



# **MBA Student Handbook**

2018-19

*This handbook is intended to provide current information to students regarding the policies and procedures that apply to the MBA program and will be revised from time to time. Revisions are effective as of the date of the change and will apply to all students then enrolled in the MBA program. Any inconsistencies between this document and the University catalog shall be resolved in accordance with the University catalog.*

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(Inclement weather)  
253-535-7100

**Campus Concierge & Information**

253-535-7411

**Lutecard Desk**

253-535-7411

**Lute Locker – Bookstore**

253-535-1105  
[Lutelocker.com](http://Lutelocker.com)

**Computer & Telecommunications**

(ePass or Banner questions)  
253-535-7525

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## **Getting Started**

### **Program Options**

The MBA program has five options by which a student can complete the MBA degree requirements. In addition to the core courses, an emphasis can be earned by choosing specific elective offerings (8 credit hours). *Due to scheduling constraints, the School of Business cannot guarantee that all elective options will be offered during your MBA program. A forecast of electives may be available by request.*

The five options are:

1. General Management MBA (36 credit hours, 9 courses)
2. MBA with emphasis in Technology & Innovation Management (44 credit hours, 11 courses)
3. MBA with emphasis in Health Care Management (44 credit hours, 11 courses)
4. MBA with emphasis in Entrepreneurship & Closely Held Business (44 credit hours, 11 courses)
5. MBA with emphasis in Supply-Chain Management (44 credits, 11 courses)

Also, the School of Business offers Post-Graduate Certificates in Technology & Innovation Management, Healthcare Management, Entrepreneurship and Closely Held Business and Supply-chain Management for those already holding a MBA. For program requirements please visit the PLU MBA Web site:

[www.plu.edu/mba/post-baccalaureate-professional-business-certificates/](http://www.plu.edu/mba/post-baccalaureate-professional-business-certificates/)

### **Registration**

Registration takes place in November for the January and Spring terms and April for the Summer and Fall terms. The schedule of classes will be published on the online Interactive Schedule 3-4 weeks prior to the beginning of registration. The interactive schedule can be found at

[https://banweb.plu.edu/pls/pap/hxskschd.P\\_PLUSchedule](https://banweb.plu.edu/pls/pap/hxskschd.P_PLUSchedule) Students may register for their classes independently through their personal Banner Web account. Instructions for registration on Banner Web can be found at <http://www.plu.edu/academic-advising/registration/> Those who choose to register themselves should discuss their course plans with the MBA Director each term before registration begins. Ultimately students are responsible for tracking their own course requirements toward graduation. Students may track those requirements using their “CAPP Report” located within the “Student Services” section of their Banner Web account. Those students who prefer to have the MBA Program Director register them for their classes should schedule a discussion with her prior to the beginning of registration.

### **Program sequencing**

The MBA program is designed with flexibility in mind. A student may begin their MBA in the Fall, Spring or Summer terms and complete their degree in as little as 9 months or over several years. MBA core courses will be offered in the following terms:

#### **Fall**

- BMBA 511 Accounting for Decision Making (4)
- BMBA 513 Marketing Management (4)
- BMBA 515 Organizations, Leadership and Change Management (4)
- BMBA 522 Quantitative and Managerial Decision Analysis (4)

#### **J-term**

- BMBA 509 Global Business Perspectives (includes the 10-day International Experience) (4)

#### **Spring**

- BMBA 510 Legal, Ethical and Social Responsibilities of Business (4)
- BMBA 517 Understanding and Managing Financial Resources (4)
- BMBA 521 Supply Chain and Information Management (4)
- BMBA 523 Business Strategy and Innovation (4)

**Summer** Courses offered in the summer will be those within the optional emphasis areas.

## Registration How-To's and Timeline

If a student elects to complete the degree over a 22 month period they would complete two courses in each Fall and Spring semester as well as BMBA 509 in one J-term.

Those students who intend to complete their degree while taking less than 2 classes in any term will need to meet with the director to develop an individual plan designed to meet those specific needs. *You are responsible for tracking your course needs and possible conflicts.*

### Full-time vs. Part-time

Students have the option to take 2-4 classes per term (full-time) or 1 per term (part-time). **If a student has loans through financial aid the student must take a minimum of 2 classes per term (except in the January term) or risk the loans being cancelled and prior loans no longer deferred.**

Students have up to 7 years to complete their graduate program at PLU. For more information please refer to the graduate section of the PLU Catalog.

### Internship and Independent Study

MBA students are eligible to participate in internships and independent study. International students (depending on visa status) may have to be enrolled nine months prior to participating in an internship off-campus.

**If you have secured an internship and want to earn MBA credit:** MBA students can earn up to 4 credits of internship credit. This credit is counted toward elective credit only. In order to earn credit towards an area of emphasis, the internship must be directly related to the area of emphasis. For questions regarding the internship process, please contact the MBA Director.

**Creating an Independent Study Course:** In rare cases MBA students are able to create independent study courses up to 4 credits to meet their program needs. An independent study course is faculty-sponsored and designed by the student and faculty sponsor. An example of an independent study course might be a specialized area an MBA student would like to study in which the MBA program does not offer an elective.

There are four steps to setting up an independent study course:

- 1) Develop the course idea and write a proposal.
- 2) Identify a faculty sponsor and approach him/her with your proposal.
- 3) Once approved by the faculty sponsor, fill out the pink Independent Study form and have the faculty sponsor sign. (Course Prefix: BUSA, Course Number: 591)
- 4) Turn in the signed Independent Study card to the MBA Director.

