

# Executive MBA Program

Policy Handbook 2014–2015

Asia

Europe

North America

# CHICAGO BOOTH



The University of Chicago Booth School of Business

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The University of Chicago reserves the right to change without notice any information regarding schedules, tuition, courses, and fees. The information contained in this booklet is current as of January 27, 2015. For updates to this guide, contact the Executive MBA Program Office, 450 North Cityfront Plaza Drive, Chicago, Illinois 60611.

# Chicago Booth's Learning Environment

The educational mission of the University of Chicago Booth School of Business is to prepare future business leaders. The ability and willingness to learn reside in the individual. Very high levels of learning can be achieved only if all members of the Chicago Booth community understand and respect their mutual obligations. Each community member defines the quality of this learning environment through his or her daily actions and choices.

The learning environment extends beyond the classroom to the myriad interactions among students, faculty, and staff. Though this section focuses on the classroom, many of the issues discussed below apply to the working relationships of the larger community of students, staff, and faculty.

## Fundamentals

Four considerations shape Chicago Booth's perspective of the ideal learning environment:

### 1. Respect for the Individual

There is a deep respect for the individuality of each student and faculty member. Faculty members have the opportunity to decide what and how they teach. There is no official Chicago Booth pedagogy for the classroom. Teachers are encouraged to tap their own individual talents and experiences and to learn from the talents and experiences of their students.

### 2. The Classroom as a Place of Learning

Classrooms at Chicago Booth are places for learning rather than teaching. Learning is not a spectator sport; powerful learning experiences require the commitment of both teachers and students.

The role of the faculty is to formulate, organize, and communicate knowledge.

The role of the students is to participate actively in the learning process rather than consume knowledge passively.

### 3. Personal Integrity

Both faculty and students are subject to the highest standards of personal integrity in their interactions with Chicago Booth colleagues and with external constituencies. Intellectual integrity is at the heart of the academic process. Dishonesty threatens its survival. All participants are expected to adhere scrupulously to the norms established for

standards of scholarship. Equally destructive to the academic process is intolerance of other people's ideas, analyses, and perspectives.

### 4. Continuous Improvement

Chicago Booth is committed to continuous improvement of all aspects of the school's learning environment.

Faculty are encouraged to view the classroom as a laboratory for the testing of cutting-edge, evolving knowledge and techniques. The continuous refinement of important and innovative ideas is preferred over the flawless presentation of outdated material.

Consistent with Chicago Booth's long-standing empirical traditions, a commitment to continuous improvement necessarily requires the measurement of the key elements in the learning environment, the wide dissemination of the results throughout the institution, and the tracking of progress through time.

Excellence in a learning environment is attainable only if faculty and students adhere to these ideals. What follows is a set of specific expectations for both students and faculty that derives directly from those ideals.

These mutual expectations are neither trivial nor obvious. They are not trivial because everyone must consistently attend to details and align attitudes with behavior in order to achieve excellence in the learning environment. They are not obvious because of the diversity of cultures and prior experiences among the faculty and students.

## Shared Expectations

### *Expectations for Students*

Students should treat their classroom obligations as they would treat any serious professional engagement. This includes:

1. Preparing thoroughly for each session in accordance with the instructor's requests.
2. Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.
3. Participating fully and constructively in all classroom activities and discussions.

4. Displaying appropriate courtesy to all involved in the class sessions.
5. Adhering to deadlines and timetables established by the instructor.
6. Providing constructive feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.

### ***Expectations for Faculty***

Faculty should treat their obligations for classes as they would treat any serious professional engagement.

This includes:

1. Preparing thoroughly for class.
2. Punctuality in beginning class sessions and, except under unusual circumstances, adherence to the established schedule for classes and exams.
3. Providing sufficient information and materials to enable students to prepare adequately for class.
4. Displaying appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects and is sensitive to the cultural, racial, sexual, and other individual differences in the Chicago Booth community.
5. Supplying timely information about student performance on projects, assignments, and examinations.
6. Providing constructive feedback to students concerning their performance. Faculty should be as objective in their feedback to students as they expect students to be in their evaluation of faculty.

### **Course Evaluations**

One way to measure the key elements of the learning environment is through the Course Evaluation Form. This form is completed by each student at the end of each course. Results are summarized and posted on the Booth website (see Course Evaluations, page 23).

# Standards of Scholarship and Professionalism

As members of the Chicago Booth community, students are expected to conduct themselves in a manner consistent with the norms of an academic and professional community. This includes, but is not limited to, matters of academic integrity, personal and professional conduct, and protection of the rights of other members of this community. We encourage every student to consider carefully the ethical consequences that his or her actions may have upon himself or herself and others and to act accordingly. Violations of these norms are subject to disciplinary proceedings. Students should read and understand the policies outlined in the *Student Manual of University Policies & Regulations* at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu).

## Plagiarism

All work submitted to meet course requirements is expected to be the student's own. In the preparation of all papers and other written work, students should carefully distinguish between their own ideas and those that have been derived from other sources. Information and opinions drawn from whatever source are to be attributed specifically to their respective sources. Students should learn and apply the proper forms of citation. Quotations must be properly placed within quotation marks and fully cited. In all cases where material or ideas presented are derived from a student's reading and research, the source must be indicated. Students who submit work either not their own or without clear attribution to original sources will be subject to disciplinary action. Punishment for plagiarism may include expulsion from the university.

## Examinations and Other Graded Work

Communication, either direct or indirect, is not permitted between students, or anyone else, during an examination. The use of notes, books, and calculators during examinations is entirely at the discretion of the professor. Violation of the examination rules or dishonesty in an examination will result in disciplinary action.

Students may not submit the same paper for multiple courses. A paper may only be submitted for one course. Any exception requires advance approval in writing from the professors concerned.

Students handing in group work will be asked to sign and adhere to the Chicago Booth Honor Code as

a group. Be aware that violation of the Honor Code by one member of the group means violation by the entire study group. All students named in the group work will be responsible for the assignment, regardless of how the work was shared amongst the group.

## Specific Guidelines for Academic Honesty

The following behaviors may be construed as violations of academic honesty and may be subject to disciplinary action. This list is not meant to be all-inclusive, but gives examples of the general rules above.

