



KATZ MBA & Specialized Masters Programs

Information and Procedures Manual

Office of Student Services

KATZ

UNIVERSITY OF PITTSBURGH
JOSEPH M. KATZ
GRADUATE SCHOOL
OF BUSINESS

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FOREWORD

We have collected under one cover the regulations which will affect you as a KATZ MBA or Specialized Masters student. They are presented as guidelines and answers to your anticipated questions. Please read them carefully because you will be responsible for planning your educational experience within the confines of the policies of the University of Pittsburgh (the University) and the Joseph M. Katz Graduate School of Business (Katz). **Please refer to this manual each time you enroll for classes.**

We cannot guarantee that current regulations and curriculum will be in effect for the duration of your enrollment. However, appropriate notice will be sent to you concerning any changes. You are responsible for such changes in regulations that may be made during the period of matriculation.

This student handbook, also known as the *Information and Procedures Manual*, is not intended to limit your invitation to contact the Joseph M. Katz Graduate School of Business should you desire to do so. You are welcome to make an appointment with Katz staff, write, email, or call at any time concerning your student status. The staff will be able to answer most questions which may arise.

Best wishes for a challenging, exciting, and productive career at the Katz School.

**Katz Administrative Staff
Joseph M. Katz Graduate School of Business
University of Pittsburgh**

STATUTE OF LIMITATIONS

The regulations of Katz require the completion of all degree requirements within four (4) years of original registration. Under extraordinary circumstances, this statute may be extended, one year at a time, to a maximum of six years. Under no circumstances will a student be allowed more than six years to complete a degree. Requests for extensions of the statute of limitations will be considered by the Director of MBA Programs or the Director of Specialized Masters Programs upon written request. The request for the extension must be detailed and such request must be filed before the end of the statutory period.

This statute of limitations also governs the acceptability of transfer credits. Presented as part of the MBA and Specialized Masters degrees, credits earned outside of Katz must have been earned within the four year period of the date of graduation. Credits more than four years old, but less than six years old as of graduation, will be considered for acceptance upon written petition to the Director of Student Services – Masters Programs.

GRADING SYSTEM, POLICIES, AND PROCEDURES

GRADING SYSTEM

The grading system at Katz is based on the letter grades (A, B, C, D, F) with plus and minus values, in addition to special grades such as N (audit), W (withdraw), G (incomplete), and R (resignation from a term).

All academic records, as well as graduation, probation and dismissal decisions, are based on the following quality point assignments:

Grade	Equivalent Quality Points
A+	4.000
A	4.000
A-	3.750
B+	3.250
B	3.000
B-	2.750
C+	2.250
C	2.000
C-	1.750
D+	1.250
D	1.000
D-	0.750
F	0.000

A minimal cumulative quality point average (QPA) of 3.0 ('B' average) is required to qualify for graduation from all programs. The median grade for core courses should be about a B+. Guidelines for the grading distribution of Katz courses (required and elective) are the following:

Grade	Recommended Distribution
A+, A and A-	30 – 40%
B+ and B	55 – 65%
B- and below	05 – 15%

INCOMPLETE GRADES ('G' GRADES)

If a student is unable to complete assigned coursework for a given class due to extenuating personal circumstances, a temporary incomplete grade, known as a "G" grade, may be assigned to the student's academic record by the course instructor. Those individuals who are assigned with a G-grade are required to complete course requirements no later than one year after the term in which the course was taken. Example: Incomplete coursework for a class taken during the Fall 2014 term must be completed by the end of the Fall 2015 term in order to receive a final letter grade for credit. After the one-year deadline has elapsed, the G-grade will remain on the record indefinitely, and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation. It is the student's responsibility to adhere to the one-year deadline and to ensure that all incomplete grades have been completed by his/her graduation. *Note: A faculty member reserves the right to request an earlier course completion date, rather than one year.*

A student must gain the permission of the course instructor, no later than the week before finals, to be assigned an incomplete G-grade; one should not assume that by not completing coursework that an incomplete G-grade will automatically be assigned to his/her student record. Furthermore, grading decisions fall under the purview of Katz faculty. Ultimately, the course instructor has the reasonable right to approve or deny the request for an incomplete G-grade.

