Admissions to the Business: Arts Administration MBA will be suspended as of fall 2022 and will be discontinued as of fall 2024. If you have any questions, please contact the department.

Admission consideration for the MBA program requires a four-year undergraduate degree or the equivalent, in any discipline, from an accredited institution. The School of Business seeks a minimum of two years of full-time work experience along with a strong undergraduate performance. In addition to academic credentials, GMAT scores, and work experience, personal achievements, motivation, communication skills (written and oral), international exposure, and recommendation letters are considered in the admission process at both the master's and doctoral levels.

Note: The Graduate Management Admission Test (GMAT), taken within five years of the starting term, is required of all applicants to the School of Business; the Graduate Record Exam (GRE) may be an acceptable alternative on a case-by-case basis. All applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL), the Pearson Test of English (PTE), Intensive English as a Second Language (IELTS) or show the completion of an Interlink program. A minimum iBT TOEFL score of 100 or equivalent, obtained within two years of the intended start term, is required. International applicants who have completed a degree at an institution whose primary language of instruction was English may request a waiver of this requirement on the application.

HOW TO APPLY
Students interested in Business degrees do not apply through the Graduate School application system and should instead refer to the School of Business Admissions page. (https://business.wisc.edu/graduate/mba/full-time/admissions/)

FUNDING

GRADUATE SCHOOL RESOURCES
Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

PROGRAM RESOURCES
Learn about costs and financial assistance on the program website (https://business.wisc.edu/graduate/mba/full-time/tuition/).

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

MAJOR REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions
Accelerated: Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.

Evening/Weekend: Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

Face-to-Face: Courses typically meet during weekdays on the UW-Madison Campus.

Hybrid: These programs combine face-to-face and online learning formats. Contact the program for more specific information.

Online: These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.
CURRICULAR REQUIREMENTS

Requirements

<table>
<thead>
<tr>
<th>Detail</th>
<th>Minimum Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credit Requirement</td>
<td>56 credits</td>
</tr>
<tr>
<td>Minimum Residence Credit Requirement</td>
<td>56 credits</td>
</tr>
<tr>
<td>Minimum Graduate Coursework Requirement</td>
<td>46 credits (50%) must be graduate-level coursework. Details can be found in the Graduate School's Minimum Graduate Coursework (50%) policy (<a href="https://policy.wisc.edu/library/UW-1244/">https://policy.wisc.edu/library/UW-1244/</a>).</td>
</tr>
<tr>
<td>Overall Graduate GPA Requirement</td>
<td>3.00 GPA required.</td>
</tr>
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</table>

Other Grade Requirements

<table>
<thead>
<tr>
<th>Assessments and Examinations</th>
<th>No required assessments or examinations beyond course requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Requirements</td>
<td>No language requirements.</td>
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</table>

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Year One</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>GEN BUS 704</td>
<td>Data to Decisions</td>
<td>3</td>
</tr>
<tr>
<td>ACCT IS 700</td>
<td>Financial Accounting</td>
<td>3</td>
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<tr>
<td>FINANCE 700</td>
<td>Introduction to Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>M HR 706</td>
<td>Leading and Working in Teams</td>
<td>1</td>
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<tr>
<td>MARKETING 700</td>
<td>Marketing Management</td>
<td>3</td>
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<tr>
<td>M HR 773</td>
<td>Seminar-Arts Administration</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>M HR 723</td>
<td>Business Strategy</td>
<td>3</td>
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<tr>
<td>OTM 700</td>
<td>Operations Management</td>
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<tr>
<td>OTM 732</td>
<td>Economics for Managers</td>
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<tr>
<td>M HR 774</td>
<td>Seminar-Arts Administration</td>
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<tr>
<td>M HR 799</td>
<td>Reading and Research-Management</td>
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<tr>
<td></td>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>GEN BUS 750</td>
<td>Professional Experience in Business</td>
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<tr>
<td></td>
<td><strong>Year Two</strong></td>
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<td></td>
<td><strong>Fall Semester</strong></td>
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<td>GEN BUS 710</td>
<td>Ethics, Integrity and Society</td>
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<tr>
<td>M HR 765</td>
<td>Contemporary Topics (Topic: Strategic Consulting Project/ Capstone)</td>
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<tr>
<td>M HR 728</td>
<td>Bargaining, Negotiating and Dispute Settlement for Managers</td>
<td>3</td>
</tr>
<tr>
<td>M HR 765</td>
<td>Contemporary Topics (Topic: Nonprofit Board LEadership)</td>
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</table>

M HR 799 | Reading and Research-Management (Applied Learning)                  | 1       |

Elective/Topic Specialization | 3

Spring Semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>M HR 765</td>
<td>Contemporary Topics (Topic: Strategic Consulting Project/ Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>M HR 765</td>
<td>Contemporary Topics (Topic: Nonprofit Board LEadership)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits | 56

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions
No credits of prior coursework are allowed to satisfy requirements.

UW–Madison Undergraduate
No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

UW–Madison University Special
No credits of prior coursework are allowed to satisfy requirements.

