



THE 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 Hawaii at Manoa (UHM).

Updated 5/22/2014

INTRODUCTION

Aloha and welcome to the Shidler College of Business Global MBA program. We hope that the experiences you have here will contribute meaningfully to your future success. This handbook was created to provide an overview of the curricular structure 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 keep this Handbook throughout your tenure as it will serve 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. Students are responsible for knowledge of these policies.

We encourage you to contact any member of the Graduate Programs 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.

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OFFICE OF STUDENT ACADEMIC SERVICES (OSAS)

CONTACT INFORMATION	OFFICE HOURS
Shidler College of Business Graduate Student Services Room: G-202 Phone: 956-8266 Fax: 956-2657 E-mail: busgrad@hawaii.edu Website: http://www.shidler.hawaii.edu	Monday – Thursday: 9 a.m. – 6 p.m. Friday, 9 a.m. – 5 p.m.

GRADUATE STUDENT SERVICES

OSAS MISSION

In support of the Shidler College of Business mission, the Office of Student Academic Services (OSAS) seeks to provide all students with program and student support services that assist them in reaching their full potential. Through the integration of classroom and out-of-classroom experiences, OSAS advances the learning and personal growth of students by providing leadership, services, and opportunities that give them the necessary tools to succeed in, and contribute to, a diverse and global society.

GRADUATE CAREER SERVICES AND PROFESSIONAL DEVELOPMENT

The Office of Graduate Career Services and Professional Development is here to partner with you and help with planning your chosen career path. We will work with you as you develop your career strategy, as well as provide you with career tools and professional development opportunities to aid in your pursuit.

ACADEMIC ADVISING PHILOSOPHY

OSAS recognizes academic advising is integral to your educational experience, and we are committed to providing you with quality academic advising. Academic advising is a collaborative partnership between you and your advisor. Your academic advisor will serve as your resource for general academic matters, and can help you make responsible and informed decisions about your educational plans that are consistent with your career/life goals, support your academic success, and inform you about resources at the Shidler College of Business and UH Manoa. 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. The academic advising partnership will require that you and your advisor understand and embrace these roles in the advising process.

Student Responsibilities - What You Are Expected To Do	Advisor Responsibilities - What You Can Expect
Recognize that advising is a shared responsibility	Foster a respectful, confidential and supportive atmosphere for advising
Schedule regular appointments or make regular contact with your advisor each semester	Be available through advising appointments, email, phone
Be involved in the advising process by being prepared to discuss your goals and educational plans with your advisor	Assist you in creating a clear and realistic educational plan consistent with your academic, career, and personal goals
Ask questions if you do not understand an issue or have a specific concern; utilize campus resources as needed	Actively listen to your questions and concerns and take steps to provide information and support as needed; refer you to other campus resources as appropriate
Be thoughtful about your educational plan; set short and long-term goals for your achievement	Monitor and accurately document your progress toward your degree
Read your hawaii.edu email and the graduate business student e-newsletter regularly for advising updates	Provide you with information related to your graduate program including educational opportunities outside the classroom
Become knowledgeable of curriculum, degree requirements, policies and procedures; ultimately accept responsibility for all decisions and actions	Understand and effectively communicate curriculum, degree requirements, and college and university policies and procedures

EXPECTED PROGRAMMATIC LEARNING OUTCOMES FOR ACADEMIC ADVISING

Through the advising experience you will:

- Develop and implement an educational plan for successfully achieving your goals and select courses each semester to progress toward fulfilling your goals
- Utilize the resources and services on campus to assist you in achieving your goals; make use of referrals to campus resources as needed
- Understand institutional policies/procedures and/or where to find them

PROGRAM DIRECTORY

NAME	TITLE	LOCATION	PHONE	E-MAIL
Robin Hadwick, MBA	Assistant Dean for Student Services	C-204	956-0328	hadwick@hawaii.edu
Jack P. Suyderhoud, PhD	Program Faculty Director	C-401a	956-8503	suyderho@hawaii.edu

OSAS GRADUATE STAFF	TITLE	LOCATION	PHONE	E-MAIL
Carlos Medina, MA	Master Programs Director	G - 202	956-8189	medinac@hawaii.edu
Amy Cook, MA	Master Programs Advisor	G - 202	956-9016	amycook@hawaii.edu
Marc Endrigat, MA	Director of MBA Admissions	G-202	956-2911	endrigat@hawaii.edu
Lee Higa-Okamoto, MHRM	Director of Graduate Career Services and Professional Development	G - 202	956-3122	leehiga@hawaii.edu
Rhana Lau	Secretary	G - 202	956-2491	rhana@hawaii.edu

ACADEMIC CALENDAR 2014-2015

Fall Semester 2014

Shidler MBA Orientation	August 19 – August 29
Holiday: Statehood Day	August 15
First Day of Instruction for 2 nd year MBA's	August 25
Holiday: Labor Day	September 1
First Day of Instruction for 1 st year MBA's	September 2
Holiday: Veterans' Day	November 11
Holiday: Thanksgiving Day	November 27
Non Instructional Day	November 28
Last Day of Instruction	December 11
Final Exams	December 15-19
Commencement	December 20

Spring Semester 2015

First Day of Instruction	January 12
Holiday: Martin Luther King, Jr. Day	January 19
Holiday: President's Day	February 16
Holiday: Kuhio Day	March 26
Spring Recess	March 23-27
Holiday: Good Friday	April 3
Last Day of Instruction	May 6
Final Exams	May 11-15
Commencement	May 16

This schedule is tentative and subject to change, see <http://www.uhm.hawaii.edu/records/calendar/index.html> for latest official schedule

GRADUATE STUDENT RESOURCES

ADVISING

Advising is mandatory for all newly admitted students prior to registration to ensure that the proper course sequence is followed. Advising is a partnership between the student and the advisor and advising is recommended each semester. Advising for all Master degree programs is done through OSAS and appointments may be scheduled by calling 808-956-8266. Advising throughout the course of your program is highly encouraged to ensure you are progressing towards your degree.

ORIENTATION

Incoming MBA students are required to attend the College's New Student Orientation and Tutorial sessions.

EMAIL

Email is the primary means by which UH will communicate important information to you. Students are responsible for checking their UH email accounts on a regular basis.

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

1. Go to gmail.hawaii.edu/
2. Log in using your 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 Ok
9. Click on "Forward a copy of Incoming Mail to"
10. Click on "Save Changes".

