

GRADUATE STUDENT HANDBOOK
COLLEGE OF BUSINESS & ECONOMICS



University of Idaho
Master of Business Administration

Table of Contents

About the College of Business & Economics.....	3
About the Online Master of Business Administration Degree	3
Learning Outcomes.....	4
About Online MBA Classes	4
Synchronous Class Engagement & Professionalism	4
Degree Requirements (39 Credits).....	5
Prerequisite (ACCT 2010)	5
MBA Core Requirements (27 Credits).....	5
MBA Course Offerings.....	6
Interdisciplinary Electives (12 credits)	6
Admission Requirements	6
Admission Timing	7
UI Alumni	7
Expedited Admissions.....	7
Sharing Undergraduate Credits.....	7
Credit Reservation - UI Alumni.....	8
Credit Reservation – Current UI Undergraduates	9
MBA Tuition	10
Study Plan	10
Transferring Graduate Credit In	10
Applying to Graduate.....	11
Non-Thesis Report (NTR).....	11
Contact Information	12

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 Master of Business Administration 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

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	Supply Chain Strategies and Operations	3
Total Hours		27

MBA Course Offerings

A list of upcoming MBA course offerings is offered on the [MBA website](#). You can also find them 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 at the University of Idaho.
- 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.

Admission Requirements

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](#).

Admission Timing

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

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:

- 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

[Link to UI expedited admissions portal here](#)

Sharing Undergraduate Credits

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.

Credit Reservation - UI Alumni

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



University of Idaho
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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

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 per-credit-hour tuition rate for the online MBA is **\$885**, which includes all tuition and fees.

Tuition rates for non-Business UI graduate 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](#).

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 between 21 and 27 credit hours and must be completed and 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.

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.

Applying 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."

Non-Thesis Report (NTR)

All UI non-thesis graduate students, including those in the online MBA program, are required to complete and submit a 'non-thesis report' to their major professor prior to graduation. Graduation applications will not be approved until the student's major professor has deemed the non-thesis report satisfactorily completed.

Specific details and guidelines for the non-thesis report will be provided during students' final semester. The **week before their final 8-week term begins**, students will be added to the **MBA Non-Thesis Project CANVAS course shell**, where they can access all relevant instructions and expectations. This report is designed to help students reflect on their academic journey, evaluate how they can apply program learning outcomes in both personal and professional contexts, and identify areas for continued growth. Additionally, students will develop a professional growth plan, outlining strategies to achieve their career goals and further leverage the skills and knowledge gained throughout the program.

Contact Information

For more information about the online MBA program contact:

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