Welcome!

The College of Business and Economics is dedicated to helping you succeed as you pursue your graduate degree at Boise State. This handbook is designed to help you navigate through the MBA program and find answers to common questions.

All students are expected to know and understand the expectations of academic and professional behavior, policy requirements and procedures to become successful graduates. If you have questions or concerns, please see Appendix D for program contact information.

We wish you well as you learn, contribute, and innovate in your studies and beyond.

Disclaimer: This Handbook is meant to assist Master of Business Administration (MBA) students by summarizing policies and procedures from Boise State departments. At times, it refers to various websites where further information can be found. These links were active at the time this Handbook was produced, but may have changed since. This Handbook is not a substitute for, and does not supersede, other university policies. Indeed, this Handbook cannot cover all the applicable information that is available. Students are still subject to all policies and procedures as set forth in the Graduate Catalog; the Policy Manual; the Student Handbook; the Student Code of Conduct; the policies of the Graduate College, the College of Business and Economics (COBE), and any other applicable policies (collectively “the Policies”). To the extent that the information contained in this Handbook conflicts with the Policies, the Policies take precedence. This Handbook does not constitute a contract between any student and the university.

This Handbook is current as of June 2018 and will be updated prior to the start of each fall semester.

V1.6.2018
# Table of Contents

COBE Professional MBA Program Mission and Values .......................... 3

Student Resources .............................................................................. 4

Program Information and Logistics ..................................................... 5

- Attendance
- Advising and Course Planning
- Building Information
- Calendars and Schedules
- Expectations of MBA Students
- Parking
- Photos and Video Recording
- Safety and Harassment
- Technology Usage
- Textbooks
- Tuition, Financial Aid and Scholarships

MBA Academic Information ................................................................. 11

- Professional MBA Academic Requirements
  - Course Requirements
  - Grades
  - New Student Orientation
  - Pre-Enrollment Learning Modules
  - Graduation
- Program Learning Outcomes and Assessment
  - Learning Goals and Objectives
  - Assessment and Program Improvement
- Registration and Withdrawals
- Incompletes
- Leave of Absence

Appendix ............................................................................................... 18

A. COBE Graduate Student Policy #1005 – MBA Student Expectations Policy
B. COBE Graduate Student Policy #1010 - Dismissal and Appeal Policy
C. COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy
D. Professional MBA Program Faculty & Staff
E. Professional MBA Admission Requirements
Mission:

*The Boise State Professional MBA program prepares students for strategic business leadership and collaborative decision-making.*

Our academic philosophy is that the highest long-term value of an organization is created through people-centered business practices. An integrated, relevant, and practical curriculum equips graduates with the knowledge and skills to positively impact organizations and communities.

Our graduates become effective leaders who are equipped to design, communicate, and implement customer-focused solutions. Boise State Professional MBA students embrace change and lead with the highest ethics.

Values:

- **Collaboration:** Boise State Professional MBA students support each other. Our community encourages students to test new skills, learn from mistakes, and contribute new perspectives for the benefit of all.
- **Adaptability:** In an uncertain and evolving global economy, strong leaders embrace change. We value flexibility, continuous improvement, and resiliency.
- **Integrity:** Boise State Professional MBA students, graduates, faculty and staff never compromise on ethics or honesty. Doing the right thing leads to the highest long-term value for individuals and organizations.
- **Relevance:** We believe that business is a profession – not a science. For students and employers, value comes with the integration of both knowledge and practice. Our teaching emphasizes practical application to prepare students for real-world leadership.
- **Respect:** In every interaction, students, graduates, faculty and staff show consideration for others and seek insight through differing viewpoints. We show respect for each other and the learning process through preparation and engagement.

In addition to the mission and values above, we are committed to supporting and demonstrating Boise State University’s [Statement of Shared Values](#) and the College of Business and Economics’ [Dream, Values, and Goals](#).
## Campus Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
<th>Contact for</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional MBA Program</strong></td>
<td>Micron Business and Economics Building, 4th fl.</td>
<td>General program inquiries, advising, program feedback.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:graduatebusiness@boisestate.edu">graduatebusiness@boisestate.edu</a> (208) 426-3116</td>
<td></td>
</tr>
<tr>
<td><strong>Info Desk</strong></td>
<td>Student Union Building, 1st Floor</td>
<td>Student ID Cards, policies on student tickets, student discounts, bus passes, general questions</td>
</tr>
<tr>
<td></td>
<td>(208) 426-4636 <a href="mailto:info@boisestate.edu">info@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Help Desk</strong></td>
<td>Various locations</td>
<td>Password reset, software purchases, logging into Boise State systems, technology support.</td>
</tr>
<tr>
<td>(Technology Support)</td>
<td>(208) 426-4357 <a href="mailto:helpdesk@boisestate.edu">helpdesk@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid &amp; Scholarships</strong></td>
<td>Administration Building Rm 113</td>
<td>Submitting the FAFSA, requesting loans, accepting and receiving aid</td>
</tr>
<tr>
<td></td>
<td>(208) 426-1664 <a href="mailto:financialaid@boisestate.edu">financialaid@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Student Financial Services</strong></td>
<td>Administration Building Rm 110</td>
<td>Explaining tuition charges, pay bills, receive refunds.</td>
</tr>
<tr>
<td></td>
<td>(208) 426-2134 <a href="mailto:sfinfo@boisestate.edu">sfinfo@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Registrar’s Office</strong></td>
<td>Administration Building Rm 110</td>
<td>Registering for classes, dropping classes, transcripts, residency</td>
</tr>
<tr>
<td></td>
<td>(208) 426-4249 <a href="mailto:regmail@boisestate.edu">regmail@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate College</strong></td>
<td>Riverfront Hall, Rm. 307</td>
<td>Graduate student policies and procedures, Graduate Student Association</td>
</tr>
<tr>
<td></td>
<td>(208) 426-3903 <a href="mailto:gradcoll@boisestate.edu">gradcoll@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Parking and Transportation Services</strong></td>
<td>Student Union Building, Transit Center (208) 426-7275 <a href="mailto:parkingquestions@boisestate.edu">parkingquestions@boisestate.edu</a></td>
<td>Purchasing parking permits, lock-out assistance</td>
</tr>
<tr>
<td><strong>Campus Security</strong></td>
<td>2245 University Dr.</td>
<td>Security issues, register for BroncoAlert, security escorts</td>
</tr>
<tr>
<td></td>
<td>(208) 426-6911 Dial 911 in case of emergency</td>
<td></td>
</tr>
<tr>
<td><strong>Educational Access Center</strong></td>
<td>Lincoln Garage, 1st Floor</td>
<td>Academic accommodations for students with disabilities</td>
</tr>
<tr>
<td></td>
<td>(208) 426-1583 <a href="mailto:eacinfo@boisestate.edu">eacinfo@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Veteran’s Services Center</strong></td>
<td>Lincoln Garage, 1st Floor</td>
<td>Veteran’s benefits and declarations</td>
</tr>
<tr>
<td></td>
<td>(208) 426-3744 <a href="mailto:veteranservices@boisestate.edu">veteranservices@boisestate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>Norco Building 1529 Belmont Street (208) 426-1459</td>
<td>Primary care, insurance, counseling and wellness services.</td>
</tr>
<tr>
<td><strong>Campus Recreation</strong></td>
<td>1515 University Drive</td>
<td>Purchase a campus gym membership (additional fee for part-time students)</td>
</tr>
<tr>
<td></td>
<td>(208) 426-1131</td>
<td></td>
</tr>
<tr>
<td><strong>Writing Center</strong></td>
<td>Liberal Arts Building, Room 200</td>
<td>Assistance with planning, revising, editing writing assignments</td>
</tr>
<tr>
<td></td>
<td>(208) 426-1298 <a href="mailto:writing@boisestate.edu">writing@boisestate.edu</a></td>
<td></td>
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</tbody>
</table>
Student Quick Links