GRADE REPORTS AND TRANSCRIPTS

At the conclusion of the University's academic terms – end of fall, spring, and summer semesters – grades are available online via [PeopleSoft Student Center](#). Under University regulations, instructors may not post grades by social security number. The student may wish to check with an instructor for advanced notification of a grade. The Student Services office does not report grades to the student at the end of each term. Student transcripts may be obtained from the Registrar's Office, G-3 Thackeray Hall.

Upon request, the Student Services office will provide students with an unofficial transcript of academic progress, known as an Internal Academic Report. These reports contain all completed coursework, grades, and overall QPA. For helpful tips to access student grade information, visit the [University Registrar Grades website](#).

GRADE CHANGES

Students requesting grade changes should consult with the course instructor. If a grade change is warranted, the instructor must complete a grade change request form in order to officially change the grade on all academic records. The instructor may obtain a grade change request form from the program office: the program office will not issue a grade change form to a student.

AUDITING COURSES

Academic courses may be audited at Katz. Upon the successful completion of the course, the letter grade 'N' will appear on the student's transcript though the course credits will not be included in the calculation of the QPA. In order to audit a course, the following guidelines must be followed:

1. A fully endorsed 'Course Audit Request Form' must be submitted to the student's academic advisor prior to the conclusion of the add/drop period of the academic term in which the student intends to take the course.
2. The course instructor and the Director of Student Services - Masters Programs must approve all requests for course audits.
3. The student must be enrolled in the course. Tuition is assessed for courses which are audited.
4. Any course that will be counted toward the fulfillment of graduation requirements, elective or required courses alike, must be taken for a letter grade and therefore *cannot* be audited.
5. In order to successfully complete the course audit, students must adhere to all requirements set by the course instructor, which may include homework assignments, readings, examinations, etc.

COURSE EXEMPTION

Exemption from any core required course involves either successfully passing an exemption exam or by consent of Katz faculty. Regarding the former, successfully passing an examination exam will not reduce the number of total credits required for graduation but will grant the student the opportunity to take additional elective courses of his/her choice across any desired discipline. Regarding the latter, exemption via Katz faculty approval typically involves a graduate-level educational equivalent course from an accredited institution. Please contact your academic advisor for more information regarding the course exemption process.

WITHDRAWAL FROM COURSES

Withdrawal from courses is permitted when the necessary paperwork is approved by the course instructor and the Director of Student Services - Masters Programs. Course withdrawals occur after the designated add/drop period for a given term but before finals week of said course. It is important to note that a student will not be issued a tuition refund for course withdrawals. The deadline to formally withdraw from a class is detailed in the academic calendar for each term made available online via the 'Calendar' section of StudentNet.

The letter grade 'W', which signifies a course withdrawal, will appear on the student's official transcript. Course withdrawals will not adversely impact a student's QPA: a 'W' grade carries no quality points and therefore is not calculated into the QPA. However, a course withdrawal cannot be substituted for an 'F' grade.

RETAKING COURSES

Katz will permit a student to retake up to six (6) credits of academic coursework with the approval of the Director of Student Services-Masters Programs. **If an MBA or Specialized Masters student (excluding Masters of Accounting) receives an "F" grade in a required course, he/she must repeat the course. All Masters of Accounting students are required to earn a "C+" or better grade in a required course.** The grades of both the original and repeated course will appear on the transcript but only the latter grade will be calculated into the student's QPA, regardless of the grade earned. If a student would like to retake a course, he/she is required to complete a 'Course Repeat Form' available in the Student Services office. Please note that this policy does not apply to withdrawal 'W' grades.

ELECTIVE COURSE OPTIONS

In addition to pursuing electives offered at the Katz School, qualified students may take courses across various programs and schools throughout the University of Pittsburgh and within the greater Pittsburgh area, provided that the student has acquired appropriate permissions and approvals to do so. The following short list offers alternative options:

Doctoral Program, Katz School

In addition to taking MBA electives, qualified students may take courses in the PhD program with Katz faculty approval. Doctoral seminars at Katz meet once a week, usually in the late afternoon. Information on doctoral course offerings may be obtained by contacting the [Katz doctoral office](#).