1. Unauthorized access to information about an exam before the exam. For example, obtaining a copy of the exam before taking it or obtaining questions or answers that are on the exam from someone who has already taken it.
2. Providing information about an exam to other students before they take the exam. This includes exam form, content, and degree of difficulty.
3. Looking at someone else's paper during an examination, with or without his or her knowledge.
4. Allowing someone else to see one's own or another's paper during an exam.
5. Collaboration with or communication with any person during an exam.
6. Using unauthorized materials during an exam.
7. Preparing unauthorized notes to take into a closed-book exam or writing information on one's hand, desk, or other relevant device.
8. Having another student or individual take an exam or write a paper on your behalf.
9. Taking an exam or writing a paper on behalf of another student.
10. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer-generated information and programs.
11. Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research.
12. Fabricating or altering data.
13. Lying to avoid taking an exam or completing an assignment on time.

14. Changing an answer on one's exam after it has been returned and claiming that a mistake was made by the grader.
15. Including a fellow student's name on an exam or group assignment if he or she has not worked on that exam or assignment.

## Student Responsibility for Reporting and Preventing Cheating

Students who are aware of cheating have a responsibility to report it. Students may report an incident to the professor directly or to a member of the administration, who will then bring the allegation to the professor. The case must be made in writing, providing names and evidence. The student should ask the professor for clarification if he or she does not understand how the Chicago Booth Honor Code pertains to any given assignment (see Chicago Booth Honor Code, page 7). If found guilty of cheating, ignorance of how the Chicago Booth Honor Code pertained to the assignment will not be a mitigating factor in his or her defense.

## Alcohol and Other Drugs

All members of the university community should be aware of the requirements of local law concerning the consumption, possession, and sale of alcoholic beverages. The university expects each member of the community to be responsible for his or her own conduct and for the consequences of that conduct. Any violation of the university alcohol and other drug policy by a student will result in appropriate disciplinary proceedings, as well as possible legal action. The full alcohol and drug use policy can be found in the *Student Manual*.

## Sexual Harassment

The university is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education and research. The university cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to his or her sex, or, for that matter, any other factor irrelevant to participation in the life of the university. Members of the university should understand that this standard must shape our

interactions regardless of whether it is backed up by the threat of sanctions. Certain types of behavior may be inappropriate even though not "illegal"; speech can be offensive, even though allowed. Sexual harassment including sexual assault by any member of the university community is prohibited. Without feeling constrained by specific definitions, any person who believes that his or her educational or work experience is compromised by sexual harassment or sexual assault should feel free to contact an advisor or director in his or her appropriate program office to discuss the situation. A student also may seek assistance from a sexual harassment complaint advisor.

A current list of advisors is available online at [sexualharassment.uchicago.edu](http://sexualharassment.uchicago.edu). The Executive MBA Program Academic Services' informal procedures, including advising and mediation, do not preempt formal channels of complaint available within the university. Mediation will not be used to resolve complaints of sexual assault. Formal complaints are handled through the appropriate area's discipline process. For the entire Policy on Unlawful Discrimination and Harassment, students should refer to the university's *Student Manual of University Policies & Regulations* available online at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu).

# Discipline

## Chicago Booth Honor Code

The students of the University of Chicago Booth School of Business regard honesty and integrity as qualities essential to a successful career. The purpose of this Honor Code is to promote these qualities. The Honor Code requires that each student act with integrity in all Chicago Booth activities and that each student hold his or her peers to the same standard. By not tolerating lapses in honesty and integrity, the Booth community affirms the importance of these values. Upon admission, each student makes an agreement with fellow students and the Booth community to abide by the Honor Code. Sanctions may include official disciplinary action, including expulsion from the program. The Honor Code holds that:

1. Each member of the Chicago Booth community, as a person of integrity, has a personal obligation to the Honor Code and the Standards of Scholarship and Professionalism to report known violations to the appropriate program office.
2. No student shall misrepresent him or herself, his or her experience, or his or her academic record during the admissions process. All offers of admission are contingent upon the applicant's signature on the application document agreeing to adhere to the Honor Code.
3. No student shall represent another's work as his or her own. No person shall receive disallowed assistance of any sort, or provide disallowed assistance to another student, at any time before, during, or after an examination or with respect to other graded work for a course.
4. Each student shall sign the following pledge on each exam: "I pledge my honor that I have not violated the Chicago Booth Honor Code during this examination." At the discretion of the professor, this pledge may be required on any other graded work for a course.
5. Each professor, in the course outline and during the first class meeting, shall state that students are required to adhere to the standards of conduct in the Honor Code and standards of scholarship and state any additional standards of conduct for the course.
6. The principles embodied in the Honor Code apply to every part of the Chicago Booth community.

The Honor Code encompasses Chicago Booth's Standards of Scholarship and Professionalism.

7. Violations of the Honor Code that relate to academic issues will be handled according to Chicago Booth's disciplinary procedures.
8. Nonacademic violations of the Honor Code will be handled procedurally in the forum (admissions, career services, student affairs, etc.) in which the violation occurred. Decisions related to nonacademic violations of the Honor Code can be appealed to the associate or deputy dean for the Executive MBA Program.
9. Purposefully misleading the Honor Code judicial process is a violation of the Honor Code. Each member of the Chicago Booth community, as a person of integrity, has a personal obligation to report known violations of the Honor Code.

## University Disciplinary Procedure

The statutes of the university prohibit conduct of members of the university that is "disruptive of the operations of the university including interference with instruction, research, administrative operations, freedom of association, and meetings as protected by university regulations." A university disciplinary committee hears charges of disruptive actions. Charges of other offenses—such as theft, harassment, or fraudulent performance on examinations—are heard before a disciplinary committee constituted within Chicago Booth. Complete information about Disciplinary Policies and Procedures can be found in the *Student Policy Handbook* or the university's *Student Manual* at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu). Other excerpts from the university's disciplinary system follow.

## Chicago Booth Disciplinary Procedures

Any allegation against a student that requires disciplinary action, whether brought by a faculty member, a member of the administration, a student, or other complainant, must be detailed in writing to the associate dean/director of the respective MBA program. The student charged with possible misconduct is contacted by the associate dean/director and informed of the accusations and relevant details. The student is asked to prepare a written response to the accusation. The associate dean/director

will present the written response and additional information/evidence to the academic dean (or his or her designee). The academic dean (or his or her designee), in consultation with the associate dean/director, has the authority to dismiss the complaint, informally resolve it, or recommend that the matter be brought to a faculty disciplinary committee.