<table>
<thead>
<tr>
<th>Professional MBA Program Website</th>
<th>Comprehensive student information relevant for PMBA students. Program updates and information</th>
</tr>
</thead>
<tbody>
<tr>
<td>My.BoiseState Login</td>
<td>Access to your BroncoMail, Blackboard, Student Center (pay bills, register for classes).</td>
</tr>
<tr>
<td>Student Center Financial Help</td>
<td>Pay a bill, print an account summary, view your account, receive a refund, and receive tax documents.</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>Boise State Academic Calendar</td>
<td>Find class dates, holidays and deadlines.</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>Boise State Policy Manual Boise State Student Handbook List of Comprehensive Student Support Services Student Emergency Fund Information File a CARE (Campus Assessment Resource &amp; Education) report</td>
</tr>
</tbody>
</table>

Program Information and Logistics

Attendance

In cases of unavoidable absences, students are responsible to inform their professor via email and make arrangements in advance. It is the student’s responsibility to make up any missed assignments. Professors may choose to assign graded points for participation and attendance in classes.

Typically, Professional MBA students are advised to miss no more than two classes per semester, per course. This is subject to variation depending upon extenuating circumstances.

Advising and Course Planning

Students are provided with information about course planning and sequence during New Student Orientation prior to their first classes. All Professional MBA courses are required to be taken in sequence. See Appendix C: COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy for information about the sequence of required classes.

Brian O’Morrow is the academic advisor for all Professional MBA students. For advising appointments or concerns, please contact via email: brianomorrow@boisestate.edu or phone: (208) 426-3168.
Building Information

All students are welcome to use the College of Business and Economics building during normal hours. Please contact Gail Puccetti (gailpuccetti@boisestate.edu), Building Manager, if you have any concerns regarding the building.

**Building Hours:**
- Monday – Thursday: 6:45 a.m. – 9:30 p.m.
- Friday: 6:45 a.m. – 5:30 p.m.
- Saturday – Sunday: Closed
- University Holidays: Closed

Although the building is unlocked during the above hours, the North and South Wings on the 2nd and 3rd floors (containing faculty offices) are only unlocked M-F 8:00am-5:00pm. Faculty can meet with you outside of those hours by appointment, but the faculty member must let you in.

In-person graduate classes are typically held in the fourth floor classrooms.

Team rooms, located throughout the building, are available for student use. They hold 4-6 students, have 40" LCD displays and a write-on wall. Information about Team Room Policies and the link to reserve rooms online is available on the COBE Website.

Calendars and Schedules

For the Professional MBA program, classes are held weekly during 16-week fall and spring semesters. There are also two summer commitments which are five weeks long during the month of June (approximately).

Students typically get the month of May off, July/August and a holiday break in Dec/January. Classes are held 2 - 3 nights per week, in-person, typically from 6:00pm to 8:45pm. Summer classes begin at 5:30pm.

The Professional MBA program follows the Boise State University Academic Calendar for all holidays and breaks.

Expectations of MBA Students

Students are expected to adhere to the MBA behavioral requirements as outlined in Appendix A: COBE Graduate Student Policy #1005 – MBA Student Expectations. This policy contains behavioral, ethical, teamwork, technology and academic expectations for COBE MBA students.

Student behavior that contradicts any Boise State University Policy or COBE MBA Student Expectations Policy is subject to disciplinary action at the University and College levels (see Appendix B: COBE Graduate Student Policy #1010 – Dismissal & Appeals).
Graduation / Commencement

Complete commencement information is available on the Boise State Registrar’s Office website. MBA students are encouraged to participate in the ceremony. If a student participates in the ceremony, regalia will be available for purchase through the Boise State Bookstore. Students must have a cap, gown and hood for the ceremony.

For Business students, the hood color is "drab" (tan / light brown). Master’s Degree students are not designated by honor cords. The exception to this is for student Veterans or Active Duty service members who may receive cords designating their service.

There is no formal practice or meeting requirement for those walking in graduation. Information and instructions are sent in advance via BroncoMail.

Parking

With classes held at the COBE Micron Business and Economics Building, the closest parking garage is Brady Garage (West Garage). The closest surface parking lot is the West Reserve (in front of the Morrison Center) parking lot. Students may choose to purchase an annual parking permit or pay by-the-hour in available garages. For 2018-19, a student parking pass is $368 for the West Reserve lot and $388 for Brady Garage.

Parking permits do sell out and students are encouraged to make parking arrangements in advance. Boise State Transportation and Parking will ticket cars without permit or payment during night class hours.

More information about parking permits and alternative transportation options is available on the Boise State Transportation and Parking website.

Part Time Student Status

PMBA students complete seven (7) credits each fall/spring semester and three (3) credits each summer. This is considered “part time” for graduate students at Boise State.

The following information is intended to help with part-time student questions:

**Athletic tickets:** available for priority purchase by part-time students for football and basketball. Other varsity sports are free for students with an ID card. View the athletics ticket website for more information.

**Recreation Center Membership:** part time students must pay for a membership. As of 2018, the cost for a part time student was $55 per semester.

**ID Card:** part time students automatically pay a $25 New Student ID Card fee their first semester of the program. Students are encouraged to visit the Help Desk in the Student Union Building to receive their card and use the full amenities (discounts, bus pass, etc.)
Photos and Video Recording

Video and audio recording and taking photos at any COBE MBA sessions are not allowed unless expressly authorized by MBA program staff or faculty for academic, marketing or media purposes. Prior approval from the MBA Director is required to publish any material on a website or any other media. COBE reserves the right to use photos taken during class, programs and events for promotional purposes. Students who do not wish to have their photo used in promotional materials should submit a written statement to the Program Director.

