

UNIVERSITY OF HAWAI'I AT MĀNOA

SHIDLER

COLLEGE OF BUSINESS

• International Excellence •

Global MBA Handbook

This handbook is designed for students who have been admitted and become classified graduate business students at the Shidler College of Business at the University of Hawai'i at Mānoa (UHM).

Updated May 2019

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INTRODUCTION

Aloha and welcome to the Shidler College of Business Global MBA program! This handbook is designed to provide an overview of the curriculum and important policies that govern the graduate programs at the Shidler College of Business.

While we have tried to make the content of this handbook clear and comprehensive, please understand that this is a living document and the information contained within is subject to change. Please refer to this Handbook as a quick reference during your time with us.

Students should also be aware of the general University and Student Policies. All questions regarding this publication or the University's policies should be directed to the Shidler College of Business Office of Student Academic Services – Graduate Division (OSAS Grad). Students are responsible for knowledge of these policies.

We encourage you to contact any member of the OSAS Grad staff whenever we may be of assistance. We hope that you find your Shidler College of Business graduate experience to be intellectually challenging and personally rewarding.

Curriculum

MBA CURRICULUM & TRACKS

The program consists of 48 total credits hours, of which 27 are required for core courses and 21 for electives. All prerequisites must be met for both core and elective courses unless otherwise approved by the instructor and the Master Programs Director.

MBA CORE

BUS 601 Professional Development (0)

Professional development course designed to focus on and improve the leadership development skills of MBA students. Students will learn from guest speakers, through field trips, intensive workshops, and hands-on experience. No grading.

BUS 619* - Data Analytics and Statistics for Business (3)

Data analytical and statistical tools for the MBA with emphasis on descriptive and predictive quantitative analytical methods, including time series and regression. Repeatable unlimited times. MBA majors only. Graduate students only. A-F only.

BUS 620* - Micro- and Macro-economic Foundations for Managers (3)

Applications of micro- and macro-economic principles to managerial decisions. Microeconomic focuses on economic foundations of business strategies. Macroeconomics focuses on the external economic environment including regulatory and international trends and issues. Admission to MBA program. A-F only. Pre: MBA math and economics tutorials, or equivalents; or consent.

BUS 623 - Marketing Management (3)

Concepts and issues in marketing within the global environment of business. Ethical dimensions and social responsibilities; market research; consumer segmentation and positioning. Strategic marketing planning. A-F only.

BUS 624 - Accounting for Decision-Making (3)

Accounting tools for business professionals focusing on the role of accounting information in capital markets, managerial decision-making and corporate governance. A-F only. Pre: Accounting tutorial; or consent.

BUS 625* - Digital Transformation with Information Systems and Technology (3)

Practices, techniques, and tools for managing digital innovation in markets, firms, and enterprise systems through information technologies and applications. Repeatable unlimited times. MBA majors only. Graduate students only. A-F only. Pre: 621 and 622 or 619 and 620; or consent.

BUS 626 - Leadership and Organizational Behavior (3)

Personal leadership and communications development and the contributions of the behavioral sciences to understanding human behavior in organizations with a focus on leading organizations in times of change. A-F only.

BUS 629 - Managerial Finance (3)

Financial management theories and tools for business professionals; asset management; capital budgeting; capital structure and dividend policies. A-F only. Pre: 621, 622 and 624 or 619, 620 and 624; or consent.

BUS 632 - Business Policy and Strategy (3)

Integration of learning through analysis of comprehensive business problems, resolution of policy issues, and the study of competitive strategies in the international setting. Pre: MBA core courses completed or taken concurrently; or consent.

BUS 696 - MBA Consulting Practicum (3)

Final MBA requirement for those candidates not writing a thesis. Candidates will form consulting teams to perform a meaningful, strategic study for a client organization. Pre: 632 and completion of at least 12 elective credits; or consent

BUS 700 –THESIS OPTION

All MBA students have the option of completing a six credit thesis in place of their capstone course (BUS 696). The thesis course is typically a multi-semester experience that culminates in an original, scholarly contribution to the field. A thesis course serves as a substitute for BUS 696 (three credits) and fulfills one MBA elective requirement (three credits). It is the only course that can substitute for BUS 696 and is recommended primarily for students who plan to continue to a Ph.D. rather than (re)enter/continue professionally in the business world. It is the responsibility of the student to seek out and secure their thesis subject, advisor, and review committee. Students interested in pursuing this option should contact their advisor for more information.

*For students admitted prior to Fall 2017 the following courses would fulfill the Core requirements:

BUS 619 – BUS 621 & 628

BUS 620 – BUS 622 & 627

BUS 625 – BUS 630 & 631

MBA TRACKS

The Global MBA has three (3) tracks offering flexibility in completing the program. See below for the course scheduling of the tracks and a sample Study Plan (subject to change).

21 months (12 credits)		with summer (12 credits)		24 months (9 credits)		36 months (6 credits)		JD-MBA (6 credits)	
Fall 1		Fall 1		Summer 1		Fall 1		Fall 1	
620	Economics	620	Economics	623	Marketing	619	Data Analytics	619	Data Analytics
624	Accounting	624	Accounting	624	Accounting	626	OB/Leadership	626	OB/Leadership
619	Data Analytics	619	Data Analytics						
626	OB/Leadership	626	OB/Leadership						
Spring 1		Spring 1		Fall 1		Spring 1		Spring 1	
623	Marketing	623	Marketing	620	Economics	623	Marketing	623	Marketing
625	ITM	625	ITM	619	Data Analytics	625	ITM	625	ITM
629	Finance	629	Finance	626	OB/Leadership				
632	Strategy	632	Strategy						
Summer 1		Summer 1		Spring 1		Summer 1		Summer 1	
			Elective 1	625	ITM		Elective 1		Elective 1
			Elective 2	629	Finance		Elective 2		Elective 2
				632	Strategy				
			Fall 2				Fall 2		Fall 2
			Elective 3			620	Economics	620	Economics
			Elective 4			624	Accounting	624	Accounting
			Elective 5						
			Fall 2						
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			Elective 4						