### International Experience (Study-Tour) Requirement

The MBA program requires that all students participate in an international experience prior to graduation. The experience is built into the curriculum of BMBA 509 at no additional charge to students. A grade is awarded for this course once a final paper/project has been submitted after the trip. BMBA 509 will be offered each J-term and students who intend to participate in a study trip that month or the following spring should register for this course. For example a student who plans to travel in January or March 2019 should register for BMBA 509 in January 2019. Students must complete the BUSA 509 Global Business Perspectives coursework prior to participating in any international experience.

All students must apply for the international experience they would like to participate in. Applications are accepted on a first come first service basis. Once the roster for a destination is full no additional applicants will be added. If an accepted participant withdraws from a closed roster, the MBA Director and the Dean may replace them with another student if the travel reservations have not been confirmed.

Students may participate in more than one experience (if space is available), however only the first experience is at no additional charge. Students participating in more than one experience will be charged program fee in effect at the time of the experience. Students who receive tuition remission will be charged a program fee. *There are likely to be some incidental or personal expenses.*

**Spouses/Partners:** Spouses or partners are generally not allowed to participate in international experiences. Whether a program allows spouses or partners is at the discretion of the Dean and the faculty leader and dependent upon the number of student participants.

Program descriptions and applications are distributed by the MBA Director. A minimum of 7 students is required for a program to run.

**Alternate Experiences:** The purpose of the MBA International Experience is to help students gain enhanced global perspective through experiencing diverse business cultures and practices. In unusual circumstances, students may propose a personal alternative to the scheduled MBA International Experience programs. These alternatives are conducted at the students own expense. The proposal is to be made to the School of Business Graduate Committee in care of the MBA Program Director. Criteria for evaluation include statement of objectives, scope of work, rationale for why a regularly scheduled MBA International Experience is not a viable option, and endorsement of a faculty sponsor. Scope of work must include interaction with leaders or managers of organizations with a global focus. A paper or presentation is required. Proposal must be made and approved in advance of the International Experience.

### **Successful Progression and Repeat Policy**

The minimum acceptable grade point average for a master's degree program is 3.00 in all graduate work (cumulative GPA). Credit will not be given for any class in which the grade earned is lower than a C. Please review the Graduate Studies Section of the PLU Catalog.

MBA students may repeat an MBA course one time. The cumulative MBA grade point average is computed using the highest of the grades earned. Credit toward graduation is allowed only once. Under exceptional circumstances, a student may appeal to the Dean of the School of Business for permission to repeat a course for the second time.

Any course attempted that is assigned a grade (W included) is counted as an attempt at the course.

### **Academic Integrity Policy**

Both the value and the success of any academic activity, as well as the entire academic enterprise, have depended for centuries on the fundamental principle of absolute honesty. The university expects all its faculty and students to honor this principle scrupulously. Academic dishonesty is a serious breach of the universally recognized code of academic ethics. It is every faculty member's obligation to impose appropriate sanctions for any demonstrable instance of such misconduct on the part of a student. The university's policy on academic integrity and its procedures for dealing with academic misconduct are detailed in the University's Academic Integrity Policy at <https://www.plu.edu/srr-policy/code-of-conduct/academic-integrity/>.

### **Policy on Equal Educational Opportunity**

Pacific Lutheran University is committed to providing equal opportunity in education for all students without regard to a person's race, color, national origin, creed, religion, age, gender, sexual orientation, mental or physical disability, or any other status protected by law. The university community will not tolerate any discrimination, harassment, or abuse of or toward any member of the university community. The university holds as basic the integrity and well being of every person in the community. It is committed to providing an educational environment, which is fair, consistent, caring, and supportive of intellectual and personal growth. Further, it is committed to protecting the rights of its community members to engage in dialog and to express ideas in an environment that is free from harassment, discrimination, and exploitation. This freedom of expression does not, however, entail the freedom to threaten, intimidate, harass, or abuse. For the full text of this and other university policies, please visit: <https://www.plu.edu/personnel-manual/general-human-resources-policies/non-discrimination-policy/>

# Graduate Program Policies

## Satisfactory Progress Policy

Graduate and post-baccalaureate students must meet the same requirements as undergraduate students in order to continue receiving financial assistance, with the following exceptions:

- 1) **Grade Point Average:** Graduate students at PLU are expected to stay in good academic standing. Good standing requires a cumulative grade point average (GPA) of 3.00 or higher to receive financial aid.
- 2) **Credit and Time Frame Limits:** For financial aid, full-time graduate students may attempt a maximum of 48 semester hours and a maximum of 4.5 years to complete the graduate degree. Part-time students (where a minimum of 8 semester hours are completed each academic year) may attempt a maximum of 48 semester hours and a maximum of seven years.
- 3) **Minimum semester hours requirement for graduate financial assistance:**

<b>Enrollment Status</b>	<b>Minimum Per Term (Summer, Fall, Spring)</b>	<b>Minimum Per Year</b>
<b>Full Time</b>	8	16
<b>3/4</b>	6	12
<b>1/2</b>	4	8

- 4) **Repeated Courses:** A graduate student may repeat a course only once. Please note that specific programs may prohibit repeating a course. If a course is repeated, the student's cumulative grade point average is computed using the highest of the grades earned. All credits attempted will count toward allowable credits of 48.
- 5) **Courses Transferred from other Schools:** Courses transferred from other colleges do not affect the cumulative GPA at PLU. Only PLU grades are used to compute cumulative averages. All credit attempted, transferred and taken at PLU will count toward the allowable credits of 48.
- 6) **Satisfactory Course Completion:** The cumulative minimum standard acceptable for the master's degree is
- 7) A grade point average of 3.00 in all graduate work. For financial aid purposes, satisfactory completion applies to A, B, and C grades (4.00 to 2.00).