Safety, Harassment and Notice of Non-Discrimination

Boise State University is committed to providing a working and learning environment that is safe, secure, free of unlawful discrimination and harassment.

a. Campus Security and BroncoAlert

Numerous campus departments work to ensure the safety and security of the Boise State community. Services are available 24/7 and include:
- Security escorts (call 426-6911)
- Vehicle unlocks & jump starts
- Response to emergency blue light telephones around campus
- Operation of the Bronco Security Alert System

Students are encouraged to register for BroncoAlert – Boise State’s phone and text-based system proactively notifying students, faculty and staff of campus emergencies. BroncoAlert is used only in situations of immediate threat to safety, serious emergency or weather related closures/delay.

Boise State’s University Security website has several tips and strategies to help you stay safe and successful on campus while the Office of Information Technology provides resources and support to help keep you and your technology safe online.

b. Harassment and Non-Discrimination

Please see Boise State University Policy #1060: Non-Discrimination and Anti-Harassment Policy. For more information or if you believe you have been subject to discrimination, please contact Boise State’s Title IX, ADA, and 504 Coordinator:

Annie Kerrick
Director of Title IX/ADA/504 Compliance
Riverfront Hall, Suite 306
1910 University Drive, Boise, ID 83725-1500
(208) 426-1258 | reportdiscrimination@boisestate.edu

If you or someone you know is being harassed, please seek assistance. The Office of the Dean of Students has resources and contact information which may be helpful.
Technology Usage

a. Email Communication
BroncoMail is the official communication channel through which all university business is conducted.
It is expected that you access and read university communications on a regular basis.
For more information see Boise State University Policy # 2280 – Student E-mail Communications.

BroncoMail is powered by Google Apps for Education, and is much more than just email. With each BroncoMail account you have access to Google Calendar, Google Docs, Google Sites, YouTube, Google Groups, and dozens more applications, all of which are powerful tools for communication, creation, and collaboration. You access BroncoMail through myBoiseState and you can also configure your account on a variety of mobile devices.

Need help with Google Apps? The Office of Information Technology provides assistance and training materials.

b. Learning Management System
Blackboard is a web-based learning management system where students and faculty access course content housed online. Within the Blackboard platform, instructors provide students with course content and activities, facilitate online discussions in discussion forums, and more.

Professional MBA professors choose if they wish to use Blackboard. Some professors may have robust and comprehensive Blackboard sites where they include grades and assignments. Others may choose to utilize tools outside of Blackboard for course management.

To access Blackboard: Log into your myBoiseState Student Account. Select Student View. Under Services, select the link for “Blackboard”

c. Student Center
The Student Center in your myBoiseState student portal is where you will complete activities related to your student account at Boise State.

These activities include registering for classes, viewing financial information, paying your bill, tracking your degree progress, reviewing final grades, and applying for graduation.

To login to your Student Center: Login with your username and password at my.BoiseState.edu. On the right side of the screen under BroncoMail, click “Student Center”. Instructions are available to help navigate Student Center.
Textbooks

Professional MBA Students are responsible for obtaining their own textbooks in advance of the course start. Professors indicate textbook requirements via the Boise State Bookstore website. Students enter the term and courses they are enrolled for to show which texts are required.

It is a student’s choice to purchase electronic, used, previous editions or international versions of textbooks. However, we strongly recommend adhering to the instructors’ book selection to avoid complications from incorrect information or missing materials.

The illegal distribution of copyrighted material is prohibited and subject to disciplinary action.

Tuition, Financial Aid and Scholarships

a. Tuition

Program tuition and fees is set by the State Board of Education each year. The Boise State University Tuition and Fees website has more information. The cost per credit may change as you continue through the three years in the program.

For 2018-19:
Resident Tuition (1-8 credits)   $448 / credit   = $3,136 per 7 credit semester
Non Resident Tuition (1-8 credits)  $787 / credit  = $5,509 per 7 credit semester
Other fees may apply, including specific course fees for simulations, materials, etc.

b. Financial Aid and Scholarships

Funding opportunities are available for Professional MBA students - mostly with federal student loans through the FAFSA. You are encouraged to review the Graduate Student funding information on the Financial Aid and Scholarships website. A few important points:
- Graduate students are eligible for a maximum of $20,500 in student loans per academic year
- Graduate students must be enrolled in at least 5 credits for loan eligibility
- PMBA students are NOT eligible for loans during summer sessions. With only three credits required, students do not meet minimum credit eligibility.
- There is no need-based aid for graduate students (grants, work-study).
- Professional MBA students are ineligible for the Graduate GEM scholarship.
- Submit your FAFSA early!
Professional MBA Academic Requirements

a. Course Requirements

The Professional MBA Program (PMBA) is designed to be completed in three years while attending night classes.

For cohorts beginning in 2018-19 and later, the curriculum is comprised of 22 required classes with no electives, for a total of 48 credits. The PMBA program is a lock-step, cohort based model, meaning students begin and end the program together, taking all classes with the same classmates.

There is no thesis or internship required/available for credit in the Professional MBA Program.

Detailed course descriptions are available online.

Professional MBA Curriculum
For cohorts beginning 2018-19 and later

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 531 Strategic Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>MBA 532 Organizational Issues and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MBA 533 Communication Skills for Managers</td>
<td>1</td>
</tr>
<tr>
<td>MBA 541 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 544 Global Economics: Policy And Trade</td>
<td>3</td>
</tr>
<tr>
<td>MBA 548 Opportunity Assessment I</td>
<td>1</td>
</tr>
<tr>
<td>MBA 549 Successful Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 540 Marketing Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MBA 543 Managing Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 556 Feasibility And Planning I</td>
<td>1</td>
</tr>
<tr>
<td>MBA 557 Managing Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MBA 559 Operations and Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 560 Feasibility And Planning II</td>
<td>1</td>
</tr>
<tr>
<td>MBA 562 Business Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MBA 558 Managers and the Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MBA 567 Business Plan Development</td>
<td>4</td>
</tr>
<tr>
<td>MBA 546 Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 569 Information Technology and Process Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 570 Business Plan Capstone</td>
<td>1</td>
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</tbody>
</table>

48
b. Grades

Students are expected to maintain a 3.0 cumulative GPA. If the cumulative GPA is below 3.00 at the end of an enrolled semester (including summer), the student is placed on probation. At the end of the next enrolled semester (including summer), the Graduate College reviews the student’s progress and takes one of the following actions:
- Remove the student from probation if the cumulative GPA is 3.00 or above.
- Continue the student on probation if the cumulative GPA is below 3.00 and the semester GPA is 3.00 or above. Students may continue on probation for an unlimited number of semesters but will be ineligible for graduation if their cumulative GPA is below 3.00 at the end of their graduation semester.
- Dismiss the student from their graduate program and Boise State University if the cumulative GPA is below 3.00 and the semester GPA is below 3.00.

c. Transfer Credits

In some cases, a student may be allowed to transfer credits to satisfy requirements for the Professional MBA program. All credit transfer requests must first be approved by the PMBA Director. If approved by the PMBA Director, students must submit a “Request for Approval of Transfer Credits” form to the Boise State Graduate College.

