

Graduate Student Handbook

2019-2020



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INTRODUCTION

This **handbook** is provided to assist you during your time as a student at Seattle University. The information we print is based on the Seattle University Graduate Catalog, the official source of all policies and procedures and information found on the SU Website. Any discrepancies between this Handbook and the Catalog are unintentional. Please know that information may change over time and you should refer the Graduate Catalog and Seattle University Website for the most up to date information. The catalog may be accessed at: <http://catalog.seattleu.edu/>.

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND HARASSMENT POLICY

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. For a complete list visit <https://www.seattleu.edu/policies/nondiscrimination-policy/>

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Vice President for Human Resources and University Services. Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination or harassment in employment or an education program or activity may contact the following Title IX Coordinator:

Andrea Katahira
Assistant Vice President for Institutional Equity,
Chief EEO Officer, Title IX Coordinator, and ADA/504 Coordinator
Loyola 300
(206) 220-8515

Seattle University seeks to promote and maintain an environment free from harassment of any type. Sexual harassment can interfere with a student's academic performance and emotional and physical wellbeing. Preventing and remedying sexual harassment at Seattle University is essential to ensuring a nondiscriminatory environment in which students can learn. A complete copy of the Policy and Complaint Procedure Relating to Sexual Harassment of Students by Students is available in the Office of the Vice President for Student Development.

If a student has a concern about harassment by another student or group of students, this should be reported to the Department of Public Safety, the Division of Student Development, or any of the Contact Persons listed below. If a student has a concern about harassment by a member of the faculty, staff or administration, or by anyone in an employment or teaching

situation, this should be reported to Human Resources and is governed by the Seattle University Policy on Sexual Harassment.

Seattle University is committed to the individual rights of all members of its community of diverse students, faculty, and staff. We are called by our institution's Catholic heritage and Jesuit mission to engage in a fundamental dialogue of cultures and perspectives in the service of faith and the promotion of justice for all members of our community. We value and celebrate a diverse educational community, united in the common goals of teaching and learning, educating for values, preparing for service, and fostering the holistic development of persons. By encouraging, nurturing, and protecting equal opportunity, we create an environment that sustains freedom of thought and academic excellence.

As a community, we are committed to respect persons and their differences, to foster the values of personal dignity, civility, and mutual respect, and to model and defend these values. As a campus, we support the individual's right to be free of any threatening or demeaning situation or circumstance. We will not tolerate any form of bigotry, harassment, intimidation, threat or abuse, whether verbal or written, physical or psychological, direct or implied. Policies are in place to ensure that students and employees can raise concerns with the confidence that the matter will be handled professionally and without fear of retaliation.

Andrea Herrera Katahira
Assistant Vice President for Institutional Equity
Chief EEO Officer, Title IX Coordinator, and ADA/504 Coordinator
Loyola Hall 300
(206) 220-8515
katahira@seattleu.edu

Michelle Clements
Vice President for Human Resources
Rianna Building 200 (206) 296-5869
clementsm@seattleu.edu

Dr. Alvin Sturdivant
Vice President for Student Development
Student Center 140 (206) 296-6066
sturdial@seattleu.edu

Dr. James Willette
Dean of Students
Student Center 140 (206) 296-6060
willettj@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

ACADEMIC CALENDAR

Please see the most up to date calendar on the Office of the Registrar website:

<https://www.seattleu.edu/registrar/academic-calendar/>

ACADEMIC RESOURCES AND INFORMATION

ALBERS ACADEMIC ADVISING

Albers Graduate Programs Advising is dedicated to the academic, professional and personal development of students. Our goal is to help students achieve success.