A listing of selected outside scholarships and links for further research can be found at [www.plu.edu/graduate](http://www.plu.edu/graduate).

## Policies and Standards

### Classification of Students

Students may be granted regular or provisional admission to graduate programs. Some students may be granted admission with conditions. Students are also classified as full- or part-time depending on their semester hours of enrollment.

**Regular Admission:** Students who meet or exceed all program requirements for admission including a 3.00 or better undergraduate grade point average on a 4.00 scale are eligible to be considered for admission as regular status students.

**Provisional Admission:** Students who present credentials below general standards for graduate study, who also exhibit potential for academic success, may be admitted as provisional status students. Students must complete eight semester hours of graduate work with a cumulative grade point average of 3.00 or higher to be granted regular status.

**Conditional Status:** Students who apply for graduate or post-baccalaureate studies before completing undergraduate work or have unmet prerequisites are admitted with conditions. Although admitted to the program, coursework cannot begin until the conditions of acceptance have been met.

**Non-matriculated Students:** Students holding bachelor degrees that wish to pursue graduate coursework



and are not admitted to a graduate program are classified as non-matriculated students. Note that many programs do not allow non-matriculated student enrollment and that non-matriculated students may take a maximum of eight semester hours of 500-level courses. Non-matriculated students may take an unlimited number of continuing education hours. Enrollment in a graduate program as a non-matriculated student requires approval from the program director.

**Full-time graduate enrollment:** 8 or more semester hours in fall, spring, or summer.

**Half-time to three-quarter time graduate enrollment:** 4 to 7 semester hours in fall, spring or summer.

### Change of Student Status

**Provisional to Regular:** Student status will be changed from provisional to regular after the completion of 8 semester hours of graduate work with a cumulative grade point average of 3.00 or higher.

**Non-matriculated to Regular/Provisional:** Student status will be changed from non-matriculated to regular/provisional after the non-matriculated student completes the normal application process and is accepted into a program. Credit earned during non-matriculated classification may count toward a graduate degree, but only as recommended by the program's director or dean, and approved by the associate dean of graduate studies after the student has been admitted to a degree program. No such credit can be counted that carries a grade lower than B-.

### Hours Required for the Master's Degree

A minimum of 32 semester hours is required. Individual programs may require more than the minimum number of semester hours, depending upon prior preparation and specific degree requirements.

### Transfer of Credit

Graduate work from another institution may be accepted for transfer upon petition by the student and approval by the program director. Eight semester hours may be transferable to a 32-semester-hour program. In degree programs requiring work beyond 32 semester hours, more than eight semester hours may be transferred. In any case, the student must complete at least 24 semester hours of the degree program at Pacific Lutheran University.

### Residency Requirement

All candidates for the master's degree must complete 24 semester hours of PLU courses.

### Time Limit for Completion of Degree

All requirements for the master's degree, including credit earned before admission, must be completed within seven years. The seven-year limit covers all courses applied to the master's degree, credit transferred from another institution, comprehensive examinations, research, and final oral examination. The seven-year limit begins with beginning date of the first course applicable to the graduate degree.

### Courses Acceptable for Graduate Credit

All 500-numbered courses described in this catalog are graduate level. A maximum of four semester hours of continuing education credit may be accepted toward a master's degree. This applies to continuing education credit taken at PLU or transferred from another university. The School of Business does not accept continuing education coursework. All courses accepted for any master's degree are subject to the approval of the program director and the associate dean of graduate studies.

### Petition for Program Changes

It is the student's responsibility to formally petition the graduate program's director or dean for transfer credit, change of program or advisor, or any exception to policy.

### Standards of Work

The cumulative minimum standard acceptable for the master's degree is a grade point average of 3.00 in all graduate work. Graduate-level credit will not be given for any class in which the grade earned is lower than a C (2.00).

A student whose grade point average falls below 3.00 is subject to dismissal from the program. In such instances, the recommendation for dismissal or continuance is made by the student's advisory committee and acted upon by the associate dean of graduate studies.

### Academic Probation

A student pursuing the master's degree who fails to maintain a cumulative grade point average of 3.00 may be placed on academic probation. A graduate student on probation who fails to attain a cumulative grade point average of 3.00 in the next term of enrollment may be dismissed from the program. A graduate student cannot earn a master's degree with less than a 3.00 cumulative grade point average in all graduate-level work.

### Class Attendance

The university assumes that all registered students have freely accepted personal responsibility for regular class attendance. Course grades reflect the quality of students' academic performance as a whole, which normally includes regular participation in the total class experience and is evaluated accordingly. Absences may lead to a reduction of a student's final grade. In the event of unavoidable absence, students are expected to inform the instructor. Assignment of make-up work, if any, is at the discretion of the instructor. Students unable to attend the first class meeting must notify the instructor prior to the first class. Students who miss the first two class meetings may be dropped from the class by the instructor; students who are dropped for non-attendance after the posted drop deadline for any semester or term will be charged the late registration fee. Faculty must notify the Registrar's Office in order to drop the student.

