Congratulations!

We are thrilled to welcome you to BYU’s MBA Program. Your decision to return to school is not an easy one and requires commitment, dedication, and persistence. The faculty, administration, and staff of the Marriott School of Management are here to assist you. We are confident your time in the program will be one of the most challenging, enriching, and rewarding experiences of your entire career.

BYU is uniquely positioned to provide students with more than a secular education. Part of the mission of the Marriott School is to attract and develop men and women of faith, character, and professional ability who will become outstanding global leaders. Please join us as we work together over the next two years—and beyond—to fortify your role as a leader in your family, community, career, and in your faith.

On behalf of the faculty, staff, and alumni of the BYU MBA Program, I extend my personal welcome to the BYU MBA family.

John Bingham
MBA Director
# Table of Contents

THREEFOLD MISSION OF THE MARRIOTT SCHOOL ................................................................. 1
ACADEMIC REQUIREMENTS ................................................................................................................. 2
Curriculum Philosophy .................................................................................................................. 2
Learning Teams & Teamwork ........................................................................................................ 2
Course Requirements ....................................................................................................................... 3
Residency Weeks .......................................................................................................................... 3
Foreign Business Excursion ............................................................................................................ 3
Transfer Credits ............................................................................................................................. 4
Requirement for Continuous Enrollment ...................................................................................... 4
Credits and Grades ......................................................................................................................... 5
The “I” (Incomplete) Grade ............................................................................................................. 5
Minimum GPA Standards .............................................................................................................. 6
Class Repeat Policy ....................................................................................................................... 7
Student Rankings .......................................................................................................................... 7
Transcripts ................................................................................................................................... 7
Reimbursement Letters ............................................................................................................... 7
Absences/Attendance .................................................................................................................... 7
Graduation .................................................................................................................................... 8
Caps, Gowns, and Hoods ............................................................................................................... 8
MBA FACULTY AND COMMITTEES ................................................................................................. 8
FEES, EXPENSES, AND FINANCIAL AID ..................................................................................... 9
Tuition ........................................................................................................................................... 9
Credit Cards ................................................................................................................................. 9
Tuition Deadlines ........................................................................................................................... 9
Short-term Loans .......................................................................................................................... 9
Tuition Discontinuance Refund Rate Schedule ............................................................................... 10
Company Reimbursement or Sponsorship Plans ........................................................................... 10
Books/Supplies ........................................................................................................................... 10
Financial Aid ................................................................................................................................ 11
Full-Time/Part-Time Status ......................................................................................................... 11
Registration Calendar .................................................................................................................... 11
Tuition Schedule and Stafford Loan Funding .................................................................................. 11
Deferment of Federal Student Loans ............................................................................................ 12
MBA Loans .................................................................................................................................. 12
Problems ..................................................................................................................................... 12
BYU STANDARDS ........................................................................................................................... 13
Honor Code .................................................................................................................................. 13
Professional Standards ............................................................................................................... 13
MISCELLANEOUS ........................................................................................................................... 13
BYU Student ID Card ................................................................................................................... 13
Cell Phones ................................................................................................................................. 14
Classroom Breaks ......................................................................................................................... 14
THREEFOLD MISSION OF THE MARRIOTT SCHOOL

**Education** – To attract, develop, and place men and women of faith, character, and professional ability who will become outstanding leaders capable of dealing with change in a global environment.

**Scholarship** – To advance knowledge using strong conceptual and spiritual foundations to identify and solve management problems.

**Service** – To serve in academic, professional, and civic organizations, extending the benefits of management education and scholarship to the university, to the members of The Church of Jesus Christ of Latter-day Saints, and to the world.

INTRODUCTION

The Master of Business Administration (MBA) degree earned through the Executive MBA option requires two years to complete. The curriculum has been designed to achieve an education focused on general management. Emphasis is on an integrated understanding of the broad field of management and administration.

Students who complete the Executive MBA should have: (1) acquired an understanding of business and management tools and principles that have enduring significance in a changing environment, (2) achieved an understanding of how to use quantitative methods and behavioral sciences in the solution of business problems, (3) obtained skills in critical analysis and careful reasoning, (4) strengthened their abilities to communicate effectively, (5) developed proficient leadership abilities, and (6) acquired a commitment to maintain high standards of personal integrity.