Advising Services:

- Educate students about university programs, policies, and procedures
- Help students create tailored academic plans to meet program requirements and achieve career goals
- Assist with registration procedures, Registrar documents and processing, academic program management
- Provide resources for students to engage in a meaningful and holistic graduate school experience
- Offer opportunities to network and build community
- Offer assistance when challenges arise
- Support career development and assist with vocational discernment with regard to academic program

Contact Us:

Advisor	Programs they primarily support:
Rita Bashaw bashawrita@seattleu.edu 206-296-5794 www.calendly.com/bashawrita	<ul style="list-style-type: none">• Master of Science, Finance (MSF)• Master of Science, Prof. Accounting (MPAC)• Stand-alone graduate certificates: Finance, Accounting, Risk Assurance & Advisory
Molly Countryman countrym@seattleu.edu 206-296-2470 www.calendly.com/countrym	<ul style="list-style-type: none">• Bridge MBA (BRMB)• Professional MBA (PRMB)• Master of Science, Business Analytics (MSBA)• J.D. dual degree programs• Stand-alone graduate certificates: all except Finance, Accounting & Risk Assurance & Advisory

DISABILITY SERVICES

Disabilities Services provides academic counseling, support, advocacy and referrals for students with disabilities. The office arranges academic adjustments such as testing adaptations, note takers, books in

alternative format, facilities access, adaptive/auxiliary aids and interpreters. Additionally, Disabilities Services coordinates other forms of reasonable accommodation to allow students with disabilities to participate in university programs, services and activities. Written documentation of a student's disability from a qualified professional must be submitted before reasonable accommodations and academic adjustments can be provided. Copies of the Seattle University Section 504/ADA Policy and Appeal Procedure are available in Loyola Hall, room 100 or online.

Information: (206) 296-5740, www.seattleu.edu/disabilities-services/

LEARNING ASSISTANCE PROGRAMS

Learning Assistance Programs support students by providing academic support and learning strategy enhancement through a variety of services to meet individual needs. Programs include weekly individual, small group and drop-in tutoring, learning strategy workshops each quarter, assessment tools, and one-on-one consultation sessions to enhance learning around skills such as time management, reading comprehension, test preparation and note taking.

Information: (206) 398-4450, LEML 2nd Floor, www.seattleu.edu/learning-assistance/

WRITING CENTER

Helping students with the entire stage of the writing process to become the most effective writers they can be. Offering both in-person and online consultations.

Information: (206) 296-6239, LEML 2nd Floor, <https://www.seattleu.edu/writingcenter/>

ALBERS ACCOUNTING LAB

Tutoring for students seeking help with introductory accounting classes.

Information: Pigott 5th floor lobby,
<https://www.seattleu.edu/business/departments/accounting/accounting-lab/>

LEMIEUX LIBRARY AND MCCOLDRICK LEARNING COMMONS

The Lemieux Library and McGoldrick Learning Commons features innovative technology and a range of academic services to support research, writing and learning. An experienced and friendly information and research staff helps students locate and use information resources to support their academic work. Assistance is provided through a drop-in research service at the library, by telephone, email, 24x7 chat services and individual appointments with subject specialist librarians through the Research Consultation service. See their website for lots of additional information including how to reserve study/meeting rooms.

Information: <https://www.seattleu.edu/library/>

MEDIA PRODUCTION CENTER

The purpose of Lemieux Library's Media Production Center (MPC), located on the first floor of the Lemieux Library & McGoldrick Learning Commons, is to enhance the Seattle University student experience by offering the tools, training and space for students, clubs, faculty & staff to create their own original multimedia productions.

Information: LEML 1st Floor; <https://www.seattleu.edu/library/library-services/media-production-center/>

COURSE DESCRIPTIONS AND SYLLABI

The “Courses & Syllabi” section of our Albers Graduate website provides course descriptions for all of our classes broken down by department. You can usually find a past syllabus or two that can give you a feel of how the class might be structured and the number and types of assignments that have been required in the past. Remember these are usually “past” syllabi, and the one you receive when you register for a current class is not guaranteed to be the same. Use this section as a resource as you plan your degree and think through electives. <https://www.seattleu.edu/business/graduate/courses--syllabi/>

ACADEMIC POLICIES AND REGULATIONS

ACADEMIC REGULATIONS AND GRADING

GPA REQUIREMENTS FOR DEGREE COMPLETION

Graduate students must maintain a B average and must have a minimum **3.00 cumulative GPA** to earn a master’s degree.