Alternative Graduate Programs, University of Pittsburgh

Electives may also be taken in programs at other schools in the University. These must be graduate-level courses with *significant management* content. A student interested in taking graduate-level courses at another University of Pittsburgh school should discuss the matter with an academic advisor *before enrolling in the course*. **It is the student's responsibility to make sure that they will receive a letter grade in the course; Katz will not accept a passing (P), satisfactory (S), or non-letter grades.**

Cross-Registration, Greater Pittsburgh institutions

Cross-registration is offered through the Pittsburgh Council on Higher Education (PCHE), a program that permits full-time students to attend courses at various participating colleges and universities. AACSB-accredited institutions in the greater Pittsburgh area include: Carnegie Mellon University, Tepper School of Business; Duquesne University, John F. Donahue Graduate School of Business; and Robert Morris University. Cross-registration is limited to full-time MBA students registered during the fall and spring terms only. Students interested in cross-registration should contact academic advisors for more information and may refer to the Cross-Registration form under the ['Academics' section of StudentNet](#).

CREDIT LIMIT FOR GLOBAL RESEARCH PRACTICUM/CONSULTING FIELD PROJECT/INDEPENDENT STUDY COURSES

All MBA students are limited to a total of 9 credits in any combination of the following three course categories:

- Global Research Practicum
- Consulting Field Project
- Independent Study

Students are restricted to taking no more than two (2) courses or six (6) credits in any one of the three categories listed above.

Students seeking to exceed this nine (9) credit cap or deviate from the 2 course/6 credit provision would require written approval of the Assistant Dean for MBA & Executive Programs as well as the Associate Dean for Graduate Programs.

TRANSFER OF GRADUATE LEVEL COURSES AND RELOCATION

Katz permits students to transfer graduate-level credit hours from AACSB-accredited programs. These credits cannot have been applied toward another degree. A verification letter stating as such may be requested from the Student Services office to ensure that studies from another institution did not result in a degree and therefore are fully transferable toward the Katz degree. Furthermore, all courses must be completed with a grade of 'B' or better to be eligible for transfer consideration. *Undergraduate courses will not be considered – only graduate courses are applicable for requesting transfer of credits.*

Due to the robust nature of dual- and joint-degree programs – specifically, the established curriculum and program requirements necessary for simultaneously pursuing multiple graduate-level degrees – students in such programs are prohibited from applying transfer credits toward their respective degrees.

Please refer to the below chart which outlines the maximum number of approved graduate transfer credits that are permitted for each program:

Graduate Program	Maximum Number of Approved Graduate Transfer Credits
MBA 1-year	17 credits
MBA 2-year	19 credits
MBA part-time	17 credits
Specialized Masters	6 credits

If a student intends to apply previously earned graduate credits toward his/her degree, the student must complete a Transfer Credit Request form, available via the 'Forms' section of StudentNet. Completed forms should be returned to the student's program office. The student will be informed of the request results after the paperwork has been reviewed by the appropriate Katz faculty members.

If a student must relocate during his/her studies at Katz, the student may earn credits at an AACSB-accredited program to complete the Katz program. The same transfer credit procedures apply as for transferring previously earned graduate credits. Each course from an alternative institution must be pre-approved for transfer prior to enrollment. Courses taken at other institutions may or may not be approved by the Katz faculty. Thus, obtaining approval before enrollment may save valuable time and money. **One important stipulation requires students to be enrolled for at least one Katz course during his/her graduating term.**

Note that all transfer credits are subject to the guidelines imposed by the statute of limitations. Thus, in order to be counted toward the Katz degree, all transfer credits must have been taken within four years from the date of graduation at Katz. See the 'Statute of Limitations' section for more details.

DEAN'S LIST

Full-time MBA and Specialized Masters

The dean's list for full-time students is compiled at the end of each academic term. Students recognized with the honor of the Dean's List are notified by mail directly from the dean. To be eligible for the dean's list a student must have earned a term **QPA of 3.75 or higher**.

Part-time MBA

There are three times in a part-time student's academic career when his or her name may appear on the dean's list:

1. Upon the completion of 17.5 credits
2. Upon the completion of 35.0 credits
3. Upon the completion of enough credits for graduation

To be eligible for the dean's list, part-time students must have a cumulative QPA of **3.75 or better**. Students recognized with the honor of the Dean's List are notified by mail directly from the dean.