BUS-GRAD STUDENT LISTSERV

All students are required to join the Shidler College of Business graduate listserv. This is the College's primary venue to make announcements related to the Shidler College of Business and the university at large. Students are responsible for all announcements posted. If you would like to post information on the listserv, please check with an academic 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)
- For example: 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

GRADUATE BUSINESS STUDENT ASSOCIATION (GBSA)

All graduate students in the Shidler College of Business are members of GBSA. GBSA is dedicated to enhance 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. GBSA officers are elected at the end of each calendar year and hold their positions for one year.

The GBSA Facebook webpage provides GBSA members with a virtual community where they may post discussions on various topics. GBSA Officers also use this webpage as a venue to disseminate information regarding upcoming events and to share photos and videos of past events.

<https://www.facebook.com/pages/UH-Shidler-Graduate-Business-Student-Association/180955981942923> (gbsa@hawaii.edu).

FEEDBACK PROCESS

Student input is essential and is used to make changes and improvements to our programs. If you have any concerns, please let your advisor know. Feedback is gathered in a number of ways. At the end of each semester students receive a course evaluation. These evaluations assist faculty to refine their courses and teaching techniques. All course evaluations are reviewed by the faculty, Department Chair, Program Faculty Director and Master Programs Director.

Student feedback is also solicited through Kaizen sessions. Kaizen is a Japanese term for continuous improvement. Kaizen sessions will be conducted by the College once a semester. All students are invited to attend and discussion will be encouraged on overall performance of the program, things that are going well and things that could be improved upon.

“MIND YOUR BUSINESS” GRADUATE E-NEWSLETTER

Bi-monthly publications of the OSAS e-newsletter *Mind Your Business* are posted to the Bus-Grad listserv. All students are responsible for understanding the content sent out through the e-newsletter. *Mind Your Business* highlights important dates and deadlines related to the OSAS, Shidler College of Business, and the University at large.

LUM YIP KEE (LYK) ROOM

The LYK room is a lounge/study space for the exclusive use of graduate business students. The lounge is located in E401 and is open from 6:00 A.M. - 10:00 P.M., seven days a week. The room is accessible via a pass code, available from OSAS (G202). The lounge contains local, national and international newspapers, as well as magazines and journals. It also contains lockers for day use. Free locks may be picked up in G202. For security purposes, students should note that after 9:00 p.m. on weekdays and during the weekends, there are no bathroom facilities available at the college.

COMPUTER LAB

Graduate business students have exclusive access to computer labs located in E501. Students must obtain the room code from OSAS by showing a valid student ID. The computer resource center is available for use from 6:00 A.M. – 10:00 P.M., seven days a week. To access all computers you must first obtain a NETLAB account. You may activate your NETLAB account by going to E-101 with your UHID, schedule of courses and your UH username.

BETA GAMMA SIGMA

Beta Gamma Sigma (BGS) is the national scholastic honor society for students of business and management. Election to membership in 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. <http://www.betagammastigma.org/>

BUSINESS NIGHT AWARDS

Business Night is the premier event sponsored by the College. Hosted annually during the spring semester, the event brings together students and professionals from the Hawaii business community. Each student is matched with a professional according to his/her field of interest for an evening of recognition and interaction. Students are recognized for exceptional academic performance, leadership qualities, and extra-curricular activities. Applications for Business Night Awards are accepted during the spring semester and may be submitted to OSAS.

<http://shidler.hawaii.edu/business-night>

BUSINESS PLAN COMPETITION

The UH Business Plan Competition is held annually and organized by the Pacific Asian Center for Entrepreneurship (PACE) at the Shidler College of Business. The Competition provides a unique learning opportunity for any UH student who aspires to pursue a business idea. Besides gaining a wealth of business savvy and making connections with mentors from the local business community, winners walk away with substantial cash prizes. www.UHBusinessPlanCompetition.com

PROGRAM OVERVIEW

MASTER OF BUSINESS ADMINISTRATION

MBA CURRICULUM

The program consists of 48 total credits hours, of which 27 are required core courses and 21 are 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

Tutorials: Students come to the MBA with diverse backgrounds. In order to reduce knowledge gaps among the students, the Global MBA program offers a set of tutorials during the pre-semester orientation period. Attendance at the orientation and tutorials is expected regardless of background. The tutorials cover the following topics: business math, introductory statistics, introductory economics, and basic accounting.

BUS601: Professional Development (No Credit) The Professional Development Series focuses on two major career components: a) career management and planning; and b) an introduction to various industries and occupations within the work environment. Students are encouraged to develop or revise their two-year career plan as soon as they begin the Fall semester and to revisit and revise their career plan as soon as they begin the Spring semester. While at Shidler, they will be encouraged to execute the actionable steps in their plan, so they will be able to achieve their career goals. Students will also be advised to review and revise their career plan as needed, on a regular basis.

BUS621: Business Statistics (1.5) Statistical tools for the MBA with emphasis on quality control, time series, and forecasting using regression.
Corequisite: BUS622.

BUS622: Economic Foundations of Strategy (1.5) Microeconomic principles that provide structure to solve managerial problems, and to suggest strategies for success. Evaluation of the microeconomic competitive economic environment in which organizations operate.
Corequisite: BUS 621

BUS623: 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.

BUS624: 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. *Prerequisite: ACC201 or completing the 12 contact-hour tutorial or equivalent.*

BUS626: 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.

BUS627: Business, Government, and External Environment (1.5) Important issues related to the external environment of business. This includes but is not limited to international trade and finance, regulatory environment, social impacts of business. *Pre: BUS622 or consent. Corequisite: BUS628*

BUS628: Ethics (1.5) This course assists students in developing an awareness of major ethical issues which affect business decisions, and encourages a socially responsible consideration of those issues and being able to express their views. *Corequisite: BUS627*

BUS629: Managerial Finance (3) Financial management theories and tools for business professionals; asset management; capital budgeting; capital structure and dividend policies. *Prerequisite: BUS621, BUS622, and BUS624 or consent.*

BUS630: Managing Information Technology for Strategic Advantage (1.5) Theory, practices, techniques for managing information technology resources for innovation and for strategic advantage in global business environment. *Corequisite: BUS631 Prerequisite: BUS621, BUS622*

BUS631: Operations & Supply Chain Management (1.5) Theory, practices, techniques for managing operations and supply chains for global integration of firms and organizations. *Corequisite: BUS630; Prerequisite: BU621, BUS622*

BUS632: 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: must be taken in the final semester of the MBA core, and consent.