If a committee is to be convened, the academic dean (or his or her designee) will appoint two tenured faculty members and one or two students to the committee and will serve as chairperson in a non-voting capacity. In the event of a tie, the chairperson functions as a tiebreaker. The associate dean/director acts as a liaison to the student and assembles any required documentation for the committee. The associate dean/director and a representative of Campus and Student Life will attend the disciplinary hearing in a nonvoting, advisory capacity. All parties involved in the dispute will be invited to appear in person before the full committee. In addition, the student may have an advisor present at the disciplinary hearing. However, the student will be expected to speak for him/herself before the disciplinary committee. No member of the committee may engage in independent investigations or have contact with any of the parties outside of the scheduled meetings. In the event that distance precludes a student or another member of the committee from appearing in person before a disciplinary committee, Chicago Booth will make the appropriate technical arrangements/accommodations for remote access.

The chair or the associate dean/director will notify the student of the committee's decision immediately after the process in a manner agreed upon prior to the process and later in writing. If the decision involves a grading issue, the associate dean/director will inform the faculty member(s) involved of the grading recommendation of the disciplinary committee.

A request for a review of the decision may be made in writing to the dean of students of the university. Requests for a review must be received within 15 days of the date when written notification of the original decision was rendered. The review is conducted by a review board convened by the dean of students in the university and consists of a representative of the Office of Campus and Student Life at the university,

one member of the Chicago Booth faculty (who serves as chair), and a Chicago Booth student. This review board, whose decision is final, does not conduct a rehearing of the matter, nor does the student ordinarily appear before the board. The board does reserve the right to ask the student to appear in order to clarify aspects of his or her request. The only grounds for review are that prescribed procedures were not followed or new and material information previously unavailable to the disciplinary committee bears significantly in the student's favor.

Notes:

1. The Chicago Booth disciplinary processes are the same as those outlined in the University of Chicago's *Student Manual of University Policies & Regulations*, with the exceptions listed above. In addition, the responsibilities assigned to the area dean of students in the student manual are assigned to the associate dean/director in Chicago Booth's disciplinary process.
2. Attention should be paid to the special rules for sexual harassment/assault cases, as outlined in the student manual.

# University Facilities and Resources

## Information Technology Policies

Students are expected to know and comply with the university's policies, including, but not limited to:

1. Eligibility and Acceptable Use Policy for Information Technology
2. *Student Manual of University Policies & Regulations*
3. Policy Guidelines for Publishing Networked Information  
**itservices.uchicago.edu/policies**
4. Chicago Booth Security, Privacy, and Acceptable Use Policy
5. All university Digital Millennium Copyright Act (DMCA) policies **dmca.uchicago.edu**

Students are also expected to be aware of and comply with Chicago Booth's Computer Use Policy, as posted on the Chicago Booth Information Technology Policies website accessed via the Portal. This includes, but is not limited to, disruption of computing through deliberate human action—whether it affects the operation of computing systems or telecommunications, the security of electronically stored information, or the integrity of such information—because it is a serious academic offense and will be subject to disciplinary action within the university as well as to civil or criminal action.

Following are some illustrations of forms of computer abuse that will be subject to disciplinary procedure:

1. Attempted access or actual theft through use of a computer. For example, attempting to evade, disable, or “crack” passwords or other security provisions.
2. The transfer or sharing of personal computer accounts with another person.
3. Commercial use or the seeking of personal gain through the use of university computing resources (including the network, databases, and email system) for business not related to the university or through resale of computing resources or equipment.
4. The use of a computer to examine or view without authority any mail, data, text, or software.
5. Deliberate distribution of a virus, worm, or other software that may cause harm to another computer system.

6. The violation of copyright and other intellectual property rights, and the copying or use of data, passwords, text, or software without authority or permission. Unauthorized copying of files or passwords belonging to others or to the university may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical and may be illegal.
7. The concealment or misrepresentation of your identity or affiliation. While some forums may appropriately provide for anonymous contributions, deliberately misrepresenting your identity or using identifiers of others is a serious abuse.
8. Attempting to tamper in any way with data, text, or software stored in a computer with or without intent to do harm or commit an illegal act.
9. The use of the computer to achieve illegal ends, such as embezzlement or other forms of financial fraud.
10. Disconnecting Chicago Booth-owned computers/devices from the network for the student's own use or connecting unauthorized devices to the university's wired network.
11. Violation of the DMCA by downloading any type of copyrighted materials using Booth resources.
12. The use of the computer to harass or interrupt others.
13. The use of tools, scripts, or non-Booth-provided software to manipulate Booth electronic infrastructure, systems, or software to gain access to functions or resources that have not been made available to the student.

The university's policies and Chicago Booth's rules also apply to computing systems outside the University of Chicago that are accessed via the university's facilities (e.g., email or remote log-ins using the university's internet connections) and do not supersede other rules of the university applicable to computing, such as rules against theft or damage against physical property. Network or computing providers outside of the University of Chicago also may impose their own conditions of appropriate use, for which users at this university are responsible.

Individuals or groups who act in a manner contrary to existing policy and accepted standards for computer use

are subject to the sanctions and disciplinary measures normally applied to misconduct or lawbreaking. Information technology policy violations are handled by established university channels and may be subject to Chicago Booth disciplinary procedures. When any use of information technology at the university presents an imminent threat to other users or to the university's technology infrastructure, system operators may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, reading or locking files, disabling computers, or disconnecting specific devices or entire subnetworks from university, regional, or national voice and data networks.

### **Chicago Booth Trademark**

Student use of the name of the school, trademarks, service marks, and logos must be in line with the corporate identity standards prescribed in the corporate identity manual for the business school. These standards apply to printed materials, including letterhead, stationery, and brochures as well as all three-dimensional objects such as T-shirts, pens, etc. The Chicago Booth marketing department must authorize all usage. Failure to comply with the appropriate guidelines will lead to forfeiture of the materials and potential disciplinary action.

### **Appropriate Use of Chicago Booth Resources and Facilities**

The Chicago Booth campuses are academic facilities and are to be used by Booth students, faculty, and staff while they participate in the school's educational and related programs. Events not directly related to the academic mission of Chicago Booth must be approved by the deans or designated staff. Campuses are used by multiple programs, at no time should students occupy facilities on a full-time basis (other than session weeks), and, at times, some areas will have restricted access.

