GRADUATE STUDENT HANDBOOK

COLLEGE OF BUSINESS & ECONOMICS

University of Idaho

Master of Business Administration

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About the College of Business & Economics

The University of Idaho's College of Business and Economics (CBE) is committed to fostering a dynamic learning environment that prepares students to become innovative leaders in today's global economy. The College emphasizes experiential learning, critical thinking, and real-world application, offering a range of undergraduate, graduate, and professional programs. CBE students gain the skills and knowledge needed to excel in business and beyond through small class sizes, dedicated faculty, and collaborative opportunities with industry.

With a strong focus on research, ethics, and sustainability, the College of Business and Economics is recognized for its high academic standards and contributions to the community. Our alumni network spans across industries and continents. This ensures that CBE students are well-connected and prepared to thrive in diverse, competitive environments. Whether in the classroom or through internships, study abroad programs, or entrepreneurial ventures, CBE students are empowered to make a lasting impact on the business world.

About the Online MBA Degree

The University of Idaho's Online Master of Business Administration (MBA) program is designed to equip working professionals with the advanced business skills needed to advance in leadership roles across industries. With a flexible, fully online format, this program allows students to balance their education with professional and personal commitments, all while engaging in a rigorous and comprehensive curriculum. The program covers key areas such as strategic management, financial analysis, marketing, and leadership, providing a well-rounded business education tailored to today's rapidly changing global economy.

Accredited by the Association to Advance Collegiate Schools of Business (AACSB), the University of Idaho's Online MBA ensures that students receive a high-quality education rooted in real-world application and industry relevance. With access to experienced faculty, collaborative projects, and a diverse network of peers, graduates of the program are well-prepared to make data-driven decisions, lead teams effectively, and solve complex business challenges. Whether advancing in their current careers or exploring new opportunities, students in the Online MBA program gain the knowledge, skills, and confidence to thrive in a competitive marketplace.

Learning Outcomes

After completing all MBA degree requirements, MBA graduates will be able to:

1. Demonstrate cross-functional understanding in business processes and decisions
2. Use appropriate tools of analysis to analyze and communicate business problems
3. Use appropriate tools of analysis to analyze business situations and recommend appropriate action
4. Experience transformational experiences that foster a better understanding of self, relationships, and global perspectives
5. Interact effectively and professionally with people of varied backgrounds, abilities, and values

About Online MBA Classes

All MBA core courses are delivered online via UI's learning management system (LMS) CANVAS. Each MBA course runs eight weeks in length and follows UI's academic calendar:

- Spring Early 8-week (begins early January, ends mid-March)
- Spring Late 8-week (begins mid-March, ends early May)
- Summer (begins mid-June, ends early August)
- Fall Early 8-week (begins mid-August, ends mid-October)
- Fall Late 8-week (begins mid-October, ends mid-December)

Online MBA courses begin asynchronously via CANVAS on the first day of the term and typically have four scheduled and required evening Zoom meetings throughout the term. The synchronous Zoom meetings provide a dynamic platform, allowing case discussions, team presentations, and the engagement of industry experts.

Depending on available open seats, students can add an MBA course to their schedule up to the day before the beginning of the 8-week term. Additionally, students will receive a full tuition refund if they drop the course before the start of the 8-week term.

Synchronous Class Engagement & Professionalism

Students are evaluated on their preparation, participation, and professionalism during each synchronous Zoom session. Professionalism includes actively engaging in discussions from a quiet, distraction-free environment, with cameras on for the entire session. Students are expected to maintain a professional appearance and setting, demonstrating full readiness and attentiveness throughout each meeting. Specifically, students are expected to, and will be evaluated on the following:

- Showed up to the meeting on time and attended the entire session

- Participated from a quiet space alone and free of distractions
- Had their camera on for the entire meeting
- Maintained a professional appearance
- Avoided distractions, including refraining from eating
- Was fully engaged throughout the synchronous session

MBA Tuition

Online MBA tuition is charged on a per-credit-hour basis and is the same regardless of residency (Idaho or non-Idaho), enrollment status (part-time or full-time), or the term (fall, spring, or summer). The University of Idaho employee and employee-dependent tuition waiver program is unavailable for the online MBA.

The current online MBA rate is **$885 per credit hour**, consisting of $850 in tuition and a $35 per-credit-hour fee. The $885 rate represents the total per-credit-hour charge for the online MBA, including both tuition and fees.