BUS696: MBA Consulting Practicum (3) Final MBA requirement for those candidates not writing a thesis. Candidates will form consulting groups of 3-5 members and complete an audit of an existing organization. BUS 696 is taken upon the completion of all core courses, including BUS 632, and usually in a student's last semester of degree related course work. This course provides MBA students with an opportunity to apply MBA concepts and knowledge in a culminating effort as a consulting team. *Prerequisite: All required MBA core courses including BUS 632.*

LANGUAGE PROFICIENCY AND INTERNATIONAL EXPERIENCE

To receive a certificate recognizing that an MBA meets the level of a country-specific focus, international experience and language proficiency or training are both required. The international experience will generally be achieved through a combination of overseas internship and coursework. The internship will generally be accomplished during the summer following your first complete year of study in the country of focus. This will be followed by elective business coursework at one of our partner institutions in that country that will coincide with the fall term of the second year. The combination of this for-credit internship and coursework should equal twelve credit hours to maintain your pace toward graduation with in two academic years.

For the country focus certification, there is a language requirement that can be met in one of two ways. You can pass a proficiency test that would waive the requirement to take language courses. This would be administered by the language department here at the University of Hawaii. The level of proficiency required to pass this test would be equal to testing out of third year language courses.

The program is not limited to those that arrive at Shidler with language proficiency, and so the language requirement can also be met by taking language courses here at the University of Hawaii during the first year of the Global MBA program. After proficiency testing, there would be placement into one of three levels of language class, and there would then be two terms of progressive language coursework achieving a 2.5 grade point or higher.

MBA KNOWLEDGE EXPANSION PERIOD (SUMMER AND FALL, YEAR 2)

During the summer between years one and two and the fall of year two of the Global MBA program students are encouraged to deepen their business knowledge and experience through elective courses, including internships. Students following the China- or Japan-emphasis tracks will be required to deepen their international training via some combination of the following:

- International internship(s)
- Study abroad with Shidler exchange partners in Japan or China
- Shidler international field studies programs
- Shidler MBA international elective courses offered during the summer and fall terms

Students not on the China- or Japan-emphasis tracks will be required to deepen their training via some combination of the following:

- Any option that is available to the Japan- or China-emphasis tracks for which the student is qualified
- Internships in Hawaii or the Continental US or elsewhere
- Study at domestic US exchange partners and/or with the Shidler programs in Vietnam

GLOBAL MBA CAPSTONE SEMESTER (SPRING OF YEAR 2)

All Global MBA students re-unite in the spring semester of the second year for their capstone experiences. Students are required to take credits as necessary to complete the MBA degree including the 3-credit team-based consultancy capstone course, BUS696.

Students in the Japan- and China-emphasis tracks will be required to take the following international functional courses:

- MGT 671: International Management
- MKT 653: International Marketing
- FIN 625: International Monetary Systems and Global Financial Markets
- Each of the above courses will allow the China- or Japan-emphasis student to focus the course work on his/her country of specialization.

Other global MBA students will take elective courses as needed for graduation requirements from among the Shidler, or other UHM, elective courses, subject to limitations noted above.

Students have the option to enroll in Shidler-sponsored language courses to further develop their language skills.

ELECTIVE OFFERINGS AND CULTURAL/LANGUAGE TRAINING

FT MBA ELECTIVES

Full-time MBA students must complete 21 credits of course work beyond the Core. Elective courses are available in Accounting, Business Law, Entrepreneurship, Finance, Marketing, Management, Real Estate, Human Resources, and Information Technology Management. Business concentrations are unofficial and will not be reported on a student's diploma. However, students may choose to strategically select elective courses in a particular business field to create a personalized and coherent study plan for their MBA degree with academic consultation with an advisor. Up to twelve credits may come from courses external to the Shidler College of Business. Up to six elective credits may come from 400 level courses. To select elective courses, students should consult with their academic advisor by scheduling an advising appointment.

MBA INTERNSHIPS

MBA students are encouraged (but not required) to undertake internships (BUS695) as part of their professional development. Internships can count for up to three credits towards graduation. Students may take more than three credits of internship, but only three credits will count towards the 48-credit graduation requirement. Students should discuss internship options with their academic advisor and the Director of Graduate Career Services and Professional Development.

SHIDLER COLLEGE OF BUSINESS POLICIES

The following are reflective of the Shidler College of Business and Office of Student Academic Services departmental policies.

STUDENT EXPECTATIONS: RIGOR IN THE SHIDLER COLLEGE OF BUSINESS

At the Shidler College, students are expected to meet the following high standards and expectations of the rigorous curriculum:

- Students on average a minimum of 8 hours each week preparing for each course.
- Students arrive at class prepared to participate as the instructor expects.
- Students actively participate in group projects, or there may be consequences (e.g. removal from project or lower grade).
- Students know concepts from prerequisite courses and can use them in the advanced and capstone courses without the necessity of extensive in-class review. If students need additional preparation, they make use of tutorials on their own to come-up-to-speed.
- Students react to prompt, meaningful, individualized feedback for work done by asking faculty for help, studying harder, and improving their performance.
- Students adhere to university policies regarding ethical conduct of work, that is, not plagiarizing, copying, or otherwise seeking good grades for work that they did not do.
- Students are motivated to think critically as well as creatively.

STUDENT EMPLOYMENT POLICY

The Shidler College of Business strongly discourages any outside employment for full-time MBA students during the course of the MBA program and recommends that students devote their time and energy to their studies. Students can expect to spend a minimum eight hours of study time per week for each course. This amounts to an average of 32 hours of study time outside of class each week.

TRANSFER CREDIT AND COURSE WAIVER POLICY

Due to the cohort format of the MBA programs, students may not transfer, substitute or waive any credits in the Global MBA Program.

ENROLLMENT POLICIES

Global MBA: Students may only enroll in 12 credits of degree related coursework per semester. During their second fall and spring semesters students may apply up to three evening courses (6:00 p.m. and after) to their curriculum. Summer terms, field trips, thesis projects (BUS 700), study abroad/exchange programs or online courses do not count towards the MBA degree requirements.