### **Campus Guests**

Chicago Booth campuses are private facilities for the exclusive use of Chicago Booth students, staff, faculty, and guests of the school's administration. With the permission of the school's local administration, student guests are permitted on campus to attend events, visit current students, or tour the facility.

Students are expected to ensure that guests display appropriate behavior and are courteous to all members of the Chicago Booth community. Guests are not permitted to use any University of Chicago assets and resources (e.g., equipment, facilities, confidential information, internet access, network, databases, and email system) unless permitted by the school's administration. Students whose guests violate the above policies will be subject to Chicago Booth disciplinary procedures outlined in the *Student Policy Handbook*.

### **Appropriate Use of the Charles M. Harper Center**

Harper Center is the focal point of Chicago Booth's academic and social community and it is to be utilized by Booth students, faculty, and staff to participate in the school's academic and community programs. Social and nonacademic events held in Harper should support Chicago Booth's educational and community aims. Harper Center is not a substitute for other venues that support social activities inappropriate for an educational facility, such as bars, clubs, or gambling establishments.

### **Gleacher Center & Harper Center Group Study Rooms—Usage Policy**

All students registered for a Chicago Booth class who are matriculated into the Evening MBA, Executive MBA, Full-Time MBA, PhD, or Weekend MBA programs can reserve group study rooms in Gleacher Center and Harper Center. Group study rooms are reserved online via the MRM reservation tool through the student Portal, or by going to the Booth Portal, or <https://reserve.chicagobooth.edu/mrm/>.

### **Appropriate Use of London and Hong Kong Campuses**

Given the location and structure of the overseas Executive MBA Program, students have access to common spaces on nonclass and nonprogram event days. Students seeking access should reach out at least 24 hours in advance whenever possible, directly to local program office for program schedules and access approval.

During class and program event days, students will have priority access to space in the building where his or her program is based.

# Academic Policies and Procedures

This section outlines important academic policies and procedures for Executive MBA students at Chicago Booth and addresses many frequently asked questions. Knowledge of the policies outlined here is an Executive MBA student's responsibility.

## Program and Degree Requirements

In order to complete the MBA degree and graduate, students are required to satisfactorily complete all required Executive MBA courses with a cumulative grade point average of at least C+ (2.33). Courses with insufficient grades (e.g., grades of F or Incomplete) must be retaken and satisfactorily completed. In order to graduate, students must attend and complete all scheduled course weeks/weekends.

## Program Requirements

### *Length of Study*

The Executive MBA Program is a 21-month program. If a student becomes inactive after completing at least one course in the program, the student is allowed no more than five years to complete the requirements of the MBA degree. The five-year period extends from the time of the first course registration until the completion of the final course. Petitions to extend this five-year period must be made in writing to the associate dean for the Executive MBA Program. No course completed more than seven years before graduation can be used to meet the MBA degree requirements.

### *Course Schedule*

A standard Executive MBA Program course consists of 10 class sessions, one midterm examination or mid-course group assignment, and one final examination—a total of 12 sessions. In addition, courses may also include optional in-class review sessions during the end-of-class session and weekend and online review sessions during nonclass sessions. Each class session will run for approximately three hours per day. The exact timing of classes differs from campus to campus and from quarter to quarter. Typically, two courses are taught in one day—one in the morning and one in the afternoon.

Some courses are only one week long, meeting for five class sessions and one final exam or assignment, for a total of six sessions.

### *Transfer of Credits*

The Executive MBA Program does not accept coursework taken at other institutions or prior coursework from other Chicago Booth or University of Chicago programs for credit toward the MBA degree.

### *Student Employment Status*

Students in the Executive MBA Program are expected to be working professionals who are fully employed during the entire program. The program relies on the students sharing their working experiences. Students gain significantly from the opportunity to apply what they are learning in the classroom to their own organizations and activities. Students who are not working cannot fully contribute to nor gain from the program's design. However, given the complex professional and personal lives our students lead, there may be occasions when students find themselves between jobs. When this occurs, the student must inform his or her program director so that we can explain the resources available to help students identify possible career opportunities, establish a timeline for subsequent follow-up meetings, and determine the most appropriate plan for completing the program.

Students who fail to report their employment status may lead to suspension from the program until the student fulfills the work requirement.

## Course Requirements

### *Kick-Off Week in Chicago*

Students are required to attend and successfully complete all activities of the Kick-Off Week in Chicago at the beginning of the program, class lectures, LEAD modules, Analytical Methods, and Essentials of Effective Leadership. Essentials of Effective Leadership is a half-credit course, graded and required for graduation. If a student misses this course, he or she must make up the course in the subsequent year, or via an approved alternative (see Alternatives to Required Courses, page 12).

### *Joint Residency Sessions*

Each student will be expected to participate in five weeks of joint residency sessions with students from the other two campuses. Three of these sessions will take place in Chicago (Kick-Off Week and Electives Week) and the two International Session weeks, one in London and one in Hong Kong. The costs of

accommodations will be covered by Chicago Booth for the three Chicago sessions and for the week(s) spent away from one's home campus for the International Summer sessions.

### ***Elective Courses***

To complete the MBA degree, students must successfully complete four 50-unit elective courses. The electives are taken for credit and are graded; elective courses are a required part of the academic program that all students must complete in order to graduate.

Elective course offerings change every year. Students will receive information about which elective courses will be offered during the spring quarter preceding the Electives Weeks. Courses in a number of academic areas will be offered during Electives Weeks.

### ***Alternatives to Required Courses***

If a student must miss a required course, including the Essentials of Effective Leadership course, the International Sessions, or the Electives Weeks courses, he or she must do the following:

1. Submit a written explanation of why he or she is missing the class to the associate dean for the Executive MBA Program via the program office.
2. Work with the program office of the student's local campus to develop a completion plan of the requirement. There are two possible alternatives for completing the requirements. Any plan to substitute an alternative for taking the actual course requires prior approval. Alternative methods are:
  - a. Return the following year to take the class with the Executive MBA Program cohort.
  - b. Take an approved substitute course in one of Chicago Booth's other MBA programs. This course would be graded and appear on the student's transcript along with his or her other courses.

If none of these options is possible, the student and the associate dean must discuss any other alternatives with the deputy dean for the Executive MBA Program.