MINIMUM GRADE REQUIREMENTS

“C-” grade is considered failing a course and will not count toward a graduate degree. If the course is required for the degree, the student **MUST** repeat the class to earn a passing grade. The grade earned the second time will be used in computing the cumulative grade point average. The original grade will remain on the record, but course credits will be counted only once toward a degree.

REPEATED COURSES

A graduate student must repeat a required graduate course graded C- (1.70) or below. The grade earned the second time will be used in computing the cumulative GPA. The original grade will remain on the record but course credits will be counted only once toward a degree.

A graduate student may repeat a graduate course graded C+ or C. The grade earned the second time will be used in computing the cumulative GPA. The original grade will remain on the record but course credits will be counted only once toward a degree.

A graduate course can only be repeated one time. A student who has not satisfactorily completed a departmental requirement after two attempts will be asked to withdraw from the school or major. Registrations resulting in grades of CR, I, N, P, W, HW, or Y are included in the two maximum attempts allowable.

DEGREE COMPLETION / ACADEMIC PROGRESS

All requirements for the master’s, educational specialist or doctoral degree, including transfer courses, must be completed within six years after course work has begun.

CREDIT LOAD MAXIMUM

Permission is required to take more than 12 credits per quarter. Permission to take more than 12 credits is granted by the Associate Dean or Graduate Director using the Petition to the Dean form. Exceptions to

TRANSFERRING CREDITS

A maximum of 10 credits towards the master’s degree may be transferred from another AACSB accredited institution if these are recent credits earned with a grade of A or B (3.00 minimum on a 4.00 scale) and approved by the department and dean of that department using a Petition for Exception to Policy. These need to be graduate-level classes and not continuing education or correspondence courses. We HIGHLY encourage you speak to your advisor about prior approval and regulations that may impact the ability for future classes transfer in.

MBA JESUIT INSTITUTION MULTILATERAL AGREEMENT

If during your time as an MBA student, you face the possibility of not being able to complete your degree because of a move, job change, or other personal circumstances, and you are in good academic standing, you have the ability to complete your degree through a different university that is part of the Jesuit MBA Network. If you have already completed at least 50% of your degree at SU, you can complete the remaining requirements at a participating institution and transfer those classes back to SU to receive your degree. If you are less than 50% complete, you can transfer your classes to another university to complete your degree there. Please note that you are subject to each universities’ admissions processes and requirements.

ACADEMIC INTEGRITY

Seattle University is committed to the principle that academic honesty and integrity are important values in the educational process. Academic dishonesty is a serious offense and will be addressed according to this policy.

FULL-TIME/PART-TIME STUDENT STATUS

Student enrollment status designations are used to qualify students for financial aid programs, scholarships, loan deferments, Veterans Administration payments, insurance discounts, and Seattle University employee tuition remission benefits.

Full Time	6 or more quarter credits. A minimum of 9 quarter credits is required for any graduate student attending on a student visa.
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Three-quarter time	4-5 quarter credits
Half-time	3 quarter credits
Less than half-time	1-2 quarter credits

LEAVE OF ABSENCE / WITHDRAWING

There are two types of withdrawal from one or more classes at the University: regular withdrawal (W grade) and hardship withdrawal (HW grade).

- **REGULAR WITHDRAWAL**

Allows the student to withdraw from one or more classes in a given term and results in the assignment of a W grade for each course indicated. The withdrawal deadline is the third business day following completion of 60% of the current term as calculated within federal guidelines. Consult the summer Important Dates document for unique summer term withdrawal deadlines. Graduate students may withdraw online in real time through 11:59 pm on the final withdrawal date.