ACADEMIC PROBATION AND DISMISSAL POLICY (FULL-TIME PROGRAMS)

Full-Time MBA and Specialized Masters

The probation and dismissal guidelines applicable to full-time programs are as follows:

1. Upon completion of the Fall term, Year One:
 - A. If a student's **QPA is below 2.250**, the student will be dismissed from the program.
 - B. If a student's QPA is from 2.250 to 2.749, the student will be notified of impending dismissal. If extenuating circumstances exist, the student may submit a petition to the Director of MBA Programs. The Director will present this petition to the Masters Performance Committee (MPC) for review. The MPC may 1) dismiss the student from the program; 2) permit him/her to remain in the program on academic probation; or 3) place the student on probation and extend his/her program of study at a reduced load. In all cases where a student is placed on probation, the MPC will provide specific academic performance requirements to be achieved by the student within a particular time frame in order to re-establish good standing. If these specific requirements are not met in the defined time period, the student will again be considered for dismissal from the program.
 - C. If a student's **QPA is from 2.750 to 2.999**, the student will be placed on academic probation and presented with academic performance requirements that are to be achieved within a particular time frame to re-establish good standing. If the student does not meet the specified performance requirements in the defined time period, his/her performance again will be reviewed by the MPC. The MPC will have the options of 1) allowing the student to continue on probation if success seems probable, with specified time frame and performance requirements; 2) continue on probation while permitting the student to extend his/her program at a reduced credit load; or 3) dismissing the student from the program.

2. Upon completion of Spring 1, Year One:
 - A. If a student's QPA is **below 2.500**, the student will be dismissed from the program.
 - B. If a student's **QPA is from 2.500 to 2.749** and the *student has not been on academic probation prior to this*, he/she will be notified of impending dismissal from the program. If extenuating circumstances exist, the student may submit a petition to the Director of MBA Programs. The Director will present this petition to the Masters Performance Committee (MPC) for review. The MPC will review the student performance and the stated extenuating circumstances. The MPC may allow the student to remain in the program on academic probation and to extend his/her program of study at a reduced load if there is reason to believe that academic success is imminent. The MPC also has the option to dismiss the student from the program at this point. If the student's **QPA is from 2.750 to 2.999**, he/she will be placed on academic probation and will be presented with academic performance requirements that are to be achieved within a particular time frame to re-establish good standing. If the student does not meet the specified performance requirements in the defined time period, his/her performance again will be reviewed by the MPC. The MPC will have the option of allowing the student to continue on probation if success seems probable, placing the student on probation and permitting him/her to extend their program at a reduced credit load, or dismissing the student from the program.
 - C. If a student's **QPA is from 2.500 to 2.999 and the student has been on academic probation since the completion of Fall**, he/she will be notified of impending dismissal from the program. If extenuating circumstances exist, the student may submit a petition to the Director of MBA Programs. The Director will present this petition to the Masters Performance Committee (MPC) for review. The MPC will review the student performance and the stated extenuating circumstances. The MPC may allow the student to remain in the program on academic probation and to extend his/her program of study at a reduced load if there is reason to believe that academic success is imminent. The MPC also has the option to dismiss the student from the program at this point.
3. Any exceptions to these guidelines and procedures may be considered only through written petition to the student's Program Director.

Part-time MBA

The probation and dismissal guidelines are as follows:

1. A student in the part-time MBA program will be reviewed for academic probation or dismissal from the program if, upon completion of twelve credits or any time thereafter, his/her cumulative quality point average (QPA) falls below 3.000:
 - A. If a student's **QPA is below 2.250**, the student will be dismissed from the program.
 - B. If a student's **QPA is from 2.250 to 2.749**, the student will be notified of impending dismissal. If extenuating circumstances exist, the student may submit a petition to the Director of MBA Programs. The Director will present this petition to

the Masters Performance Committee (MPC) for review. The MPC may 1) dismiss the student from the program; 2) permit him/her to remain in the program on academic probation; or 3) place the student on probation and extend his/her program of study at a reduced load. In all cases where a student is placed on probation, the MPC will provide specific academic performance requirements to be achieved by the student within a particular time frame in order to re-establish good standing. If these specific requirements are not met in the defined time period, the student will again be considered for dismissal from the program.

If a student's QPA is from 2.750 to 2.999, the student will be placed on academic probation and presented with academic performance requirements that are to be achieved within a particular time frame to re-establish good standing. If the student does not meet the specified performance requirements in the defined time period, his/her performance again will be reviewed by the MPC. The MPC will have the options of 1) allowing the student to continue on probation if success seems probable, with specified time frame and performance requirements; 2) continue on probation while permitting the student to extend his/her program at a reduced credit load; or 3) dismissing the student from the program. (See #3 below for issues of second time on probation.)