The PMBA Director will assess transfer credit eligibility with consideration of the following requirements:
- The transfer request must meet all requirements as set forth by the Boise State Graduate College. These requirements include:
  - The transfer credit(s) must be completed graduate level credit(s) with a grade of A or B earned from a regionally accredited U.S. college or University or non-U.S. institution that is approved for transfer eligibility.
  - The transfer credit(s) will not be considered if they have already been used to satisfy degree requirements for a previously earned degree.
- Per College of Business and Economics policy, the transfer credit must be earned from an AACSB (Association to Advance Collegiate Schools of Business) accredited institution.
- Course descriptions and/or syllabi will be required to determine if the requested transfer course is equivalent to existing requirements.
- The PMBA Director will determine if a course transfer and change to in-person requirements is allowable with consideration of the existing cohort schedule and requirements.

Transfer credit approval is not guaranteed and is subject to approval from the PMBA Director and the Boise State Graduate College.
d. New Student Orientation

For all new first-year Professional MBA students, attendance is mandatory at the pre-program in-person Orientation. The Orientation takes place at the College of Business and Economics the Saturday before classes begin each Fall semester from 8:30am – 4:30pm. Breakfast and lunch are provided.

At Orientation, students will meet their cohort classmates and team. Additionally, administrators will provide information about program goals, logistics, and expectations. Academic discussion will include lessons on the Business Model Canvas, how to complete case studies and more.

If a student has an unavoidable conflict and is unable to attend all or part of the Orientation, it is their responsibility to notify the Program Director immediately and make other arrangements to receive information.

e. Pre-Enrollment Business Foundations Modules

All students accepted into the Professional MBA program are admitted provisionally until they pass four Business Foundations Module exams. These tutorial modules are intended to prepare students for PMBA coursework. Those who do not complete these modules prior to the first week of class will be administratively removed from their courses. You must purchase online access at $48 for 12 months of access to each module. You may take the assessments as many times as necessary to pass each section without having to pay again to re-take the tests. Most students complete all 4 modules in 20 to 30 hours, depending upon their familiarity with the subject matter. Exam topics are:

- Economics
- Financial Accounting
- Business Statistics
- Microsoft Excel 2013

For specific concepts and more information, please view the Foundation Modules website.

f. Graduation Process / Eligibility

The graduation application process for graduate students consists of two parts:

Application for Admission to Candidacy (AAC):

The candidacy process serves as the official review by the Professional MBA Program Coordinator and the Boise State Graduate College of the student’s plan of study and course grades. An approved AAC is required before a
student is eligible to apply to graduate. The form is submitted by the student online.

The AAC should be submitted during the fall semester of the student’s third year in the Professional MBA program. The due date is typically in October – exact dates available on the Boise State Academic Calendar.

Application for Graduation:

Once a student’s AAC is approved, a notification email will be sent to the student’s BroncoMail. This email will include instructions to apply for graduation via the Boise State Registrar’s Office. Students are expected to submit the application for graduation online, according to instructions from the registrar’s office. Students are responsible for the $25 graduation fee assessed. The application deadline is typically the first Friday after courses begin in the semester you intend to graduate – exact dates available on the Boise State Academic Calendar. Late graduation applications will be accepted but a $25 late fee will be assessed.

Program Learning Outcomes and Assessment

The Professional MBA program curriculum is guided by the following goals and objectives. Every Boise State Professional MBA graduate is expected to meet or exceed these outcomes. To ensure achievement of these goals, the COBE Graduate Programs staff, the Graduate Faculty Committee and other stakeholders have established an assessment process to review program outcomes and improve learning.

a. Learning Goals and Objectives

Goal 1: Our graduates will apply business principles to solve structured and unstructured problems to strengthen strategic positioning in the global economy.

Corresponding Objectives:
- Our graduates will demonstrate an understanding of essential business disciplines and leadership principles.
- Our graduates will use integrated knowledge across business disciplines to define, analyze and solve business problems.

Goal 2: Our graduates will apply responsible business practices and ethics principles to inform decision-making.

Corresponding Objectives:
- Our graduates will be able to identify ethical dilemmas and apply an appropriate ethics model or framework to propose and defend resolutions.
Goal 3: Our graduates will use effective teamwork and collaboration skills.
Corresponding Objectives:
- Our graduates will demonstrate an understanding of teamwork theory and models.
- Our graduates will apply best practices in team settings and collaborative projects.

Goal 4: Our graduates will deliver professional quality communications that demonstrate appropriate audience awareness.
Corresponding Objectives:
- Our graduates will produce clear, concise, and compelling (credible and persuasive) business documents.
- Our graduates will deliver oral presentations that use effective content, organization, and delivery, accompanied by appropriate technology.

b. Assessment and Program Improvement

In accordance with AACSB (Association to Advance Collegiate Schools of Business) accreditation standards and Boise State University’s internal curriculum review processes, MBA student learning is assessed annually. While accreditation and curriculum review is important, our primary goal through assessment is to collect usable program data to understand student learning outcomes and enhance educational experiences for the future.

Students are required to complete the following assessments:
- A comprehensive exit exam assessing understanding of essential business disciplines and leadership principles.
- A written case study assessing student ability to problem solve and integrate business knowledge
- An ethics case study assignment
- A peer review to assess teamwork and leadership outcomes for all students
- A sample of business writing and presentation skills

Specific instructions for individual assessments will be provided by program staff or faculty. Assessment data is retained and distributed to faculty, administrators and accrediting bodies for program information and improvement purposes. You may be asked demographic information as part of the assessment process to help understand trends and underserved populations.

It is a student’s responsibility to act with integrity and honesty when completing any MBA program assessment. It is expected that every student will complete each assessment to the best of their ability. Failure to fully participate or contribute to assessment data will be considered a Code of Conduct violation.
Registration and Withdrawals

Students are expected to register themselves for classes each semester through the My.BoiseState Student Center. Boise State University’s Academic Calendars list when Registration opens (typically 3-4 months prior to the semester start) and deadlines for enrollment.

Professional MBA courses are designated by the “MBA XXX” prefix and course number.

Once you register for classes, you remain registered and are held responsible for the fees and grades assessed for these classes unless you cancel your registration. If you do not pay for or do not attend these classes, you are still held responsible for the fees and grades assessed. If you decided not to attend any classes, you must log in to your Student Center on no later than the deadline and drop your classes. Specific dates apply for refunds and withdrawals. Please view the Academic Calendar and check with your advisor right away if you have questions about dropping classes.

Please review the official University Withdrawal Policy on the Registrar’s website. It is important to note that students are responsible for payment of class fees if withdrawing from a class.