We are here to assist you with the administrative details of your graduate study. Any questions you have regarding tuition payments, registration, transcripts, etc. should be directed to the Academic Program Manager, Christine Roundy, (801-422-2418) in the MBA Office.

The MBA Office, located in W437 in the Tanner building is normally open 8:00 a.m. to 5:00 p.m. Monday through Friday, closed for lunch from 12:00 p.m. to 1:00 p.m. The phone number is 801-422-3500.

The MBA Office processes registration for students as well as purchases and distributes textbooks and class materials. The MBA Office may also distribute other important university information via email or insert them in the student folders located in the Executive MBA box that is physically present in the classroom. If students change their email address or phone number, they should update their information on *myBYU* (select Communication, then Personal Information).

You are requested to carefully read all memoranda, emails, and other information distributed by the MBA Office. You may want to keep a separate file for MBA Office...
correspondence. We ask that you promptly follow through on any requests made or directions given by the MBA Office that pertains to your educational program.

**ACADEMIC REQUIREMENTS**

**Curriculum Philosophy**
The development of a professional educational program for business managers must take into account the likelihood that those being trained are pursuing careers as entrepreneurs, executives, managers, or specialists in a rapidly changing business environment. Some MBA programs meet this challenge by providing a curriculum emphasizing the basic underlying disciplines of economics, mathematics, statistics, and the behavioral sciences. This approach assumes that knowledge of these basic disciplines will help solve the unpredictable problems of tomorrow. Other programs emphasize situational analysis and utilize actual business cases to develop abilities in the art and science of complex problem solving.

The Executive MBA at Brigham Young University combines these two approaches to management education. It offers a curriculum providing exposure to the underlying disciplines and gives full opportunity to apply these disciplines to actual business situations. This approach serves the need for knowledge and the need for management skills—both of which are vital to the professional manager.

The MBA Core curriculum is designed to develop understanding and competence in broad areas of focus. The administration stem embraces the principles of human behavior, team dynamics, organizational development, and business policy. Students are introduced to the principles and problems in the functional areas of business—finance, marketing, operations, HR, and supply chain management. Students also develop skills in applying quantitative tools. These tools include accounting, computer science, mathematics, and statistics. Finally, the MBA student considers and uses both the written and spoken word in the analysis and presentation of cases and reports.

After acquiring the foundation skills represented in the core curriculum, Executive MBA students select elective courses for advanced work in core related areas. These electives, taught during the second year, allow students to refine and pursue individual career goals.

**Learning Teams and Teamwork**
Teamwork and group study are significant parts of the case study method employed by the BYU Executive MBA. The nature of the business world demands that executives have strong teamwork skills; therefore, working in teams is a significant part of the learning process. Students are assigned to a learning team during the first year of the MBA.

Teamwork is meant to augment individual preparation, not to substitute for it. Although teamwork is critical, students are expected to prepare adequately before meeting with their teams. In so doing, both the team and the individual reap maximum benefits. Each member of
the team is expected to do his or her fair share of assignments and projects and to deliver quality work, worthy to represent the rest of the team. It is expected that students will meet regularly with their learning teams and make team study an important part of the preparation for class assignments.

Management education requires individual students to analyze a complex business decision for which there may be several approaches and answers. Completion of the education process requires that students receive feedback on their analysis and recommendations. There is not time in the classroom for each student to receive feedback on every assignment, so the learning group is used to fill this need.

In addition to your assigned learning team, the classroom itself is intended to function as a large learning team, with opportunities provided to work and connect with your colleagues across the entire class. To encourage this important networking process, the MBA Office establishes and periodically rotates a seating chart in the classroom.

Course Requirements
(Will be distributed separately)

Residency Weeks
Residency week consists of one full week (Monday through Friday) of classroom instruction in late July and/or early August of both the first and second years of the Executive MBA curriculum.

Attendance during these two Residency Weeks is a mandatory part of the program. Please mark your calendars and plan accordingly.