2. Under no circumstances will a student be continued on probation for more than four consecutive terms after initially being placed on academic probation, whether or not they are enrolled in courses.
3. If a student is placed on probation for a second time after having once regained good standing, it may be indicative of basic problems which would preclude successful completion of the program. The student may be dismissed at this time. If allowed by the MPC to go on probation for a second time, the student must obtain good standing at the end of the first term of the second period of probation or be subject to dismissal from the school.
4. An "F" grade during the first term of the program results in immediate probation, and generally no further work may be taken until the student has applied for and received permission to retake the course. An "F" grade other than the first term results in whatever academic action is indicated by the student's overall QPA including the "F" grade.
5. Any exceptions to these guidelines and procedures may be considered only through written petition to the Director of MBA Programs.

STANDARDS OF ACADEMIC INTEGRITY

The Katz statement of academic integrity is provided to all new students at orientation for review and endorsement. Copies of this document are available on [StudentNet](#) under the '[Academics](#)' tab and in the student's program office. If a student finds him/herself in a situation where academic integrity guidelines seem unclear, he/she should seek the advice of an instructor or their Program Director.

MBA AREAS OF CONCENTRATION

Although an MBA student's concentration/major will not appear formally on any University record or diploma, students may wish to include a concentration on their resume. It is recommended that each student inform both the Student Services office as well as the Career Management office of his/her area intended concentration of study as soon as possible in order for those offices to better advise each student with regard to recommended course selection and sequencing. Concentrations are defined as nine (9) credits of coursework in addition to the core required course in a specific functional area.

MBA Concentrations include:

- Finance
- Management Information Systems
- Marketing
- Operations Management and Decision Science
- Organizational Behavior & Human Resources Management
- Strategy

FULL-TIME MBA STUDENTS TRANSFERRING TO A DUAL-DEGREE PROGRAM

Students enrolled in either the one or two-year full-time MBA Program who wish to transition into a dual degree program must do so by **the end of their first term**. This refers to both the MBA/MS Management of Information Systems and the MBA/Masters of International Business dual-degree programs.

MBA MULTICULTURAL LEARNING TEAMS (MLT)

During the first term full-time MBA students will work together in Multicultural Learning Teams (MLT groups). Students will be assigned to groups of 4-5 students who will generally be scheduled for the same sections of core required courses throughout the first term. Beyond the advantage of sharing a similar in-class schedule with peers in each group, students will likely prepare projects together, aid each other with studies, and form smaller teams for case discussions, simulating real business organizations and the managerial skills used.

ENROLLMENT PROCEDURES

NEW STUDENTS/FALL TERM

Full-time MBA

The Student Services office will assign new students a schedule showing all course registration for the first term of study. All full-time students will be registered for the same core required courses as a cohort for this term, save for those students who warrant exemption from required classes. It is strongly recommended for new students to remain enrolled for these courses in order to make the best use of MLT group assignments. However, changes to the fall term schedule, including elective course selection, can be made during the first week of classes with approval of an academic advisor. Important fall term dates for adding and dropping courses can be referenced on the published academic calendar via StudentNet under the 'Calendar' tab.

Part-time MBA

New students will be emailed a website link to a “Course Enrollment Survey”. Students should fill out this survey by selecting courses that they would like to be registered for during their first term. Students will be registered for courses by their academic advisor. Students can view their course schedule by logging into their PeopleSoft Student Center account.

- Evening courses in the MBA program are most commonly scheduled from 6:20-9:20pm, Monday through Thursday evenings. Each course meets once per week. Most classes are held in Mervis Hall though some classes may meet in other University buildings (e.g., Alumni Hall, Wesley W. Posvar Hall). There may be last minute classroom changes; therefore, students should consult the bulletin board on the third floor of Mervis Hall (in front of the Student Services Office) on the first night of class, or contact the Student Services office when in doubt.
- At least one section of every required course is generally offered each term, unless prevented by severe personnel shortages.
- There are no regular schedules for electives. However, one can expect the fewest electives to be offered during the summer term and the largest number during the spring term of a given academic year.
- Important fall term dates for adding and dropping courses can be referenced on the published academic calendar via [StudentNet](#) under the ‘[Calendar](#)’ tab.

Specialized Masters

The MS program office will assign students a schedule showing course registration details for the fall term. Changes to this schedule can be made by the add/drop deadline, with the approval of your academic advisor.