GRADING POLICY

All students must earn a C- or better in all MBA courses and maintain a cumulative GPA of 3.0 or higher to earn their degree.

GRADE DISTRIBUTION POLICY

The target for “A” grades (A+, A, A-) in MBA core courses is no more than 30 percent of assigned grades. The target for “A” grades in MBA elective courses is no more than 40 to 50 percent of assigned grades. In the event of departure from the stated target or range, the instructor should justify the departure to the appropriate Program Director and Department Chair.

Grade description: Students will be graded in 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.

- A+, A, A- (high achievement), B+, B, B- (meets expectations),
- C+, C, C- (below expectations), D+, D, D- (inadequate performance), F (failure)

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

Disclosure of Grade Distributions: Each semester for each class and section a grade distribution is disclosed to all Shidler Faculty and to the MBA students unless disclosure of a particular class grade distribution violates student privacy. The distribution will indicate percentage of total grades for each letter grade given, along with a GPA for the whole class. It is required that faculty include the grading policy in their MBA syllabus.

INTERNSHIPS

Global MBA: Summer internships are highly recommended for all students in the Global MBA Program, as they facilitate placement upon graduation. Internships will generally be performed during the summer semester. Students choosing to perform an internship must consult with the Office of Graduate Career Services and Professional Development prior to selecting their internship. The internship company is not required to offer a student a job following the completion of an internship. However, an internship allows a company to screen and select potential career employees based on proven job performance. The Shidler College of Business works with an outside agency to manage the international internship program for Japan- or China-focused students.

400-LEVEL COURSES

MBA students may enroll in a maximum of two 400-level courses (6 credits) for elective credit. If the courses are business courses, students are required to meet all course prerequisites and complete a Shidler College of Business MBA Graduate Program Approval Form for Use of 400-Level Course form available at the Office of Student Academic Services or online at <http://www.shidler.hawaii.edu/gradforms>. Students will need to complete additional course work to make the course graduate level equivalent in terms of course work. Students are responsible for obtaining the signatures of the course instructor and academic advisor prior to the end of the term. It is suggested that students taking non-business 400 level courses contact the respective course departments for prerequisite and registration information.

SPECIAL TOPICS

Some courses in the graduate program curriculum are topic oriented and may be taken repeatedly with change in course topic. While the course number remains the same, different topics are reflected in different registration sections and course numbers. Special topics courses may be taken up to four times as long as the topics are different.

NON-BUSINESS ELECTIVE COURSES

Upon advisor approval, MBA students may take up to four daytime (before 6:00 p.m.) courses (12 credits) outside the Shidler College of Business for elective credit to count towards their degree. These courses must be 400 – 600 level (400 level courses, up to two courses of all electives can be taken at the 400 level. See 400 level courses description above).

BUS 601: PROFESSIONAL DEVELOPMENT SERIES

Attendance is required at all BUS 601 class sessions during the first year of MBA study. There are no substitutions allowed for this course.

ACADEMIC DISHONESTY

Academic Dishonesty: Instances of academic dishonesty, as defined by the University Student Conduct Code (http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/), 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.

SEVEN-YEAR LIMIT FOR ADVANCED DEGREES

Graduate business students must complete their degree within five years of matriculation or they will be placed on probation. The probation notice will be rescinded if the student completes the degree within seven years. Students who do not complete the degree within seven years are subject to dismissal. Approved leaves of absence do not count toward these time limits.

SEVEN YEAR LIMIT FOR COURSES

Courses taken over seven years prior to the start of your MBA program may not be used towards degree requirements.

GRADE CONVERSION

Any grade for a graduate level course must be converted to a grade within two semesters of the end of the course in which the original grade was assigned. This applies to the conversion of the incomplete grade as well.

ACADEMIC PROBATION AND DISMISSAL

A student who fails to maintain a cumulative graduate grade point average of 3.0 or higher in courses potentially applicable to the degree is subject to being placed on academic probation. During their first semester graduate students who have attempted eight or more credits may be placed on probation. Following the first semester a student may be placed on probation following any term during which their GPA falls below the criterion. Students will also be placed on academic probation if they fail to make adequate academic progress, including having too many incompletes or exceeding the time allowed for completing degree requirements. Any second term following probation during which the student's GPA falls below the criterion of 3.0 will result in the student's dismissal, even if the student had a period during which he or she was not on probation.

CONTINUOUS ENROLLMENT/REGISTRATION IN THE SEMESTER OF GRADUATION

Students must be enrolled continuously unless a leave of absence is requested. Students who are not enrolled in a given semester must re-apply through the Shidler Graduate Admissions Office by submitting an application complete with the application fee. 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

After the last day to officially drop Shidler College of Business courses, course withdrawals require written approvals from the course instructor, the Master Programs Director, and the Dean of Student Services. The Shidler College of Business withdrawal date is earlier than the UHM withdrawal date. Reminders of the business courses withdrawal date will be posted in the graduate e-newsletter. After the ninth week of the semester, course withdrawals are permitted only for extenuating circumstances beyond the student's control. Students who require to completely withdraw from the program and university must complete the following withdrawal steps:

- Before the semester begins — To withdraw completely before the semester begins, cancel registration through MyUH.
- After the semester begins — To withdraw completely after the semester begins, fill out a Complete Withdrawal Form (available at OSAS) and submit it to the Cashier's Office. Complete withdrawal after the semester begins must be done in person.

Complete Withdrawal Forms are available at OSAS in G202. Students must meet with an academic advisor prior to officially withdrawing from their Graduate program.

LEAVE OF ABSENCE

If a graduate student has advanced knowledge of a need to be absent for one or two semesters, the student should request a leave of absence. These leaves are granted only once and for a maximum of one full year or two semesters. Students must have completed at least one term and be in good academic standing before being granted a leave.

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 on approved leave do not pay tuition or fees. Students who wish to apply for leave need to file a Request for Leave of Absence with the Graduate Records Office. They need to obtain the approval signature from the Master Programs Advisor and specify the semester of return on the form. Students who wish to return sooner from an approved leave should contact Shidler Graduate Admissions Office by the following respective deadlines: Fall Semester: April 1, Spring Semester: October 1, Summer Session: March 1.

GRADUATION: CONFERRAL OF DEGREES

The University of Hawai'i confers degrees three times annually — in December, May, and August. Students in the Global MBA program who complete all of their degree requirements may, upon written request, receive certification from the Shidler College that the degree will be conferred at the end of the appropriate term, provided their records are clear of all discrepancies. All questions regarding diplomas may be directed to records@mail.admrec.hawaii.edu.