Incompletes

Instructors can enter a grade of “I”—for incomplete—if both of the following conditions are present:

- Student work has been satisfactory up to the last three weeks of the semester.
- Extenuating circumstances make it impossible for the student to complete the course before the end of the semester.

To receive an incomplete, the student and instructor must agree to a contract stipulating the work you must do and the time in which it must be completed for you to receive a grade in the class. The terms of this contract are viewable My.BoiseState on the Student Center To Do List. The contract time varies as set by the instructor, but may not exceed one year. If no grade other than incomplete has been assigned one year after the original incomplete, the grade of F will automatically be assigned.

The grade of F may not be changed without approval of the University Academic Appeals Committee. As long as you have an incomplete in a class, a student may not re-enroll in the class during another semester. A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course. You cannot graduate with a grade of I (incomplete) on your record.
Leave of Absence

Students who stop progression in the Professional MBA program may request readmission with their original or a new cohort within the same program. Please see Appendix C: COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy for more information.
Appendix

A. COBE Graduate Student Policy #1005 – MBA Student Expectations Policy
B. COBE Graduate Student Policy #1010 - Dismissal and Appeal Policy
C. COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy
D. Professional MBA Program Faculty & Staff
E. Professional MBA Admission Requirements
Appendix A: Graduate Student Policy #1005 – MBA Student Expectations

Effective Date: 4/18/18
Approved by COBE faculty vote

To advance and support the mission and values of Boise State’s MBA programs, this MBA Student Expectations policy is designed to guide behaviors and professionalism both inside and outside the classroom. This expectation of appropriate and respectful activity contributes to a productive learning environment and a positive Boise State MBA community. As a reflection of the Boise State MBA brand and reputation, it is the responsibility of every student to act appropriately and professionally.

The COBE MBA Student Expectation Policy supplements, but does not replace, all policies, procedures and expectations as set forth in:

- Boise State University Student Code of Conduct Policy #2020
- Boise State University Standards of Conduct
- Boise State University Statement of Shared Values
- The Graduate Catalog and Graduate College Policy Manual
- Boise State University Policy Manual
- The Student Handbook

Student behavior that contradicts any part of the policies above or within this MBA Student Expectations Policy is subject to disciplinary action at the University and College levels (see COBE Graduate Student Policy #1010 – Dismissals & Appeals).

I. Behavioral Expectations

All Boise State MBA students are expected to conduct themselves with professionalism and civility. Students shall treat other students, faculty, staff and members of the COBE community with respect and proper courtesy. MBA students are expected to:

- Contribute, participate, and engage respectfully during the learning experience.
- Listen attentively, ask appropriate questions, and come to class prepared.
- Respond productively to suggestions and feedback from others.
- Use tact and sensitivity when interacting with others.
- Keep information confidential when appropriate.
- Function as a contributing member of a team (see “Teamwork Expectations”)

An MBA student is in violation of the COBE MBA Student Expectations Policy when the MBA student’s actions are offensive, inappropriate, threaten and/or harm others in the COBE and/or University community. Behavioral misconduct includes but is not limited to:

- Use of offensive language or gestures.
- Harassment, bullying, stalking or intimidation.
- Disrespectful behavior or damaging activity towards people or property.
- Behavior disruptive to the learning process.
- Discriminatory treatment of others on the basis of race, age, sex, and/or country of origin.
- Participation in academic activities while impaired or under the influence of drugs or alcohol.
- Theft of university or personal property.
II. Ethical Expectations

Students and graduates of the Boise State MBA programs are expected to adhere to the highest ethical standards. Examples of ethical behavior are highlighted below for reference, though this expectation encompasses many more activities and is not limited to these examples:

- All students are expected to represent themselves truthfully in all oral and written communications. Misrepresenting facts, lying, plagiarizing or omitting critical information to other students, faculty, staff, prospective employers and other community members is unethical and intolerable. This is covered in full in Boise State Policy #2020.
- A student must not intentionally or knowingly help another student commit (or make it possible for another student to commit) an act of academic or professional misconduct.
- A student must not divulge, distribute or misuse confidential or proprietary information that has been provided for class discussion or as part of an assignment.
- A student is expected to be pursuing a Master of Business Administration degree for intended purposes of learning and growth. Actions or activities that indicate otherwise undermine the purpose of the degree and may be subject to disciplinary action.

III. Teamwork Expectations

Every MBA student is responsible for helping other classmates learn, especially in team projects and interactions. This mirrors the expectations in the business world outside of academic programs. To function as an effective member of a team, MBA students are expected to:

- Participate within their team to clearly communicate roles, responsibilities and expectations.
- Do their part, and dedicate the time and effort that is expected of all team members. Free-riding or failing to contribute equally to team efforts is a violation of student expectations and harms the learning process for all.
- Respect others’ points of view, strengths, work styles, talents and ideas.
- Be open and receptive to feedback from other students, instructors and other members of the COBE community.
- Encourage sharing of ideas and concerns with a proactive focus towards problem-solving, not complaining.
- Work toward compromise and agreement to benefit the entire team.

IV. Technology Expectations

Technology is encouraged when appropriately used to aid learning and collaboration. This includes use of computers for notetaking, etc. When use is unrelated to class or program objectives, technology devices should be silenced or turned off. The instructor has the right to restrict usage further if necessary within the classroom. If a student must take a call for a personal emergency or other reason, please be respectful and minimize disruption.

Social Media: When representing oneself as a Boise State student on social networking sites, the expectation is that an MBA student will use good judgment while upholding a high level of professionalism. Communications as a student are expected to help maintain the strong reputation of the Boise State MBA programs.

Email Communication: Effective communication is a significant learning outcome for COBE MBA programs. Sending inappropriate or offensive emails is unacceptable. This expectation applies to
emails sent to/from a BroncoMail account or sent in an academic capacity. See additional information under University Policy #2280: Student E-mail Communications.

Information Technology Acceptable Use: Boise State University Policy #8000 dictates the proper use of IT resources and conduct for individuals both on and off campus. Under this policy, MBA students must comply with state and federal laws regarding technology use. In particular, MBA students distributing or making accessible to others copyrighted materials or hacking into unauthorized computers/accounts/devices, are subject to disciplinary action.

V. Academic Expectations

a. Attendance Expectations

Students are required to be on time and present for scheduled classes, events, and meetings. If a student will be absent or late due to emergency, illness, or other unavoidable commitment, it is the student’s responsibility to notify the instructor or organizer. Students are expected to make arrangements individually to make up work, submit assignments, communicate with team members and/or obtain notes. Absences and tardiness should be rare occurrences.

b. Academic Dishonesty

Academic dishonesty involves any unethical behavior conducted by either students or faculty related to academic work and scholarship. It can involve a variety of activities from cheating to plagiarism. Forms of Academic Dishonesty (this is not an exhaustive list) include:

- providing forged documents or using fake information during the admission process
- using the same assignment for more than one class without prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals, etc.) during examinations without the instructor’s prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else’s work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or information as actual results
- using fake documents, or false or misleading reasons, to gain an extension of time to submit work or take an examination
- using copyrighted, confidential or proprietary material without obtaining permission— including cases, books, logins, etc. MBA students are expected to abide by U.S. Fair Use laws which detail educational use for copyrighted materials.