Tuition rates for electives vary depending on the college offering the course and the term the course is taken. Visit the Student Accounts & Cashier's office for the latest tuition information: Student Accounts Website Here.

Admission Requirements & Timing

Applicants must have a minimum overall Grade Point Average (GPA) of 3.00 on a 4.00 grade scale equivalent to a U.S. bachelor's degree. If applicants do not meet the minimum 3.00 GPA, the application may still be considered for admission if the applicant:

Has earned an undergraduate GPA of 3.0 or higher for your last 60 semester credits or 90 quarter credits.

OR

- Has worked in the program-specific profession for 5+ years.
- Obtains a letter of support from a faculty member in the department.
- Submits a detailed statement/essay describing your professional experience and potential to succeed academically

Applications for the online MBA must be made through the College of Graduate studies online portal, link here.

Admissions to the online MBA are rolling, and students can begin taking courses at any of the five terms listed above (i.e., spring early 8-week, spring late 8-week, summer, fall early

8-week, fall late 8-week). Generally, students should have all application materials submitted no later than four weeks before the beginning of the term they wish to begin classes.

UI Alumni Benefits

The University of Idaho Online MBA incentivizes UI alumni to pursue an MBA in several ways, including expedited admissions and opportunities to count undergraduate credits earned toward their MBA.

Expedited Admissions

As a benefit to our alumni, University of Idaho graduates are eligible for expedited admissions to the Online MBA program. Expedited admission provides the following advantages: Link to UI expedited admissions portal here

- Waived admission fee
- Waived letters of recommendation

To qualify for expedited admissions, applicants must meet the following criteria:

- Earned a bachelor's degree from the University of Idaho
- Maintained a minimum GPA of 3.0

Sharing Undergraduate Credits – UI Alumni

Up to 6 credits of institutional coursework numbered 400 or higher, with a grade of B or higher, used towards a baccalaureate degree may also be used towards a graduate degree with the approval of the student's major professor. Refer to J-1-c. These six credits can be selected after the undergraduate degree is conferred.

To "*share*" 6 credit hours of undergraduate coursework toward the MBA, students can complete the credit reservation form any time after their undergraduate graduation. **Link to PDF Credit Reservation form here (UI Intranet).** An example of a completed Credit Reservation Form is below:

University of Idaho

Office of the Registrar
Phone: (208) 885-6731
Fax: (208) 885-9061
registrarforms@uidaho.edu

CREDIT RESERVATION REQUEST

ALL REQUESTS MUST BE SUBMITTED PRIOR TO FINALS WEEK OF THE TERM OF GRADUATION

Name Jane V Vandal ID V00123456

Select ONE of the following options:

☐ I am an **undergraduate student** and wish to reserve the course(s) below for application toward a graduate degree.

Advisor approval: _____

☐ I am **concurrently enrolled in multiple** degree or academic certificate programs and wish to use the course(s) below on the designated transcript(s) for application toward the degree program(s).

Advisor approval: _____

☒ I am graduate student and wish to use prior earned **non-degree credit** toward my graduate degree; these courses have been declared on my approved study plan.

Term taken	Subject	Course Number	Title	Credits	Apply to Transcript(s) Select all that apply
Fall 20xx	ACCT	4820	Enterprise Accounting	3	☒ Undergrad ☒ Graduate ☐ Law
Spring 20xx	BIA	4400	Data Visualization for Managerial Decision Making	3	☒ Undergrad ☒ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law

Credit Reservation – Current UI Undergraduates

Current UI undergraduate students with over the minimum number of credits required for their UI undergraduate degree can reserve up to **6 additional** credits (4000 or 5000 level – B or better) for the graduate transcript. The "Credit Reservation Request Form" must be submitted and approved by COGS **before the end of the term in which the undergraduate degree is awarded** (i.e., prior to your graduation date). The combined total of shared credits and reserve credits cannot exceed 12.

Below is an example of a Credit Reservation form that includes 6 credit hours of "shared" undergraduate coursework, and 6 credit hours of undergraduate coursework that have been moved from the undergraduate transcript to the graduate transcript.