Foreign Business Excursion
This course is an important, integral, and mandatory part of the curriculum. The costs of the Foreign Business Excursion are included as part of the tuition with the exception of some meals and personal spending. Requirements for the Foreign Business Excursion includes preparation of cases and readings; country, industry and corporate analysis; papers, team analysis, and presentations; on-site team work and presentations. The Foreign Business Excursion is an academic endeavor led by faculty members from the Marriott School of Management.

Additional Foreign Business Excursion Information:
Audits: No audits permitted
Spouses: Invited to attend based on space availability. Generally spouses do not attend business visits*
Spouse Cost: $7,000; includes air, ground, accommodations and some breakfast meals—there is no scheduled program for spouses.
Where: Possible sites include, Asia, Europe, India, and the Middle East
When: Leaving the second week of May for a 16-day trip.

* Spouses do not normally attend the business visits. If a spouse wants to accompany their
student-spouse on a business visit, they must make a specific request to the faculty director for the FBE stating the professional benefit and reason for the request.

Students who have non U.S. passports are responsible for obtaining necessary visas. BYU travel may be able to assist in this process, but it is ultimately the student’s responsibility to ensure this is accomplished in a timely manner.

If circumstances prevent you from participating in the Foreign Business Excursion, the likely solution is to have you attend with the next class in the following year. This will delay official graduation, but you will likely be able to participate (“walk”) in graduation exercises with your class. On rare occasions, it might be approved for you to complete a significant international project in lieu of the trip. You will receive the same number of credit hours and pay the same tuition. There are no refunds/rebates if you are unable to attend the FBE.

Transfer Credits
Students who have completed graduate courses in business or management at BYU or other institutions may request that up to three courses be accepted and transferred with a maximum of nine semester credit hours total. The courses must have been completed within the past five years. The courses must have been at the graduate level with an earned grade of "B" or better. Students must submit a proposal to the MBA Academic Program Manager listing courses taken, instructors, texts used, content description and the specific course(s) he/she requests to replace. Each request will be individually reviewed. Decisions on comparability will be made by the MBA Executive Committee. Transferring credits will not result in a reduction of tuition. Credits transferred can only be counted for elective course work.

Requirement for Continuous Enrollment
1. Lock-step Program

Every student is expected to be actively enrolled in the Executive MBA Program from the beginning through graduation. Students who find themselves faced with serious scheduling conflicts, illnesses, work transfers, and other such difficulties should contact the Associate MBA Director and the appropriate professor(s) as soon as possible.

2. Health Insurance

All BYU students are required to carry health insurance each semester they are enrolled. The BYU Student Health Services will automatically enroll students in the university’s Health Insurance if they do not provide your present health policy. To waive the BYU insurance, students are required to submit information for their current personal insurance policies each academic year. The Executive MBA academic year begins in the fall of each year.
You can submit this information to BYU Health Plans in two ways. You can email them at healthplan@byu.edu or go to your myBYU and under “School” click on “Student/Private Health Plans” during the open enrollment period. **Please be prepared to provide the following policy information:** Student name, Student ID # or SSN #, your present Insurance Company Name, Policy #, and Policy Holder's Name. You can also purchase BYU health insurance by calling the Student Health Business Office at 801-422-7737. Failure to provide this information will result in a university hold on your course registration.

**Credit and Grades**

The Executive MBA grading system was designed to recognize that graduate students are extremely capable and are typically in the top 20 percent of their respective undergraduate programs. The MBA Executive Committee agreed upon a grading policy that would (1) not be an intrusion on the learning process, (2) not discourage group work nor the aim for mutual development, and (3) provide adequate communication of student skills to potential employers. The resulting suggested grade distribution for the MBA Program is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>15%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>35%</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
<td>35%</td>
</tr>
<tr>
<td>B or lower</td>
<td></td>
<td>15% (total)</td>
</tr>
</tbody>
</table>

The grade distribution gives faculty the opportunity to provide broad recognition of accomplishment. It does not guarantee high grades where achievement is deemed inadequate. Students whose performances are not of graduate-level caliber should not receive a grade of “B” or higher. The students’ grades can be adversely affected by inadequate attendance or participation.

