PROFESSIONAL MBA

UNIVERSITY OF GEORGIA

PMBA STUDENT GUIDEBOOK

TERRY COLLEGE OF BUSINESS
THE UNIVERSITY OF GEORGIA

2023 - 2024

terry.uga.edu/mba/professional

Terry College of Business
UNIVERSITY OF GEORGIA
1785

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INTRODUCTION

Welcome to the Professional MBA program at the University of Georgia. We are excited you have chosen to be a member of the class and look forward to guiding you on your MBA journey. As an MBA student, you hold an important place in the Terry College of Business and this guidebook serves as a primary resource to assist you through the program. MBAs are often called upon to lead industry projects and strategize business solutions. This program will not only get you a seat at the table – it will keep you there. With the benefit of small class sizes, you have exponential resources at your fingertips along with a growing network of alumni to help you reach your career goals. Our missions are the pursuit and dissemination of knowledge to educate and inspire future leaders and promote the effective and ethical practice of business. We are committed to providing innovative and market-leading programs that prepare our graduates to be leaders in their organizations and communities. In doing so, we contribute to the intellectual and economic development of our state, nation, and world. As the business school at the nation's first state-chartered university, the Terry College of Business pursues its mission in three central areas: teaching, research, and service.

As a student in our MBA program our expectation is that you will leverage the resources available to you to help us change the face of business.

Professional MBA Program Personnel Directory

Administration
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simpkins@uga.edu

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Chapter 1: Need to Know

MyUGA Portal
UGA Student Information Hub that provides instant access to UGA online services.
- MyUGA Portal - http://my.uga.edu
  - UGA Mail
  - Athena
  - eLC

UGA Archpass
ArchPass is UGA's phone-enabled two-step login solution, powered by Duo. It is required for access to several University systems.

https://confluence.eits.uga.edu/display/HDSH/ArchPass%2C+powered+by+Duo

To access a system protected by Arch Pass, users must:
1. Enter their MyID (UGA Email) & password
2. Verify their ID with a phone or tablet enrolled in Duo.

UGAMail
The University of Georgia has partnered with Microsoft to provide its students, faculty, and staff with UGAMail. Powered by Microsoft's Office 365, UGAMail features robust online communication capabilities including email and integrated calendar. Log in using your MyID and password. For assistance with setting up your email, please visit the Enterprise Information Technology Services (EITS) website at: https://eits.uga.edu.
All university communications while in the program will go to your UGA email account.
Info on UGA email (including how to access, forward to personal, etc.) https://confluence.eits.uga.edu/display/HK/UGAMail

Immunization Forms
Immunization forms must be completed and turned into the University of Georgia Student Health Center prior to registering for courses. Students should have all required vaccinations and records forwarded to the Student Health Center prior to Orientation. For more information, please visit the Health Center website at: https://healthcenter.uga.edu.

Verification of Lawful Presence
UGA must verify that you are lawfully present in the United States before allowing you to enroll. If you have already completed and submitted the Free Application for Federal Student Aid (FAFSA) and named UGA as a recipient, then you may not need to take further action. All other students will need to follow instructions as listed on the Graduate School's website: https://www.admissions.uga.edu/apply/vlp/

Pay Fees
Depending on when you register for classes, there will be a deadline for payment of fees. Missing one of these deadlines may result in late fees and/or cancellation of classes. Billing information is sent to your UGA email account. Your student account is accessible at MyUGA Portal. Contact the Bursar's Office for questions regarding your account.

UGA OneCard
The UGA OneCard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. It is your key to accessing UGA areas at the Atlanta campus. The program will cover the cost of your initial card. Replacement cards are at your expense. **To get a replacement card you'll need to go through the one card online process.**
https://tate.uga.edu/ugacard/lost-uga-onecard/

Health Insurance
The University System of Georgia provides eligible students with access to a comprehensive and competitively priced Student Health Insurance Plan (SHIP). Health insurance coverage can assist you with your medical and prescription needs. Please visit the Student Health Insurance website for more information.

NOTE: The University System of Georgia requires certain groups of students to have acceptable health insurance coverage. These groups of students are automatically charged for the mandatory student health plan. For further information regarding these mandated groups of students, visit the Mandatory Student Health Insurance section at
https://hr.uga.edu/students/Mandatory_Plan/student_mandatory_plan_home/

UGA Mobile App
The UGA Mobile App is the official mobile app for the University of Georgia, where students, staff, faculty, and visitors can find campus resources and learn more about the University.

Student Technology Guide
Now that you've arrived at the University of Georgia's Terry Executive Education Center, there are plenty of technology tools to make learning, teaching, and working easier. EITS, the central IT department at UGA, has a guide for key technology services for you and a checklist for getting connected.

eLearning Commons http://elc.uga.edu/
eLearning Commons (eLC) is the learning management system for the University. You will be granted access to your courses in eLC the day prior to the first day of class. Students are responsible for accessing eLC for assignments, messages, and class documents as instructed by each professor.

Chapter 2: Athena Introduction/ Registration

MBA students register for classes in ATHENA. https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Athena provides access to class schedules and the course catalog. Athena is the University of Georgia student information system in which students may register for classes, visit the Financial Aid website, view course descriptions, and see the current schedule of classes.