University of Idaho

Office of the Registrar
Phone: (208) 885-6731
Fax: (208) 885-9061
registrarforms@uidaho.edu

CREDIT RESERVATION REQUEST

ALL REQUESTS MUST BE SUBMITTED PRIOR TO FINALS WEEK OF THE TERM OF GRADUATION

Name Joe V Vandal ID V00123999

Select ONE of the following options:

☒ I am an **undergraduate student** and wish to reserve the course(s) below for application toward a graduate degree.

Advisor approval: _____

☐ I am **concurrently enrolled in multiple** degree or academic certificate programs and wish to use the course(s) below on the designated transcript(s) for application toward the degree program(s).

Advisor approval: _____

☐ I am graduate student and wish to use prior earned **non-degree credit** toward my graduate degree; these courses have been declared on my approved study plan.

6 hours required for the undergraduate degree and *shared* with the graduate degree

6 credit hours of "free electives" moved to the graduate degree. Must be in excess of the required 120 credit hours and will not be used toward undergraduate degree requirements.

Term taken	Subject	Course Number	Title	Credits	Apply to Transcript(s) Select all that apply
Fall 20xx	ACCT	4820	Enterprise Accounting	3	☒ Undergrad ☒ Graduate ☐ Law
Spring 20xx	BIA	4400	Data Visualization for Managerial Decision Making	3	☒ Undergrad ☒ Graduate ☐ Law
Fall 20xx	PSYC	4560	Psychology of Emotion	3	☐ Undergrad ☒ Graduate ☐ Law
Spring 20xx	COMM	4100	Conflict Management	3	☐ Undergrad ☒ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law
					☐ Undergrad ☐ Graduate ☐ Law

Transferring Graduate Credit In

The College of Graduate Studies allows up to 12 graduate credit hours to be transferred to the University of Idaho. Transferring graduate credits is subject to the following:

- Credits can be transferred only if the institution from which the credits are being transferred has a graduate program in the course's discipline.
- All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries.
- Courses used toward an undergraduate degree, professional development courses, and courses on a professional development transcript are not available to be used toward a graduate degree.

Graduate transfer credit can be applied to an online MBA student's degree audit by entering the transfer credit on a study plan. Detailed instructions on how to enter transfer work on a study plan can be found on the Graduate student resources page of the College of Graduate Studies intranet site: Link Here. Under "Steps to degree guides"," select "How to create a study plan" see step 6.

Degree Requirements (39 Credits)

The University of Idaho's Online MBA requires 39 credits, consisting of 27 core requirements and 12 credits of interdisciplinary electives.

Prerequisite (ACCT 2010)

Students seeking admission should have completed at least one financial accounting course (or equivalent) at the undergraduate or graduate level. At the University of Idaho, this course is **ACCT 2010 Introduction to Financial Accounting**. Students who have not yet completed ACCT 2010 (or equivalent) can be admitted to the program and begin MBA courses while concurrently completing ACCT 2010. Such admission is probationary, and students cannot enroll in MBA 5140 Financial Management or MBA 5240 Strategic Cost Management until they have successfully completed ACCT 2010 (or equivalent).

MBA Core Requirements (27 Credits)

All MBA graduates must complete each of the following required core courses. Undergraduate reserved credits cannot be used to fulfill the MBA core requirements.

MBA 5120	The Economic Context of Business	3
MBA 5140	Financial Management	3
MBA 5200	Assessing Data to Improve Firm Performance	3
MBA 5210	Strategic Management	3
MBA 5220	Strategic Marketing	3
MBA 5240	Strategic Cost Management	3
MBA 5250	Leading in Organizations	3
MBA 5330	Entrepreneurial Innovation	3
MBA 5400	AI-Driven Operations and Supply Chain Management	3
	Total Hours	27

The core courses may be completed in any order; however, students are strongly encouraged to take MBA 5210 Strategic Management toward the end of the program. The course serves as an integrative experience, bringing together concepts and skills developed throughout the MBA curriculum.

Students typically take one or two courses per 8-week term, depending on their individual circumstances and course availability. Students who take two courses during an 8-week term are encouraged to consider the relative workload and level of familiarity with the subject matter when selecting courses. When possible, pairing a course in an area in which the student feels more confident with a course that may be more challenging can help create a more balanced workload.

Finding MBA Core Course Offerings

A list of upcoming MBA core course offerings is offered on the MBA website. Core courses can also be found by visiting the UI Class Search Webpage. To view MBA courses:

1. Select the appropriate term and click "**Continue**."
2. In the "**Subject**" box, type "**MBA**" to find "**Master of Business Admin**."
3. Click "**Search**" to view course options, including their scheduled live Zoom sessions.