Students are expected to review Section 7 of the Boise State Student Code of Conduct which outlines Academic Misconduct definitions and disciplinary procedures in more detail.
Appendix B: Graduate Student Policy #1010 – Dismissals and Appeals

Effective Date: 4/18/18
Approved by COBE faculty vote

Every Boise State University College of Business and Economics (COBE) graduate student is expected to comply with the policies set forth by their specific program, COBE, and Boise State University. A COBE graduate student alleged to be in violation of Boise State University policy is subject to disciplinary action through University proceedings as outlined in the Student Code of Conduct (Boise State University Policy # 2020).

COBE may review COBE graduate student behavioral and academic conduct violations and take disciplinary action at the college (COBE) level for a graduate student’s actions that violate COBE program or college expectations or policies. COBE disciplinary action may occur independently, or in conjunction with, other University processes. COBE disciplinary action may result in one or more of the following college-level actions:

- Dismissal from a COBE course
- Dismissal from a COBE program
- Dismissal from the college (COBE)

1. COBE Disciplinary Action Overview

The following actions may be used in sequence, concurrently, or individually as necessary. COBE may expedite the disciplinary process depending upon the severity of the violation(s). The dismissal action is dependent upon the circumstances and the severity of violations at hand, and may include any or all of the following:

1.1 Dismissal from a COBE course:
COBE supports instructors’ rights to invoke Boise State Policy #2050 – Maintaining Instructional Order when a student’s action warrants dismissal from a course. Course dismissal requests will be handled pursuant to Policy #2050. Any COBE graduate program instructor seeking to remove a student from a COBE graduate course is responsible for notifying the appropriate Graduate Program Coordinator.

1.2 Dismissal from a COBE graduate program:
Deciding party: COBE Graduate Program Coordinator

If the behavior or activity of a COBE graduate student adversely impacts the learning environment, students, staff, faculty or other members of the COBE community, the COBE Graduate Program Coordinator may dismiss the student from a COBE program. This decision considers the overall well-being and educational needs of COBE students, staff and faculty. The COBE Graduate Program Coordinator will make a decision in consultation with the Office of the Dean of Students and any other relevant parties following the process outlined in Section 2 of this policy.
Consideration of program dismissal is necessary to preserve the collaborative and supportive nature of COBE’s cohort-based programs. Thus, a student in a COBE cohort program who is dismissed from a COBE course will be automatically reviewed for potential dismissal from the COBE cohort program. After review, the Graduate Program Coordinator may dismiss the student from the COBE program and/or recommend dismissal from COBE.

If a graduate student is dismissed from a COBE program but is allowed to remain as a COBE graduate student, the student must apply and gain admission to a different COBE graduate program.

1.3 Dismissal from the College of Business and Economics (COBE):
Deciding Party: COBE Associate Dean for Academic Programs or her/his designee.

The COBE Graduate Program Coordinator may recommend to the COBE Associate Dean of Academic Programs that a COBE student be dismissed from COBE. The COBE Associate Dean of Academic Programs will make a decision in consultation with the Office of the Dean of Students and any other relevant parties following the process outlined in Section 2 of this policy.

2. Process for COBE Dismissal Decisions:

The process outlined below may take place before, after, or concurrently with other University reviews and processes, including those under University Policy #2020. At each stage of the COBE dismissal decision process, all communications will be sent to the student in writing via BroncoMail email (pursuant to Boise State University Policy #2280) and copied to all appropriate parties.

2.1 The COBE deciding party (Graduate Program Coordinator or Associate Dean of Academic Programs, as identified in Section 1), when informed of student behavior(s) and/or action(s) that appear to be in violation of Boise State University policy and/or COBE policy, will notify the student via email that their behavior(s) and/action(s) are under review pursuant to this policy (“Initial Student Notification Email”).

2.2 If a student is charged with a Student Code of Conduct violation under University Policy #2020, COBE may take immediate action for interim removal from a COBE course or a COBE graduate program until the Student Code of Conduct process is completed. The student will be notified via email by the COBE Associate Dean of Academic Programs of any COBE interim removal action.
   o In the event of interim removal from a COBE course or a COBE graduate program, the affected student may submit a written statement requesting reconsideration of the interim removal to the Associate Dean of Academic Programs within five (5) University working days after the email to the student notifying of the interim removal.
   o The Associate Dean of Academic Programs will review the statement requesting reconsideration within two (2) University working days of receipt of the statement and make the decision to:
     ▪ Remove the interim dismissal and take no further action.
- Remove the interim dismissal and continue through the full dismissal decision process.
- Sustain the interim dismissal until the dismissal decision process is complete.

2.3 After issuance of the Initial Student Notification Email, the affected student may provide additional information for consideration in the dismissal decision process. Such additional information must be sent via email to the Deciding Party within three (3) University working days after issuance of the Initial Student Notification Email.

2.4 The Deciding Party will review available information regarding the situation and may conduct meetings with faculty, staff and/or the student as described in section 2.5.

2.5 If the Deciding Party wishes to schedule a meeting with the student, the meeting will take place within five (5) University working days after the Initial Student Notification Email.
   - The COBE graduate student may choose to invite a support person (non-participant) to attend the meeting if the student desires.
   - If a support person will attend, the student must notify the Deciding Party of the support person’s name and relationship to the student. This notification must be received by the Deciding Party no later than 24 hours prior to the scheduled meeting start time.
   - Other University representatives may be invited by the Deciding Party to attend the meeting. In such an event, the student will be notified no later than 24 hours prior to the scheduled meeting start time.

2.6 A decision will be made by the Deciding Party within fifteen (15) University working days of the issuance of the Initial Student Notification Email. The student, the Office of the Dean of Students, the Boise State Graduate College and the Dean of COBE will be notified via email of the decision (“Dismissal Decision Email”). The Dismissal Decision Email may include one or more of the following:
   - Decision not to dismiss – Conclusion of the situation with a document reflecting the outcome being maintained in the student’s file until the student graduates from COBE.
   - Decision to dismiss the student from the COBE graduate program.
   - Decision to dismiss the student from COBE.

2.7 A COBE graduate student dismissed from a COBE graduate program or COBE will be withdrawn from all current and/or future COBE courses in accordance with Boise State University Policy #4185 – University Administrative Complete Withdrawals.
   - In the event of an initiated appeal process under Section 3 below, the withdrawal process is stayed pending the outcome of the appeal process.