- **HW-HARDSHIP WITHDRAWAL**

Hardship withdrawals may be granted for the death of a family member, catastrophic illness in the family, or an illness or an incapacitating injury to the student. The dean of the student's college/school will require the student to provide documentation to support the request. If granted, the student is withdrawn from all requested courses for that term. There is no effect on the grade point average. Any tuition refund follows the regular refund policy but unlike the regular withdrawal, it allows for the opportunity to petition for a full refund.

- **ADMINISTRATIVE WITHDRAWAL**

The Office of the Registrar will administratively withdraw any graduate student who does not register for three consecutive academic terms (excluding summer) by the census date of the third term. Financial aid, registration, housing, and other campus services for administratively withdrawn students are ended. Students who are administratively withdrawn must apply for readmission.

- **STUDENT LEAVE OF ABSENCE (SLOA)**

We acknowledge that there may be circumstances in which you may need to take some time off from continuous enrollment. As a graduate student you can take a leave of absence for a maximum of four quarters, including summer. We encourage you to work with your advisor to complete the official SLOA Request Form to alert the university that you are planning to take time off but intend to return. Your advisor will work with you to understand the specific restrictions and processes around this type of temporary withdrawal.

COMMENCEMENT WITH DEFICIENCIES

Official commencement ceremonies are held annually in June. Students who have completed their degree requirements since the last commencement ceremony and who have not previously commenced are eligible to walk at commencement.

Students who have not completed their degree requirements by the time of the official commencement exercises may, under the following conditions, participate in commencement, which is held annually in mid-June:

- Master students who have six or fewer credits of degree requirements remaining to be satisfied after spring quarter and who meet the grade point standards for their degree programs by the end of winter quarter; or
- If completing two degrees simultaneously, these students must also have six or fewer credits remaining to be completed for both degrees after spring quarter.

ALBERS PROCESSES

ADDING A CERTIFICATE

You do not need to officially apply to add a certificate to your degree if you are already admitted to an Albers Master's Program – HOWEVER, you DO need to officially declare, or add, this certificate to your degree! To do that, please contact your advisor and they will help you fill out an "Add a Major, Degree, Specialization, or Certificate" Form. We fill out this simple form and submit it to the registrar, and the certificate will be added. It is important to double check that the form is successfully processed and you see the certificate attached to your program evaluation. The form needs to be submitted during the first week, of your final quarter of completion. If it's not submitted, you do not have a certificate added. Again, just because you take the classes if you do not submit the form, you have not added a certificate to your degree. To obtain a list of the certificates we currently offer and the classes and electives required for each certificate, please see our certificate webpage.

<https://www.seattleu.edu/business/graduate/certificates/>

DROPPING A CERTIFICATE

If you change your mind once you've added a certificate to your degree, it's about as simple to drop it as it was to add it. Work with your advisor to complete a "Drop Major, Minor, Degree, Specialization" form and submit it to the registrar and the certificate will disappear. Please make sure that if you no longer want to complete your certificate that you officially drop it before you graduate. Special Note: you need to complete your certificate before you graduate from your degree or the classes you have used towards your certificate, that also are being used to complete your degree, will not be "available" for you to continue to use for the completion of your certificate. Basic summary – if you graduate from your degree without completing your certificate you will likely need to start your certificate from scratch.

INDEPENDENT STUDY

Under certain conditions, students may take a directed or independent study course. These courses are intended to allow students to explore academic areas of special interest for which there is no provision in the existing program of required curriculum; however, it is recognized that on occasion, this type of course will be used to substitute for a regular course, should the need arise. Albers graduate students are allowed to do one independent study during their degree. In order to start the process, students need to identify a faculty sponsor who is willing to

work with them oversee the coursework. Once the faculty member has agreed, the student works with the faculty to develop a description of the coursework/project that will be completed. Together the student and faculty member complete an “Independent Study Request” form, attached a copy of the course description they have created and agreed upon, complete the section pertaining to course usage and grading, and submit the form to the students advisor. The advisor will then obtain the final approval by the Assistant Dean. Once the form has been signed it will be submitted to the registrar who upon processing the form, will manually register the student for the “class”. If you are interested in completing an independent study, please speak with your advisor for additional details and to help guide you through the process.