### Grading System

Students are graded according to the following designations:

Grade	Points Per Hour	Allowed for Grad Program
<b>A</b>	4.00	Yes
<b>A-</b>	3.67	Yes
<b>B+</b>	3.33	Yes
<b>B</b>	3.00	Yes
<b>B-</b>	2.67	Yes
<b>C+</b>	2.33	Yes

Grade	Points Per Hour	Allowed for Grad Program
<b>C</b>	2.00	Yes
<b>C-</b>	1.67	No
<b>D+</b>	1.33	No
<b>D</b>	1.00	No
<b>D-</b>	0.67	No
<b>E</b>	0.00	No

The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

Grade	Description	Credit Awarded	Grade	Description	Credit Awarded
<b>P</b>	Pass	YES	AU	Audit	NO
<b>F</b>	Fail	NO	W	Withdrawal	NO
<b>I</b>	Incomplete	NO	WM	Medical Withdrawal	NO
<b>IP</b>	In Progress	NO	NG	Grade Submitted	NO

**Pass (P) and Fail (F)** grades are awarded to students who are enrolling in exclusive pass/fail courses. These grades do not affect a student's grade point average.

### *Grade Changes*

Faculty may not change a grade once it has been recorded in the registrar's records unless an error was made in assigning the original grade. The error must be reported to the Registrar by the end of the following semester after which it was entered (by the Spring grade submission deadline for Fall and January, and by the Fall grade deadline for Spring and Summer). Any grade change requested after the designated date must be approved by the respective program director and dean. The Grade Change policy does not apply to I or IP grades, which are subject to separate policies.

### *Incomplete Grades*

Incomplete (I) grades indicate that students did not complete their work because of circumstances beyond their control. To receive credit, all work must be completed and a passing grade recorded. Incompletes from Spring Semester and the Summer Term are due six weeks into the Fall Semester. Fall Semester and J-Term incompletes are due six weeks into the Spring Semester. Faculty may assign an earlier deadline for completion of the work by the student. The earned grade is recorded immediately following the I designation (for example, IB) and remains on the student record. Incomplete grades that are not completed are changed to the default grade assigned by the instructor when the incomplete grade is awarded at the end of the term. If a default grade was not indicated, the incomplete grade will be defaulted to an E or F grade upon expiration of the time limit for submitting grades for an incomplete from that term. An incomplete does not entitle a student to attend the class again without re-enrollment and payment of tuition. An incomplete contract is available and may be required by the faculty member.

### *In-Progress Grades*

In-Progress (IP) grade signifies progress in a course that normally runs more than one term to completion. In-Progress carries no credit until replaced by a permanent grade. A permanent grade must be submitted to the registrar within one year of the original IP grade submission. Any IP grade that is not converted to a permanent grade within one year will automatically convert to an Incomplete (I) and will then be subject to the policy governing incomplete grades.

### *Medical Withdrawal*

Medical Withdrawal is entered when courses are not completed due to medical cause. A medical withdrawal does not affect a student's grade point average, but may affect progression in a major or timely completion of the degree. See section on Medical Withdrawal Policy.

### *No Grade*

A temporary grade entered by the Registrar's Office when no grade has been submitted by the faculty member by the established deadline.

## **Registration Procedures**

### *Requirements Prior to Registration*

Before a graduate or post-baccalaureate student can register for classes, the student must:

- 1) Submit the non-refundable advance tuition payment
- 2) Submit the required medical history form, indicating current immunizations and proof of medical insurance
- 3) Submit the online payment contract
- 4) If applicable, remove any holds on the student account

### *Registration Process*

Depending on the graduate program, students will either register themselves or be registered by the program administrator. Information about registration processes (including acceptance of financial if applicable, and payment contracts) is provided by the Student Financial Services Center. Students are also emailed basic registration information by the university prior to each registration period. Students may contact the Student Financial Services Center with registration questions at 253.535.7161 or by email at [sfs@plu.edu](mailto:sfs@plu.edu).

### *Adding or Dropping a Course*

All add or drop activity must be completed by the listed add/drop deadline for the specific term or semester. All students are encouraged to consult with their academic advisor prior to making any significant schedule changes. Please refer to the class schedule or go online at [www.plu.edu/registrar](http://www.plu.edu/registrar) for the most current information. Students may add a course without an instructor signature only during the first five business days of a full or half semester-length class. A student may drop a course without an instructor's signature only during the first ten business days of a full semester-length class or of a half semester-length class. In most cases, adding and dropping can be accomplished using Banner Web. See the January Term and summer schedules for the add/drop periods for those terms. Any registration changes may result in additional tuition charges and fees and may also affect the student's financial aid (if applicable). A \$100 late registration fee is charged for any registration changes after the printed deadline dates.

### **Withdrawal from a Course**

#### *Official Withdrawal*

A student may withdraw from a class with an instructor's signature after the add/drop deadline and before the withdrawal deadline published on the calendar page of the specific term class schedule. Tuition is not refunded, a

\$100 late registration fee is charged and any additional tuition will be charged for adding any other classes. A grade of W is recorded on the student's academic transcript. If a student is enrolled in a class, has never attended and did not drop the course before the published deadline, tuition will be charged to the student's account, unless the instructor's signature has been obtained. If the student obtains the instructor's signature, tuition is not charged, but a \$100 late registration fee is assessed. The add/drop form may be obtained from the Student Services Center, filled in, instructor signature obtained, and returned to the Student Services Center by the appropriate dates that impact fee assessment. The add/drop form may also be found online at [www.plu.edu/registrar/documents-forms](http://www.plu.edu/registrar/documents-forms).