COMMENCEMENT CEREMONIES

The University of Hawaii holds two commencement ceremonies each academic year; however students in the Global MBA programs will participate in the spring ceremony held in mid-May.

KEY SECTIONS OF THE UNIVERSITY OF HAWAI‘I CONDUCT CODE

It is a privilege to be a member of the University of Hawai‘i community. This privilege provides the student with the opportunity to learn and to participate in the many programs that are offered. Along with that privilege, the individual is expected to be responsible in relationships with others and to respect the special interests of the institution. These special interests are fully set forth in the University’s Student Conduct Code.

Where individuals have conflict with one another or have allegedly violated the Student Conduct Code, every attempt will be made to resolve the problems through non-adversarial and informal proceedings. Where the violation may be particularly serious or differences appear irreconcilable, the matter may be referred to the Student Conduct Committee for appropriate review and hearing. The committee has the authority to recommend serious disciplinary actions including suspension or expulsion.

Information, advice, or a copy of the code and an outline of the committee’s procedures may be obtained from the Office of the Vice Chancellor for Students, UHM’s Student Services Center 409, Honolulu, HI 96822 USA, (808) 956-3290.

The Student Conduct Code may also be viewed at:

http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/

ACADEMIC RIGHTS AND FREEDOMS OF STUDENTS

The University of Hawai‘i, like all state universities, embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable.

For its part, the University guarantees all students the freedom of silence. No student is required to engage in research on any topic or to make statements of any kind, unless it is the student’s wish to do so.

RESPONSIBILITIES OF STUDENTS

In the classroom, in seminars, in the laboratory, studio, practicum or other instructional settings, and in conference, students are expected to adhere to the highest academic standards of behavior and conduct. The responsibilities of students include the following:

- To exhibit behavior which does not interfere with the rights of other students and faculty to learn or carry out their research or creative activities;
- To attend classes, seminars, and laboratories or follow other courses of study as required by the instructor and/or degree committee, recognizing that absences or deviation may adversely affect the final grade and/or progress in a degree (or certificate) program;
- To fulfill assignments and requirements as described by the instructor and/or degree committee, recognizing that failure to do so may adversely affect their final grade and/or progress in a degree (or certificate) program;
- To provide required written, artistic, or other required materials to the degree committee in a timely fashion, allowing the faculty sufficient time to adequately review such materials;
- To abide by the UHM Student Conduct Code and other academic regulations in effect at UHM;
- To follow the Academic Grievance Procedure in pursuing redress of an academic grievance, as failure to do so may result in dismissal of the grievance;
- To recognize that the burden of proof rests upon the grievant; and;
- To refrain from frivolous grievances.

ACADEMIC HONESTY

Cheating includes, but is not limited to, giving unauthorized help during and examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an

examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Note: Faculty members are primarily responsible for disciplinary action in regard to academic dishonesty. Their actions may be appealed through the Academic Grievance Procedure.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

If a student has fulfilled all of his/her responsibilities and believes that a faculty member has failed to meet any of his/her responsibilities the student may register a grievance. The procedure to resolve a grievance is outlined below and must be initiated no later than the end of the next course following the one in which the alleged grievance occurred. Copies of the Academic Grievance Procedures are available on the Web at: http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

STEP 1: The student must first attempt to resolve the grievance on an informal level with the faculty member. The student may want to consult with 1) the Department chairperson, 2) campus mediation services, and 3) the Office of the Vice Chancellor for Students.

STEP 2: Should the grievance not be resolved at this level, the student may then prepare a formal complaint in writing, to the chairperson of the instructor's department, within 10 working days of being informed of the outcome of Step 1. The complaint should include 1) a statement of facts as the grievant perceives them, citing specific violations where possible, 2) the remedy sought by the grievant, and 3) the respondent's statement or actions. Within 10 days of receipt of the complaint, the department chairperson shall complete any consultation necessary, including meeting with both the grievant and respondent, and shall notify both of the determination and decision in a letter sent by registered mail return receipt requested.

STEP 3: If a satisfactory solution is not reached in Step 2, the grievant may file an appeal in writing via the Office of the Vice Chancellor for Students to the chairperson of the Academic Grievance Committee, within 10 days after receiving the decision by the department chairperson.

RESPONSIBILITIES OF FACULTY

In the classroom, in seminars, in the laboratory, studio, practicum or other instructional settings, and in conference, faculty members are expected to adhere to the highest professional standards of behavior and conduct. The responsibilities of faculty members include, but are not limited to, the following:

- To exhibit behavior which does not interfere with the rights of other faculty and students to carry out their research or creative activities;
- To provide students equitable and unbiased treatment in an educational climate free from harassment and discrimination based on race, color, religion, national origin, status as veteran, sex, disability, arrest and court record, age, and sexual orientation;
- To provide students with sufficient and timely information, in writing, on the standards they are expected to meet and the procedures used to evaluate their achievements in their academic program, including (if relevant) an explanation of degree requirements, course objectives, general grading policy, attendance policy, and related matters;
- To insure that each course offered is in fundamental accord with the latest course description provided at the beginning of the course;
- To permit students who act in accordance with the responsibilities indicated in "Responsibilities of Students" to complete any course in which they are enrolled;

- To provide instruction as scheduled with class meetings beginning and ending at the stated times, and to comply with other stipulations of the UHM calendar and examination schedule;
- To provide students timely evaluation in a fair, objective, and consistent manner;
- To retain student papers, tests, projects, reports, and examinations, as well as any other records maintained for the purpose of issuing grades, through the ensuing semester unless returned to the students; Summer Session papers should be retained through the Fall semester;
- To allow students to question and discuss the options, written materials, and other data considered part of each course or instructional program;
- To establish ways of conferring outside the class which are mutually convenient to students and faculty;
- To adhere to the policies of the Faculty Senate and the Graduate Division concerning authors' recognition of contributions to their work by students and others;
- To refrain from interference with these academic grievance procedures, or from any retaliatory action against a student because the student has filed a grievance.

