

## **Things To Know Before Committing**

### **Residency Attendance:**

You are required to attend all residencies and to stay at the hotel on Friday night. Failure to do so will result in disciplinary action.

### **Punctuality:**

Tardiness will not be tolerated. Excessive tardiness will result in disciplinary action.

### **Mandatory Virtual Sessions:**

You will be required to attend a virtual online session (WebEx) one night per week during the first semester. This is typically scheduled between 6-8pm CST and falls on a Wednesday or Thursday evening. You will be advised at least one month prior to the semester which evening and timeframe has been established for your cohort. You will also be required to attend the virtual online session for your specific focus area. If your focus area is Organizational Behavior/Strategy which is covered in the first semester, then you must pick one of the remaining focus areas.

### **Withdrawal Policy:**

Students withdrawing from the program within one month of the semester's first residency, or any time thereafter during the semester, will not receive a tuition refund, in part or in whole, for the commencing semester. This strict refund policy is due to the upfront costs and three years of lost program tuition revenue of a cohort format. Exceptions to this policy will only be made in the case of serious and extended personal or family illness or a work-related transfer out of the country. This will be handled on a case by case basis. Nonrecurring fees, the application fee, the University fee, the Technology Fee, the DBA Student Fee, the DBA course materials fee, and penalty fees will be charged in full, regardless of the period of attendance.

### **Technology Requirements:**

You must provide your own laptop and bring it to all residencies. You must have administrative rights in order to download statistical software needed for our stats sequence. Individuals that currently work for a university and have a university issued laptop have two options: 1) use a personal computer for the DBA program, or 2) use your university laptop and have your home institution provide the SPSS premium version software (or purchase it on your own) as we cannot provide it due to our limited SPSS statistical software permissions. Technology specification are provided on the following site <https://www.creighton.edu/online-students> .

### **Time Requirements:**

Expect to dedicate a minimum of 25 hours each week during every semester to be successful in the program.