CONTINUING STUDENTS/FUTURE TERMS

Full-time/Part-time MBA

After the first term of study, students will be able to self-register for courses during a designated enrollment period via online registration. Information concerning the online registration process, including the enrollment process, is available on the University Registrar website. Important term dates for adding and dropping courses can be referenced on the published academic calendar via [StudentNet](#) under the ‘[Calendar](#)’ tab. Academic advisors are available for any questions that students may have regarding program requirements. *All students are responsible for registering themselves for classes by the Registrar’s enrollment deadline in order to avoid late registration fees.*

Specialized Masters

The MS program office will assign students a schedule showing course registration details for each term. Changes to this schedule can be made by the add/drop deadline, with the approval of your academic advisor.

GRADUATING STUDENTS

Students who plan to graduate at the end of the following term should complete a graduation application made available on [StudentNet](#) via the ‘[Forms](#)’ tab. The University of Pittsburgh requires that a graduating student be registered for at least one credit during the term of expected graduation. It is possible to petition

for a waiver of this policy, however the petition may be denied. It is encouraged that one works closely with his/her academic advisor to ensure a waiver is not necessary.

In addition, MBA students that are earning a KATZ certificate must complete a Katz Certificate Graduation Form made available on StudentNet via the 'Forms' tab. This form should be submitted at the same time as the graduation application.

INACTIVE STUDENTS

A student is considered to be inactive if he/she has not registered for classes for three consecutive terms. If a student has been placed on inactive status, applying for readmission through the Katz Admissions Office is required to be considered for return to the program. If a considerable amount of time has elapsed between the date of last attendance and the readmission date, the student may be asked to submit another transcript, letters of recommendation, etc. Students should consult the KATZ Admissions Office regarding these procedures. In order to avoid this, a student who must miss three (3) consecutive terms is advised to formally apply for a leave of absence to his/her program director.

A student should be aware that if he/she is inactive for long periods of time, he/she may not be able to complete the degree within the Statute of Limitations, even with the permitted extensions.

ADDING AND DROPPING COURSES

Students will have the ability to add and drop classes during a designated open enrollment period for a given term via the PeopleSoft Student Center online registration system. Students can find add/drop dates for a term on the published academic calendar made available on StudentNet via the 'Calendar' tab. Classes taken during the second seven-week session of a given term – Fall 2, Spring 2, and/or Summer 2 – must be formally dropped with the assistance of an academic advisor.

Please note: “dropping” a course and “withdrawing” from a course are not the same action. Students withdrawing from a course after the specified add/drop dates will have a "W" (withdrawal) appear on their permanent transcript. If a student wishes to withdraw from a course, he/she can receive a withdrawal form from their Program Office.

Students wishing to totally withdraw (resign) from an academic term should call the resignation service phone line at (412)-624-7585. This number answers 24 hours a day in order to process resignations. Additionally, if the student withdraws from all courses before the last day of the designated add/drop period, there is a 100% refund on tuition and fees for the term. Once the add/drop period has ended, tuition is refunded on a percentage basis according to when the student contacts the Student Accounts Office. More information regarding registration can be reference via the University resignation website.

All students are required to attend the section of the course for which they are officially registered. Instructors may submit an "F" grade if the student does not attend the appropriate section of a course.

TUITION CHARGES

Full-Time MBA

MBA students can reference current program tuition rates on the KATZ Tuition and Financial Aid for MBA Programs website. Each full-time MBA student will be billed a flat tuition rate relative to his/her program of study. That is, One-Year or Dual Degree MBA programs will be billed the same rate appropriate for those

programs when registering for 9-18 credits per term; Two-Year MBA students will be billed the same rate appropriate for that program when registering for 9-15 credits per term.

If a student registers for credits above and beyond the maximum credit limit for his/her specific MBA program, the student will be billed the full-time flat rate plus a per-credit rate for the number of credits over the maximum credit limit.

Part-time MBA

MBA students can reference current program tuition rates on the [KATZ Tuition and Financial Aid for MBA Programs](#) website. Part-time MBA students are billed tuition on a per-credit basis for a credit load not to exceed 8.5 credits, plus fees. If a student registers for 9 or more credits during the fall and spring term, he or she will automatically be billed at the two-year MBA full-time flat rate, plus fees. However, during the summer term, a part-time MBA student is billed per-credit regardless of total number of credits enrolled. A break-even point for the summer semester at the per-credit rate is around 11 credits.