NOTE: First year PMBA students must register for first year designated courses. First years are prohibited for registering for any 2nd year designated classes. If a first-year registers for a course designated as a 2nd year course, they will administratively withdrawn.

Tuition and Fees
To see tuition and fees for the current academic year, go to http://www.bursar.uga.edu/tuition_fees.html.

UGA Payment Options https://busfin.uga.edu/bursar/payments_options.pdf

UGA Tuition Payment Plan https://busfin.uga.edu/bursar/bursar_quick_links/

Accessing Tuition Invoices via your UGA Student Account

Tuition is assessed after officially registering for courses in Athena.
eStatements can be used for reimbursement purposes (download pdf version)
   1. Access UGA Student Account in Athena
   2. Select Student Tab
   3. Select Student Account & Access Student Account – you'll be prompted to re-enter MyID & PW.
   4. Got to eStatements or "latest bill" under Statements.
   5. Select View - Statement Dates are generated by date of registration.
   a. Your latest statement can be printed as a Printable Bill.
   b. Print to Adobe PDF
   c. Save to Desktop (or preferred location)

Athena Student Account Refund Profile Setup
UGA allows for online viewing and refunding of a student's account for payments and Financial Aid through Touchnet's Student Bill + Payment application. This also allows for refunding directly to the bank account of the student's choice. Only one (1) account can be set up as the Refund account
https://busfin.uga.edu/bursar/athena_refund_profile_setup.pdf

Viewing/Clearing Holds in Athena
   1. Go to Athena
   2. Login with UGA MyID and password
   3. Click Student
   4. Click Student & Registration
   5. Click Registration

6. Click Prepare for Registration

Immunization Hold Information: Immunization
1. Required Form - https://healthcenter.uga.edu/
2. Send completed form to rhi@uhs.uga.edu – University Health Center or
   via fax to 706-542-4959.
3. Holds are cleared w/24-48 hrs.
4. One Time Immunization Hold Waiver Option
   - If you are having issues obtaining your shot records or awaiting results from your doctor request this option.
   - Email rhi@uhs.uga.edu w/the request and reason why.
   - This will only apply to Fall 2022 registration and no future waivers are considered.

Lawful Presence Verification Hold: VLPI
1. If you are applying for Financial Aid (FAFSA) completion of this application will clear this hold.
2. Send documentation or questions regarding VLP to UGA Graduate Admissions: **gradadm@uga.edu , Fax# 706-542-6330 or call 706-542-1739.** Documentation sent via email needs to be 2MB's or smaller

Student Accounts Acknowledgement Hold
1. Log into Athena and click on the Student tab.
2. Click on Student Records
3. Select "Clear Student Accounts Acknowledgement Hold"
4. The term for which the hold must be cleared will appear (example Fall 2022). Hover over this highlighted terms and then click on each.
5. Initial under both instructions, press submit, and you're done!

Incomplete Emergency Contact Hold
1. Login to Athena
2. Click on Personal Information
3. Select: Update Emergency Contacts
4. Submit Changes

Cohort Changes
Cohort updates can be made up to the start date of the program on an as-available basis and at the program's discretion. Cohort changes during time in the program are allowable based on reasons associated with major work changes, lifestyle changes, and/or military. If for any reason a cohort change is needed based on the reasons stated, a request can be made and will be reviewed on a case-by-case basis. Cohort changes will not be allowed after the first week of class. Cohort change requests will not be approved for reasons such as, workload, professor preference, curriculum structure, etc. Cohort change request can be made in the Program Hub in eLC in the PMBA/University Quick Link module.

Chapter 3: Curriculum

Program Structure
During year one, students are introduced to fundamental business concepts that serve as a foundation for their MBA. Beginning in the spring of year one, students continue the fundamental business courses while beginning some elective courses that align with their career and concentration interests. During the second year, students pursuing the Professional MBA will immerse themselves in their chosen area of concentration while fulfilling their remaining core requirements.

The curriculum for the Professional MBA Program is designed to prepare students for their growing careers. When a student earns an MBA from Terry, employers know they completed a thorough and in-depth study of their selected areas of interest.

To help students signal their MBA focus to employers we offer six concentrations. The PMBA curriculum totals 48 credit hours through a combination of core courses and electives. Electives are included in the concentrations such that all MBA courses count toward the graduation requirement of 48 credit hours.

Concentrations
PMBA Concentrations give you the opportunity to focus on an area that can further your career or allow you to explore an area of business/study you would like to pursue. Concentrations are optional and may not be the right course of study for every student. Concentrations are specific to the PMBA program only. Concentrations are not official to the university and will not appear on a student's transcript or diploma. Many students choose to promote their concentrations on LinkedIn, resume, etc.
Students finalize their concentration selections during module 5. The electives and concentrations offered in the professional MBA program vary year to year and are subject to change.