Name: _____ Flag Field: _____ Date: _____ Initial: _____
 Program: _____ Plan: _____ Status: _____ Last Audit Date: _____
 UHID: _____ E-Mail: _____ UH Waiver: Entry: _____
 Expected Grad: _____

CORE REQUIREMENTS (21 Credits)

		Units	Term	Grade	PREQ/CO-REQ
BUS 601	Professional Development	0			
BUS 619	Data Analytics & Statistics for Business	3	<input type="checkbox"/>	<input type="checkbox"/>	
BUS 621	Statistical Tools for the MBA	1.5	<input type="checkbox"/>	<input type="checkbox"/>	Co: 622
BUS 628	Ethics	1.5	<input type="checkbox"/>	<input type="checkbox"/>	Co: 627
BUS 620	Micro & Macro Econ. Foundation for Managers	3	<input type="checkbox"/>	<input type="checkbox"/>	
BUS 622	Economic Tools for the MBA	1.5	<input type="checkbox"/>	<input type="checkbox"/>	Co: 621
BUS 627	Business, Gov't & External Env.	1.5	<input type="checkbox"/>	<input type="checkbox"/>	Pre: 622(620) Co: 628
BUS 623	Marketing Management	3	<input type="checkbox"/>	<input type="checkbox"/>	
BUS 624	Accounting for Decision Making	3	<input type="checkbox"/>	<input type="checkbox"/>	
BUS 626	Leadership & Organizational Behavior	3	<input type="checkbox"/>	<input type="checkbox"/>	
BUS 629	Managerial Finance	3	<input type="checkbox"/>	<input type="checkbox"/>	Pre: 621(619), 622(620), 624
BUS 625	Digital Transformation with Info Sys. & Tech	3	<input type="checkbox"/>	<input type="checkbox"/>	Pre: 619(621), 620(622)
BUS 630	Managing IT for Strategic Advantage	1.5	<input type="checkbox"/>	<input type="checkbox"/>	Pre: 621(619), 622(620) Co: 631
BUS 631	Ops and Supply Chain Mgmt	1.5	<input type="checkbox"/>	<input type="checkbox"/>	Pre: 621(619), 622(620) Co: 630

Integrative and Field Studies (6 Credits)

BUS 632	Business Policy & Strategy	3	<input type="checkbox"/>	<input type="checkbox"/>	MBA Core
BUS 696	MBA Consulting Practicum	3	<input type="checkbox"/>	<input type="checkbox"/>	632 & 4 Electives

Electives (21 Credits)

					Approvals:	
					400 Lvl Form	Outside Shidler
1.					<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

INTERNATIONAL CERTIFICATE

The Shidler College of Business is known for excellence in international business. Through the MBA program, a student may focus on Japan or China and can earn a Japan or China-Focused certificate. Students must complete 2 of 3 requirements to earn the certificate:

- Language Proficiency
- International Internship
- Study Abroad

Language Proficiency

Requirement can be met in one of two ways:

- Proficiency Testing - You can pass a proficiency test that would waive the requirement to take language courses. The test would be administered by the language department here at the UHM. The level of proficiency required to pass this test would be equal to testing out of third year language courses.
- Languages Courses - The language requirement can also be met by taking language courses here at UHM during the first year of the Global MBA program. After proficiency testing students would be placed into one of three levels of language class, and there would then be two terms of progressive language coursework. Students may take language classes at no additional cost as long as they are carrying 12 credits towards their MBA (enrolled in the 21-Month Track). Students may also continue with their language training upon their return to Shidler in their final semester.

International Internship

Students are encouraged to gain international work experience through an internship. Students are responsible for securing an internship and can seek assistance from the Career Services Office, specifically the Director of Graduate Career Services. The internship may count for up to 3 elective credits during the summer or second fall semester of the program. Please see the Internship section of the Handbook for further guidelines on the requirements.

Study Abroad

Students complete a Study Abroad experience, typically in the second fall semester of their program. Students must complete 9-12 credits (depending on their internship and summer programs) at a Shidler partner school or through a UHM program. More information on partner schools and opportunities can be found on the Shidler website and in the International Experiences section of this handbook.

GROUP DYNAMICS

In the Shidler MBA Program, many classes involve group interactions and dynamics. The purpose of intentional group interactions is to provide students with a wide variety of perspectives, backgrounds and real-world experiences that can be applied to the curriculum. In addition, these group dynamics help individuals develop their strengths as well as examine their areas for improvement. During the first year of core courses, students will work in pre-assigned groups for all classes throughout the fall and spring semesters. Groups will be changed/reassigned in the spring. In the following year(s) and for elective courses, students may establish their own groups. Ideally, groups should consist of three (3) to five (5) members with four (4) members being an optimal number for distributing workload.

In any group situation it is normal for conflict to arise. Establishing parameters and expectations early on and clear communication throughout any given project/class will help minimize and/or eliminate conflicts within groups. Any conflict should be addressed within the group; however, if mediation is needed, the group or individual(s) may contact OSAS Grad or the MBA Faculty Director.

Electives

MBA ELECTIVES

Students must complete 21 credits of elective coursework. Elective courses within the Shidler College of Business are available in the following subjects:

- Accounting (ACC)
- Finance (FIN)
- Marketing (MKT)
- Management (MGT)
- Human Resources (HR)
- Information Technology Management (ITM)
- Real Estate (RE)

In addition, students may complete elective credits for internships (BUS 695), study abroad (BUS 667), and the Asian Field Study (BUS 677).