Specialized Masters Programs

Students can reference tuition information for each Specialized Master's program by clicking on the individual program links in the chart below:

Master of Science Graduate Programs
<u>*MS in Accounting</u>
<u>MS in Consumer Insights</u>
<u>MS in Supply Chain Management</u>
<u>MS in Finance</u>
<u>MS in Management Information Systems</u>

*MS in Accounting students enrolled for 9-15 credits in the fall and/or spring term will be classified as full-time students and pay full-time tuition and fees as shown above. Students enrolled for less than 9 credits in any term will pay a per credit amount for tuition and part-time fees. Students enrolled for **more than 15 credits** in the fall and/or spring term will pay full-time tuition and fees plus the per credit amount for each additional credit beyond 15 credits. Summer term (either full-time or part-time enrollment) tuition is calculated at the part-time per credit rate.

All Programs:

Additional per term expenses include mandatory university fees: Computer and Network fee; Health fee; Activities fee; Security, Safety and Transportation fee; Katz Professional Development fee.

All students will be billed at an in-state or out-of-state rate according to one's residency status. If the student would like to discuss in-state tuition eligibility, he/she can reference the University's [Tuition Eligibility Guidelines](#) website.

Invoices, known as eBills, will be sent directly to one's Pitt email account. A student is responsible for verifying each term that their tuition charges and fees are billed appropriately. There are three billing cycles used to bill students after they register for a course. The date that a student registers will determine when

they are billed. Any questions regarding charges on an invoice should be directed to the Student Payment Center in G-7 Thackeray Hall.

STUDENT INFORMATION

RELEASE OF INFORMATION

All students have the option of prohibiting the release of directory information relative to the student. By completing the form, the student confirms that he/she requests that the release of directory information may not be released by the university, including university email address, program of study, dates of attendance, and degree(s) achieved. For example, if a potential employer would call to confirm your degree, the university would not be able to comment. If for any reason you no longer wish to have this hold on your directory information, students can contact an advisor to have the hold lifted from the student's account.

ADDRESS CHANGES

Addresses can be changed by the student via PeopleSoft Student Center. Students may reference the Registrar website for information about how to electronically change one's address. Students should notify an academic advisor of any address or telephone number changes for internal mailing purposes. **International Students MUST report any address or telephone number change also to the Office of International Services, as soon as possible.**

NAME CHANGES

Students must notify their Program Office of any name changes. In addition, students wishing to change their name must present proof of the name change (i.e., marriage certificate, divorce papers, court order, etc.) in order to change all University of Pittsburgh academic records.

Students may also declare use of a preferred name other than their legal given or first and/or middle name. Only the first and/or middle name may be changed to a preferred name; the last/family name must remain the same as the full legal last name in the University records system. The preferred name may be used in University communications and informational materials, except where the use of the legal name is required by University business or legal need. Students may log into the my.pitt.edu portal in order to declare a preferred name.

IDENTIFICATION NUMBERS

The University of Pittsburgh will assign each student a Pitt identification number, known as a PeopleSoft ID number. This ID number will be used throughout your studies. *Social Security numbers are not required for registration, grades or tuition payments.*

TELEPHONE NUMBERS

As all students should notify their Program Office of updated telephone numbers, so should they inform each instructor of their name, telephone number, and active email address. Instructors may need to contact students of class cancellations or class related activities. In addition, students can update phone numbers via the PeopleSoft Student Center.

STUDENT SERVICES

PROGRAM OFFICES

MBA Program

The MBA Program office is located on the third-floor of Mervis Hall, Suite 301. Office hours are typically Monday through Friday, 8:30am - 5:00pm. The Student Services staff is responsible for processing registrations, add/drop requests, and other forms for each academic term. They advise and monitor each student's academic progress throughout the MBA program. Students who would like to schedule an appointment with an academic advisor may do so via email or by phone. Appropriate contact information is detailed on the [MBA directory website](#).

Specialized Masters

The Specialized Masters Program office is located on the second-floor of Mervis Hall, Suite 276. Office hours are typically Monday through Friday, 8:30am - 5:00pm. The Program staff is responsible for processing registrations, add/drop requests, and other forms for each academic term. They advise and monitor each student's academic progress throughout his/her academic program. Students who would like to schedule an appointment with an academic advisor may do so through [Career Connections](#).