- Students may choose from six concentrations:
- Finance/Accounting
- Innovation/Entrepreneurship
- Leadership
- Marketing
- Operations/Supply Chain Management
- Real Estate

Select a Concentration by December 1st of your 1st year
- Email academic advisor Greg Armstrong your concentration choice at garmstro@uga.edu
- The program will confirm completion of your concentration upon request.
- Concentrations do not appear on the diploma or transcript

Innovation/Entrepreneurship

_____ **ENTR 7515 – Entrepreneurship (Required)**

Choose 2 of the following:
_____ **ENTR 7090 – Design Thinking**
_____ **ENTR 7505 – Entrepreneurial Finance**
_____ **MGMT 7810 - Change Management**
_____ **MGMT 7430 – Crisis Management**
_____ **MGMT 7990 – Principles of Franchising**
_____ **MIST 7990 – Artificial Intelligence for Business Leaders**

Finance/Accounting

_____ **EMBA 7150 – Financial Accounting & Reporting (Core – Required)**
_____ **EMBA 7200 – Managerial Finance (Core – Required)**

Choose 2 of the following:
_____ **ACCT 7600 – Financial Statement Analysis**
_____ **ENTR 7505 – Entrepreneurial Finance**
_____ **FINA 7920e – Financial Modeling**
_____ **FINA 6205 – Mergers & Acquisitions**
_____ **MGMT 7990 – Principles of Franchising**

Leadership/Human Resources Management

_____ **EMBA 7410 – Organizational Behavior & Leadership (Core – Required)**
_____ **MGMT 7990 – Human Resources Management (Core – Required)**

Choose 1 of the following:
_____ **MGMT 7011 – Leading Evolving Organizations**
_____ **MGMT 7430 – Crisis Management & Corporate Reputation**
_____ **MGMT 7810 – Change Management**
_____ **MIST 7990 – Artificial Intelligence for Business Leaders**

Marketing

_____ **EMBA 7250 – Marketing Management – (Core – Required)**

Choose 2 of the following:
_____ **MARK 6220 – Sales Strategy & Management**
_____ **MARK 7550 – Social Media Marketing**
_____ **EMBA 7650 – Marketing Strategy**

Operations/Supply Chain Management

_____ **EMBA 7310 – Operations Management (Core – Required)**
_____ **MGMT 7130 - Designing, Managing & Improving Supply Chains (Core – Required)**

Choose 1 of the following:
_____ **MGMT 7220 – Project Management**
_____ **MGMT 7160 – Lean Six Sigma**

Real Estate

_____ **REAL 7100 – Principles of Real Estate (Required)**
_____ **EMBA 7400 – Negotiations (Required - Core)**

Choose 1 of the following:
_____ **ACCT 7600 – Financial Statement Analysis**
_____ **FINA 7920e – Financial Modeling**
_____ **REAL 7990 – Directed Study in Real Estate**
- **Choose a REAL course/content via the courses listed here:**
  https://www.terry.uga.edu/mba/fulltime/concentrations/real-estate.php

Course Audit Policy
A course may be audited in the Professional MBA program under the following conditions:
- Students must complete a Course Audit Application Form.
- Audited courses do not carry academic credit.
- Students auditing a course must establish eligibility for admission, apply, and are responsible for required course materials.
- Professor/Instructor Approval is required for all audit requests as well as seat availability.
- The Auditor must be a UGA Executive, Online or Professional MBA program Alumnus to be eligible. Students currently taking courses for credit cannot audit a course during the same timeframe.
- Students who have completed all degree requirements but are only awaiting official degree conferral, can request to audit a course.
- Auditors will not be placed on a team, will not be required to do any assignments, and if the auditor chooses to do them they will not be graded by the faculty member.
- The Auditor must comply with the instructors' classroom policy, including attendance and participation. If an Auditor does not meet the instructor's expectations, he/she may be terminated as an auditor at any time.
- Auditors will be confirmed into the class only after all students enrolling for credit are confirmed into it, typically day of the 1st class meeting.
- Students taking the course for credit have priority over auditors. The program reserves the right to remove an auditor when needed to open a seat for a student taking the class for credit.
- The program reserves the right to remove an auditor from a class for administrative or faculty reasons as needed.
- If a class is at official enrollment capacity auditors will not be accepted.

To request to audit a class contact *Greg Armstrong garmstro@uga.edu*

Domestic/ International Residency
The residencies offer students a chance to study business process in other areas of the United States and/or international settings. The domestic and international residencies immerse you in a business environment through intense learning experiences over several days. Gain perspective on how economic, cultural, and regulatory environments influence business processes. The domestic residency is offered in the fall of your second year. The international residency is offered in the spring of your second year.
PMBA students traveling on the domestic or international residency shall adhere to the Professional MBA Residency Commitment Policy. The policy states any PMBA student accepted on the domestic or international residency is committed to the full participation of the program pre-travel, traveling, and post travel requirements and expectations. Details of the policy are outline in the residency application students must complete to participate in the residencies.

The domestic/ international residencies features:
- Lectures from business experts
- Distinguished guest speakers
- Site visits to a variety of specific businesses
- Cultural excursions

Graduation Requirements for the MBA
MBA students must meet all program requirements to satisfy graduation requirements.

Number of Hours
The total credit hours required for graduation from the MBA program is 48 graduate-level credit hours from courses within the PMBA program.

Grade Point Average Requirement
The minimum required grade point average is 3.00, which is the standard set by the Graduate School. Students must earn a grade of C or better in each course that is listed on the Program of Study.

Program of Study Form
A Program of Study form must be completed and included in the application for graduation to the UGA Graduate School. Deadlines for submission and assistance in completing this online form will be done with the program Academic Advisor at the appropriate time based on program completion path.

