ALBERS GRADUATE STUDENT HANDBOOK 2026-2027

SEATTLEU

ALBERS SCHOOL OF BUSINESS AND ECONOMICS

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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 POLICIES

The content of this handbook serves as a supplemental document for use by Albers graduate students. Please see Seattle University policies that affect all members of the University community, available here: https://www.seattleu.edu/policies-regulations/. All students are expected to read, model, and comply with the policies in the Code of Student Conduct. Lack of awareness of these policies does not exclude students from their responsibility to follow them. The Code of Student Conduct can be found here: https://www.seattleu.edu/office-of-the-dean-of-students/policies-records/code-of-student-conduct/.

SEATTLE UNIVERSITY MOVES TO SEMESTERS

Beginning Summer 2027, the start of the 2027-2028 academic year, Seattle University schools and colleges that currently use the quarter system will move to a semester-based academic calendar. This transition is designed to better support student success, academic flexibility and access to opportunities. Additional advising and registrar support will be available to help students understand course sequencing, registration timing and how the transition affects their individual path. Please keep an eye on your SU email for communication about this transition throughout this academic year. More information can be found on this page: https://www.seattleu.edu/who-we-are/move-to-semesters/ and in the RedHawk Hub: https://redhawks.sharepoint.com/sites/Intranet-StudentSuccess/SitePages/Move-to-Semesters.aspx.

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. Students are encouraged to consult with their academic advisor throughout their program to ensure that they are meeting their academic requirements as well as meeting their academic, professional and personal goals.

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:

Molly Countryman
countrym@seattleu.edu
206-296-2470
https://calendly.com/countrym

Programs they primarily support:

- Professional MBA (PRMB)
- J.D. dual degree programs
- Stand-alone graduate certificate: Business Administration

Maggie Ball
mball@seattleu.edu
206-296-5794
https://calendly.com/maggieball/

Programs they primarily support:

- Master of Science, Prof. Accounting (MPAC)
- Master of Science, Accounting and Analytics (MSAA)
- Master of Science, Business Analytics (MSBA)
- Stand-alone graduate certificates: Accounting, Risk Assurance & Advisory

Josefine Greenhouse
jgreen3@seattleu.edu
206-398-4628
https://calendly.com/josefinegreen

Programs they primarily support:

- Online MBA (OMBA)
- Online Master of Science, Business Analytics (OMSBA)
- Early Career MBA (ECMBA)
- Stand-alone graduate certificates: Entrepreneurship and Innovation, Fundamentals of Management, Leadership Formation

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Scott Remily
sremily@seattleu.edu
206-296-5801
calendly.com/sremily-seattleu

Programs they primarily support:

- Master of Science, Finance (MSF)
- Sport and Entertainment Management MBA (SEM MBA)
- Stand-alone graduate certificate: Finance

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/

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

CAPS is free of charge and helps students to meet the challenges of graduate and professional school life by encouraging healthy personal choices and balanced perspectives. All clinical services are confidential: no information is released without the student's consent, unless required by law.

The Counseling and Psychological Services (CAPS) office makes referrals to psychiatrists, psychologists, therapists and other mental health resources. If you are interested in a referral, please contact the CAPS Administrative Assistant at 206-296-6090. Referral information can also be found on the CAPS website.

Information: 206.296.6090, https://www.seattleu.edu/life-at-seattle-u/health-wellness/caps/

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, study habits, reading comprehension, test preparation and note taking.

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

THE MOSAIC CENTER

The MOSAIC Center, or Meaningful Opportunity for Student Access, Inclusion, and Community at Seattle University, is invested in the growth and thriving of all students at Seattle University with a particular focus on supporting students from historically underrepresented and minoritized backgrounds. Their team provides programs, services, and resources for students of color, LGBTQIA+ students, undocumented students, first-generation college students, veterans and military-connected students, commuter students, transfer students, all graduate students, and adult learners. Resources provided by the MOSAIC Center include emergency financial assistance to currently enrolled SU students experiencing one-time, non-tuition related financial emergencies, the Graduate Student & Adult Learner Link (GAL) – a community space dedicated to creating a sense of community and belonging for graduate students and adult learners located in Sinegal 120, as well as many events throughout the year. They are available to meet in-person or virtually, and the MOSAIC Center's website is available here.

Information: (206) 296-6070, https://www.seattleu.edu/mosaic-center/

WRITING CENTER

Seattle University Writing Center supports the SU community from all levels of writing expertise, voices, experiences, and writing practices to achieve their writing goals. The Writing Center seeks to provide an accessible, supportive, and collaborative space for learning and growth through one-on-one peer consultations. Their team of undergraduate and graduate peer consultants supports the Seattle University Community to write effectively across languages, cultures, and modalities at all stages of the writing process. 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/

LEMIEUX LIBRARY AND MCCOLDRICK LEARNING COMMONS

The Lemieux Library and McGoldrick Learning Commons feature 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 online services and individual appointments with subject specialist librarians through the Research Consultation service. Services librarians can help during any stage of the research process. See their website for lots of additional information including how to reserve study/meeting rooms.

Information: www.seattleu.edu/academics/lemieux-library/

https://library.seattleu.edu/learning-commons

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.

STUDENTS WHO ARE PARENTS

The Students Who Are Parents website is a hub that includes many different types of resources that may benefit parents in our graduate programs. Students who are parents juggle many responsibilities while in college. Students who are parents at Seattle University have a community on campus dedicated to supporting your successful path towards graduation. This page contains links to helpful resources to assist during your time at Seattle University. This page is available here: https://www.seattleu.edu/parents-families/students-who-are-parents/.