Business concentrations are unofficial and will not be reported on a student's diploma as all Shidler MBAs are in general business. However, students may choose to strategically select elective courses in a particular business field to create a personalized study plan for their MBA degree. Up to twelve (12) credits may come from courses external to the Shidler College of Business and up to six (6) elective credits may come from 400 level courses. A listing of courses can be found on the Class Availability site via MyUH Services (link can be found on Appendix B). Students are encouraged to consult with their advisor prior to selecting elective courses.

INTERNATIONAL EXPERIENCES

The Shidler College of Business is known for its expertise in international business. Many classes incorporate international and global topics, and students are encouraged to take advantage of opportunities to further their study of international business through a variety of learning experiences. These include, however may not be limited to, the Asian Field Study (BUS 677) and Study Abroad (BUS 667) opportunities.

Asian Field Study – BUS 677

The Asian Field Study is a once in a lifetime experience to explore the business environment in four to six countries in Asia. The objective of the program is to prepare students to succeed in a global business environment. The goal is for students to develop an awareness of the interconnected components of the global economy, and to be sensitive to, and able to adapt to unique cultures and business practices.

This is accomplished by exposing students to diverse and relevant Asian business environments utilizing academic theory and business models as a framework for real-world experiences. The program consists of site visits, case

studies, and country-level, industry-level, and firm-level assessments. Cross-functional integrated learning is the foundation and is applied to diverse economic, cultural and industry situations.

Pre-trip learning is accomplished through a combination of in-class lectures, web-based video lectures, on-line discussions, case studies and readings. The emphasis is placed on real-time source materials, interviews with experienced executives and experts, and the application of personal observation. The trip is approximately three weeks long and is followed by post-trip classes with discussions and presentations.

The Asian Field Study (BUS 677) is a six-credit course. There is a program fee, which covers airfare, ground transportation, lodging based on double occupancy, and breakfast while in Asia. The program fee does not include tuition. Scholarship assistance is available on a competitive basis. The application process begins in the spring. For more information about the Asian Field Study and its current estimated program fee, please go to the following website: <http://pami.shidler.hawaii.edu/asian-field-study>.

Study Abroad

There are several resources that offer study abroad opportunities. It is important to note that each has its own specific guidelines, requirements and deadlines. All study abroad opportunities require students to be enrolled full-time (9+ credits) during the semester that they are abroad, except during the summer. Students must enroll in an MBA program or equivalent, at their study abroad university. Credits taken while abroad fulfill elective requirements but courses must be approved by OSAS Grad. All courses must be taken for a letter grade (A - F) at the abroad university; however, BUS 667 credits taken through Mānoa International Exchange (MIX) and Shidler partner schools are registered as credit/no-credit and are recorded on transcripts as such.

Scholarship assistance is available on a competitive basis to help defray travel costs with greater award rates for students with full-time status. Students must make their own travel arrangements and coordinate their housing requests directly with the partner university or on their own. OSAS Grad holds an information session regarding study abroad opportunities once a year in the late fall or early spring.

University of Hawai'i at Mānoa International Exchange (MIX)

The Mānoa International Exchange (MIX) office handles the exchange of students coming into UHM from an international university and UHM students seeking a study abroad experience. UHM students going abroad will pay UHM tuition. Availability can be limited at times, since opportunities are dependent on an even exchange of students. The application and nomination process goes through the MIX office. The application deadline is typically in early February and is a firm deadline. Generally, MBA students will go abroad in the fall of their second year in the program. MIX also has summer programs that can be taken

for three (3) to six (6) credits (See Appendix B for link to MIX).

Shidler College International Exchange Agreements

Shidler students can apply to study abroad at several partner schools in Asia primarily in Japan and China. In most cases, business courses are offered in English and local language training is available. The application process is coordinated through OSAS Grad. Shidler students going to a partner school will pay UHM tuition. See Appendix B for link to partner schools.

UH Mānoa Study Abroad Center

The UHM Study Abroad Center offers international opportunities across the world. A UH faculty member will accompany student(s) on a study abroad experience, and the student(s) must take at least one (1) class from the UH faculty member. It is preferable that Shidler students explore opportunities that involve Shidler professors as it creates more possibilities for acceptable electives. Tuition, fees, and payments are handled through the center and rates vary depending on the location/school and the amount of credits taken. The School Abroad Center may coordinate the room and board arrangements. Grades from the study abroad experience will transfer into UHM. (See Appendix B for a link to the UHM Study Abroad Center).

SPECIAL TOPICS

Some courses in the graduate program curriculum are topic-oriented and may be taken repeatedly with change in course topic (e.g. MGT 650 or ITM 660). Different topics are taught and are reflected in distinct registration sections, even though the different sections may possess the same course number. Special topics courses may be taken up to four (4) times as long as the topics are different.

DIRECTED READING AND RESEARCH

Students may register for Independent/Directed Studies (BUS 699) for up to six (6) elective credits with advisor approval.

Directed Studies cannot replace the capstone course BUS 696 or thesis course. Students must consult with an instructor to discuss course requirements and the appropriateness of the course for academic study. A BUS 699 Directed Studies Proposal form must be requested by the student from an advisor. Once the student and instructor have created and agreed upon a course proposal and completed the form, the form can be submitted to OSAS Grad. If approved, OSAS Grad will provide the student with the proper registration CRN.