Faculty may also award the following grades at their discretion:
- I – Incomplete (requires a special contract and imposes time limits to complete)
- P – Pass (for courses on a Pass/Fail basis)
- E – Fail

**The “I” (Incomplete) Grade**

The letter grade “I” (Incomplete) is given on a contractual basis by the instructor to students who are eligible to complete the work in a prescribed time period. An Incomplete is given only when there are extenuating circumstances (serious illness, death in the immediate family, etc.). The Incomplete Grade Contract is initiated and managed by the student and must be signed by the instructor. An Incomplete is never given when a student is failing or has failed the course. The instructor should indicate a specific deadline to finish the Incomplete, not to exceed one year from the end of the course.
An Incomplete is computed in the grade point average as a failing grade until the course work has been completed and the official grade has been submitted by the instructor. An “I” grade will become an “E” (failing) grade if it is not cleared and the missing work not completed before the deadline as contracted with the applicable faculty member.

- Request an Incomplete Contract from the Records Office, Records/Registration Office B-150 ASB Provo, UT 84602
  (801) 422-2631
  Fax: (801) 422-0613
  records@byu.edu

If the Incomplete cannot be made up within the year allowed by the university, additional time (limited to six additional months) may be requested through the Petitions Office. Teacher support for an extension is required.

Note: No more than one “I” grade may appear on your transcript at any given time. **First year “I” grades must be cleared before the beginning of the second year.**

**Minimum GPA Standards/Student Evaluation Procedure by MBA Executive Committee**

Students should be anxiously engaged in coursework or internships and making timely progress toward graduation. Students will be evaluated by the MBA Executive Committee after every semester on myBYU using the following criteria:

1. **Satisfactory:**
   - GPA is 3.0 or above;
   - There are no more than 3.0 credit hours of “C” work;
   - There are no grades below “C-” and “I” grades are cleared on time.

2. **Marginal:**
   - GPA is below 3.0;
   - There are more than 3.0 credit hours of “C” work;
   - There are grades below “C-” or “I” grades that are “out of contract.”

3. **Unsatisfactory:** A student cannot remain on “Marginal” status for more than one semester. The student needs to show progress and return to “Satisfactory” status, or be changed to “Unsatisfactory” status. If a student has two consecutive ratings of “Marginal” or “Unsatisfactory”, the MBA Executive Committee will terminate the student or petition the Graduate Studies Office with documentation as to the student’s inability to progress toward graduation.
   - For example, a student completes the first Fall Semester and is placed on “Marginal” status. If “Marginal” status remains after completing that Winter Semester, the student is then placed on “Unsatisfactory” status. If the student does not return to “Satisfactory” status at the end of the second Fall Semester, the MBA Executive Committee will terminate the student.

Commented [MS1]: Important fix here. Please adjust the MBA document as well!

Commented [JL2R1]: Do you want me to fix this on the MBA doc? I’m not sure if I have the most up-to-date copy.
Note: If the student is termed “Marginal” or “Unsatisfactory”, he or she will be notified in writing and/or have a scheduled conference with the MBA Associate Director, which will conclude with the student’s signature that notification has been received. In the event of a dismissal, an appeal may be made in writing by the student to Associate Dean, Marriott School, 730 TNRB, Brigham Young University, Provo, UT, 84602.

Class Repeat Policy
Students may repeat any course taken at BYU. However, all grades will be averaged into the grade point average (GPA) and all credit will be counted. BYU does not remove the previous credit or grade from the transcript or the GPA calculations once a class has been repeated. Note that the MBA Program will not count more than 3.0 credit hours of “C” type grades toward the MBA; and will not count any class with a grade lower than a C-.

Student Rankings
The academic top third of the class will be distinguished at the end of the first spring term and at the end of the program. This ranking is communicated to individual students by email. Students placing in the top third of their class may publicize this ranking on a resume or in private correspondence as they see fit. There is no public disclosure of class rank due to legal restrictions related to rights to privacy.

Transcripts
Executive MBA students may download unofficial academic transcripts from myBYU for reimbursement purposes. You may obtain official transcripts from the Records Office either by requesting them in person (requires photo ID), by mail (include full name, social security number, date of birth, dates of attendance, full signature, and fee for each transcript) to the BYU Records Office, B-150 ASD, Provo, UT 84602.