FOOD SUPPORT INITIATIVES

The **Wellness Café and Food Pantry** are here to help support students who are experiencing hunger. If you are ever facing food insecurity, whether or not you receive SNAP or other benefits, please reach out to your advisor and we can help refer you to our food support initiatives, basic needs, and/or other campus resources. Food Support Initiatives has three major programs: (1) Wellness Café and Food Pantry, (2) Food Recovery and Frozen Meals Distribution, and (3) Resources Education. Their page is available here: https://www.seattleu.edu/office-of-the-dean-of-students/food-support-initiatives/. To contact please send an email to: basicneeds@seattleu.edu.

ACADEMIC POLICIES AND REGULATIONS

ALBERS GRADUATE HONORS LIST REQUIREMENTS

The Albers Graduate Honors List is an achievement awarded after grades are posted for fall, winter and spring quarters. 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 HONORS LIST POLICY FOR I, M, N GRADES

The Albers Graduate Honors 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 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 Graduate Honors 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 Graduate Honors List letter and attachments following a review of their final grades received.

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 to speak with your advisor about prior approval and regulations that may impact the ability for future classes transfer in.

*If you are an international student, your options to add or change programs may be limited. Please reach out to the International Student and Scholar Center (ISSC) as well as your advisor to discuss.

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 university's admissions processes and requirements.

*If you are an international student, your options to add or change programs may be limited. Please reach out to the International Student and Scholar Center (ISSC) as well as your advisor to discuss.

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.

LEAVE OF ABSENCE/WITHDRAWING

There are two types of withdrawal from one or more classes at the University: regular withdrawal (W grade) and medical withdrawal (also noted as W grade if approved).

W-REGULAR WITHDRAWAL

Allows a 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. Graduate students may withdraw online in real time through 11:59 pm on the final withdrawal date. Please email your advisor prior to the deadline if you have issues withdrawing yourself from a class.

WITHDRAWAL FOR MEDICAL REASONS

A Withdrawal for Medical Reasons allows a student to withdraw from their courses after the last day to add or drop classes in a term due to an unforeseen, uncontrollable, and unavoidable physical or psychological illness or injury that impeded the student's ability to attend, complete, or participate in their courses. Please reach out to your advisor for more policy information and to discuss the process.

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. Please 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. If you receive any federal financial aid, please discuss any potential SLOA with the Student Financial Services (SFS) team as well. If you are an international student, your options may be limited, please contact the International Student and Scholar Center (ISSC) as well as your advisor.

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.

APPLYING TO GRADUATE

Students completing their degree requirements in Winter 2027 must complete their application to graduate by Friday, October 15, 2026.

Students completing their degree requirements in Spring, Summer, or Fall 2027 must complete their application to graduate by Tuesday, January 19, 2027.

Current students can find more information about applying to graduate on the Graduation & Commencement Redhawk Hub Page.

MISSED THE GRADUATION APPLICATION DEADLINE?

1. Apply to graduate on mySeattleU as soon as possible.
2. Select the earliest term possible if you don't see your anticipated graduation term available on your application.
3. Submit a Graduation Update Notification (e-form) so we may update your application to the correct term.

Please be aware when you apply after the stated deadline:

- Your degree may not be posted on time.
- You may learn that your degree requirements will not be complete, requiring more time or planning for completion.
- You may also miss important commencement planning information.
- Your name may not appear in commencement materials if you apply very late for spring quarter.

Please reach out to your advisor if you have any questions about this process.

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.

*We expect certificate options to change as part of the move to semesters. Please reach out to your advisor to discuss if/how a certificate may work for your program with these upcoming changes.

*If you are an international student, your options to add or change programs may be limited. Please reach out to the International Student and Scholar Center (ISSC) as well as your advisor to discuss.

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 cannot 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, MSAA, MSBA and OMSBA programs. Scholarships are based on financial need and academic achievement. Students need to complete and submit only ONE application form to be eligible. Application deadlines are usually in mid-April for the coming academic year.
https://www.seattleu.edu/business/graduate/scholarships/

DEFINITIONS

Pre-requisite: A course or requirement mandatory before taking a course, this is listed in Student Planning when you click into section details for a course.

Co-requisite: A course or requirement taken alongside another course.

Core requirements: The required classes needed for a program, often taken in sequence or at specific times during the program. These requirements cannot be substituted or waived and are dependent on your specific program.

Syllabus: The course outline, assignments/exam dates, instructor office hours and defined expectations and student responsibilities. Please refer to your syllabus if/when you have questions and check the syllabus first!

Waitlist: When a section of a class is full, students can place themselves on a waitlist. Advisors will help register students as possible from waitlists if additional seats become available, prioritizing graduation requirements and program specific requirements. If you have any questions about a waitlist, please reach out to your advisor.

Graduation: Graduation is the process by which the Office of the Registrar determines whether a student has completed their degree requirements and confers their degrees. This happens at the end of every quarter, and we have graduate students who graduate from their program throughout the year. Please see information earlier in this handbook about the process to apply for graduation.

Commencement: Commencement is the once yearly ceremony that celebrates the completion of a degree (graduation). At Seattle University, this is held at the end of the spring quarter in June. Commencement celebrates graduations for students who have graduated in the past year or will graduate soon after the June ceremony, but participation does not indicate that you have officially graduated. Graduate students are eligible to attend if they are in good standing with a minimum 3.0 GPA and have six or fewer credits remaining at the end of the spring quarter. Additional information about Commencement can be found here.

Degree Conferral: The degree conferral is the date recorded on your transcript signifying when your degree was officially recognized/when you have officially been awarded your degree. You may also see this referred to as "Degree Posted". This date is listed on the Academic Calendar and happens shortly after the last day of term each quarter.