INTERNSHIPS

Internships provide an opportunity for students to apply what they have learned in a professional environment. Internships are not required; however, they are

highly recommended especially for students changing careers or industries. Internships can be taken for up to three (3) elective credits. Additional internship credits can be taken; however, they will not count towards program requirements or program GPA. The following guidelines should be considered prior to requesting approval for an internship:

- Work performed must be at a graduate-business level. Examples include developing strategies, performing in-depth analysis, providing business related recommendations to leadership, etc.
- Internship should occur after most business core courses have been taken so students are able to apply what has been learned.
- A minimum of 150 hours must be completed. Often times, students work more than the required minimum. Interns are allowed to receive compensation while concurrently earning course credit.
- Internship should be a new opportunity for the student. Similar work performed with a current or previous employer will not be counted as internship experience. If work is being performed with a current employer it should be under another supervisor or department and separate from the individual's normal work hours.

To request approval to receive credit for an internship, contact the Director of Graduate Career Services. (More information can be found in Appendix C.)

400-LEVEL COURSES

MBA students may enroll in a maximum of two (2) 400-level courses (six credits total) for elective credit. Students are required to meet all course prerequisites and will need to complete additional work for the course to receive graduate credit. The student must complete an Approval Form for Use of 400-Level Course (see Appendix A for link to the form), which includes obtaining the instructor's approval/agreement to assign more work to qualify the course at the graduate level.

Students should inform OSAS Grad if they wish to take a 400-level course prior to the first day of classes. The completed approval form needs to be submitted to OSAS Grad prior to the last day to drop the course that semester. If a student plans to take a 400-level course outside of Shidler he or she must also follow the requirements stated in the Non-Business Elective Courses Policy.

NON-BUSINESS ELECTIVE COURSES POLICY

MBA students may take up to four (4) non-business courses (12 credits) for elective credits. These courses must be 400 to 600 level. For joint-MBA program students, upwards of three (3) courses (9 credits) from the joint program can be counted towards the MBA degree.

Students that would like to take non-business courses must receive approval from both OSAS Grad and the course's instructor/department. In order to determine if the course will fulfill the elective requirements, students will need to provide an email justification to an advisor explaining how the course aligns with their overall MBA program and how it will assist them in their career goals. This email must be received prior to registering for the course. If approved, students may follow up with the instructor/department to provide any necessary overrides to register for the course.

For JD/MBA students, up to 10 credits (or 3 courses) of JD electives may also be counted as MBA electives. JD core courses cannot be used as MBA elective courses. Only courses taken for a letter grade may be used. Other joint-MBA programs may also have elective credits counted toward both degrees. Students should contact an advisor to review the Memorandum of Understanding (MOU) for that joint program.

TRANSFER CREDIT AND COURSE WAIVER POLICY

The Shidler College of Business generally does not allow for credits to be transferred into our MBA program. If an MBA candidate would like to transfer any credits completed prior to admission into the MBA program or waive credit requirements, he or she must make the request at the time of his or her admission into Shidler (prior to starting the MBA program).

Policy

STANDARD COMMUNICATION (EMAIL, NEWSLETTER, LISTSERVS)

Communication between students, OSAS Grad, and instructors will be the key to success in this program. The primary methods of communication will be through UH email, the OSAS Grad e-newsletter and the Lulima system. Below are details on each along with information on student listserv. Information on other methods of communication and resources such as important UHM websites, MyUH, STAR, etc. can be found in the Resources section of this handbook.

EMAIL

A student's individual UH email (username@hawaii.edu) is the primary means through which UH and the Shidler College of Business will communicate important information. Students are responsible for checking their UH email accounts on a daily basis. All current students are automatically included in the Global MBA listserv via their UH email.

In order to help students manage multiple email accounts, the UH email system has a mechanism that allows students to forward their UH emails to another account. See instructions below.

To forward email from a UH account to a personal account:

1. Go to gmail.hawaii.edu/
2. Log in using a UH username and password
3. Click on "Settings"
4. Click on "Forwarding and POP/IMAP"
5. Click on "Add a Forwarding Address"
6. Enter new forwarding email address
7. Click "Next"
8. Click "Proceed"
9. Click "OK"
10. Click on "Forward a copy of Incoming Mail to"
11. Click on "Save Changes".

MIND YOUR BUSINESS - GRADUATE E-NEWSLETTER

The monthly OSAS Grad e-newsletter, Mind Your Business, will be sent to students through UH email via the mandatory listservs. Mind Your Business highlights important dates and deadlines related to OSAS Grad, the Shidler College of Business, and the university at large such as registration information, scholarships, and class availability.

All students are responsible for reading and understanding the content sent out through the e-newsletter.

LAULIMA

Lulima is the primary system for course specific correspondence, materials, and resources. Once students have registered for classes, they will be added to the

course-specific Laulima site. Students will be expected to access readings and other documents, upload assignments, and correspond with their professors and classmates through Laulima. To learn more about Laulima, please see Appendix B.

BUS-GRAD STUDENT LISTSERV (optional)

All students are encouraged to join the Shidler College of Business Graduate Listserv – BUS-GRAD. Student clubs, the Shidler Alumni Association, and offices outside of OSAS Grad have access to this listserv and will send out information on events such as lecture series, the Career Expo, business plan competitions, and internships and jobs. Students can choose to remain on the BUS-GRAD listserv after they graduate to continue to receive notifications. Students who would like to post information on the listserv must check with an advisor.