Reimbursement Letters
If your company requires a letter stating the course(s) you have taken, the grade(s) received, or how much tuition you paid (a “reimbursement letter”), please fill out an “Executive MBA Reimbursement Letter Request” form and return it to the Executive MBA Office with the packet of forms received during Residency Week. Grades and transcripts will normally be available within one month after the last scheduled class date of a course. The MBA Office cannot give grades over the phone. Grades will be available on myBYU in the AIM system as soon as the MBA Office posts the grades from the professor(s).

Absences/Attendance
Students should initial the class roll for each class. Occasionally, a student may have to miss a class session. If so, you should contact the professor before the class period, arrange to turn in any assignments ahead of time, and make any other arrangements necessary. In classes where
the case method is used, if you miss a class session, many professors require a short, but thorough, write-up of your case analysis to be turned in **before the class discusses the case**. If you must miss a class session, you should arrange for a classmate to take notes for you and pick up an extra copy of any materials distributed. **Missing 25% or more of the classes in a particular functional area is considered excessive and typically results in a lower grade or loss of credit for the class.**

**Graduation**
A graduation application will be completed for each member of a graduating class during Spring Term prior to graduation. Student records will be reviewed by the Graduate Studies Office for minimum university requirements.

**Caps, Gowns, and Hoods**
The rental fee for graduation regalia is paid by the individual student since attendance at graduation is not required. If you are going to participate in graduation ceremonies (commencement and convocations), you will need to rent a hood, cap, and gown. Information about these items will be sent to you from the BYU Alumni Association. Additional information will be available at the BYU Alumni and BYU Bookstore websites.

**MBA FACULTY AND COMMITTEES**
The BYU Executive MBA Operating Committee is comprised of MBA tenured faculty members and serves as the governing committee for the Executive MBA Program.

The Executive MBA Operating Committee has primary responsibility for the basic philosophy and orientation of the Executive MBA Program and for the specific policies and procedures related to:

1. Admission standards and prerequisites
2. Review and admissions of student applications
3. Executive MBA faculty selection and evaluation
4. Curriculum: required (core) and elective courses
5. Graduation requirements and academic standards

The MBA Director and the Executive MBA Operating Committee will be continuously involved in carefully evaluating the performance of all faculty teaching in the MBA Program. These evaluations will include a review of the course content and materials, teaching methods and techniques, and teaching ability. It is expected that each student completes a course evaluation at the end of each course. The BYU Executive MBA Program welcomes feedback on the courses, program, and professors. Feedback is generally provided in two ways: direct communication with the professor or through course evaluations.
FEES, EXPENSES, AND FINANCIAL AID

Tuition
The total cost of the Executive MBA is $45,000, consisting of a $500 deposit and six equal payments of $7,416.66 paid over the two years of the program for a total cost of $833.33 per credit hour. Failure to pay tuition in a timely manner can result in classes being dropped as well as dismissal from the program.

Tuition will be billed electronically to your BYU Student Account approximately 30 days before the tuition due date. Tuition may be paid electronically with a credit card or an e-check or by paper check at the BYU Cashier located on the first floor of the Smoot Administration Building.

To pay charges on “My Student Financial Account” log onto myBYU, click on “School,” “My Financial Center,” “Account Summary,” and the “Make ePayment” button next to the amount you are paying.

The attached Tuition Schedule and Stafford Loan flowchart provides a good reference for managing the costs of the Executive MBA Program.

Credit Cards
Tuition charges may be paid online with MasterCard, American Express, or Discover credit cards with a 2.75 percent interest charge. (The online payment interest charge applies to tuition and fees, the student health plan, short term loans, and program fees.) Visa cards, however, are not accepted online. Electronic checks may be used as well to pay tuition online without any additional charge.

Tuition Deadlines
Tuition is due on or before the dates indicated in the attached Tuition/Stafford Loan flowchart. Please use this two-year schedule as a guide for tuition payments throughout the program.

Short-term Loans
If you have a delay in paying your tuition or your financial aid disbursements are in process, you can apply for a short term loan through BYU. Contact the MBA Academic Program Manager to get instructions.
Tuition Discontinuance Refund Rate Schedule
See current class schedule for specific dates.