#### *Repeating a Course*

A graduate student may repeat a course only once. Please note that specific programs may prohibit repeating a course. If a course is repeated, the student's cumulative grade point average is computed using the highest of the grades earned.

### **Withdrawal from the University**

#### *Withdrawal from the Term*

Students are entitled to withdraw honorably from the university if their record is satisfactory and all financial obligations are satisfied. Students must complete and sign the "Notification of Student Withdrawal" form in the Student Services Center. Partial tuition refunds may be available depending on when the student withdraws. Refer to the Tuition and Fees section of this catalog for more information. Grades of W will appear on the student's transcript for the term.

#### *Withdrawal from a Future Term*

Students are required to notify PLU if they do not plan to return for the following term. Students are entitled to withdraw honorably from the university if their record is satisfactory and all financial obligations are satisfied. Students must complete and sign the "Notification of Student Withdrawal" form in the Student Services Center.

#### *Medical Withdrawal*

Students may petition to withdraw completely from the university for a term for medical reasons. The student must complete a Medical Withdrawal Petition, provide written evidence from a physician and a personal explanation to the Vice President for Student Life. This must be completed in a timely manner and in no case later than the last day of a class in any given term. If granted, the grade of WM will appear on the student's transcript. Physician clearance is required prior to re-enrollment. For more information contact Student Life, 105 Hauge Administration Building, 253.535.7191 or [slif@plu.edu](mailto:slif@plu.edu).

## Graduation

All courses must be completed, final grades recorded, examinations passed, and thesis/research requirements fulfilled in order for a degree to be awarded. Graduate students must apply for graduation via Banner Self Service by logging in and selecting “Student Services” then select “Student Records” and then “Apply to Graduate.” Applications must be submitted by the following dates:

Graduation Date	Graduation Application Due
December 2018	October 1, 2018
January 2019	December 1, 2018
May 2019	March 1, 2019
August 2019	June 1, 2019

**Note:** The thesis/research paper(s) must be signed by the thesis advisor and have been read by the entire committee before submission to the Office of the Provost and Dean of Graduate Studies. Graduation Application forms are available in Student Services and on the Registrar’s Office Web site.

## Immunization Policy

All graduate students are required to submit a PLU Medical Record form including documented record of two measles, mumps and rubella (MMR) immunizations after their first birthday. Documentation consists of official records signed by a health care professional. Those born before January 1, 1957, are exempt from immunization information, but still must complete the Medical Record form. Students with a PLU Medical History Record and immunizations in compliance with the PLU Immunization Policy on file with Health Services are considered cleared. Those students not in compliance are placed on medical hold and will not be allowed to register, drop or change classes after their initial (entry) registration. International students are required to submit the International Student Medical Record form. International students are also required to have a tuberculosis skin test which is administered by Health Services after arrival at the university. International students are required to purchase the PLU International Student Health Insurance policy unless they have submitted a waiver form to their insurance company and the completed form is received by the PLU Health Center by the 10th day of the first class.

The Master of Science in Nursing has additional health requirements.

## Responsibilities and Deadlines

It is the responsibility of each graduate or post-baccalaureate student to know and follow the procedures outlined in this catalog and to abide by established deadlines. Students must read and abide by:

- 1) Graduate Programs; Policies and Standards as stated in the PLU Catalog
- 2) University Guidelines as stated in the PLU Catalog
- 3) Guidelines and procedures as set forth by the individual program

Students must:

- 1) Upon acceptance, meet with the assigned advisor as soon as possible to establish the program of study.
- 2) Apply for graduation. File the application for graduation with the Registrar’s Office. Students are responsible for ordering their own cap and gown.
- 3) **Note:** If a student fails to complete the necessary requirements for graduation, the application for graduation will not automatically be forwarded to the next commencement date.
- 4) The information contained herein regarding Pacific Lutheran University is accurate at the time of the publication. However, the university reserves the right to make necessary changes in procedures, policies, calendar, curriculum and costs at its discretion. Not all courses are offered each academic year, and faculty assignments may change. Any changes will be reflected on the university Web site at [www.plu.edu/registrar/Catalog](http://www.plu.edu/registrar/Catalog).

## **PLU Student Services**

**PLU ID Card (Lutecard):** Every student must have a PLU ID card. This card acts as your university identification, key to the building should it be locked, library card, access to the fitness center and sporting events among other things. You must be enrolled and registered to get an ID card. Visit the Lutecard Desk (located in the university center) to obtain your card—this takes approximately 15 minutes. It is recommended that students obtain their ID card before the beginning of the term. It may be worthwhile to call ahead of time to ensure that the computer system acknowledges your student status prior to coming to campus. Call the Lutecard Desk at: 253-535-7411.

**E-pass (PLU E-mail account):** E-pass is the official PLU E-mail account assigned to each student. MBA students must activate their E-pass accounts in order to have access to the Sakai course content management system, receive updates from the School of Business, and receive university announcements. Students must be registered for classes to activate their E-pass account. To activate an E-pass account visit: [newepass.plu.edu](http://newepass.plu.edu)

Students can forward their E-pass accounts to any personal or work email account of their choosing. To do this, click on the Webmail link on the PLU homepage ([www.plu.edu](http://www.plu.edu)). Prior to logging in there is an option for Forwarding on the right hand panel.

**Banner Web (Online student-services account):** Banner Web is a secure online site for students to manage their accounts such as financial aid, transcripts and grades, course schedules, and timesheets (if working on campus). To access Banner Web go to the PLU homepage ([www.plu.edu](http://www.plu.edu)), select the Current Student Tab (left hand panel), select eResources tab, then Banner Web.