To subscribe to the listserv:

- Send an email message to listserv@lists.hawaii.edu from your PREFERRED email address
- In the body of the message write: Subscribe BUS-GRAD full name (i.e. Subscribe BUS-GRAD Elvis Presley)
- You should then receive a welcome message if successfully subscribed to the listserv

To unsubscribe to the listserv:

- Send an email message to listserv@lists.hawaii.edu from the address you signed up with
- In the body of the message write: Signoff BUS-GRAD

STUDENT EXPECTATIONS & RIGOR AT THE SHIDLER COLLEGE OF BUSINESS

At the Shidler College of Business, students are expected to meet the following high standards and expectations of the rigorous curriculum to ensure a successful learning experience:

- Students, on average, spend four to eight hours each week preparing for each course.
- Students arrive to class prepared to participate as the instructor expects.
- Students actively participate in group projects.
- Students know concepts from prerequisite courses and can use them in the advanced and capstone courses without extensive in-class review. If students need additional preparation, they are encouraged to utilize tutorials on their own to come up to speed.
- Students incorporate feedback for work to improve their performance in the program.
- Students adhere to university policies regarding ethical conduct of work.
- Students are encouraged to think critically as well as creatively.

STUDENT CODE OF CONDUCT AND ACADEMIC DISHONESTY

All Shidler students are held to the UHM Student Conduct Code. All students are required to review the Student Conduct Code (See Appendix B for link) prior to the first day of classes.

Academic Dishonesty: Instances of academic dishonesty will not be tolerated and any instance of academic dishonesty may result in a grade of "F." Further disciplinary sanctions may also be imposed by the Office of the Vice Chancellor for Students in accordance with the aforementioned Student Conduct Code.

Other forms of academic dishonesty may include but are not limited to the following:

- Turning in work done by several students in a joint project as one student's own work
- Paraphrasing without properly citing the source
- Cheating on a test or homework assignment
- Plagiarism

If a student wishes to use the same material in papers or projects for more than one course, the student must obtain the advance permission of both instructors.

GRADE POLICY AND CONVERSION

The grade policy will be determined by the instructor of each individual course. The professor will clearly state the grade policy in the course syllabus and may also choose to go over the grade policy on the first day of class. Students will be graded for all academic work taken for a letter grade in accordance with the following plus-and-minus grading system identical to that adopted by the university for graduate courses.

The plus (+) and minus (-) grades will be used to calculate a GPA. However, a professor may choose to assign only whole letter grades.

CONTINUOUS ENROLLMENT

Students must be enrolled continuously unless a leave of absence is requested. Students who are not enrolled for consecutive semesters must reapply through the Shidler College of Business Graduate Admissions Office by submitting an application complete with the application fee. However, if a student is interested in re-enrolling, please contact OSAS Grad first.

LEAVE OF ABSENCE

If a student has advanced knowledge of a need to be absent for one or two semesters, the student should contact OSAS Grad and meet with an advisor as soon as possible in order to request a leave of absence. A leave of absence is generally granted once and for a maximum of one full year or two semesters,

unless there is an extenuating circumstance. Students must have completed at least one semester and be in good academic standing before being granted a leave.

Students will be required to complete a Request for Leave of Absence Form (see Appendix A for link) and specify the semester of return on the form. The student will also be required to meet with an advisor to revise his or her study plan. Unless a leave of absence has been approved in advance, a student who fails to maintain continuous enrollment (excluding summer session) is considered withdrawn from the university.

Students who wish to return from an approved leave of absence sooner than expected, should contact OSAS Grad as soon as possible to ensure registration deadlines and requirements are met and to revise their study plan.

If a student has registered for classes and has decided to take a leave of absence after the course withdrawal deadline, the student must follow the requirements prescribed above as well as the requirements in the Withdrawal policy.

REGISTRATION IN THE SEMESTER OF GRADUATION

Students who plan to graduate within a given semester must be registered for at least one credit in that same semester. If a student receives an “I – Incomplete” for a course in their final semester, they must enroll in BUS 500 to maintain continuous enrollment until the “I” is fulfilled in order to graduate. Students must be enrolled in at least 1 credit in their semester of graduation.

WITHDRAWAL

Drop Forms require approvals from the course instructor, Master Programs Director, and Assistant Dean of Student Services. The Shidler College of Business withdrawal date is earlier than the UHM withdrawal date. These dates vary slightly each year and are posted on the UHM Academic Calendar. Reminders of the business courses withdrawal date may also be posted in the graduate e-newsletter. After the ninth week of the semester, course withdrawals are permitted only for extenuating circumstances beyond a student's control and must be approved by OSAS Grad.

Students who wish to completely withdraw from their graduate program must meet with an advisor prior to officially withdrawing. The student will be required to provide written correspondence formally withdrawing from the program, which should include the reason(s) for withdrawing. The student must drop all courses by completing the following withdrawal steps:

- Before the semester begins or before the last day to officially drop

- courses, students must cancel registration through MyUH.
- After the last day to officially drop courses, students must complete the Drop Form (see Appendix A for link) and Complete Withdrawal Form with appropriate signatures and submit it to the Cashier's Office. Complete withdrawal after the semester begins must be done in person.

*Note that the Shidler College of Business withdrawal and tuition refund dates and requirements differ. See the UHM Academic Calendar for more details and specific dates.

Withdrawal forms are available at OSAS Grad in Bus-Ad G202 and at the Records Office located at Queen Lili'uokalani Center for Student Services 010.

ACADEMIC PROBATION AND DISMISSAL

Students who fail to maintain a minimum cumulative grade point average (GPA) of 3.0 in courses that are potentially applicable to their degree will be placed on academic probation.

Once on probation, students will be required to receive a GPA of 3.0 or higher for all subsequent semesters. The student will remain on probation until their cumulative GPA reaches a 3.0. A cumulative GPA of 3.0 or higher is required for graduation.

Students will also be placed on academic probation if they fail to make adequate academic progress. Failure to make academic progress includes having too many incomplete courses or exceeding the time allowed for completing degree requirements. While on probation the student must receive a GPA of 3.0 or higher in each semester or may be dismissed from the program.

