

**ALBERS GRADUATE STUDENT
HANDBOOK
2024-2025**



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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 to the Graduate Catalog and Seattle University website for the most up to date information. The catalog may be accessed at: catalog.seattleu.edu.

ACADEMIC CALENDAR

Please see the most up to date calendar on the Office of the Registrar website:
www.seattleu.edu/academics/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 regarding academic program

Contact Us:

Advisor and Contact Info	Programs they primarily support:
Molly Countryman countrym@seattleu.edu 206-296-2470 https://calendly.com/countrym	<ul style="list-style-type: none">• Early Career MBA (ECMBA)• Professional MBA (PRMB)• J.D. dual degree programs• Stand-alone graduate certificates: all except Finance, Accounting & Risk Assurance & Advisory
Maggie Ball mball@seattleu.edu 206-296-5794 https://calendly.com/maggieball/	<ul style="list-style-type: none">• Master of Science, Finance (MSF)• Master of Science, Prof. Accounting (MPAC)• Master of Science, Accounting and Analytics (MSAA)• Master of Science, Business Analytics (MSBA)• Stand-alone graduate certificates: Finance, Accounting, Risk Assurance & Advisory
Josefine Greenhouse jgreen3@seattleu.edu 206-398-4628 https://calendly.com/josefinegreen	<ul style="list-style-type: none">• Online MBA (OMBA)• Online Master of Science, Business Analytics (OMSBA)

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, Disability 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 in order for reasonable accommodations and academic adjustments to 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) 296-6000, www.seattleu.edu/disability-services/

LEARNING ASSISTANCE PROGRAMS

Learning Assistance Programs support students by providing academic support and learning strategy enhancement through various 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 TUTORING LAB

Tutoring for students seeking help with introductory accounting classes. Appointments with tutors can be scheduled online via [Bookings](#)

Information: Pigott 5th floor lobby

www.seattleu.edu/business/departments/accounting/tutoring/

STUDENT PERSISTENCE

Helping support students in financial education, self-advocacy skills, and academic success. Provides opportunities for engagement through one-on-one appointments focused on success and removing institutional barriers to empower students to attain their educational goals and maximize their personal and professional development. Resources include tuition cost struggles, difficulty transitioning to college, social, financial, or academic resources and food resources.

Information: <https://redhawks.sharepoint.com/sites/Intranet-StudentSuccess/SitePages/Student-Persistence.aspx>

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: www.seattleu.edu/academics/lemieux-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://library.seattleu.edu/makerspaces/mpc>

COURSE DESCRIPTIONS AND SYLLABI

Your advisor may have access to a past syllabus that can give you a feel of how a class might be structured and the number and types of assignments that have been required in the past. You may also be able to reach out to an instructor to ask about information or a previous syllabus for their course. 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.

ACADEMIC POLICIES AND REGULATIONS

ALBERS GRADUATE DEAN’S HONOR LIST REQUIREMENTS

The Albers Dean’s Honor List is an achievement awarded after grades are posted for fall, winter and spring quarters. In order to attain this honor, a graduate business student must successfully complete at least six credit hours with a minimum grade point average of 3.85 for the quarter. The student must also be in good academic standing with completion of 12 or more graded program credits overall for their program.

ALBERS GRADUATE DEAN’S HONOR LIST POLICY FOR I, M, N GRADES

The Albers Graduate Dean’s Honor Lists are run for graduate students in a batch process after grades are posted in fall, winter, and spring. Students who have I, M, or N grades will not be included on the lists, as we won’t yet know how the final grades received will impact their GPA. If a student receives an I, M, or N grade **it is the student's responsibility to request consideration** for the Dean’s Honor List once the final grades are assigned and must be requested **no later than two months after the start of the following quarter**. If approved, the student will be awarded the Dean’s Honor List letter and attachments following a review of their final received grades.

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 can 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 asserts that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy.

To read the most up-to-date version of the Academic Integrity Policy, visit the [Student Conduct and Integrity Formation](#) webpage.

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 to discuss adding a certificate and then fill out a "Program Add/Drop/Change" e-form. Once approved by your advisor, this e-form goes to the Registrar and the certificate will be added. It is important to double check that the e-form is successfully processed, and you see the certificate attached to your program evaluation. The e-form needs to be submitted no later than 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 e-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, visit the [Academic Catalog](#).

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 "Program Add/Drop/Change" e-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. 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 student's 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 Career Center and your Academic Advisor first. You can find additional information about internships for credit on the Albers Career 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 Career 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 Career Center website for additional details:

www.seattleu.edu/business/student-life/albers-career-center/internships/

SCHOLARSHIPS

In addition to the Albers scholarships we offer for new (incoming) students, we also offer various scholarships to CURRENT/CONTINUING graduate students in the PMBA, MBA SEM, MSF, MPAC, MSA 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. Application deadline is usually in mid-April for the coming academic year. <https://www.seattleu.edu/business/graduate/scholarships/>