FINANCIAL AID AND STUDENT LOAN INQUIRY ASSISTANCE

Information on financial aid may be accessed by referencing the Office of Admissions and Financial Aid website. All financial aid and student loan inquiries should be directed to the [KATZ Admissions Office](#), 301 Mervis Hall.

ACADEMIC COUNSELING

Questions pertaining to administrative changes in course sequencing, degree requirements, and/or academic issues should be directed to the appropriate graduate student advisor. In those relatively unusual circumstances in which a student is having academic difficulty which cannot be resolved through timely communication with the instructor concerned, such students should contact his/her academic advisor immediately to determine what steps should be taken to resolve the problem(s).

EXTENDED ABSENCES

Students that need to miss classes for several days due to illness, personal matters or family emergencies should contact the graduate student advisor so that instructors can be notified promptly.

INDIVIDUAL COUNSELING AND THERAPY

The [University Counseling Center](#) provides confidential personal counseling for all university students. Appointments may be scheduled either in person at the William Pitt Student Union or by phone. Contact information is listed on the provided website.

COMMUNICATION

The following means of communication are used by faculty, staff and students:

StudentNet

Once a student begins classes at Katz, he or she will no longer need to rely on the KASI interim website for information. Rather, as a matriculating student, he or she will find pertinent academic information posted by the Student Services office on the Katz Intranet, commonly referred to as StudentNet. This website is the go-to resource to reference academic information, schedules, calendars, curriculum plans, etc.

Electronic Monitors

Video monitors are located in the Atrium and the basement level of Mervis Hall. Check these monitors frequently for information on job openings, upcoming events, and other Career Services information.

Katz News Network

An email digest of upcoming events maintained by the Student Programs office. It will be emailed to you weekly.

E-Mail

Information about your Pitt e-mail address will be sent to your personal e-mail address from the Computing Services and Systems Department (CSSD). All university entities will communicate with you via your Pitt email account. It is your responsibility to check your email account regularly.

Bulletin Boards

Bulletin boards are located across from the printers in the Team Room area and outside of Mervis Hall, Suite 301.

BUSINESS LIBRARY

The Katz library is located on the first floor, Mervis Hall 118. Business librarians are available to answer any library-related questions and/or to help students check out course reserve materials.

Please consult the University Library System website for information and hours for all University libraries across campus, including the Mervis Hall business library.

MISCELLANEOUS

STUDENT PROFESSIONAL ORGANIZATIONS

Students form a number of organizations throughout the year at Katz. These organizations provide governance, academic and social activities. Information about various clubs and organizations can be found online under the Katz Student Life section of the Katz MBA website. Information can also be found on StudentNet under the 'Life @ Katz' tab.

PARKING

Parking permits are not available during the day. However, students may purchase parking permits for evening classes. Contact the Parking Office at 204 Brackenridge Hall with inquiries.

PUBLIC TRANSPORTATION

Students have access to ride public buses and Pitt shuttles for free with their Student ID card. SafeRider provides safe transportation during the evening and early morning hours when special, nonemergency needs arise for Pitt students. Students can call 412-648-CALL (2255) for a safe ride.

LOCKERS

Lockers are available for day use only on the ground floor of Mervis Hall. Use of all lockers is on a first come first served basis. Students should see the Mervis Hall ground floor receptionist for locker assistance if needed. *Please note: Katz is not responsible for the security of any item stored in these lockers.*

STUDENT HEALTH SERVICE AND INSURANCE

The Student Health Service office is located in Nordenberg Hall. Please reference the provided website for hours of operation and services provided. A member of the UPMC Student Health Insurance will attend the Full-time MBA Orientation to answer any questions and assist students with student health plan registration. Any additional questions on UPMC Student Health must be directed to them at 1-888-499-6885.

Please note: Only students that are registered for 9 or more credit hours are eligible for Student Health Insurance.

TEXTBOOKS

The University Store on Fifth purchases and sells all textbooks for the University. The hours of operation for the book store can be noted on the provided website. Students may purchase books online with the Book Center Course List Builder website.

KATZ DIRECTORY

We encourage students to contact his/her professors and their program staff regarding any questions or concerns that may arise. Students can access contact information for any member of Pitt Business by accessing the [Faculty and Administration Directory](#).