### ***Leadership Exploration and Development (LEAD)***

Attendance is required at all mandatory Executive MBA LEAD sessions. Completion of pre-work for these sessions is also required, including reading assignments and assessments. These requirements will be discussed in detail during Kick-Off Week. All requirements must be completed in order to graduate from the Executive MBA Program.

We request that students arrive to sessions on time; late arrivals disrupt the session and may mean that a student is not allowed to join the activities.

In the case of an expected absence, students must advise their local program office and the leadership development team if they will not be able to attend a session, or will need to arrive late. Makeup policy will be determined by the associate dean of the leadership development office.

Students may request exemption from completing an assessment only if it was already completed outside of Booth; the associate dean should be consulted and the student must be able to provide the report.

### ***Analytical Methods***

Attendance is required for this course.

This course covers quantitative tools and techniques that will be used throughout the program, including algebra, calculus, accounting, statistics, probability, and Microsoft Excel. We will incorporate materials from your economics and accounting courses to illustrate the methods covered in class.

# Program Attendance Policies and Procedures

## Class Attendance

The Executive MBA Program is a rigorous academic program. Students participate in the program with a set cohort of students. For this reason, class attendance, active participation in class and study group work, and the resulting collegial relationships are a significant and important part of the overall learning experience. Failure to uphold these obligations undermines the integrity of the program and detracts from other classmates' experience in the program. We expect students to attend all class sessions, prepare all assignments, and take all examinations during the scheduled times. Missing requirements may have a negative impact on a student's grade, result in a grade of Incomplete or Failure, and/or delay completion of the program. Please see below for further guidance on missing classes, assignments, or examinations.

## Missing Classes, Assignments, or Examinations

Unavoidable situations may occur that require a student to miss one or two days of a particular class, or portions of a class (e.g., an assignment or an examination). If a student is unable to attend classes or to complete all assignments for a class on time, the student must inform the professor and the program office of the situation as soon as possible. If this initial communication is in person or over the telephone, it must be followed up as soon as possible in writing.

Once the professor and the program office are informed, they will then discuss the situation and determine the steps needed to make up the missed classes or work. If more than a small part of the course is missed (e.g., multiple assignments or examinations), then the student may need to be dropped from the course. However, if the professor determines that the student is in good standing and has a legitimate reason for missing no more than a small part of the course, the student may be assigned an Incomplete. Otherwise, the student may be assigned a grade of F for the course (see Incompletes, page 18 and F Grades, page 17).

**The professor has the ultimate authority and responsibility for determining the appropriate makeup of missed classes, assignments, and examinations.** It may not be possible to make up the

missed requirements and the student's grade may be negatively impacted. The professor is under no obligation to provide a makeup option, especially if more than a small part of the course is missed (e.g., multiple classes, assignments, or examinations).

1. If the student misses an examination for legitimate reasons, possible alternatives include: taking the exam early, taking the exam remotely, taking the exam with the next offering of that class, or retaking the course. Proctoring, shipping, faxing, or other administrative fees, if applicable, would be at the student's expense.
2. If a student misses a paper or other assignment for legitimate reasons, possible alternatives include: finding an approved substitute and date for submission with the professor or retaking the course.
3. If a student misses one or two classes for legitimate reasons, the student should discuss the possible makeup requirements with the professor, which can range from getting notes from the student's classmates to making up the class material in some other way.
4. A student may receive a grade of F if a professor feels the missed classes, assignments, and/or exams warrant a failing grade.
5. Unless otherwise governed by rules established by the professor, if a student misses three or more class sessions for 50-units course, and five or more class sessions for 100-units course, he or she will be dropped from the course and required to retake the course in its entirety.

## Missed Courses and Progression in Program

A student who has missed four or more courses may be suspended from the program and may not take any further courses until he or she successfully completes the missed or incomplete courses. A petition to continue to take new courses even if a student has missed four or more previous courses must be submitted in writing and approved by the associate dean for the Executive MBA Program.

Although the program office will work closely with the student to develop a completion plan, there is no guarantee of an available seat the next time the course is offered, which may result in delayed graduation. The

student is only guaranteed a seat in the course at the time his or her cohort is scheduled to take the course and should be aware that course sequence, curriculum, and faculty may change from year to year.

## Completing Courses

If a professor determines that an Incomplete grade will be assigned for a course (see Incompletes, page 18), the student must contact the program office and complete a Plan for Course Completion form, available in the program office or on the Chicago Booth Portal. The form documents the remaining requirements for the student to complete the course as agreed with the professor. The student must submit the form prior to being registered for any future courses. Late submissions are only appropriate in the case of a last-minute illness or emergency. The program office will then correspond with the course professor, who will be asked to approve the completion plan.

If the completion plan is not approved, or the student does not meet the plan requirements, the student will not receive a passing grade until the student successfully repeats the course. Incomplete grades must be completed the next time that the same course is offered on that campus.

Seating capacity constraints, course sequencing, curriculum, and faculty changes are at the student's risk. In some circumstances, a substitute course may be approved by the dean for the Executive MBA Program (see Repeating Courses, this page).

The grade of I (Incomplete), in addition to the final grade, will remain on the student's university transcript, representing progress and performance in the course.

## Repeating Courses

A student needing to repeat a course that he or she has failed or to improve a grade in order to meet minimum GPA requirements must make a request to the program office to register for the course during the quarter prior to the course's occurrence. Occasionally, a substitute course may be taken with prior approval. The student is responsible for paying new course tuition at the current Chicago Booth tuition rate. Although the program office will work closely with the student to ensure timely completion of courses, there is no guarantee of an available seat

the next time the course is offered. The student is only guaranteed a seat in the course at the time his or her cohort is scheduled to take the course. Students should be aware that course sequence and curriculum may change from year to year. A student has five years in which to complete the requirements of the program (see Length of Study, page 11).

## Temporary Leave of Absence or Program Withdrawal

If a student needs to interrupt his or her studies and take a leave of absence (e.g., miss one or more quarters), a written request signed by the student should be given to the program director. A printed copy of this request, along with the written response from the program director, will be kept in the student's file. The student will be considered inactive until next registered for a course.

Students should note that taking a leave of absence may delay graduation.

If a student chooses to take a leave of absence and resume participation in the program with a subsequent cohort, the student will be considered inactive until the next time he or she is registered for classes. At the time of rejoining the program, the student will be subject to the tuition and requirements of the program of the newly joined cohort.