STUDENT GRIEVANCE PROCEDURES FOR GRADUATE STUDENT ISSUES

A student who has fulfilled his or her responsibilities may file a grievance if he or she believes that a faculty has failed to fulfill [faculty responsibilities](#) or has failed to act judiciously. The policies and procedures indicated below apply to certain grievance situations unique to graduate students, such as grievances involving:

- Specific graduate program requirements and procedures, including adequate progress and professional competence,
- Qualifying and comprehensive exams,
- Formation and composition of the thesis or dissertation committee,
- Final defense of the thesis or dissertation.

STEP 1: The student must make a good-faith effort to resolve the issue informally with the faculty involved.

STEP 2: If an informal resolution cannot be reached with the faculty, the student shall prepare a formal complaint in writing indicating: 1) The facts from the student's perspective, citing specific violations where possible; 2) The remedy sought; and 3) The faculty's response, if any, to the student's efforts in Step 1. Present the formal complaint to the graduate chair with a copy for the department chair (if different from the graduate chair) within 14 working days after the outcome reached in Step 1 is communicated to the student. The graduate chair shall meet with the parties separately or jointly (if both parties agree), to discuss the complaint. Within 14 working days of receipt of the complaint, the graduate chair shall complete all investigations and provide written notice of his/her findings and decision to all parties.

STEP 3: If dissatisfied with the outcome in Step 2, the student may file an appeal in writing with the Office of Judicial Affairs, within 14 working days after the student receives notification of the decision of the graduate chair. Submit copies of all documents associated with Steps 1 and 2 with the written appeal.

STEP 4: The Office of Judicial Affairs will review all documents associated with the appeal and take necessary actions to reach a resolution. The Office of Judicial Affairs also has the option of referring the matter to the academic dean of the student, in which case the student will receive notification in writing. If a satisfactory resolution is not reached, the grievance will be forwarded to the Graduate Academic Grievance Committee.

FILING DEADLINE

A grievance must be initiated no later than the end of the semester following the semester in which the alleged faculty misconduct occurred. Since the Graduate Academic Grievance Committee will not convene during the summer, any grievance deriving from the spring semester or either summer session will be heard during the subsequent fall semester.

CAMPUS RESOURCES

QUEEN LILI'UOKALANI CENTER FOR STUDENT SERVICES (QLCSS)

CASHIER

QLCSS 105.....956-7554 billpayment-l@lists.hawaii.edu

COUNSELING & STUDENT DEVELOPMENT

<http://manoa.hawaii.edu/counseling/>

QLCSS 312.....956-7927

FINANCIAL AID SERVICES

<http://www.hawaii.edu/fas/>

QLCSS 112..... 956-7251 finaid@hawaii.edu

INTERNATIONAL STUDENT SERVICES

<http://www.hawaii.edu/issmanoa>

QLCSS 206.....956-8613 issmanoa@hawaii.edu

KOKUA

<http://www.hawaii.edu/kokua/>

QLCSS 013.....956-7511 kokua@hawaii.edu

PARKING

<http://manoa.hawaii.edu/commuter/index.html>

QLCSS 014..... 956-8899 parking@hawaii.edu

RESIDENCY OFFICE

<http://manoa.hawaii.edu/admissions/undergrad/financing/residency.html>

QLCSS 001.....956-8975 uhmanoa.admissions@hawaii.edu

MANOA CAREER CENTER

<http://manoa.hawaii.edu/careercenter/>

QLCSS 212.....956-7007 careers@hawaii.edu

STUDENT HOUSING SERVICES

<http://www.housing.hawaii.edu>

2569 Dole Street, Frear Hall.....956-8177 uhmsh@hawaii.edu

HEALTH SERVICES

<http://www.hawaii.edu/shs/>

1710 East West Rd.....956-8965 uhsm@hawaii.edu

CAMPUS RESOURCES

KOKUA 956-7511

The KOKUA Program serves undergraduate, graduate and professional students with learning, physical, psychiatric and other documented disabilities. In the spirit of “aloha” and respect, we work together — students, faculty, staff and KOKUA — to facilitate equal access by students with disabilities to the Mānoa experience. KOKUA provides disability access services to individuals on a case by case basis, and students are not charged for these services. A student’s disability status is considered confidential information and is only disclosed to faculty with the student’s permission. KOKUA has served thousands of students with disabilities since our inception in 1966 and will continue to be here to serve the needs of students with disabilities on our campus in the years to come! <http://www.hawaii.edu/kokua>

STUDENT ID 956-7235

Student ID cards are issued at the Campus Center 212, from 8:30 a.m. - 4:30 p.m.
www.hawaii.edu/campuscenter/services/tid.html

ON CAMPUS PARKING 956-8899

The parking office is located in QLCSS 014. Students may reserve parking permits after registering for classes and are encouraged to register for parking early. Without a parking pass daily parking fees are collected at zone 20 and 22. Upper campus parking is available after 4pm for \$6.00.
<http://manoa.hawaii.edu/commuter/index.html>

OFF CAMPUS PARKING 947-5253

Off campus parking is available at the University Avenue Baptist Church, a block away from the Shidler College of Business. Passes are sold on a first-come, first-served basis and must be reapplied for each semester. Interested students should contact Kristen Kawachi (947-5253) at the church directly to be put on a list.

BOOKSTORE 956-8252

The Bookstore is located in Campus Center. Hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. and Saturday from 9:00 a.m. to 12:30 p.m. Students qualify for discounts on computers/software through the bookstore. www.bookstore.hawaii.edu/manoa

LIBRARIES

Sinclair Library 956-8308

Hamilton Library 956-7203

www.hawaii.edu/library

WARRIOR RECREATION CENTER

All UH Manoa students with validated UH ID have free access to the gym facilities adjacent to Campus Center. <http://www.manoa.hawaii.edu/studentrec/fitnesscenter/about.html>

LEISURE PROGRAM 956-6468

The Leisure Program is located in Lower Campus PE/A and offers more than 30 noncredit classes and activities in arts & crafts, outdoor recreation, and health & fitness.
<http://www.hawaii.edu/campuscenter/services/lc.html>