**Sakai (Online course-content management system):** Sakai is used by many faculty to manage course content, post assignments, collect assignments, and make any announcements. Once a student logs on to Sakai, a tab for each course using Sakai will appear along the top with the name and course number of the class. Not all faculty incorporate Sakai into their courses. To access Sakai go to the PLU homepage, click on the Current Student tab, select eResources then Sakai. Use your e-Pass username and password to enter.

**Navigating the Morken Center:** The Morken Center has three floors on the south end and two on the north end. Business faculty offices are located on the south end of the third floor. The School of Business administrative offices are located on the first floor directly to the right as you enter the main doors.

Morken Center is available for student use from 8am-midnight. The building locks at 6:30pm. Students can access the building during locked hours with their ID key card. Students also have access to the breakout rooms, classroom spaces and computer lab with their ID key card. **Do not allow strangers to enter the building after you as your ID key card will be traced if an item is lost or stolen from the building.**

**Wireless Access:** The Morken atrium and some classroom spaces have wireless access. Students with laptops need to register to gain wireless access prior to the start of each term. A registration page will appear the first time the laptop is used. Use your E-pass password for registration. For questions contact the School of Business IT Specialist Josh Page at [pageiw@plu.edu](mailto:pageiw@plu.edu) or call 253-535-8507.

**Kelley Café:** The Kelley Café provides an assortment of soft drinks and snacks. It is located on the first floor in the Morken Center and provides an assortment of soft drinks and snacks. Please check the Café for the hours of operation.

**Lost and Found:** The School of Business is the unofficial Morken Center lost and found. The front desk holds items for up to two weeks, then sends them to Campus Safety. If you have lost an item you can call the front desk at 253-535-7244 or Campus Safety at 253-535-7411.

**Parking at PLU:** Parking in the Morken Center parking lot is open after 5:00 p.m. Generally, MBA students do not need to obtain a parking pass, however students who come to campus between the hours of 8:00 a.m.-5:00 p.m. should go to Campus Safety and request a Morken Center pass or park on the street. Parking tickets are expensive and not revocable. If you will be on campus early for a special occasion, the School of Business can issue you a one-time printable parking pass. Please make this request 24 hours in advance.

**Financial Aid:** PLU has a dedicated financial aid office that can assist you with financial aid questions. Students who wish to apply for loans must fill out the Free Application for Federal Student Aid (FAFSA) on the web at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

A student must be enrolled to receive a financial aid package from PLU. For more information, see the Financial Aid contact under Contact Information.

**Scholarships:** The School of Business offers competitive scholarships for enrolled students. Generally, scholarship applications are due in the spring and awarded to second year and/or continuing students. An email is sent out to all students notifying them of scholarship deadlines. In rare instances, scholarships may be awarded in the fall if they were not awarded in the spring. For more information visit: <http://www.plu.edu/~busa/business-scholarships.html>

**Tuition and Billing (Including employer tuition benefit):** The MBA program guarantees tuition for six consecutively enrolled terms. If a student should take a term off and return, the student will start at the new tuition rate in affect at the time. Prior to each year, students are required to complete a payment contract form indicating how they intend to pay tuition. This is submitted on Bannerweb. If you fail to complete the contact, a hold will be placed on your account. Contact the Student Services Counselor listed on the Contact Information page with any questions.

PLU works closely with students and employers to streamline tuition benefits for education. Please refer to the Tuition Benefits contact on the Contact Information page.

**Holds on Your Account:** A hold on a student's account is generally placed either by the Health Center (missing health form), the Library (unreturned book), or Student Services (missing financial documents or unpaid bill). You can view your holds through Banner Web or by calling the Student Services Counselor listed on the Contact Information page. **We will not be able to register you for the coming term if you have a hold on your account.**

**International Student Services:** PLU has a dedicated office to assist international students. International Student Services assists with I-20s, visa status, understanding rules and restrictions for internships, coordinating participation in the MBA International Experience, and general university guidelines and policies. International Student Services holds a new student orientation in the fall and spring terms—it is recommended that new students for summer attend the fall orientation. For more information please refer to the Contact Information page.



## **School of Business Services**

**Office Hours:** The School of Business is open Monday-Friday 8:00 a.m.-5:00 p.m. during Fall, Spring, and Summer terms.

The Director of Graduate Programs is available to visit with you for your questions about your educational and career plans, concerns about course offerings, etc. You can schedule a meeting with Juanita Reed by calling (253) 535-7252 or emailing reedjj@plu.edu.

**MBA Career Development:** MBA students have full access to the PLU Career Connections Office. This office can help you update your resume, polish interview skills and focus your job search. The Career Connections.

**PLU Executive Leadership Series:** The PLU Executive Leadership Series is a series of speakers brought in to address current issues in industry and to share views on leadership and success. The series has been developed to enhance the educational experience of our students. The events are open to all students as well as alumni and the public.

**PLU Business Network (PLUBN Alumni Association):** PLUBN is a network of School of Business alumni and students. The association hosts networking events throughout the year and sponsors the prestigious PLU BN Scholarship. For more information visit the School of Business Web site.