SEVEN-YEAR LIMIT FOR ADVANCED DEGREES AND COURSES

In general, graduate students at UHM must complete all degree requirements within seven years after admission to their programs. An approved leave of absence of up to two semesters is not counted towards the seven years. Returning Shidler College of Business graduate students who are readmitted to the same graduate program for the same degree objective are subject to degree requirements at the time of readmission.

Shidler graduate students typically complete their degree within two to three years depending on course-load per semester. Effective starting in spring 2015, academic probation will be placed on a student's record at the beginning of the eighth year, rather than at the end of the fifth year. However, this does not preclude a graduate program from requesting an academic probation action if they deem it appropriate, sooner than year eight. Failure to complete the degree by the end of the eighth year will result in the student being subject to dismissal.

Approved leaves of absence do not count toward these time limits.

By this policy, if at the end of year seven more time is needed to complete the Master degree due to circumstances beyond the student's control, and the student has completed all of the degree requirements except the thesis or capstone experience, an extension may be requested. To request an extension, the student's graduate chair submits a petition to OSAS Grad. If the program does not support the extension, the student will be dismissed.

The extension request should provide a timeline for completion that includes the expected graduation date and the reason(s) necessitating the extension.

PROGRAM FEEDBACK

We are continuously striving to improve the Shidler Graduate Programs and seek input from faculty, staff, alumni and especially our students to make our programs the best investment and experience possible. We welcome any feedback, which can be provided through email or by setting up an appointment with an advisor. We may also solicit feedback through online surveys or by conducting group discussion sessions. These are opportunities for students to provide their thoughts and recommendations, and for OSAS Grad to gather data for program improvement. We highly recommend that students take advantage of these opportunities to provide their honest feedback.

We strongly encourage students to address or notify OSAS Grad right away of any issues that may occur. We hope to resolve issues before they become major problems or challenges for students.

If you are having difficulties with an instructor or class content, we recommend that you address them directly with the instructor first. The instructor may be able to direct you to additional resources to help you with the class. If this does not resolve the issue or if you are uncomfortable with this discussion, we recommend that you make an appointment with the MBA or MAcc faculty director or OSAS Grad.

If you are having difficulties with a group member or peer, we recommend that you address the issue with the person directly. If this does not resolve the issue or if you are uncomfortable with this discussion, we recommend that you make an appointment with an advisor.

Students are highly encouraged to report situations of harassment or discrimination immediately. OSAS Grad will follow Title IX procedures developed to protect individuals and everyone involved. You may also report such instances directly to the UHM Title IX coordinator. Find the link to contact information can be found in Appendix B.

Student Services

ADVISING AND EXPECTATIONS

Advising is mandatory for all newly admitted students prior to registration to ensure that the proper course sequence is followed. Through the advising experience you will

- Develop and implement a Study Plan for successfully achieving your goals.
- Utilize the resources and services on campus to assist you in achieving your goals
- Make referrals to campus resources as needed
- Understand institutional policies/procedures and/or where to find them.

Advising throughout the course of your program is highly encouraged to ensure you are progressing towards your degree. It is strongly recommended that you meet with an advisor if you are experiencing academic, professional or possibly personal changes/challenges that may affect your successful completion of the program. Ultimately, you are empowered to take responsibility for your own decisions, and you have the final responsibility for satisfying your degree requirements in accordance with University policies and procedures. Advising for all Master degree programs is done through OSAS Grad and appointments may be scheduled by emailing an advisor.

Expectations

These are the expectations for our MBA and MAcc students.

- 1) Recognize that advising is a shared responsibility.
- 2) Maintain regular contact with your advisor each semester.
- 3) Seek out help before a problem gets bigger. If we do not know there is a problem, we cannot help you.
- 4) Be prepared to discuss your short and long-term goals and educational plans by asking appropriate questions and addressing any concerns you may have in a professional and respectful demeanor with your advisor.
- 5) Read your Hawaii.edu email and the graduate business student e-newsletter for updates.
- 6) Become knowledgeable of curriculum, degree requirements, policies and procedures.
- 7) Be familiar with the Handbook

NON-DISCRIMINATION AND REPORTING GUIDELINES

UHM is a university committed to ensuring all members, guests and visitors of the campus are free of gender based harassment, discrimination and misconduct. This is enforced through the federal civil rights passage law called Title IX. If you feel you are being discriminated against or harassed, please contact the Title IX Office at t9uhm@hawaii.edu or (808) 956-2299 for assistance or refer to this link for more information: <http://manoa.hawaii.edu/titleix/>.

STUDENT SUPPORT SERVICES

UHM offers an array of student support services for all UHM students. For example, the university offers services for students with a disability through the KOKUA program. Other examples of student support services are the Student Parents at Mānoa (SPAM), the Office of Veteran Student Services, and the University Health Services Mānoa. To learn more about UHM student support services, refer to Appendix B for a link to the Office of Student Affairs.

OFFICE OF VETERANS' AFFAIRS

Any and all questions in regards to Veterans' Affairs (VA) Benefits should be addressed directly with the Office of Veterans' Affairs in the UHM Registrar's Office.

OSAS Grad will verify students' paperwork to support Enrollment Certification with the Office of Veterans' Affairs to ensure students are on track with their degree program and are taking courses towards their degree. The VA Office will determine if these courses qualify for their benefits program(s).

Students using VA Benefits are encouraged to connect with the Office of Veterans' Affairs directly to ensure processing of paperwork is done correctly and in a timely manner, and to ensure all requirements are met for the expected VA benefits. See Appendix B for link to VA Office.