If a student does not complete one quarter, but then continues in the programs, he or she will need to make up the missed quarter of classes with a subsequent cohort. When the classes are taken with the later cohort, the student will be subject to the tuition and requirements of the cohort with which the class is being made up. If a student does not complete a quarter, he/she will need to make up the missed quarter of classes with a subsequent cohort. The original classes will be dropped and tuition paid is refunded. The student will be re-registered for the courses with the subsequent cohort and tuition will be charged at the current tuition rate of the new cohort.

During a leave of absence, students are considered inactive. Inactive students do not have access to certain Chicago Booth privileges including:

1. Password-protected academic information, such as course evaluations or Chalk

2. Community Directory, except to update personal address information
3. Other online or campus resources
4. Attendance at selected Chicago Booth events

If a student decides to withdraw from the program, a written request signed by the student should be given to the program director. A printed copy of this request, along with the written response from the program director, will be kept in the student's file.

Students who withdraw or are administratively withdrawn from the program will have access withdrawn to all Chicago Booth resources, including their Chicago Booth email account. All stored email data will be lost when the account is closed. Students who withdraw or who are withdrawn from the program and are interested in completing their degree must reapply to a Booth program; if admitted, they must complete the MBA degree requirements in their entirety, as no prior coursework will count toward the degree.

The Executive MBA Program reserves the right to withdraw a student from the program if a student has been marked inactive and it has been determined that he/she can no longer complete the program within the five-year deadline, failure to pay tuition, etc.

A student who is withdrawn from the Executive MBA Program in the current quarter loses access to all Chicago Booth accounts and privileges effective 48 hours after the official withdrawal date.

Students who withdraw during a quarter and do not complete the courses are not eligible for a refund of tuition for that quarter. Once withdrawn from the Executive MBA Program, a student may return only after reapplying and gaining admission to the Executive MBA Program.

## Resumption of Studies

An inactive student must make a signed petition to the program office to request permission to resume studies. A detailed plan for degree completion should accompany this petition. If allowed to resume the program, the associate dean for the Executive MBA Program and the program director will work with the student on the plan and timetable for completion.

Although the program office will work closely with the student to ensure timely completion of courses, there is no guarantee of an available seat the next time the course is offered. Students should be aware that course sequence and curriculum may change from year to year.

The student will be subject to the tuition and requirements of the program at the time the resumption takes place. If the student does not complete the program as planned, the student must begin the petition and approval process again.

## Off-Cycle Graduation

Students whose graduation is delayed in order to complete required course work will not be permitted to graduate or participate in the Convocation ceremony in the quarter in which the course work is completed. This is in order to allow time for final grades to be submitted. Once final grades are submitted the MBA candidate must file the Booth Graduation Application form online via the Portal.

Students may only delay graduation for one quarter after completing all degree requirements. If a student fails to submit an application for graduation in the quarter the degree requirements are met, Chicago Booth will submit the application on the student's behalf in the following quarter.

# Tuition, Grades, and Transfers

## Tuition

All Executive MBA students are required to submit a nonrefundable advance tuition fee before beginning the program to secure a place in that cohort. Tuition and fees are payable in seven quarterly installments to the University of Chicago. The advance tuition fee is applied to the first quarterly tuition installment. Credit card payment is not accepted.

Students are responsible for paying tuition bills on time regardless of who is actually paying the tuition. Students with unpaid balances after the payment due date will be restricted from registering in future classes and will be charged late fees and penalties. The University of Chicago Registrar will strictly enforce this rule.

### **Deferred Cohort**

When a new student has paid the advance tuition fee, attended and completed Kick-Off Week, and received a grade in Essentials of Effective Leadership, but is then unable to attend and complete the remainder of the first quarter's courses, he/she must petition for a Temporary Leave of Absence (see Temporary Leave of Absence or Program Withdrawal, page 14). If approved, the student will be dropped from all courses, except Essentials of Effective Leadership. The first tuition and fee installment will be reversed. However, the nonrefundable advance tuition fee and the lifetime transcript fee will not be reversed. The student will resume studies with the subsequent cohort, but will be exempt from participating in Kick-Off Week again and from re-taking Essentials of Effective Leadership. The student will need to complete LEAD and will complete the MBA requirements with the new cohort and at the new cohort rate.

### **Extended Curriculum**

Effective summer 2014, when a student resumes studies after a Leave of Absence, his or her degree completion plan is carefully managed by the Program Office. As noted in the Leave of Absence and Resumption of Studies sections, the curricular offerings and seat capacities can vary from year to year, resulting in occasional cases of students taking a fewer number of courses than in a typical quarter. For example, a student may be enrolled in only 50 or 100 units of coursework, rather than 200-300 units. In most of these instances, students are charged and are expected to pay the current tuition and fee installment in full.

However, there may be instances when the Program Office determines that the student should not be charged the current tuition and fee installment and should instead be charged the Extended Curriculum Fee. Circumstances include, but are not limited to: the student is enrolled in electives, but not standard/required quarterly courses; the student has completed the Executive MBA tuition obligation of seven quarterly tuition and fee installments, but is enrolled in a course to make up a degree deficiency from the Leave of Absence; the student is enrolled in only one course to make up for a failing grade. In all cases, the student is expected to pay the full Executive MBA obligation of seven quarterly tuition and fee installments. The quarter or quarters of the Extended Curriculum Fee charges are in addition to the Executive MBA obligation of seven quarterly tuition and fee installments.

### **Restricted Registration**

The university will restrict any student who fails to meet his or her financial obligation to the university and charge the student both late registration fees and late payment fees. All restricted students are subject to the following sanctions and penalties:

1. The student will not be provided with course materials nor permitted to attend classes.
2. The student will not be entered on any official class list and no grades will be recorded.
3. Online transcripts will not be accessible.
4. No paper transcripts or diplomas will be given.
5. No loan funds will be disbursed.
6. The university will assess a late payment fee to a student any time the student's tuition installment is late, and a late registration fee once registration is reinstated. Once the student pays his or her financial obligation to the university in full, the program office will petition the university to have the student's registration and record reinstated.