**IT Support/ Wireless Access:** For questions pertaining to IT support or wireless access in the Morken Center contact Josh Page at 253-535-8507 or email [pagejw@plu.edu](mailto:pagejw@plu.edu)

**Checking out laptop computers for daily use (not available overnight):** The School of Business has a limited set of laptops available for student check-out. These laptops are intended to supplement the computer lab for use by students who have group projects or other short-term needs. Laptops must stay in the Morken Center and cannot be checked out overnight. For availability and requirements contact Josh Page at [pagejw@plu.edu](mailto:pagejw@plu.edu) or call 253-535- 8507.

**Questions about Sakai:** For troubleshooting, contact the Sakai Support Team at 253-535-8728. For access and other related issues contact Josh Page at [pagejw@plu.edu](mailto:pagejw@plu.edu).

**Reserving Group Project Space or Conference Rooms:** MBA students can reserve private study space (School of Business break out rooms) or conference room space for meetings by calling the Assistant to the Dean Sara Dye at 253-535-8102 or emailing [dyesb@plu.edu](mailto:dyesb@plu.edu).

For all other questions, comments or concerns contact the MBA Director at 253-535-7252.



## **APPENDIX: ACADEMIC INTEGRITY POLICY**

[www.plu.edu/academics/integ.html](http://www.plu.edu/academics/integ.html)

An essential dimension of Pacific Lutheran University's mission is to provide for the intellectual, social, physical, emotional, and spiritual development of students. Faculty, students, and administrators share responsibility for accomplishing these goals. Academic integrity is honesty concerning all aspects of academic performance. Academic integrity must be fully integrated into the campus academic environment, including norms for student life and classroom expectations. Integration is best accomplished when faculty and students understand and accept standards of academic behavior, and when the standards are fairly and uniformly enforced.

The faculty's authority over the classroom and grades includes the primary charge to communicate principles of academic integrity and the consequences of academic misconduct. Expectations should be clear and the classroom should be managed to support them. Faculty members need to know the following enforcement system and are obligated to use it when academic dishonesty occurs. Enforcement supports honest students and promotes our commitment to academic integrity.

Students must not cheat or plagiarize, and they must not condone these behaviors or assist others who cheat or plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved, but it also undermines the scholastic achievements of all students and attacks the mission of this institution. Students are inherently responsible to do their own work, thereby insuring the integrity of their academic records.

Administrators shall disseminate this policy through publications and presentations to all students and faculty. Administrators must promote uniform interpretation and enforcement of this policy, and shall regularly report summarized data to the campus community concerning instances and outcomes of academic misconduct. The Campus Life Committee will review this policy every three years.

### **What is Academic Dishonesty?**

The most common forms of academic dishonesty are cheating and plagiarism. Cheating includes, but is not limited to:

- Submitting material that is not yours as part of your course performance, such as copying from another student's exam, allowing another student to copy from your exam; or
- Using information or devices not allowed by the faculty; such as formulas or a computer program or data, or unauthorized materials, such as a copy of an examination before it is given; or
- Fabricating information, such as data for a lab report; or
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or
- Collaborating with others on assignments without the instructor's consent; or
- Cooperating with or helping another student to cheat; or
- Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded; or, communicating with anyone other than a proctor or instructor during an exam.

*Plagiarism includes, but is not limited to:*

- Directly quoting the words of others without using quotation marks or indented format to identify them; or
- Using sources (published or unpublished) without identifying them, such as the Internet (and particularly making use of an Internet paper writing service); or
- Paraphrasing materials or ideas of others without identifying the sources.

If you are unsure about something that you want to do or the proper use of materials, then ask your instructor for clarification.

### **Reporting Suspected Academic Dishonesty:**

When an instructor believes a student has violated the university's academic integrity policy, he or she

will contact the student to discuss and attempt to resolve the incident in accordance with one of the following options.

Instructors are encouraged to consult with any member of the Campus Life Committee regarding these procedures.

1. The faculty member may meet informally with the student.
2. The instructor may ask to meet with the student in the presence of witnesses. In this case, the student will be informed in writing of the purpose of the meeting, and of his or her right to have a witness present. (When a face-to-face meeting is not feasible, as at the end of spring term or a term before a student studies abroad, the instructor will notify the student of the alleged misconduct by certified mail. In such a situation the suspected misconduct must be documented on an Academic Dishonesty Report Form and sent to the student together with a letter describing the penalty to be imposed, the process and timeline for requesting a formal hearing should either the professor or the student want one, and the consequences of any retaliation against witnesses.)
3. The faculty member may refer the situation to an Academic Dishonesty Hearing Panel (ADHP) for a formal hearing by notifying the chair of the Campus Life Committee. The instructor must document the suspected dishonesty on an Academic Dishonesty Report Form and send it with appropriate documentation to the CLC chair, who will then notify the student of the charge of misconduct and initiate a hearing as outlined below in "Formal Hearing Procedures." The CLC chair will also initiate a search of academic misconduct records.

*Other Occasions When An Academic Dishonesty Hearing Panel Must Be Called:*

1. When there is a record of prior substantial academic misconduct by the student in question.
2. When academic dishonesty includes flagrant behavior, such as having a substitute take an exam.

#### **Penalties:**

The minimum penalty grade for dishonesty in coursework that constitutes 30% or more of a course grade shall be a failing grade for the course. Dishonesty in other required course work shall result in a minimum penalty grade of zero for that work. Additionally, an ADHP may recommend to the Provost that the student be suspended or expelled from the university, particularly if there is a record of prior substantiated academic misconduct. An ADHP may also reduce a penalty which it believes was arbitrary or too severe. If an ADHP finds that academic dishonesty did not occur, the penalty imposed by the instructor will be rescinded and the instructor will grade the subject work on its academic merit.

