and Services Office
**Main Number:** 801-581-7785

For individual staff numbers please look at the online directory at [http://bims.bit.edu](http://bims.bit.edu)

### Important Web Sites
- Masters Programs: [http://www.business.utah.edu/masters/](http://www.business.utah.edu/masters/)
- Financial Aid: [http://www.sa.utah.edu/finance/](http://www.sa.utah.edu/finance/)
- U of U Student Code: [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html)
- Registration: [https://gate.acs.utah.edu/](https://gate.acs.utah.edu/)

### University of Utah
**[www.utah.edu](http://www.utah.edu)**

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<thead>
<tr>
<th>Department/Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>General Information, Campus</td>
<td>581-7200</td>
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<tr>
<td>Admissions, Graduate</td>
<td>581-7283</td>
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<tr>
<td>Admissions, International</td>
<td>581-3091</td>
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<tr>
<td>Admissions – Residency</td>
<td>581-3089</td>
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<tr>
<td>Bennion Community Service Center</td>
<td>581-4811</td>
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<tr>
<td>Bookstore – Information (Recording)</td>
<td>581-6325</td>
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<td>Bookstore – Textbooks</td>
<td>581-3156</td>
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<td>Campus Recreation</td>
<td>581-3760</td>
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<td>Career Information Library</td>
<td>581-6405</td>
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<td>Career Services</td>
<td>581-6186</td>
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<tr>
<td>Chronicle, Daily Utah</td>
<td>581-7041</td>
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<td>Counseling Center</td>
<td>581-6826</td>
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<tr>
<td>Dining Services</td>
<td>581-7257</td>
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<td>Disability Services</td>
<td>581-5020</td>
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<td>Ethnic Student Affairs, Center for</td>
<td>581-8151</td>
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<td>Field House</td>
<td>581-8898</td>
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<tr>
<td>Financial Aid</td>
<td>581-6211</td>
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<td>Health Service, Student</td>
<td>581-6431</td>
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<td>Housing – Dorms</td>
<td>581-6611</td>
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<td>Housing – Student Family Apartments</td>
<td>581-8667</td>
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<td>Library, Marriott</td>
<td>581-8558</td>
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<td>Multimedia Center, Marriott Library</td>
<td>581-6494</td>
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<td>Outdoor Program</td>
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<td>Parking Services</td>
<td>581-6415</td>
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<td>Registrar – Registration</td>
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<td>Registrar – Student Records</td>
<td>581-8968</td>
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<td>Shuttle</td>
<td>581-4189</td>
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<td>Student Involvement Center, Campus</td>
<td>581-8061</td>
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<td>Student-Faculty Relations Committee</td>
<td>581-7066</td>
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<td>Tickets, Kingsbury Hall</td>
<td>581-7100</td>
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<td>Tickets, Sports</td>
<td>581-8849</td>
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<tr>
<td>Tuition (Income Accounting)</td>
<td>581-7344</td>
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<tr>
<td>Union Building, Main Desk</td>
<td>581-5888</td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td>581-8030</td>
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### David Eccles School of Business
- Accounting, School of: 581-7798
- Alumni Affairs: 581-5526
- Career Services: 585-3061
- Computer Lab; CRCC: 587-9962
- Finance, Department of: 581-7463
- General Information/Lobby: 581-7676
- Management, Department of: 581-7415
- Marketing, Department of: 581-7415
- Operations and Information Systems, Dept. of: 581-8428
- PhD Program: 581-8625

### Emergency Numbers
- Campus Police (Day or Night): 585-2677 (585-COPS)
- Campus Security (Day): 581-8669
- University Hospital Emergency: 581-2291