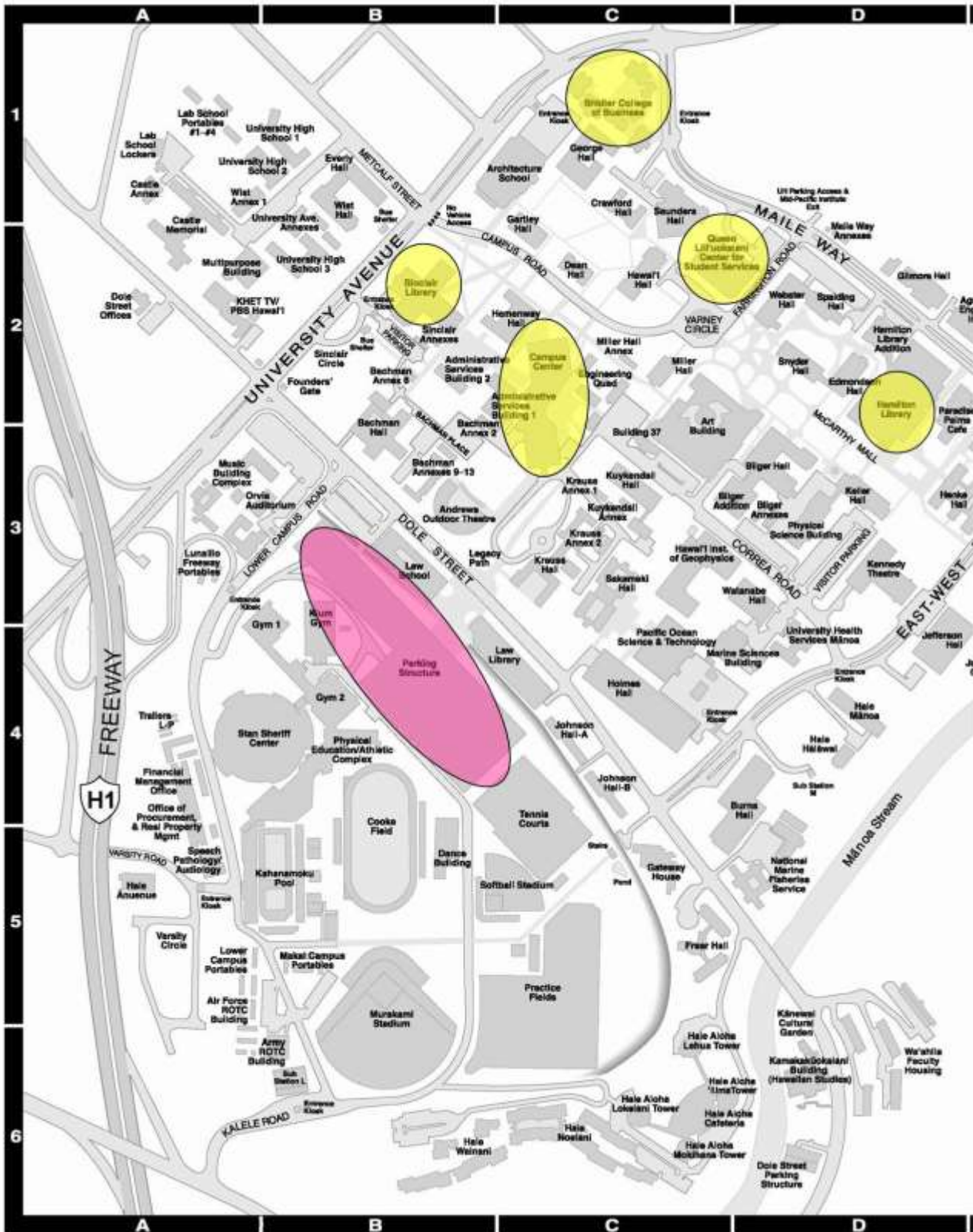
TICKETS & PASSES 956-7235

The Campus Center Ticket, Information & ID Office located at Campus Center, Room 212 is your one-stop location for campus and event information. They also sell concert, movie and UH athletic tickets, bus passes as well as take passport pictures and supply passport applications.
<http://www.hawaii.edu/campuscenter/services/uhmanoaid.html>

HELPFUL LINKS

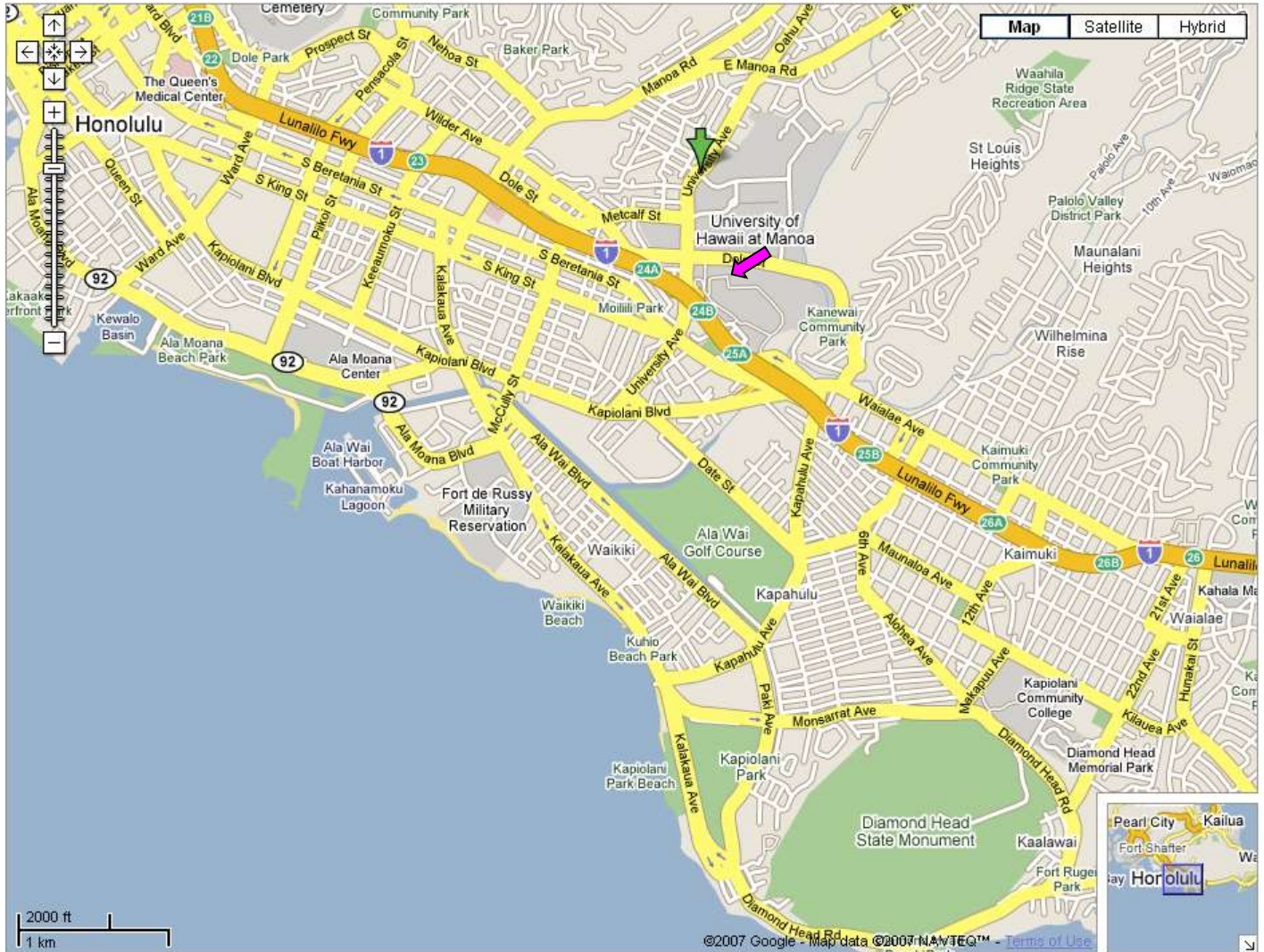
- **Shidler College of Business**
<http://shidler.hawaii.edu>
- **Shidler College of Business Graduate Business Student Organization**
<https://www.facebook.com/pages/UH-Shidler-Graduate-Business-Student-Association/180955981942923>
- **UH Manoa Academic Calendar**
<http://manoa.hawaii.edu/records/calendar/index.html>
- **UH Manoa Online Catalog**
<http://www.catalog.hawaii.edu/>
- **UH Manoa Online Course Schedule**
<http://www.sis.hawaii.edu/uhdad/avail.classes?i=MAN>
- **UH Manoa Faculty/Staff Directory**
<http://www.hawaii.edu/dir/>
- **Get a UH Username**
<https://www.hawaii.edu/username/>
- **MYUH Portal**
<http://myuh.hawaii.edu>
- **Course Registration**
<http://www.hawaii.edu/myuh/manoa/>
- **Graduate Student Organization**
<http://gso.hawaii.edu/>