CAREER SERVICES AND PROFESSIONAL DEVELOPMENT

The Career Services and Professional Development Offices at the Shidler College of Business support undergraduate and graduate students with their internship and career search. The director of graduate career services and professional development is available for graduate students as a resource for career counseling, assistance, and professional development opportunities. Through the director and the Career Services Office, Shidler graduate students have access to a number of resources such as, but not limited to:

- Shidler Career Links (Symplicity system), which is an online posting system for jobs and internship opportunities. Link available in Appendix B.
- Resume review
- One-on-one career assistance/guidance
- Access to alumni and business partners within the Shidler network
- Mock interviews
- Professional development and networking opportunities such as panel discussions, specialized trainings, networking events, etc.

Students may contact the career services director directly or go through OSAS Grad. Contact information can be found in Appendix C.

Resources

MY UH SERVICES AND REGISTERING FOR CLASSES

The MyUH Services website is a one-stop shop portal that will provide a wealth of student services information to UH System students. Here are some of the resources available through MyUH Services.

- Class Availability – Includes all available courses and regularly updates availability information. Upcoming and prior semester course listings may also be available.
- STAR GPS Registration – Facilitates registration, ordering transcripts, and displays academic progress
- Student Payments and Financial Resources – Payment plan enrollment, tuition and fee payment, etc.
- Bookstore – View required textbooks and purchase new/used/e-text books online, in-store, or through outside vendors.
- Gmail, Office contact information, Campus maps, Food Services, and more!

Save these frequently used sites as a “favorite” so that they will appear at the top of the list on the home screen. Please refer to Appendix B for a link to MyUH Services.

REGISTERING FOR CLASSES

UH students register for classes using the STAR GPS Registration website. The student will log onto their STAR account, select the semester they are registering for, and type in the Course Registration Number (CRN), which can be found on the Class Availability website. The student should clear any holds from their account prior to registering. A short YouTube video clip explaining how to register for classes is provided once logged into the MyUH account.

GRADUATE BUSINESS STUDENT ASSOCIATION *GBSA+

GBSA is dedicated to enhancing the Shidler College of Business Masters programs at UHM through the facilitation of interaction and reciprocity at educational and professional levels of students, faculty, alumni, and business entities. All graduate students enrolled in a Shidler College of Business program are automatically members of GBSA. GBSA officers are elected at the end of each calendar year and hold their positions for one year.

LUM YIP KEE *LYK+ ROOM , COMPUTER LABS

The LYK Room and Computer Lab are exclusive spaces for Masters business students located in E-401 and E-501. These rooms are intended as a lounge, study area and collaborative working space for Masters business students to gather and foster their academic learning. Both rooms are open from 6:00 A.M. - 10:00 P.M., seven days a week. The rooms are accessible via a pass code,

available through OSAS Grad. Lockers are available for rental through GBSA. Information on locker rentals will be available at the start of the semester/year. Students should note that bathroom facilities may not be available within the college on weekends and late evenings.

Since these are shared spaces for Masters students only, it is important to follow the rules below:

1. Each locker can only be occupied by one student at a time. The lock combination and locker space must not be shared with anyone else.
2. No food or drink-related trash should be kept in these lockers as this attracts roaches and ants. **Please dispose of any food or drink in the outside garbage bins only.**
3. Do not tamper with or attach items that will permanently stain or damage the locks or lockers.
4. Students shall abide by the set hours of 6:00 a.m. – 10:00 p.m. Monday – Sunday for locker access.
5. Lockers may be rented for the duration of one semester. Students must renew their locker agreement each semester.
6. Lockers must be cleared out by the final week of the semester. Any remaining contents will be discarded.
7. OSAS Grad and the Shidler College of Business will not be liable for any stolen/lost belongings.

Students who are found in violation of any of the above rules may be prohibited from using the lockers and space and will be asked to pay for any damages or the changing of the security codes.

COMPUTER LABS

To access Shidler computers you must first obtain a NETLAB account. Students may activate their NETLAB account by going to E-101 with their UHID, schedule of courses and UH username.

PACIFIC ASIAN CENTER FOR ENTREPRENEURSHIP *PACE+

Founded in 2000 at the Shidler College of Business, the Pacific Asian Center for Entrepreneurship (PACE) is the home for a set of experiential entrepreneurship programs at the University of Hawai'i. The center's programs offer mentorship, training and resources to all UH students and faculty, and are designed to encourage entrepreneurial thinking across disciplines and inspire entrepreneurs to move their ideas from conceptualization to commercialization.

Here are a few PACE opportunities that are available to Shidler graduate students.

- UH Business Plan Competition - a semester-long learning opportunity for UH student who aspire to pursue a business venture. The competition provides mentorship, training, and resources. Winners earn a wealth of business savvy and cash prizes.

- Professional-in-Residence - a mentorship program that connects UH students and faculty with local business experts. Volunteers with expertise in law, marketing, intellectual property, and finance or venture funding are available weekly to offer their knowledge and advice.
- Summer StartUp Launchpad - a six-week intensive program that provides education and mentorship to help evaluate an idea and launch a business. Teams will receive \$3,000 with completion of the program
- Freeman Foundation Asian Fellowship Program - provides MBA students with an opportunity to conduct independent, entrepreneurial projects in an Asian country.
- Entrepreneurship Live - designed to encourage creative and global thinking among UHM students. Each event features either an entrepreneur who will share their story of forging a startup or provide insight about pioneering in a specific industry.

sPACE is a collaborative workspace located in E-402 and E-502 at the Shidler College of Business. UH students are welcome to sPACE to work on entrepreneurial projects, meet other like-minded students, share ideas, form strategic partnerships, and receive technical startup advice. See Appendix B for a link to the PACE website and sPACE hours.