### **Loans**

Information regarding student loan programs is available from the Chicago Booth Financial Aid Office in Chicago. There are several loan programs available to students. Programs administered by Chicago Booth include both government and private loans. These loans are typically available to US citizens or permanent residents, and to others with a US citizen cosigner. Each student is encouraged to investigate loan opportunities in his or her own country. For information

about loans administered by Chicago Booth, students may contact the Chicago Booth Financial Aid Office directly at +1 773.702.3964 or by emailing [financial.aid@ChicagoBooth.edu](mailto:financial.aid@ChicagoBooth.edu).

### ***Financial Aid Eligibility***

Students must be making satisfactory academic progress (SAP). This equates to a cumulative grade point average of at least 2.33 and completion of nine courses after the first year of attendance to be eligible for US federal financial aid programs in their second year of study (Summer 2 of the program).

Appeals may be granted for students who fail this standard due to injury or illness, the death of a relative, or other exceptional or mitigating circumstances. Appeals must be sent, in writing, to Financial Aid at [financial.aid@ChicagoBooth.edu](mailto:financial.aid@ChicagoBooth.edu). Students whose appeals are approved will receive a one-quarter financial aid probation during which they will be eligible for federal aid. Students who remain under the SAP standards at the end of the financial aid probation period may submit an appeal indicating why their progress remains unsatisfactory and include their completion plan endorsed by the associate dean.

## **Grades and Grading Policies**

### ***Chicago Booth Grading Policy***

The University of Chicago Booth School of Business grading policy states that a professor will not exceed a maximum grade point average of 3.33 for each course taught in a quarter. Grades will be available between three and eight weeks after the last cohort has completed the final exam.

### ***Obtaining Grades***

Once professors submit grades and the university registrar records them, students can check their grades online using their university CNetID and password. (The CNetID and password are different from the students' Booth user ID and password.) If a grade is missing on the transcript or report, this is generally due to late grade submission by the professor. Students can inquire about a late or missing grade at the program office.

### ***Transcripts/Lifetime Transcript Fee***

Official transcripts are available through the university's Office of the Registrar at [registrar.uchicago.edu](http://registrar.uchicago.edu). A lifetime transcript fee is assessed to students'

university bursar accounts in the first quarter. This one-time fee allows students to order unlimited copies of their transcript. An online request form is available at [registrar.uchicago.edu/students/transcripts.shtml](http://registrar.uchicago.edu/students/transcripts.shtml).

### ***Course Grades***

The following grades are used in the Executive MBA Program: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F, I (incomplete), R (registered), and X (status pending). The grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, and D are passing grades. The grade of F indicates unsatisfactory work (see Repeating Courses, page 14). When computing a student's GPA, A+=4.33, A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, and F=0. I, R, and X grades do not count in GPA calculations (see Incompletes, page 18 and R Grades, this page). A grade of F in a course not repeated will count in the GPA calculation even though the course is not counted towards the degree requirement. Half-credit courses (e.g., Essentials of Effective Leadership) are included in the GPA calculation with half-grade weighting.

### ***R Grades***

An R signifies that the student was registered and attended the class, but no credit was earned (e.g., Analytical Methods). The grade of R cannot be changed to any other grade.

### ***F Grades***

Students cannot graduate without successfully passing all Executive MBA Program courses. If a student earns a failing grade (F) in any course, he or she must meet with the Program Office to review options for repeating the course (see Repeating Courses, page 14). A failing grade may result in delaying a student's completion of the program on schedule. Although the Program Office will work closely with the student to develop a completion plan, there is no guarantee of an available seat the next time the course is offered. The student is only guaranteed a seat in the course at the time his or her cohort is scheduled to take the course. Students should be aware that course sequence or curriculum may change from year to year, which could delay graduation. Occasionally, it may happen that the required course is no longer offered. In such cases, the student must petition the program director and associate dean to request a substitute. Petitions are reviewed with the deputy dean on a case-by-case basis and if not approved, the student must retake and successfully

complete the required course in the following year. Factors affecting petition decisions include: cumulative GPA and capacity in the substitute course. Note that the original F grade will remain on the student's transcript and cannot be changed.

The student is responsible for paying new tuition at the current Chicago Booth tuition rates for the course being repeated or substituted.

### ***Incompletes***

Chicago Booth expects all students to complete course examinations, papers, projects, and all other assignments by the professor's specified dates (see Missing Classes, Assignments, or Examinations, page 13). If, for legitimate reasons, it is not possible for the student to complete the course requirements per the course schedule, the student may, at the discretion of the faculty member, be assigned a grade of Incomplete (I). Incompletes may be appropriate when the student has taken the midterm or completed a significant portion of the course, and needs to complete only one remaining element of the course (e.g., a final paper, project, or final examination).

Students who need to retake the entire class and complete all assignments will usually not receive an Incomplete. Instead, they will have their registrations dropped and will be reregistered when the class is made up. Incomplete grades must be completed the next time that the same course is offered on that campus. Seating capacity constraints, course sequencing, curriculum, and faculty changes are at the student's risk.

If a student completes the Incomplete within one year, he or she will not incur additional tuition charges. However, students will be required to purchase new course materials and books.

A student who has a grade of I in four or more courses may be made to take an administrative leave of absence ("inactive") and be unable to register for additional courses in the program until he or she successfully completes the incomplete course. Petitions to continue to take courses even if a student has a grade of I in four or more courses must be submitted in writing to, and approved by, the associate dean for the Executive MBA Program. All Incompletes must have final course grades submitted by the fourth week of the quarter in which the student is expecting to graduate if the student is a candidate for honors, and

by the eighth week if the student is not a candidate for honors.

### ***Repeated Courses***

When a course is repeated, both courses and grades appear chronologically on a student's official university transcript, with both grades included in the student's cumulative grade point average; however, repeated courses only count once toward the student's degree requirements.

### ***Provisional Grades***

During the graduation quarter, provisional grades are submitted at the discretion of the professor for each student expected to graduate. Provisional grades are grades of D and are applicable only for classes taken during a student's final quarter. If a student does not receive a provisional grade in his or her final quarter, or if the student's grade point average is less than a 2.33 with the provisional grades included, the student must postpone graduation until all degree requirements have been met. If the professor assigns a provisional grade to a student, the professor will assign a final grade after all coursework is completed. If a student receives a provisional grade in a course and subsequently earns a final grade of F, Chicago Booth will request that the student's degree be revoked and a hold placed on the student's transcript. The student must enroll in, pay for, and satisfactorily complete an additional course.

### ***Academic Probation***

Students encountering academic difficulties at any time are encouraged to speak with their professors, teaching assistants, program director, and/or the director of academic support (see page 23).