Interdisciplinary Electives (12 credits)

MBA graduates must complete 12 credits of interdisciplinary electives. Interdisciplinary electives include:

- Any 4000 or 5000-level course offered by the University of Idaho, subject to applicable course prerequisites and any course-specific enrollment restrictions.
- Undergraduate credits reserved by UI students for their graduate transcripts.
- Graduate credits earned at another institution and transferred to UI.

Per the UI College of Graduate Studies Policy, a combined total of up to 12 non-degree credits, reserved credits (see below), transfer credits, correspondence credits, and approved credits more than eight years old at the time the degree is awarded can be accepted.

Graduate Certificates

The University of Idaho offers graduate certificates in a variety of specialized academic and professional areas. Graduate certificates typically require **12 to 18 credits** to complete.

MBA students may be able to use their 12 credits of interdisciplinary electives to simultaneously complete a University of Idaho graduate certificate. This provides an opportunity to complement the general MBA curriculum with focused study in an area of professional or academic interest.

To complete a graduate certificate while pursuing the MBA, students must meet all requirements of the selected certificate, including required courses, prerequisites, and minimum grade requirements. Note that some graduate certificates may require more than 12 credits.

To search for available University of Idaho graduate certificates, visit the University of Idaho Degree Finder.

1. Under **"Degree Level,"** select **"Certificate, graduate."**
2. Under **"Locations,"** select **"Online."**

Finding Online Electives

Students can search for available online 4000- and 5000-level courses through the University of Idaho Class Search webpage UI Class Search Webpage:

1. Select the appropriate term and click "**Continue**."
2. Click the drop-down "**Advanced Search**"
3. In the "**Course Number range**" fields, enter **4000 to 5999**.
4. In the "**Instructional Methods**" field, select:
    - "**Online (Web)**" for fully online asynchronous courses with no scheduled virtual meeting; and /or
    - "**Virtual Meeting**" for fully online courses that include designated virtual meeting times.
5. Click "**Search**"

This will provide a complete list of all University of Idaho 4000 and 5000 level online courses, any of which can count toward the 12 credits of interdisciplinary electives.

Concurrent JD/MBA

The University of Idaho offers a unique concurrent Juris Doctor (JD)/Master of Business Administration (MBA) program, allowing University of Idaho law students to earn both in 3 years.

The concurrent program allows students to use 12 credits of JD coursework toward the MBA interdisciplinary elective requirement. In addition, 12 credits of MBA coursework can be applied toward the JD degree. A JD student can complete the MBA with 15 additional credits beyond the 90 credits required for the JD degree.

MBA courses are delivered fully online in 8-week terms, providing flexibility for students completing the primarily in-person JD curriculum. The format allows students to pursue the MBA alongside their law studies while developing business knowledge and skills applicable to careers at the intersection of law and business.

Graduates of the concurrent program may be particularly well prepared for careers involving corporate law, compliance, executive leadership, business strategy, entrepreneurship, and other roles requiring both legal and business expertise.

Concurrent JD/MBA Admission Timing

Students must successfully complete their **first year of law school (1L)** before beginning the concurrent JD/MBA program.

Law students interested in pursuing the concurrent degree should apply for admission to the MBA program **during their 1L year**. Students who are admitted to the program may begin taking MBA courses during the **summer following completion of 1L.**

Current University of Idaho JD students apply to the MBA program through the **UI Graduate Admissions Portal Link here**.

The graduate admission application is separate from the application used to apply to the College of Law.

When completing the graduate application:

1. Select **Master of Business Administration** as the graduate program.
2. Indicate your current University of Idaho JD enrollment and provide a complete academic history. In the system, this will identify you as a concurrent JD/MBA applicant.
3. Your letters of recommendation and previously submitted transcripts will automatically be **carried over** through your existing JD application.
4. Submit the following materials:
    - Updated resume or curriculum vitae

- Statement of purpose
- Valid government-issued photo identification
- Application fee

Concurrent JD/MBA Degree Planning

Students are encouraged to take **one or two MBA courses (3–6 credits)** during the summer terms between 1L and 2L and between 2L and 3L. These summer courses allow students to make steady progress toward the MBA degree without conflicting with the full-time JD course load.