COMPLETING AN INTERNSHIP

If you wish to do an internship, please contact the Albers Placement Center and your Academic Advisor first. You can find additional information about internships for credit on the Albers Placement Center website listed below and we highly encourage you to read this material carefully prior to starting your internship “job search”. You are not able to receive credit for internship work you have already completed. Work with your academic advisor to make sure you still have unfulfilled general elective credits for your degree if you plan to do an internship for credit. Then once the internship is secure follow the instructions in the packet and work with Albers Placement Center to complete the request to complete an internship via “Handshake”, connect with, and get approval from, your faculty sponsor, and submit the Internship Request form that will be submitted to the registrar to officially register you for the class so you can receive the credit. Check out the Internship Information page on the Albers Placement Center website for additional details. <https://www.seattleu.edu/business/centers-and-programs/albers-placement-center/students/internship-information/>

TUITION AND FEES

TUITION PER CREDIT HOUR

2019-2020 Tuition Per Credit Hour	\$882 (*Masters: Bridge, PMBA, MSBA, MSF, O-MSBA, O-MBA)
	\$711 (*Masters of Accounting)

FEES

Face-to-Face Programs:	
Recreation Fee, Graduate enrollment of 9 credits or more (per quarter)	\$100
Recreation Fee, Graduate enrollment of less than 9 credits (per quarter)	\$65
Technology, Graduate enrollment of 9 credits or more (per quarter)	\$175
Technology, Graduate enrollment of less than 9 credits (per quarter)	\$115
Graduate Activity Fee (per quarter)	\$10

Course Specific Fees – Some courses have additional associated fees. These are listed in the course section details on SUOnline.	TBD
Online Programs:	
Quarterly Technology Fee	\$140
Retreat Fee (Online MBA Only)	\$435

TUITION DUE DATES (2019-2020)

Tuition and fees are always due and payable within 14 days of registration or the scheduled due date, whichever is later:

Fall Quarter	September 20
Winter Quarter	December 20
Spring Quarter	March 20
Summer Quarter	June 20

**Payment plans are available. Please contact Student Financial Services for more details.*

SCHOLARSHIPS

In addition to the Albers scholarships we offer for new (incoming) students, we also offer various scholarships to CURRENT graduate students in the PMBA, MSF, MPAC, and MSBA programs. Scholarships are based on financial need and academic achievement. Students need to complete and submit only ONE application form to be eligible by May 1st.

<https://www.seattleu.edu/business/graduate/scholarships/>

TUITION REFUNDS

Refunds are based on the official date of withdrawal. See the quarterly schedule of classes for specific dates. A refund to financial aid recipients is applied first to financial aid sources from which it came and the balance, if any, is remitted to the student. Loan proceeds are returned directly to the lender. Student Financial Services will issue a check for any credit balance. Petitions for tuition adjustment and fee waivers will be approved only to correct a university error. Please note, fees are not refunded.

TUITION REFUND POLICY

Official withdrawal (full or partial) fall, winter or spring quarters:

Through the last day of Add/Drop	100 percent
Through the second Saturday (after the first Monday) of the term	90 percent
Through the third Saturday (after the first Monday) of the term	75 percent
Through the fourth Saturday (after the first Monday) of the term	50 percent
Thereafter	No refund

Official withdrawal (full or partial) summer term:

Four-week and intersessions:

Through the last day to Add/Drop	100 percent
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Thereafter	No refund
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Eight-week sessions:

Through the last day to Add/Drop	100 percent
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Through second Saturday	50 percent
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Thereafter	No refund
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Short courses (any session not listed above) will be refunded at 100 percent if withdrawal occurs on or before the second class meeting. No refund thereafter.