Chapter 3: Academic Policies

Formal policies are created and implemented by various committees in the University System of Georgia (USG), including UGA's Graduate School, Terry College, and the PMBA Program to ensure a fair and consistent experience for students. By adhering to the following policies, we unite in the spirit of our collective goals and program culture.

Enrollment

Leave of Absence
A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the MBA Program Director and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.*

An approved leave of absence stands in lieu of registering for the minimum credits for each module for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth, or adoption (see below). Time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

*Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.

Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum credits for each module for which the leave of absence is granted.

It is the student's responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid requires enrollment for more credits than the Continuous Enrollment Policy.

A student may apply for a leave of absence before or during any semester in which they are not registered for courses. Application for a Leave of Absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.

A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3-semester limit for master's students.

Monitoring and Compliance

After the last day of each semester, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. The Graduate School will notify suspended students of this action in writing within thirty (30) days of the start of the next semester.

Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees. Re-admission is not guaranteed and requires approval of the student's former program, (b) pay a re-enrollment fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each non-enrolled semester, including summer, up to a maximum of 9 hours.

Students may appeal actions resulting from violation of the Continuous Graduate Enrollment Policy or denial of a requested leave of absence by submitting a request in writing to the Dean of the Graduate School. The appeal should include documentation of unusual and extenuating circumstances that could justify an individual exception to the policy. A negative decision by the Dean of the Graduate School may be appealed to the Administrative Committee of the Graduate Council.

Withdrawals

Students who wish to withdraw from a course may do so by following the appropriate procedure through Athena, while giving proper notice to the instructor of the course and the Office of Student Engagement.

Enrollment Status

Students who withdraw from a course should know a reduction in their course load because of withdrawal may affect their, financial aid, athletic eligibility, and/or full-time student status. Students should contact the appropriate office if they have questions about the impact of their withdrawal from a course.

Grade Assignment

A graduate student who withdraws from a course or is withdrawn by the instructor for excessive absences prior to the midpoint of a semester is assigned a grade of W by the instructor. A student who withdraws or is withdrawn for excessive absences after the midpoint of the semester (date to be specified in the Schedule of Classes) is assigned a grade of F, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.

Grade Reporting System

The grading scale for graduate students is as follows:

Grade	Scale	Numerical Value
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-	Not accepted as a passing grade; 1.7 on MBA program of study	
D	Not accepted as a passing grade; 1.0 on MBA program of study	
F	Failure	0.0

The W designation indicates that the student was permitted to withdraw from a course while doing unsatisfactory work or withdrew after the midpoint of the grading period. The withdrawal from a course under these circumstances is equivalent to a failure. The symbol W will be assigned for withdrawals after the midpoint of a grading period in cases of hardship. A determination that a hardship exists must be made by the Office of the Vice President for Student Affairs and communicated to the Graduate School.

S/Satisfactory – Not Computed

This grade indicates satisfactory participation in certain required courses. Normally, S grades are given in a limited number of professional, seminar, or graduate-level courses. Credit is included in hours earned. The grade is not included in the grade point average computation.

U/Unsatisfactory – Not Computed

This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I grade is not satisfactorily removed after three semesters, the I grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.

A/S – Not Computed

This symbol indicates that both A-F and S/U grading systems are permitted in a course. Such courses are identified in their course description and are limited in number. The instructor should explain the conditions for the use of both grading systems at the beginning of the course.

If a student does not receive a grade in a course for which the student is enrolled, one of the following designations must be placed on the student's record:

I/Incomplete – Not Computed

This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course.

The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I grade is not satisfactorily removed after three semesters, the I grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.

W/Withdrawal – Not Computed
This grade indicates that a student was permitted to withdraw from a course. Withdrawals will not be permitted after the withdrawal deadline of the semester (date is specified in the Academic Calendar) except in cases of hardship as determined by the appropriate official. This grade is not included in the grade point average computation.

V/Audit – Not Computed
No credit is given for an audit. Students may not transfer from audit to credit status or vice versa after the closing of the drop/add period of each semester.

ER/Error – Not Computed
This symbol indicates an error in reporting. If not removed after one semester, the ER becomes a grade of W. Upon receiving a grade of ER, the student should consult with the course instructor.

UGA Academic Honesty Policy
The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. Academic honesty is defined broadly and simply - the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All members of the University community are responsible for creating and maintaining an honest university, and all must work together to ensure the success of the policy and code of behavior. All members of the university community are responsible for knowing and understanding the policy on academic honesty. The goals of the UGA honesty policy are to:
1. Foster a culture of academic honesty in the university community.
2. Maintain the integrity and academic reputation of the university.
3. Process fairly and consistently matters related to academic dishonesty.

The complete policy is available here: https://honesty.uga.edu/Academic-Honesty-Policy/.

The academic honesty policy is supplemented (not replaced) by an Honor Code which was adopted by the Student Government Association and approved by the University Council May 1, 1997 and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the initial UGA Admissions Application.

Any member of the University community who has personal knowledge of facts relating to an alleged violation of this policy has a responsibility to report that alleged violation to the Office of the Vice President for Instruction as provided in this policy. Required conduct includes, but is not limited to, participating in a discussion with the student believed to have violated the policy and truthfully answering questions and providing documentation of the matter to an Academic Honesty Panel.