<table>
<thead>
<tr>
<th>Tuition Charged</th>
<th>Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first day of class</td>
<td>None</td>
</tr>
<tr>
<td>First week of classes</td>
<td>10%</td>
</tr>
<tr>
<td>Second week of classes</td>
<td>15%</td>
</tr>
<tr>
<td>Third week of classes</td>
<td>20%</td>
</tr>
<tr>
<td>Fourth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Fifth week of classes</td>
<td>30%</td>
</tr>
<tr>
<td>Sixth week of classes</td>
<td>35%</td>
</tr>
<tr>
<td>Seventh week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>Eighth week of classes</td>
<td>45%</td>
</tr>
<tr>
<td>Ninth week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Tenth week of classes</td>
<td>55%</td>
</tr>
<tr>
<td>Thereafter</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note: There is a charge for books and materials that have been used or that the bookstore will not take back.

Company Reimbursement or Sponsorship Plans
Students on any type of company benefit plan that pays part or all of their tuition for this program are expected to pay tuition by the deadlines, even if company reimbursement occurs after course completion. Program administration will provide letters and transcripts verifying grades for reimbursement purposes as soon as the grades are available. Students should allow approximately one month after the end of a set of classes for submitting grades and mailing reimbursement letters and transcripts. We cannot guarantee that reimbursement documentation will be provided in time for the student to receive reimbursement from their companies before the next tuition payment is due. Students must pay tuition when due regardless of whether or not they have received their reimbursement.

Books/Supplies
Required textbooks and course materials for Executive MBA courses are included in the cost of tuition. If you elect to sell a used book, you will be responsible for replacement if the book is subsequently required or needed.
Financial Aid
All Student Financial Aid is handled through the BYU Financial Aid Office that is located in D-155 Abraham Smoot Building (ASB). Additional information can be obtained at the BYU Financial Aid website: http://saas.byu.edu/financialAid/. (Login to myBYU, select “School”, then “My Financial Center”.) Select Message to send a new message Paul Conrad, the Marriott School Financial Aid Counselor. Stafford Loans (formerly "GSL") are available to qualified students who are in good academic standing and who are making satisfactory academic progress.

Full-Time/Part-Time Status
The Executive MBA is considered to be a part-time program. Due to the method and timing of registrations, you will be approximately enrolled full- or part-time according to the following:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Fall</td>
<td>12.0 hrs. (Full-time)</td>
</tr>
<tr>
<td>1st Winter</td>
<td>6.0 hrs. (Part-time)</td>
</tr>
<tr>
<td>1st Spring</td>
<td>6.0 hrs. (Full-time)</td>
</tr>
<tr>
<td>Summer</td>
<td>1.5 hrs. (Part-time)</td>
</tr>
<tr>
<td>2nd Fall</td>
<td>12.0 hrs. (Full-time)</td>
</tr>
<tr>
<td>2nd Winter</td>
<td>6.0 hrs. (Part-time)</td>
</tr>
<tr>
<td>2nd Spring</td>
<td>10.5 hrs. (Full-time)</td>
</tr>
</tbody>
</table>

Note that your enrollment status can affect your eligibility for both university and non-university financial aid. If possible, the Executive MBA Program will work with you to help comply with enrollment standards of other institutions. However, the Executive MBA Program does not have the ability to change the reporting of your enrollment status from what is listed in the schedule above.

Registration Calendar
The computer system that supports Admissions and Records as well as Registration and Financial Aid is designed to conform to the regular university calendar. Registration dates for Executive MBA courses do not necessarily coincide with the regular university calendar. Be sure to pay close attention to the Executive MBA Program Calendars.