3. Student Appeal Process for COBE Dismissal Decisions

A COBE graduate student has a right to appeal COBE program and/or college dismissal decisions. At each stage of the appeal process, all communications will be sent to the student in writing via BroncoMail email (pursuant to Boise State University Policy #2280) and copied to all appropriate parties.

3.1 Appeal Deciding Party (“ADP”):
3.2 A student appealing a dismissal decision must provide via email to the ADP a written appeal statement outlining the reasons why the dismissal should be reversed and/or modified. The student may also submit via email to the ADP relevant supporting documents.

- A student has ten (10) University working days after the Dismissal Decision Email (see: section 2.6) is sent to submit an appeal to the ADP.

3.3 The ADP will review the student appeal submission within five (5) University working days after receipt of the appeal statement email.

- The ADP may choose to conduct an in-person or phone meeting with the student within ten (10) University working days of the appeal submission.
- The COBE graduate student may choose to invite a support person (non-participant) to attend the meeting with the ADP if the student desires.
- If a support person will attend, the student must notify the ADP of the support person’s name and relationship to the student. This notification must be received by the ADP no later than 24 hours prior to the scheduled meeting start time.

3.4 The ADP will convene a COBE Graduate Governance Team (“GGT”) to review and make a recommendation to the ADP to uphold, modify or overturn a dismissal decision within ten (10) University working days of the ADP’s completion of the initial appeal review.

- The GGT is constituted of three members from the standing COBE Graduate Policy Committee.
- Upon convening the GGT, the ADP will notify the student via email of the GGT’s composition.
- If the student believes a member of the GGT cannot fairly and impartially consider the appeal, the student may request a replacement to the team. The request must be emailed to the appeal deciding party within 48 hours after notification of the COBE GGT composition. The COBE Graduate Policy Committee will appoint a different faculty representative(s) within 24 hours and notify the student of the replacement(s).
- The GGT may ask the student to provide written clarification of any points raised in the appeal prior to the GGT deliberation meeting.
- The GGT deliberation meeting will occur in closed session and GGT members may participate remotely if in-person attendance is not viable.
- The GGT deliberation meeting will occur within fifteen (15) University working days after notification of an active appeal by the ADP.
- The GGT will provide a recommendation to the ADP within five (5) University working days after the GGT deliberation meeting.

3.5 The ADP may choose to adopt or alter the recommendation of the GGT.

3.6 The student will be notified by email of the ADP’s decision within ten (10) University business days of the GGT’s recommendation.

3.7 The ADP’s response is the final COBE decision.

3.8 If an appeal outcome results in dismissal from a COBE program or COBE, the student will be withdrawn from all current and/or future COBE courses in accordance with Boise State University Policy #4185 – University Administrative Complete Withdrawals.
Graduate Program Coordinator: Within COBE, the Graduate Program Coordinator refers to the Director of a Program or, in the case of no appointed Director, the staff/faculty member responsible for direct oversight of the graduate program. A list of COBE Graduate Program Coordinators is kept current on the COBE website under Graduate Program Contacts.

COBE Cohort Graduate Programs: A cohort program refers to a course of study where students enter a program together, proceed through coursework in the same sequence (at the same time), and graduate together. Current COBE cohort programs include the Career Track MBA, Professional MBA, Executive MBA, and concurrent JD/MBA programs.

COBE Associate Dean for Academic Programs: Within COBE, the title of “Associate Dean for Academic Programs” refers to the administrator responsible for oversight of COBE graduate programs. If the position is vacant or the responsible party is unavailable, a designee will be assigned to carry out the responsibilities of the role. The current Associate Dean of COBE Academic Programs is listed on the COBE website under Graduate Program Contacts.
Appendix C: MBA Cohort Progression Policy

**Effective Date: 4/18/18**
Approved by COBE faculty vote

Four College of Business and Economics (COBE) Master of Business Administration (MBA) programs are cohort-based programs:

- Career-Track MBA
- Professional MBA
- JD/Professional MBA
- Executive MBA

Each program admits one cohort per year. Students are expected to progress through the required curriculum together as one group. Within each program’s curriculum, courses are sequential and must be taken in the order listed.

1.1 In order to progress in MBA programs, students must:
   a. Maintain a cumulative 3.00 GPA in accordance with the Boise State Graduate College Policy – Academic Performance.
   b. Adhere to all Boise State University policies.
   c. Pass all required coursework with a C or better in sequence with their entering cohort.

1.2 Students who receive a failing grade (C- or lower) in any course are required to meet with the Program Director to develop a plan for academic success. At the discretion of the Program Director and in consultation with the failed course faculty, students may be given the opportunity to retake the failed course.
   a. The MBA Program Director will decide if the student may continue with other required classes while retaking the failed class.
   b. The MBA Program Director may recommend, at their discretion and upon class availability, an equivalency course to replace the failed course. All other Graduate College transfer requirements will apply.
   c. Failure to pass the course a second time will result in dismissal from the MBA cohort. Graduate courses may not be retaken more than one time.

1.3 Students who stop progression (fail to enroll and/or complete courses in sequence with their cohort) in an MBA program may request readmission with their original or a new cohort within the same program.
   a. Readmission is not guaranteed and is at the discretion of the MBA Program Director.
   b. Readmission materials or a new application may be requested and reviewed.
   c. Students are subject to existing University Reinstatement Policies including Graduate Policy #3090 – Reinstatement to a Graduate Program.

1.4 Eligible students who stop progression in an MBA program may request admission to a different COBE graduate program.
   a. Students dismissed from COBE are ineligible for re-admission to any COBE program.
   b. The admitting program Director may request and review admissions materials and notes in the applicant’s file prior to making an admission decision.
   c. Students are subject to existing University Reinstatement Policies including Graduate Policy #3090 – Reinstatement to a Graduate Program.

1.5 All requirements for a master’s degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven years as outlined in the Boise State University Graduate College Catalog.
# Appendix D - Professional MBA Faculty & Staff

## Professional MBA Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian O’Morrow</td>
<td>Director, Advisor and Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>Ally Daniels</td>
<td>Associate Director</td>
<td></td>
</tr>
<tr>
<td>Zeynep Hansen</td>
<td>Associate Dean for Academic Programs and Scholarship</td>
<td></td>
</tr>
<tr>
<td>Ken Petersen</td>
<td>Dean, College of Business and Economics</td>
<td></td>
</tr>
</tbody>
</table>

Note: faculty is subject to change across years and cohorts without update to this list.