UGA Policy on Persons with Disabilities
The University of Georgia is committed to its mission of providing equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities. The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal educational opportunity. These laws guide The University of Georgia in its commitment to serve qualified students. Students may register for services at the Disability Resource Center, located at 114 Clark Howell Hall, 706-542-8719, or visit their website at http://drc.uga.edu/

Academic Probation Policy
Students of the Terry MBA program and The University of Georgia Graduate School may be dismissed by their program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study.

The MBA program defines sufficient academic progress to warrant continuance of study below in its Satisfactory Progress Policy.

Professional MBAs must earn at least 48 credit hours with a letter grade of C or above (fall, spring, summer). Grades below C or Incompletes do not count as earned credit hours.

If the student has been placed on academic probation for any reason for one term, received written communication from the MBA program concerning insufficient academic progress, and does not meet the standards outlined above, the MBA program reserves the right to prevent the student from enrollment in future terms and to formally dismiss the student from the MBA program.

Dismissal Policy
The University of Georgia Graduate School maintains the official graduate policy regarding dismissal of a student from their program of study. Students may be dismissed from the PMBA program by the Graduate School at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow the policies and procedures adopted by the Terry MBA program and will be reported to the UGA Graduate School.

Dismissal of graduate students will follow policies and procedures adopted by the program. The program must immediately notify the Graduate School of a dismissal. A program may dismiss a student for:

- Failure to pass comprehensive or other required examinations
- Inadequate academic progress
- Failure to meet program requirements (academic, professional)
- Failure to adhere to the honor code
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical or professional standards

Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA. Dismissal by a program may be appealed to the Dean of the Graduate School after all avenues of appeal have been exhausted at the school or college level. This should be completed within 30 calendar days of the decision at the previous level.

If a student is dismissed by a program, they may reapply to the Graduate School for admission to the same graduate program or a different degree-granting unit, unless the dismissal was triggered by:

- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical (professional) standards in program's handbook (or professional society)

Graduate School Dismissal. Students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and W will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. Contact gradassociatedean@uga.edu for more information.

Non-Discrimination and Anti-Harassment Policy
The University of Georgia is committed to maintaining a fair and respectful environment for living, work, and study. Every member of the University community is expected to uphold the Non-Discrimination and Anti-Harassment Policy as a matter of mutual respect and fundamental fairness in human relations. Every student, staff, and faculty member of the University has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment and/or employment.

Detailed information regarding The University of Georgia's Non-Discrimination and Anti-Harassment Policy can be found at http://legal.uga.edu/olapol.html.

Grade Appeals
Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the department in which the course is housed, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee. To contact the Educational Affairs Committee, please email ovpiappeals@uga.edu.

Student Code of Conduct

The Code of Conduct has been developed by the Office of Student Conduct to provide students with expectations for behavior that upholds the principles outlined in the Pillars of the Arch. Detail information on the UGA Code of Conduct can be found here: https://studentaffairs.uga.edu/policies-and-code-of-conduct/

Policy on Alcohol and Other Drugs

https://safeandsecure.uga.edu/drugs-alcohol-policy/#:~:text=Uhttps://provost.uga.edu/policies/academic-affairs-policy-manual/5-01-use-of-campus-space/GA's%20student%20conduct%20regulations%20prohibit,-%20and%20drug-related%20misconduct

Chapter 4: Program Standards & Expectations

DEI Statement
The Terry College is committed to promoting diversity, equity, inclusion, and belonging among its students, faculty, and staff. This program welcomes the open exchange of ideas and values freedom of thought and expression. This class provides a professional environment that recognizes the inherent worth of every person. It aims to foster dignity, understanding, and mutual respect among all individuals in the class.

MBA Code of Professional Conduct
All University of Georgia, Terry College of Business (TCOB) MBA students are required to adhere to a code of professional conduct. This code represents the fundamental values that underlie all community interactions in the University of Georgia's Terry College. The tenets of the code are Respect, Integrity, and Professionalism. The following outline describes several expectations within each category. It is not intended to be an exhaustive list, rather a summary of general behavior and character to be demonstrated by Terry College of Business students pursuing an MBA degree.

Code of Professional Conduct Acknowledgement Form
You will be asked to sign an acknowledgement of this code at the beginning of your program application and this signed contract is on file with the Admissions department. You will also receive a copy of this for your own records. This form also verifies that you have received access to the MBA Student Guidebook.

Tenets of the Code

Respect: Students are expected to demonstrate due regard for the rights, beliefs, time, and traditions of all parties and behave in a thoughtful and courteous manner. All communication and demeanor with faculty, staff members, classmates, employers, and all other campus constituents shall abide by the policies and standards outlined in the Terry College Diversity, Equity, and Inclusion commitment which fosters a welcoming and inclusive learning and working environment while promoting dignity and respect to all parties. This expectation extends to appropriate preparation for scheduled meetings, punctuality, polite manners, and regular class attendance and participation.

Integrity: The PMBA program expects honesty in all interactions and communications. The integrity tenet incorporates all guidelines outlined above in the UGA Academic Honesty Policy section.