Tuition Schedule and Stafford Loan Funding
The dates for Stafford Loan disbursements are scheduled to coincide with the regular university semester beginning dates that differ from the Executive MBA calendar. As with corporate reimbursements, students must arrange their financing to be able to pay tuition on due dates regardless of Stafford Loan disbursement dates. Hence, it is very important to understand that the timing and the amount of Stafford Loans do not coincide with the deadlines for Executive MBA tuition deadlines. Stafford Loan amounts often exceed the next tuition invoice due, but not always. In these situations, students are expected to “bank” the excess of the loan in order to cover subsequent tuition invoices. Effectively managing Stafford Loans is demonstrated in the attached Tuition Schedule and Stafford Loan Funding flowchart. It is very important that recipients of Stafford Loans review and understand this flowchart.
Deferment of Federal Student Loans

Please inform UHEAA if you warrant a deferment of current Federal Student Loans by contacting them at 1-877-336-7378 or go to their website at www.uheaa.org. Review the following scenarios to find the one that may be applicable to you.

1. You have any Federal Student Loan that is currently in repayment, and it was received before July 1, 1987, you must enroll full-time to qualify for a deferment.

   Students with this scenario can apply for deferment for the first fall and the first spring semesters and for the second fall, spring, and summer semesters. For the semesters for which you are not eligible for deferment, you may request a “forbearance” from your lender. During forbearance, interest accrues on the loan.

2. You have any Federal Student Loan that is currently in repayment, and it was received on or after July 1, 1987, you may receive a deferment if you enroll half-time or more.

   **Deferments are not automatic. You must apply for the deferment with your lender.**

   If you are applying for a deferment and need verification of enrollment status, obtain the form from your lender or guarantee agency and send it, with a stamped envelope, addressed where you want the form sent to:

   Executive MBA Program  
   W437 Tanner Building  
   Provo, UT 84602

   Please submit the form at least two weeks before the due date.

MBA Loans

Another source of loans is through commercial lenders such as the MBA Loan Program. For more information please visit websites such as www.mbaloans.com and www.StudentLoanNet.com. The BYU Executive MBA Program does not endorse these entities, and websites are provided for informational purposes only.

Problems

If you have general inquiries regarding Stafford Loans, please call BYU Financial Aid (801-422-4104) or visit the BYU Financial Aid website at http://saas.byu.edu/financialAid/. Please notify the MBA Office of any issues or problems related to financial aid so we can assist if possible.
BYU STANDARDS

Honor Code
BYU exists to provide a university education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. This atmosphere is preserved through commitment to conduct that reflects those ideals and principles. All students, staff, and faculty of BYU are expected to abide by the principles outlined in the Honor Code.

Professional Standards
Students attending the Executive MBA Program are expected to exhibit a professional demeanor in all relationships with classmates, professors, the office staff, and other university personnel in connection with their study at BYU. Please note that BYU dress and grooming standards apply to all executive MBA students.

You have been selected because of your professional and academic achievements, your potential for success upon completion of the program, and for what you can contribute to the educational experience of your class. **Please arrive at class on time and be prepared to contribute with your name tent in place.**

The goal of the Executive MBA Program is not only to develop students academically but also to help them develop as business professionals. Success in the program is a function of individual preparation, interaction with class colleagues, learning team participation, and faculty interaction. It is expected that BYU MBA students will prepare well for class and willingly participate in class as part of a learning team. Some of the greatest learning during the program comes because of interaction with other students. It is anticipated that students will actively engage in sharing their experiences and expertise with classmates.

Executive MBA students should handle work conflicts affecting attendance or assignment completion directly with faculty in a timely and appropriate manner.

MISCELANEOUS

BYU Student ID Card
The BYU ID card received during Residency Week permits access to a wide variety of activities. This card may be used as your student identification to access the parking and building facilities at the SLC Executive MBA building (3 Triad Center), to check out books at the library, to use exercise facilities, and to use as an electronic key for your signature account for meal-plans, Bookstore purchases, copies, and various activities around campus. Students’ spouses may also get a BYU ID card after receiving a BYU Net ID. Cards may be obtained in 2310 WSC.
**Cell Phones**
It is requested that you set your cell phone on a silent mode so as not to disturb other class members in the event you receive a call during class. If it is absolutely necessary to respond to a call during class, as a courtesy to other class members, please step into the foyer or hall as you quickly take the call and then return to class as soon as possible.

**Classroom Breaks**
Normally, professors will take a 15-minute classroom break approximately mid-way through the three-hour class period. **Please return from your break within the allotted time so that class may resume promptly.**