For complete contact information and office hours, please visit the COBE Faculty/Staff Directory

## Professional MBA Faculty

<table>
<thead>
<tr>
<th>Field</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Joanne Wood, Managerial Accounting</td>
</tr>
<tr>
<td>Economics</td>
<td>Anne Walker, Global Economics</td>
</tr>
<tr>
<td>Finance</td>
<td>Keith Harvey, Managing Corporate Finance</td>
</tr>
</tbody>
</table>
| IT and Supply Chain Management | Jim Kroes, Issues in Supply Chain Management  
Mark Fitzgerald, Information Technology & Process Management  
Phil Fry, Business Modeling |
| Management          | Christy Suciu, Strategic Perspectives  
Jim Miles, Developing Successful Teams  
Janet Stephens, Managing People in Organizations  
Brian McNatt, Organizational Issues  
Jonathan Krutz, Managerial Communications  
Jeff Sugheir, Strategic Management  
Tom Banducci, Managers and the Legal Environment |
| Marketing           | Shikhar Sarin, Marketing Strategy                                       |
| Project & Capstone Faculty | Thomas Old, Project Management  
Nick St. John, Opportunity Assessment courses  
Jim Balkins, Feasibility & Planning courses, Business Plan Development & Capstone |
Appendix E- Professional MBA Admission Requirements

a. Admissions Overview

All students applying to the Professional MBA Program must submit a completed application and satisfy admissions criteria for admittance to the program.

The Admissions Committee will make all final admissions decisions based on a comprehensive and holistic review of a student’s completed application. Consideration is given to a student’s:
- Prior academic performance
- Leadership experience
- Professional experience
- Aptitude for graduate study
- General motivation
- Managerial and interpersonal attributes
- Potential to contribute to the cohort in course and team work

b. Admissions Deadlines

Professional MBA applications are reviewed on a rolling admissions schedule. It is recommended that applicants submit all required application materials by April 15 in order to be considered for that year’s fall cohort.

Applications which are not complete by April 15 will be considered on a space-available basis and may be deferred admittance until Fall 2019.

c. Minimum Admission Requirements

- Baccalaureate degree from a regionally accredited U.S. college or university or a degree from a non-U.S. institution of higher education of equivalency.
- An undergraduate grade point average (GPA) of a 3.00 (based on a 4-point scale).
- Two years of significant, full-time management experience (often shown in management of people, budgets or customer accounts) or professional experience (such as a licensed Professional Engineer or CPA).
- For international students: proof of English Language Proficiency as required by the International Admissions Office.

In some situations, exceptions to one or more of these admission requirements may be warranted. Exceptions to regular admission requirements must be recommended by the Professional MBA Admissions Committee and are not guaranteed.

d. Application Requirements

- Online Application for domestic students or international students and application fee
- Official transcripts from all schools attended
- **Resume**
  o Submitted resume should highlight professional work experience in detail. Positions should include start and end dates (month and year) for each position held, and indicate full- or part time.

- **Essays:**
  **Two Required:**
  o *Tell us about a time when you tried to reach a goal or a task that was challenging, difficult, or frustrating. What did you learn from the experience?* (Maximum 500 words)
  o *Each of our applicants is unique. Describe how your background, values, work experience, and/or leadership skills influenced your career goals. How will your goals be furthered by an MBA degree?* (Maximum 750 words)

  **One Optional:**
  o *Is there anything you would like to share with the MBA Admissions Committee in considering your application?*

  **One essay is required only for re-applicants who have been previously denied or for students who are reapplying after dismissal:**
  o *Since your previous application, what are the steps you’ve taken to strengthen your candidacy?* (Maximum 500 words)

- **Recommendations**
  o Recommendations are to be completed using the Professional MBA recommendation form. They may be submitted electronically via the online application system or sent directly via email to graduatebusiness@boisestate.edu.
  o At least one recommendations is to be completed by a direct supervisor in a professional setting. Additional recommendation(s) should be from colleagues, direct reports, customers, professors or others that have known the applicant in a professional or academic setting.

- **Interview**
  o Qualified candidates will be invited for an interview with the Professional MBA Program Director to discuss professional background, motivation for an MBA and to assess interpersonal skills. Interviews are in-person but in extenuating situations an exception may be made.

- **GMAT or GRE Scores**
  o GMAT: Ideal candidate will have a minimum score of 500
  o GRE: Ideal candidate will have a minimum score of 147 Verbal / 148 Quantitative
  o Score Waiver: GMAT/GRE waivers may be granted for applicants with three years of significant management experience and a minimum 3.0 GPA in their undergraduate career, or for applicants who already possess a master’s or doctoral level degree.
A GMAT/GRE score waiver is not guaranteed even if applicants meet above criteria. Applicants are encouraged to email graduatebusiness@boisestate.edu for a preliminary review to see if they may qualify for the waiver.

The Professional MBA Admissions Committee may request additional information beyond these application requirements if needed for an admissions decision. The Professional MBA Admissions Committee reserves the right to make changes to the application requirements on a case-by-case basis.

e. Additional Admission Factors
Space is limited in each Professional MBA cohort. For an optimal learning experience, classes may be capped at a specific number of students (typically no more than 30 enrolled students). Admitted students may be placed on a waiting list for the current cohort or be admitted to the following year’s class.

To preserve the diversity of each cohort, the Program Director may choose to limit the number of admitted students from one organization. In this situation, the Program Director may request a more competitive review of applicants from a specific organization.

f. Admission Decisions
Admissions decisions are conveyed via email from the Professional MBA Program 2-3 weeks following the applicant interview.

Following a program decision, the Boise State Graduate College will confirm the decision via email and mailed letter.

Student admission decisions fall into one of the following categories:
- **Regular**: Regular admission is provided to students who have met all minimum requirements for admission.
- **Provisional**: **Provisional status** is reserved for students who are admitted but have additional requirements to meet to meet regular admission status. This commonly occurs when students have not met all minimum requirements for admission. For example, a student with a 2.85 GPA may be admitted provisionally since the minimum 3.0 GPA requirement was not met. Provisionally admitted students will have a requirement to earn specific grades in a certain number of classes (e.g. receive a minimum 3.0 GPA in the first 12 credits of the program). **All Professional MBA students are admitted provisionally** since they are required to complete the Business Foundation modules prior to the start of classes.
Students who fail to meet provisional requirements may be dismissed from the program.

Conditional: Conditional admission is for admitted students who are required to provide additional materials or requirements to obtain “regular” status. Commonly, a student who is admitted to a program while completing a bachelor’s degree will be admitted conditionally pending proof of degree completion. Students who fail to meet conditional requirements may be dismissed from the program.

g. Administrative Handling of Admissions Documents
Application materials are handled by both the Boise State Graduate College and the Professional MBA program team. All documents received by Boise State University in conjunction with an application for admission become the property of the university. These documents will be duplicated only for use in admission decisions and student advising at the university. Moreover, the original documents will neither be returned to the applicant nor forwarded to any individual unaffiliated with Boise State University or forwarded to any other agency, organization, college, or university.

h. Expectation of Honesty
All student applications are expected to be true and honest representations of the applicant. Under Section 4-E of the Boise State Student Code of Conduct, it is a violation to “provide false information on documents submitted to the University in support of in application for admission.” Applicants or students found to have submitted false information during any point in the admissions process will be denied or dismissed from the program.