Professionalism: Professionalism is the practice of integrity and respect in all interactions. It is viewed as the gold standard in behavior that demonstrates a student's level of competence and skills. This includes punctuality, appropriate attire, demeanor, awareness of audience, respectful behavior, and timely communication in all interactions whether on or off campus.

Violation of Code of Professional Conduct
Failure to abide by this Code of Professional Conduct is considered a breach of responsibilities to the PMBA Program, the Terry College, and the University of Georgia. The consequences for violating the code of conduct can range from a warning to dismissal from the program. The consequences exist to reinforce to internal and external constituents the Program's commitment to high standards of ethical conduct.

Classroom Expectations/ Information

Dress
Generally, students dress casually for class. Casual dress is defined as shorts, t-shirts and/or jeans. There may be instances where students will need to dress in business casual for class guest lectures, presentations, and/or on-campus events.

Business casual is defined as:
- **Men:** Dress slacks or khaki pants with a collared, button-down dress shirt. Tie and sport coat are optional.

- **Women:** Dress slacks or skirt with a blouse or collared, button-down dress shirt. A professional dress may also be worn.

Tardiness
MBA students are expected to arrive for classes, events, team meetings, and appointments on time and ready to contribute. Professors may choose to decrease the grade of students with excessive tardiness as outlined in the syllabus.

Missing Classes
It is the responsibility of the PMBA student to adhere to class schedules and attend all classes. Students are responsible for notifying his/her professor of an absence, as well as taking necessary measures to make up the missed material.

Exact policies on absences for each class will be outlined in the specific course syllabus provided to students in eLC at the beginning of each course. Professors may choose to decrease the grade of students with excessive absences or even drop them from or failure of the course, as outlined in the syllabus.

Class Participation
Class participation and group participation is encouraged in PMBA classes when appropriate to the content of the course. However, talking during class and disrupting the learning environment of other students is unacceptable. Students talking excessively and disrupting others may be asked to leave the classroom and disciplinary action may be taken.

Teams
Teams for modules 1-5 are assigned at the start of the program in the Organizational Behavior and Leadership course in module 1. Teams are purposefully built to pair you with people who are different from you, and you will work in your team in various ways. Elective courses will vary for each student and each elective course will require its own specific team formation. Elective course teams will be formed based on each professor's requirements.

- **What happens if I no longer want to work on the same team?** Students can negotiate team swaps within their cohort. If you join a new team, you are required to notify the program of the change.

- **What if a problem arises with a member and the overall group no longer wants that member on the team?** The program will not force a team to work with a member they no longer feel is contributing equally to the team. A team can move on without a team member. Teams who drop a member are required to officially notify the member and the program of the change.

- **My team no longer wants to work with me, what should I do?** If your team has found cause to no longer work with you, it is your responsibility to find another team within your cohort. Once you find a new team, you are required to notify the program.

- **Can we add new members to our team? Is there a team member limit?** Teams can add members; however, teams should not exceed 5 members and/or be less than 3 members. For any team additions, you are required to notify the program.

- **Who do I notify about changes?** Email Kristy Simpkins at **simpkins@uga.edu**

Class Recordings
Unless a contradictory policy is announced in a particular course, electronic recording of class discussions is not permitted without the express and written permission of the instructor or without a disability accommodation approved by UGA's Disability Resource Center. Faculty members may in certain cases provide a recording of their class for students who must miss class, but they are not required to.

Class Times
- Monday – Thursday 6:00 – 9:00 pm
- Saturday 9:00 am – 4:00 pm

Professional MBA Expectations on Student Attendance

Student attendance for all class sessions is considered one of the most important factors in achieving the educational goals of the Professional MBA program. Class sessions represent unique opportunities for students to learn from instructors through lectures and student questions, and to learn from classmates through active discussion. The PMBA Program therefore expects that students will attend all classes throughout the length of the program. However, the program acknowledges that work and life responsibilities create challenges for students to manage conflicts with class time, and that occasionally student absences may be unavoidable. The following provides guidelines on program standards for student attendance.
Each faculty member has an individual attendance policy and expectations on attendance may vary. Instructors are responsible for communicating the details to students and enforcing the policy. Generally…
- If a student must miss class, he/she should communicate this absence via email to the instructor prior to the beginning of class. Instructors will regularly take attendance and note any absent students.

- Performance and grading may be affected by a lack of attendance, depending on the individual faculty member's policy.

- If a student has 1 unexcused absence in a course, the instructor reserves the right to lower students' final grade by one full letter grade (e.g., from an A to a B).

- If a student has 2 or more unexcused absences, the instructor reserves the right to withdraw the student from the course. That course then must be retaken at a later date.

- Since each Saturday counts as 2 class sessions, missing half of a Saturday is considered 1 unexcused absence and missing a full Saturday is considered 2 unexcused absences.

*Please also note that many faculty members have a participation policy. Attending class does not automatically count toward participation.
As a final reminder, we remain an in-person program. We do not actively record classes or offer virtual options.

Parking Permits
Parking permits are not required. Parking is in the Live Oak Square Parking Deck on Kingsboro Road.