SCHOLARSHIP INFORMATION

There are a number of scholarship opportunities for Shidler graduate students. See below for details:

Merit (MBA) Scholarship

- Awarded: At the time of admittance or upon becoming a full-time student
- Requirements: Must be a full-time status MBA student (8 or more credits per semester)
- Criteria: GMAT score, GPA, and work experience
- Special Conditions: May apply to summer tuition. May be removed if student drops below 8 credits per semester or drops below a 3.0 GPA.
- Application: Applicants with full-time status in the MBA program will automatically be considered upon admittance. Students changing from part-time to full-time status should contact the MBA admission director for consideration.

Needs-Based (MBA) Scholarship

- Awarded: Annually, first review at the time of admittance or upon becoming full-time
- Requirements: Must be a full-time status MBA student (8 or more credits per semester)
- Criteria: Based on income demonstrated through W-2
- Special Conditions: May apply to summer tuition
- Application: Applicants with full-time status in the MBA program will

automatically be considered upon admittance. Students changing from part-time to full-time status should contact the MBA admission director for consideration. Updated w-2 needed for second year consideration in March/April.

Graduate Achievement Scholarships

- Awarded: Annually, first review after completion of 6 credits in the MBA program
- Requirements: Priority given to Global MBA 36-month track and MAcc students
- Criteria: Cumulative GPA (minimum of 3.5), number of credits taken, estimated amount of tuition
- Special Conditions: Does not apply to summer tuition
- Application: Through OSAS Grad, announced via newsletter (March/April)

Freeman Scholarship

- Awarded: Annually
- Requirements: Must be participating in an experience with an Asian focus
- Criteria: Based on the experience/program and GPA
- Special Conditions: The purpose of this scholarship is for an education abroad or international experience with an Asian focus
- Application: Through OSAS Grad upon acceptance to an Asia-focused program

UH Foundation Scholarships

- Awarded: Annually
- Requirements: Open to all, certain scholarships have specific requirements. See STAR for details
- Criteria: GPA, essays, and other requirements specified in the individual descriptions
- Special Conditions: Within the UH Foundation scholarships there are scholarships available to Shidler students. Students complete one application for all Shidler specific scholarships. Students may also apply for scholarships outside of Shidler. Must follow the specific application process/criteria for each individual scholarship.
- Application: Through STAR system (deadlines generally in March). Most scholarships can be applied for via the general application. There are some scholarships that require individual applications, which will be indicated on STAR. (See Appendix A for link).

BETA GAMMA SIGMA

Beta Gamma Sigma (BGS) is the national scholastic honor society for students of business and management. An invitation to join BGS is the highest scholastic honor that a student in the Shidler College of Business can achieve. Invitations for membership are sent each October to students who meet certain criteria.

TUITION AND FEES (MBA , MACC

The tuition is based on the student's state of residency and the amount of credits taken per semester. The student fees are the same for residents and non-residents of Hawai'i and will allow the student to purchase a U-Pass (bus pass), use the fitness center and pool, and other UH services. Please refer to Appendix B for links to information about tuition and fees for MBA and MAcc students.

APPENDIX A) LINKS TO FORMS

MBA 400-Level Approval Form Fillable	http://shidler.hawaii.edu/sites/shidler.hawaii.edu/files/2015/09/mba_400-level_approval_form.pdf
MAcc 400-Level Approval Form Fillable	http://shidler.hawaii.edu/sites/shidler.hawaii.edu/files/2015/09/mba_400-level_approval_form.pdf
Drop Form	https://manoa.hawaii.edu/records/pdf/Drop_Form.pdf
Leave of Absence Form	Contact OSAS Grad and meet with an advisor as soon as possible for a Leave of Absence request.
STAR Scholarship	https://www.star.hawaii.edu:10012/Scholarship_live/login.jsp

APPENDIX B) LINKS TO RESOURCES

Class Availability	https://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN
MIX	http://manoa.hawaii.edu/mix/
Shidler International Exchange Agreement Partner Schools	http://shidler.hawaii.edu/international-exchange/partner-schools
UH Manoa Study Abroad Center	http://www.studyabroad.hawaii.edu/
Laulima	https://laulima.hawaii.edu/portal
Student Code of Conduct	http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/
Office of Title IX	http://manoa.hawaii.edu/titleix/
Office of Student Affairs	http://studentaffairs.manoa.hawaii.edu/departments/seed.php
Shidler Career Links (Symlicity system)	http://shidler.hawaii.edu/current-students/career
Office of Veterans' Affairs	http://manoa.hawaii.edu/records/veterans/
MyUH Services	https://myuh.hawaii.edu/
Pacific Asian Center for Entrepreneurship	http://pace.shidler.hawaii.edu/
UH Manoa Tuition and Fees	https://manoa.hawaii.edu/records/tuition_fees/tuition.html

APPENDIX C) CONTACT INFORMATION

OSAS Grad Staff:			
Marc Endrigat, MA	Director of MBA/MAcc Admissions	endrigat@hawaii.edu	(808)956-2911
Lee Higa-Okamoto, MHRM	Director of Graduate Career Services and Professional Development	leehiga@hawaii.edu	(808)956-3122
Rhana Lau	Secretary	rhana@hawaii.edu	(808)956-2491
Shannon Mark, M.Ed.	Master Programs Advisor	skwcmark@hawaii.edu	(808)956-9016

Administration:			
Robin Hadwick, MBA	Assistant Dean for Student Services	hadwick@hawaii.edu	(808)956-0328
Hamid Pourjalali, PhD	Director of the School of Accountancy	hamid@hawaii.edu	(808)956-5578
Eric Mais, PhD	Program Faculty Director	mais@hawaii.edu	(808)956-6466

General:			
Graduate Student Assistant	MAcc Inquiries	busapp@hawaii.edu	(808)956-8754
Front Desk	MBA/General Inquiries	busgrad@hawaii.edu	(808)956-8266
Fax Number			(808)956-2657