CAMPUS MAP





DIRECTIONS TO CAMPUS



Green arrow indicates the location of the Shidler College of Business
Pink arrow indicated the location of the Parking Structure

Directions to Parking Structure **From Waikiki**

- Follow the McCully bridge (the first right-hand turn on Ala Wai Blvd) to the first traffic light and take a right turn onto Kapiolani Blvd.
- Drive to the second traffic light and take a left onto University Ave.
- Follow University Ave. until you pass under the H1 overpass. At the first light, take a right onto Dole St.
- Follow Dole St. for approximately 150 feet before taking the first right, which will take you to the entrance to the parking structure.

Via the H1 Freeway

- Take the University Ave. exit. The exit ramp leads onto University Avenue heading towards Manoa Valley and the University of Hawaii-Manoa.
- Follow University Ave. to the first traffic light and take a right onto Dole St.
- Follow Dole St. for approximately 150 feet before taking the first right, which will take you to the entrance to the parking structure.

Directions to Shidler College of Business

H1 Eastbound

- Take exit 24B – University Avenue
- Right at Maile Way

H1 Westbound

- Take exit 24B – University Ave
- Right at University Ave
- Right at Maile Way

Bussing to Campus

Four major lines service the UH-Manoa campus: Routes 4, 6, 18, and A.

- From Waikiki, take route 4. It stops along Kuhio Avenue.
- From Ala Moana Center, take route 18 or 6. These buses stop on the mountain-side (mauka) of the mall. Signs are posted at each bus stop listing the routes that service them.
- From Downtown, take route 6. It stops along Bishop Street.

Bus fare is \$2.50 one way. If you encounter any problems, bus drivers will be glad to direct you to the proper stops, routes, or destinations. For further information, please explore the homepage of the Honolulu city bus system, <http://www.thebus.org/>. A telephone information line is also available to direct you from any location on the island. Call (808) 848-5555.

Transportation from Honolulu International Airport to Campus

There are several ways to get to the University of Hawai'i from the airport. The most cost effective way is using the public bus system (called TheBus) although there are severe restrictions on baggage, and the most expensive way is to take a taxi. If you need assistance, visit the Visitor Information Booth outside the terminal exit.

1. **TheBus** (www.thebus.org)

TheBus picks up passengers on the second level outside departures in the median area. Take either bus #19 or #20 with a "Waikiki" destination. To get to the East-West Center, (Hale Manoa/ Hale Kuahine), make sure to ask for a transfer ticket when you board the bus and pay your \$2.50 USD fare (exact change required), as you need to change buses at Ala Moana Center. You should ask the driver of the bus to tell you when you arrive at the Ala Moana Center (across Nordstrom). From Ala Moana Center, you can take either bus #6 or bus #18. Bus #6 stops in front of the East-West Center. Bus #18 stops across the East-West Center on Dole Street. Please note that you must use your transfer within the time indicated on the transfer ticket. **There are severe baggage restrictions; only one 24" x 18" x 12" carry-on luggage is permitted.**

2. **Taxi**

To catch a taxi, you should proceed outside to the center median. If you arrive at a busy time, there may be a line waiting for a taxi. Ordinarily, however, the wait is only a few minutes. Expected fare from the airport to UHM is about \$35.00 USD, excluding baggage charges and the customary tip of 15 to 20 percent.

3. **Car Rentals**

There are several rent-a-car companies that operate out of Honolulu International Airport. Generally, you must be at least 25 years old, a licensed driver, and the bearer of a major credit card in order to rent a car in Hawai'i. To drive in Hawai'i, you will need a valid driver's license from your home country. It is helpful to also have a valid international driver's license. Be aware of the seat belt law in Hawai'i, which requires all front seat occupants and back seat passengers under the age of 18 to buckle up. The following car rental companies are located on the grounds of Honolulu International Airport in the domestic baggage claim area:

Avis – www.avis.com

Hertz – www.hertz.com

Budget – www.budget.com

Dollar – www.dollar.com

National – www.nationalcar.com

4. **Shuttles**

Arrangements are usually made in advance of arrival. Further information available at: <http://hawaii.gov/hnl/ground-transportation>.