Terry Executive Education Center (TEEC)
Live Oak Square
3475 Lenox Road NE
Atlanta, GA 30326

Parking is free after 8:00 pm on weekdays, free all-day weekends.
The main entrance (lobby) of the building is located on the fourth level of the parking garage. This is a public parking garage shared by the businesses in our building as well as the Bucket Shop. As always in a public parking garage or lot, be vigilant with not leaving valuables in the car (particularly in sight), lock your car doors, and be aware of your surroundings.

Student Professional Photo
The PMBA program provides each student the option to have their professional headshot taken by the Terry College of Business Office of Marketing approved photographer. Students will receive one copy for use on LinkedIn, company website, etc.

Chapter 5: Resources

MBA Student Resource Course in eLC
As you enter the program, you will be added to the Program Hub located in the Electronic Learning Commons (eLC). Along with your academic courses, this resource serves as a method to stay engaged with our office through course announcements and houses many campus-wide resources opportunities to better support you during your time in the program. This resource is a one-stop shop for you to stay fully connected with our office besides stopping in to see us!

UGA Libraries
Homepage: http://www.libs.uga.edu

UGA has the largest library in the state, with 4.6 million books, and access to thousands of journals. All print resources at any state school in Georgia are available to UGA students through online request, as well. Library buildings on campus include:

- **Main Library on North Campus**: humanities, social sciences, business, and DigiLab;
- **Science Library on South Campus**: science, technology, agriculture, and Maker's Space;
- **Miller Learning Center**: online library resources and recording studio;
- **Special Collections Library**: rare books, manuscripts, media archives, and many exhibits.

For college-level research projects and papers, your instructors will expect you to use published scholarly resources and critically evaluate all sources.

Your MyID and password will grant access to all our databases, e-books, and library accounts online, from anywhere.

Contact John Prenchtel prechtel@uga.edu or 706 542-3472.
She is available to give in-class instruction and research consultations (in person or via Skype) as well as help you select, locate, and acquire the resources you need to be successful during your time in the program.

For more information:
http://guides.libs.uga.edu/terrybuckhead

Computer Requirements
PMBA students are required to own a laptop computer. You will need the most recent version of Microsoft Office. Students can install Microsoft Office 365 ProPlus for free through the Student Advantage program. See the Laptop Recommendations page, https://terry.uga.edu/academics/policies/computers for links to the most affordable Office Suite options. Students are eligible for extremely reduced pricing, so please take advantage of these offers. You will not need Microsoft Access for class use. There may be additional software that will be provided for you to install in some classes, so you will need to make sure that you have available hard drive space.

On Campus Computing Resources

As an MBA student at Terry, you have access to various computing resources, including:

UGA EITS – http://eits.uga.edu, 706.542.3106, helpdesk@uga.edu
Enterprise Information Technology Services (EITS) is the University of Georgia's central IT organization. They provide computing resources to the entire UGA community, including email, web space, and help desk services for students, staff, and faculty.

Web Links of Interest to Terry College of Business Students

Terry College of Business	http://terry.uga.edu
Terry MBA Website	http://terry.uga.edu/mba
UGA eLearning Commons	http://elc.uga.edu
Terry College Faculty and Staff Directory	http://terry.uga.edu/directory
University of Georgia	http://uga.edu/
UGA Master Calendar	http://calendar.uga.edu
UGA Academic Calendar	http://reg.uga.edu/calendars
UGAMail	http://ugamail.uga.edu
UGA Library System	http://www.libs.uga.edu

(Gateway to online databases, journals, library catalog, and library services)

EITS	http://eits.uga.edu
UGA MyID	http://my.uga.edu

UGA Computer Security and Ethics
http://eits.uga.edu/access_and_security/infosec/protect_your_computer

Computer Security Requirements

Keeping your laptop **safe and secure** ensures not only that you have a stable platform to rely on, but also that you help protect others on the Terry and UGA network. Terry OIT will be happy to consult with you if you have any questions about keeping your laptop secure. EITS reserves the right to block any machine from the network if it is infected with a Trojan or other virus. Don't let this happen to you!

UGA Computer Use Policy Statement:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup
Very important: You will be held accountable for understanding this policy regarding the responsible use of computers at UGA.

Antivirus Software
Any machine that connects to a University of Georgia or Terry College network is required to have antivirus software running with up-to-date definitions. If you do not already have anti-virus on your machine, UGA's EITS suggests installing Microsoft Security. You may want to install a strong anti-spyware tool like Ad-Aware, SpyBot, Malwarebytes or SuperAntiSpyware.

Best Practices to Keep your Machine Secure
- Windows Updates: Run this often if you do not choose to set it to run automatically. Automatic updates are strongly recommended.
- Office Updates: Check for these often – more often if you are using Outlook for email.

- Say NO to Freeware: Be VERY careful in what you choose to download and install. Often innocuous-looking software can install spyware or open security holes in your machine without your knowledge.
- Say NO to most free file-sharing software: This type of software is illegal, unethical, against UGA's Computer Use Policy and can cause multiple problems on your machine.

Terry OIT and UGA's EITS reserves the right not to support any machine running illegal sharing software and to restrict access to the network for any machine broadcasting spyware or other disruptive services.

Wireless Network Information
You can gain access to the wireless network by authenticating via your UGA MyID and password.

