

THE RADY SCHOOL OF MANAGEMENT
FlexEvening MBA, Executive MBA & FlexMSBA Staff Scholarship
Award Program

The Rady School of Management is committed to supporting the professional development of UCSD career staff. Staff interested in pursuing an MBA or MS in Business Analytics (MSBA) and who are admitted to the associated part-time Flex program can apply for financial support through the staff scholarship program. Any scholarship resulting from this program is not considered a UCSD employer sponsored fringe benefit. This is a program of the Rady School of Management and subject to change.

Program Guidelines:

- 1) In order to be eligible for the Flex Program Staff Scholarship Award, the applicant must be a UCSD career staff member in good standing working full-time on behalf of the Rady School of Management or other Academic Units for at least one year and must have submitted an application by May 1, 2025.
- 2) All staff are subject to the same admissions criteria applied to all applicants of the Rady Flex program to which they apply. Please consult with the Rady Graduate Admissions Office, (858-534-0864) or the Rady School website at <http://rady.ucsd.edu/> for information about program and application requirements.
- 3) Staff must adhere to published Flex application deadlines for submission of application materials to Rady Graduate Admissions. Contact the Rady Graduate Admissions Office for exact dates.
- 4) At the time of application to the Flex degree program, the candidate should open a discussion with the Rady Graduate Admissions team about the availability and level of financial support, indicating they are interested in the Rady Staff Scholarship.
- 5) The Rady School Dean will select up to five UCSD career staff members per year from the applicant pool, subject to space availability.
- 6) If more staff apply than the cohort or funding availability permit and are accepted to the Flex degree program in the same year, the Dean will make the award decision based on criteria such as academic qualifications, length of service, and strength of support letter.
- 7) Staff members who apply to a Flex degree program are prohibited from accessing any data or information relevant to that Flex degree program, Rady and/or UCSD through Salesforce, other Rady or Campus electronic systems, or any other means that are not specifically related to their job function and being used in that capacity. Any staff member found to have violated this policy will be subject to dismissal from the Flex degree program and potential termination from their position at UCSD. Any potential conflict of interest between a staff member's position and their status as an applicant or student at the Rady School should be reported immediately to the staff member's supervisor and the appropriate degree Program Director.
- 8) Staff members who apply and are admitted to a Flex degree program must maintain a minimum of a 3.0 overall GPA per quarter, as well as be in good academic standing with the program. They

must also maintain academic progress based on the normal pattern for the program format in which they are enrolled. Check with Rady student services for specific information related to your program. Staff members must also adhere to the Academic Probation Policy as stated in their Student Handbook.

- 9) Staff members must maintain a performance evaluation rating of satisfactory or higher throughout the program.
- 10) Due to the potential conflict of interest or appearance of conflict of interest, UCSD staff accepted into a Flex degree program will not be permitted to hold student leadership positions within their program and/or the Rady Student Association. This also applies to both Section and Group Representative positions.

Financial Award and Obligations:

- 1) The expectation is that the scholarship recipients will continue their employment with the Rady School and/or UCSD.
- 2) The awardee will be required to pay the \$1500 intent to enroll deposit; it will then be applied toward their first quarter tuition payment.
- 3) Standard scholarship is *up to* 65% of the degree program tuition; however, other factors may cause an increase or decrease in the amount. For example, the availability of gift funding may allow the Rady School to increase scholarship funding. The lack of available funding might require a lower rate of scholarship funding. The scholarship awards will be communicated to candidates in a timely manner to allow for an informed decision. No portion of this scholarship is considered wages.
- 4) If an employee decides to defer their enrollment, their scholarship will be forfeited, and they will be considered for the Staff Scholarship with the next year's pool of applicants.
- 5) If an employee resigns their UCSD employment prior to program completion they would be required to self-fund the remainder of their program tuition and fees. During the course of the program, reductions to an employee's FTE level or commitment of time to UCSD School may result in a similar reduction in scholarship support.
- 6) The Flex degree program is not considered a CA State program subject to PPSM-51: Reduced Fee Enrollment. Participation in this program does not connote free access to RIMAC or other student services.

Tax Information:

- 1) In general, the value of scholarship awarded to employees for the Flex degree program may be taxable income subject to W-2 reporting. Such income will also be subject to federal and state income tax withholdings and FICA taxes. However, some of the value of the tuition remission may be excluded from the employee's taxable income, depending on the facts-and-circumstances. It is a student responsibility to verify whether or not any portion of the scholarship provided through this program is subject to personal income taxes.

2) Suggested reading includes, **University of California Policy T-182-77 Taxes**: Taxation of Scholarship and Fellowship Grants and Educational Assistance.