During the academic year, concurrent students may choose to:

- Take a couple of MBA courses alongside a full-time JD schedule, or
- Focus primarily on MBA coursework during one semester.

Because the JD program requires a full-time academic commitment, students should carefully balance course loads each semester in consultation with both their law and business advisors.

Concurrent JD/MBA Tuition

Online MBA tuition is charged on a per-credit-hour basis and is the same regardless of Idaho residency, enrollment status (part-time or full-time), or whether the course is taken during the fall, spring, or summer term.

The current online MBA tuition rate is **$885 per credit hour**, inclusive of applicable tuition and fees. **MBA tuition is charged in addition to any part-time or full-time JD tuition.**

For example:

- A term in which a student takes only MBA courses will include only MBA tuition charges and no JD tuition charges.
- A term in which a student takes both JD and MBA courses will include the applicable JD tuition charges **plus** MBA tuition charges.
- If a student takes a reduced number of JD credits and is therefore assessed the applicable part-time JD tuition rate, the MBA tuition will still be charged separately on a per-credit-hour basis.

Because tuition and fees are subject to change, students should consult the current University of Idaho tuition and fee schedules when planning their program.

Steps to Graduate

1. Study Plan

Completing a graduate degree requires submission of a Study Plan in Degree Audit on MyUI. Graduate students must complete their study plans in consultation with the major professor. The study plan should be completed and submitted in MyUI after students have completed at least 21 credit hours and must be approved no later than the semester prior to when they apply to graduate.

For UI online MBA students, the study plan will consist of 12 credit hours of interdisciplinary electives. Detailed instructions on creating study plans can be found on the Graduate student resources page of the College of Graduate Studies intranet site: Link Here. Under "Steps to degree guides"," select "How to create a study plan."

Any credits shared and/or reserved by UI undergraduates for their online MBA degree will count toward their 12 credit hours of interdisciplinary electives and must be included in their study plan.

2. Apply to Graduate

Online MBA students should apply for graduation within one semester of completing the degree requirements. The application is on MyUI under "Apply to Graduate."

3. Non-Thesis Report (NTR)

All University of Idaho non-thesis graduate students, including those in the online MBA program, are required to complete a Non-Thesis Report (NTR). Graduation applications will not be approved until the NTR has been satisfactorily completed. The MBA NTR has two components: (1) a collection of relevant course assignments (i.e., artifacts) completed throughout the program and (2) a Professional Growth Plan (PGP), a reflective exercise completed during the final semester of the program.

Students will be added to the MBA Non-Thesis Project Canvas course after applying for graduation. This course contains detailed instructions, templates, examples, submission procedures, and evaluation criteria. Students are responsible for reviewing all materials and completing required deliverables by established deadlines.

Artifact Requirement

Students must submit two artifacts for each of the five MBA Program Learning Outcomes, for a total of 10 artifacts. **Students should not wait until their final semester to identify and collect artifacts.** An organized collection maintained throughout the program is strongly recommended. The following steps help ensure materials are not lost or difficult to retrieve later.

1. Review the course syllabus to identify potential artifacts
At the start of each course, identify assignments (which will be clearly delineated in each course syllabi) aligned with the five MBA Program Learning Outcomes.

2. Save your artifacts (e.g., assignments)
Maintain a personal archive of potential NTR artifacts. **Do not rely on Canvas for long-term access.** Save (1) the completed assignment, (2) assignment instructions, (3) grade received, and (4) Instructor feedback. Store materials in a secure, accessible location.

Professional Growth Plan

The Professional Growth Plan is a core component of the NTR. It connects MBA learning to professional experience and future career goals.

Students will reflect on questions such as:

- What knowledge and skills have I developed?
- Which MBA experiences were most impactful?
- How have my perspectives on business and leadership changed?
- How will I apply my learning in my career?
- What skills do I still need to develop?
- What actions will I take to achieve my goals?
- How will I continue using the MBA learning outcomes in my career?

The PGP should provide a clear, actionable roadmap for continued professional development beyond the MBA.

Contact Information

For more information about the online MBA program contact:

Mark D Groza, PhD
Professor of Marketing
Director of Online MBA Program
College of Business and Economics
J.A. Albertson Building 318
markgroza@uidaho.edu
208-885-0220

Lisa Belles
Online Student Success Coordinator
College of Business and Economics
J.A. Albertson Building 301G
lbelles@uidaho.edu
208-885-0123