When the penalty grade is an "E" or an "F" for the course, the instructor will notify the Registrar that the student cannot withdraw from the class. The Registrar will not record a final grade for the course until the date for the student to request a formal hearing has passed. Students requesting a formal hearing shall be permitted to attend and fully participate in the course until the process is complete.

All ADHP decisions will be made within 48 hours of the formal hearing and will be either personally delivered to the student or sent by certified mail to the student's most recent local address or permanent address, whichever is most appropriate. The decision will include an outline of the appeal process.

#### **Student Request for Formal Hearing:**

Students who disagree with an instructor's decision may request a formal hearing by an ADHP. To do so, the student must contact the CLC chair. They will then notify the instructor and coordinate a date and time for the formal hearing. The student will be given at least 48 hours' notice of the date, time and location of the formal hearing.

#### **Formal hearing process:**

Formal hearings of alleged violations of the academic dishonesty policy will be conducted by the Academic Dishonesty Hearing Panel.

#### **ADHP - Composition and Jurisdiction:**

An ADHP shall include two faculty and one student member assisted by a non-voting, advisory member from the University Grievance Committee. Faculty members will be appointed by the CLC chair from the faculty membership of the CLC; the student member will be appointed by the CLC chair from a pool of ten students (one appointed by the dean of each of the eight academic areas and two members appointed by ASPLU, all serving renewable one-year terms). A faculty chair for each ADHP shall be elected from its membership. Training for CLC and student pool members will be provided as needed by the University Grievance Committee.

The jurisdiction of an ADHP is to conduct hearings of alleged misconduct brought by instructors, by students who wish to appeal penalties imposed on them by instructors, or by the CLC chair when multiple infractions of the policy are discovered.

### **Hearing Procedures:**

The purpose of an ADHP is to determine whether a student is responsible for academic dishonesty as described in the university's academic integrity policy. ADHP hearings are structured educational discussions, which focus on the student's alleged conduct within the university community.

Throughout the hearing process, students' fundamental due process rights will be maintained and respected. These include:

- The right to a written notice of the date, time and place of the review meeting and a copy of the Academic Dishonesty Report Form;
- The right to have an individual ADHP hearing if more than one student is charged with misconduct;
- The right to request disqualification of any ADHP he/she believes to be biased. Final determination of disqualification is made by the CLC chair;
- The right to have witnesses speak on his/her behalf;
- The right to have a student, staff, or faculty member of the university community (excepting a practicing attorney) assist them in the proceedings;
- The right to fair and impartial decision makers;
- The right to a written copy of the ADHP's decision;
- The right to a self-initiated appeal.

The chair of an ADHP oversees the hearing and responds to questions about an ADHP's procedures, and may decide procedural matters not already established by an ADHP, with or without the advice of the other members.

Otherwise, a majority vote of the three members will decide a procedural question. The chair is the spokesperson for an ADHP and is responsible for all communication on behalf of an ADHP.

An ADHP hearing is open unless the student requests that it be closed. In an open hearing, an ADHP may limit attendance due to limitations of the physical facility, to exclude disruptive individuals, or otherwise to promote an atmosphere conducive to due process.

ADHP decisions will be based on a preponderance of the evidence and a majority vote.

### **Outline of Proceedings:**

An ADHP will review the written materials prior to the meeting and determine appropriate questions. An ADHP will hear from the instructor, student, and witnesses, asking questions as appropriate. Questions must be pertinent to the report and the purpose of the meeting. Witnesses may be brought forward by both the instructor and the student. An ADHP may limit witness testimony to the facts of the situation, and excuse the witness if the information shared seems unproductive or irrelevant. An ADHP may invite as witnesses individuals who were included in the original written record of the incident.

The university expects that community members possess the skill and resources to discuss alleged academic misconduct; hence legal counsel is not permitted at ADHP meetings. A student charged with academic misconduct may have a faculty, staff or student member of the university community (excepting a practicing attorney) help them in these proceedings.

An audio record of the proceedings will be made. An ADHP's file of the hearing and the recording shall be retained by the Provost until the appeal period has expired.

**Student Appeal Process:**

All decisions of an ADHP which do not involve expulsion from the university may be appealed to the Provost within five working days of receipt of the written confirmation. Students who wish to appeal the decision should submit a written request for appeal to the chair of the Campus Life Committee. The letter must include: the appeal date; a detailed explanation of the grounds for the appeal; any information that was not available at the time of the formal hearing, and the signature of the student filing the appeal. Penalties of expulsion may be appealed to the President of the university within five working days of receipt of the written confirmation. Students who wish to appeal the decision should submit a written request for appeal to the chair of the Campus Life Committee. The letter must include: the appeal date; a detailed explanation of the grounds for the appeal; any information that was not available at the time of the formal hearing and the signature of the student filing the appeal.

**Retaliation:**

The University expressly prohibits retaliation against any person who has reported academic misconduct to a member of the university community or who has participated in any way in the conduct of a case of academic misconduct or in the imposition of a sanction for academic misconduct. Any person who violates this policy may be subject to disciplinary action, including suspension or expulsion from the university.

**Maintenance of Records:**

Records of academic integrity violations will be maintained in accordance with the university's Family Educational Rights and Privacy Act (FERPA) policy. The record will be housed with the Student Conduct Coordinator and will be kept for three years after the student graduates, or for three years after the student leaves the university. Records (including taped hearings) involving suspension or expulsion may be kept for an indefinite period of time.