PROBATION

This program follows the Graduate School’s Probation policy. (https://policy.wisc.edu/library/UW-1217/)

ADVISOR / COMMITTEE

This program follows the Graduate School’s Advisor policy (https://policy.wisc.edu/library/UW-1232/) and the Graduate School’s Committees policy (https://policy.wisc.edu/library/UW-1201/).

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

This program follows the Graduate School’s Time Limits policy (https://policy.wisc.edu/library/UW-1221/).

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
Any student who feels that they have been mistreated by a faculty or staff member has the right to lodge a complaint. Complaints may concern course grades, classroom treatment, program admission, or other issues. To ensure a prompt and fair hearing of any complaint and to protect both the student's rights and the person at whom the complaint is addressed, the grievance procedures below are used in the Wisconsin School of Business.

The person whom the complaint is directed against must be an employee. Any student or potential student may use the procedures below. The person at whom the complaint is addressed, the grievance rights and the person at whom the complaint is directed. Most issues can be settled at this level. If the complaint involves an academic department, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.

1. If the student feels comfortable/safe doing so, the student should first talk with the person against whom the grievance is directed. Most issues can be settled at this level. If the complaint is directed against a teaching assistant (TA) and the student is not satisfied after discussion of the grievance with the TA, the next step would be to talk to the TA's supervisor, who is usually the course professor. If the complaint is still not resolved satisfactorily, the student may continue to step 2.

2. If the complaint involves an academic department, the student should contact the chair of the department. The chair will attempt to resolve the problem informally. If this cannot be done to the student's satisfaction, the student may submit the grievance to the chair in writing. This must be done within 60 calendar days of the alleged unfair treatment.
   a. If the complaint does not involve an academic department, the procedure outlined in Step 4 below should be followed.

3. On receipt of a written complaint, the chair will refer the matter to a departmental committee, which will obtain a written response from the person at whom the complaint is directed. This response shall be shared with the person filing the grievance. The chair will provide a written decision within 30 days to the student on the action taken by the committee.

4. If either party is not satisfied with the decision, they have five working days from receipt of the decision to contact the dean's office (at the number below), indicating the intention to appeal. If the complaint does not involve an academic department in the school, the student must contact the dean's office within 60 calendar days of the alleged unfair treatment.

5. In either case, there will be an attempt to resolve the issue informally by the appropriate associate dean. If this cannot be done, the complaint can be filed in writing with the Office of the Dean. This must be done within 10 working days of the time the appealing party was notified that informal resolution was unsuccessful.

6. On receipt of such a written complaint, the Chief Diversity and Inclusion Officer will convene a subcommittee of relevant stakeholders pending the nature of the issue. This subcommittee may ask for additional information from the parties involved and may hold a hearing at which both parties will be asked to speak separately. The subcommittee will then make a written recommendation to the dean of the School of Business who will render a decision. Unless a longer time is negotiated, this written decision shall be made within 20 working days from when the grievance was filed with the Office of the Dean.

Questions about these procedures can be directed to the School of Business, Office of the Dean, 4339 Grainger, 975 University Avenue, 608-262-7867.

State law contains additional provisions regarding discrimination and harassment. Wisconsin Statutes 36.12 reads, in part: "No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions or center because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status." In addition, UW–System prohibits discrimination based on gender identity or gender expression. Students have the right to file discrimination and harassment complaints with the Office of Compliance, 361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.

The Graduate School has procedures for students wishing to appeal a grievance decision at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

OTHER

Students must be enrolled full-time.

PROFESSIONAL DEVELOPMENT

GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School's professional development resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and launch your career.

LEARNING OUTCOMES

1. Apply foundational knowledge in arts and core business topics to arts and/or nonprofit contexts that include evidence-based analysis, cultural sensitivity, artistic integrity, and appreciation for the research foundations of their work.
2. Create, communicate, and execute a strategic plan with mission-based outcomes that relies on research-based evidence, a historical context to forecast future trends, and stakeholder engagement.

3. Adaptively develop and manage the necessary resources in a mission-based organizational context to create sustainable systems that meet the needs of diverse stakeholders and honors the culture of the communities served.

4. Successfully articulate their ideas to a diverse set of constituents and stakeholders via multiple methods so as to be informative, persuasive and inspiring.

5. Make significant contributions to the thought leadership, and industry insight that strengthens and provides service to the field, lifelong learning, and career development.

6. Develop self-awareness and leadership skills necessary to: a. utilize creativity and art to articulate a clear vision; b. engage/inspire a diverse group of colleagues; c. evaluate the immediate and long-term ethical impacts of one’s actions on stakeholders; d. and influence and promote progress in a variety of professional roles and contexts.

7. Engage and sustain a strong cross-functional network of professionals.

**PEOPLE**

**BOLZ CENTER FOR ARTS ADMINISTRATION**

Russ Coff, B.A., Ph.D.
Professor
Faculty Director
russ.coff@wisc.edu

Rebecca Buckman
Interim Co-Director
rebecca.buckman@wisc.edu

Sarah Marty
Interim Co-Director
sarah.marty@wisc.edu

John Surdyk
Interim Co-Director
john.surdyk@wisc.edu

**ACCREDITATION**

Accreditation

AACSB International—The Association to Advance Collegiate Schools of Business (http://www.aacsb.edu/)