Student Care & Outreach
The mission of Student Care & Outreach is coordinate care and assistance for all students, undergraduate and graduate, who experience complex, hardship, or unforeseen circumstances by providing individualized assistance and tailored inventions. More information found at: https://sco.uga.edu/.

Disability Resource Center
The Disability Resource Center's primary commitment is to assist the University of Georgia in educating and serving students with disabilities who qualify for admissions. Their mission is to ensure equal educational opportunities as required by the ADA and other legislation. The DRC strives to promote a welcoming academic, physical, and social environment for students with disabilities at UGA.

The Disability Resource Center assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. The Disability Resource Center, DRC, coordinates and provides a variety of academic and support services to students. Our mission is to promote equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities at the University of Georgia.
If you are a new or current student seeking services at the Disability Resource Center (DRC), we look forward to meeting with you! On the DRC website, www.drc.ugs.edu, you will find information about the accommodations and services we coordinate for UGA students who have disabilities. The site will give you a picture of who we are and our programs and services.
You can register with the DRC at any time, although we encourage students submit their information as early as possible. Once everything is submitted, the process to evaluate the application can take around 1-4 weeks, so the earlier you submit the application, the earlier we can begin that process. All information provided to the DRC is confidential. More information can be found here: https://drc.uga.edu/.

Student Veteran Resource Center
Founded in spring 2013, the Student Veterans Resource Center (SVRC) serves as a central location for information about the university's services for student veterans while also offering support and advocacy.

The center's strength lies in its established relationships with almost every office at UGA and with many service organizations across the region. The SVRC markets these services while keeping student veterans informed through weekly communications.

SVRC provides a convenient point of contact for student veterans, a service desk staffed by veterans, an evolving network of partnerships working to improve services and programs, a comfortable lounge, and a community for student veterans. A range of diverse opportunities enables student veterans to meaningfully engage with the University and the surrounding community. More information found at: https://svrc.uga.edu/.
- VA Certifying Official/ Benefits https://reg.uga.edu/students/veterans/
- Veteran Incoming Student Checklist https://svrc.uga.edu/incoming-student-checklist/

Mental Health Resources
If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit https://sco.uga.edu/
They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

UGA has several resources for a student seeking mental health services or crisis support https://www.uhs.uga.edu/bewelluga/bewelluga
https://www.uhs.uga.edu/info/emergencies

If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (https://www.uhs.uga.edu/bewelluga/bewelluga) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

Counseling and Psychiatric Services (CAPS) is your go-to, on-campus resource for emotional, social and behavioral-health support: https://caps.uga.edu/, TAO Online Support (https://caps.uga.edu/tao/), 24/7 support at 706-542-2273. For crisis support: https://healthcenter.uga.edu/emergencies/.

Additional resources can be accessed through the UGA App.
- Counseling and Psychiatric Services (CAPS)
  CAPS is located on the 2nd floor of the Health Center and is dedicated to student mental health and well-being. CAPS offers:
    - Short-term individual counseling
    - Group Counseling
    - Free workshops (BeWellUGA)
    - Consultation to student leaders, faculty and staff
    - Psychiatric services- to monitor medications
    - Crisis intervention
    - Referral assistance to other providers, both on campus and in the local community.
  We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information about CAPS services, please call 706-542-2273 or see our website www.uhs.uga.edu/caps. **For after-hours emergencies call 706-542-2200 (UGA police) and ask for the on-call clinician.**

- UGA campus has several resources for a student seeking mental health services and/or crisis support .

FERPA

The University of Georgia is legally and ethically obligated to protect the confidentiality of students' records. The Office of the Registrar provides several resources to help faculty and staff learn about student privacy rights and responsibilities under the Family Educational Rights and Privacy Act (FERPA).

Directory Information (Public Information) is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. As per guidelines provided by the FERPA Compliance Office, UGA defines the following as Directory Information:

- Student's Name
- Phone number(s)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Dates of UGA attendance
- Thesis/Dissertation title and Faculty Mentor
- UGA Photograph

- Address(es)
- Email address(es)
- Major fields of study
- Most recent previous educational institution attended
- Height/weight of athletic team members
- Employment title and contact information

Under the Georgia Open Records Act, UGA is required to release directory information as requested.

Chapter 6: Clubs & Program Events

Starting a PMBA club
Before starting a club there are a few things you must do:

1. Tell us about your club:
    a. What is the mission statement of the club?
    b. What is the purpose?
    c. How will this Club benefit our Professional MBA student body?
    d. How many roles are you looking to fill – and what are these roles?

2. You will need to set up a formal application process, and interview students. Once you have a list, submit the list to Stephanie Aubone, Associate Director of programming; s.aubone@uga.edu. The list will go through an Academic Standing review. *To join a club, students must be in good academic standing.*

3. Once you have this information and the club is officially **formed and approved**, Stephanie will provide information on resources such as listservs, budget, etc. If during the application process you want to email students, she can assist with that as well.

4. Meeting Space: Groups are more than welcome to use the breakout spaces available in TEEC to meet. If you would like to request a classroom, contact Kasie Fable at KasieFable@UGA.EDU

The PMBA Handbook link is emailed to all students via their UGA email and upon enrollment students are considered to be acknowledging the code of conduct and receipt of the handbook.

Terry College of Business
UNIVERSITY OF GEORGIA