A student is placed on academic probation when his or her term or cumulative grade point average is less than C+ (2.33) and the student has completed at least four full courses in the program. This will have implications for students receiving financial aid (see Loans, page 16 and Financial Aid Eligibility, page 17). The student remains on probation until his or her grade point average is at least 2.33. If a student fails to meet the minimum grade point average of 2.33 in any quarter while on probation, the student may not graduate on schedule or be dismissed from the program. Chicago Booth reserves the right to place a student on administrative leave for a lack of academic progress or

performance. All correspondence about students on probation will be kept in their academic and financial aid files.

### ***Grade Appeal Procedure***

A student who believes that an error occurred in the grading of any material in a course (e.g., homework assignment, paper, project, examination) should follow the guidelines provided by the professor for a grade appeal. If the professor does not provide specific guidelines, the student should first submit a written request for a review to the professor. In the written request, the student should state clearly and in detail which part of the graded material has a potential error, why the student believes there is an error, and what the correct grade would be. The professor will review and regrade all of the relevant material that he or she deems appropriate, including material other than the material in the request, and will decide whether or not the grade should be changed. If the professor decides that a grading error was made, he or she will correct the error and increase or decrease the grade accordingly. The final decision to change a grade rests solely with the professor. If the student believes that the professor did not provide adequate feedback, that the grade review process was not followed, or that there still exists an error in the grade calculation, and the student wishes to pursue the appeal further, he or she should submit a written request along with copies of correspondence with the professor to the program director. The program director will review the process with the student. If the director concludes that a student request did not receive an adequate review by the professor, the program director will contact the dean for the Executive MBA Program, who will discuss the appeal request with the professor and ensure that the student's request receives an adequate review. Unless a professor informs his or her students otherwise, a grade appeal must be initiated no later than the quarter after the course is completed. The program director and the dean for the Executive MBA Program will ensure that each grade appeal is reviewed carefully and follows the above process. However, neither the program director nor the dean for the Executive MBA Program can change a grade. Only the professor has the authority to assign or change grades.

## **Campus Transfers**

### ***Temporary Transfers Between Campuses***

A student wishing to take courses for a quarter (or part of a quarter) at another campus, must first make a request to his or her home campus. A hard copy petition must be sent to the program director of the student's home campus. The petition must include a description of the problem the student is facing which requires him or her to transfer to another campus. Valid reasons for requesting a transfer include health/illness or unavoidable work-related conflicts. The petition must be made at least four weeks prior to the start of the quarter to allow time for all administrative and logistical details to be completed if the transfer is approved. A copy of the student's petition will be kept on file in the Program Office.

The Program Office will consult with the other campus and with the faculty to determine if the temporary transfer can be approved. Approval depends on capacity in the classroom, the student's reason for the request, faculty approval for class and exam schedule exceptions, and other factors. The probability of approving transfers diminishes the closer to the session date the request is made and requests cannot be guaranteed. If approved, the student will be required to complete all preclass work for the class at the new campus, liaising with the new study group members, and preparing assignments per faculty deadlines. In cases of temporary transfers, students continue to pay tuition to their home campus.

### ***Permanent Transfers Between Campuses***

If a student wishes to request a permanent transfer to another campus to complete the remainder of his or her Executive MBA Program, the student must submit a hard copy, signed petition to the program director of his or her home campus. Valid reasons for a permanent transfer are related to change of employment or relocation. The written petition should include a reason for the transfer and any other documentation in support of the request (e.g., copy of a job offer letter). Petitions should be made at least four weeks prior to the start of the quarter. A copy of the petition will be kept on the student's file.

The home program director will decide with the program director of the new campus if the student's

request to transfer can be approved. The probability of approving transfers diminishes the closer to the session date the request is made. Approval depends on capacity in the classroom, the reason for the request, faculty approval for final exam schedules, and other factors.

If approved, the student will be required to complete all preclass work for the class in the new campus. The student must return all class materials received from the original campus for courses now to be taken at the new campus. The student will be responsible for all costs related to arranging for a proctor for any final exam from the previous quarter taken remotely.

In cases of permanent transfers from one campus to another (transfers of at least two consecutive quarters), the student will pay the tuition rate of the campus to which he or she is transferring.

# Graduation

## Graduation

### *Application for Graduation*

One quarter prior to graduation, each MBA candidate must file an online degree application. If for any reason a student must delay graduation to another quarter after the application has been submitted, the student must submit a new application and pay a fee assessed by the university. All graduating students must have successfully completed all required courses with a minimum GPA of 2.33, have no outstanding Incompletes or failures, have provisional grades for courses taken in the graduating quarter, and have all financial obligations to the university satisfied in order to graduate. Students will not be allowed to graduate if any of these requirements are not met.

### *Graduation Ceremony*

Convocation (in Chicago) ceremonies are held four times per year, although the venue may differ. Off-cycle graduates may attend the ceremony that coincides with his or her degree completion. For students completing the program on schedule, graduation is held in Rockefeller Memorial Chapel on the main University of Chicago campus in March. Convocation is a formal academic ceremony officiated by the university president and the deans and professors from all divisions of the university. Traditional academic attire is worn. If a student is unable to attend the ceremony, the diploma will be mailed to his or her Program Office after the ceremony. Delivery will be arranged by the Program Office.

### *Degree with Honors*

Chicago Booth offers two distinctions—high honors and honors. Approximately the top five percent of the Chicago Booth graduating class receive high honors, and approximately the next 15 percent receive honors. The distinction is noted on a student's diploma and transcript. These designations are based on a student's cumulative grade point average in all courses for which grades have been submitted through the quarter prior to the graduation quarter. The grade point average calculation does not include provisional grades. Chicago Booth bases the grade point average cutoffs for these designations on the distribution of the grade point averages of students who graduated in the previous academic year. Graduating students who have an Incomplete in any course at the time when high honors and honors are determined are not eligible for this distinction.

### *Postgraduation Honors Designation*

The Deans Office will grant honors distinction to alumni post graduation who did not qualify when honors were determined in the fifth week of the quarter of graduation. Those students who achieved honors status prior to graduation will keep their status regardless of their cumulative GPA after graduation. Only students who did not previously receive honors will be considered. A student cannot receive high honors if they have already received the honors designation. The Registrar's Office will update the alumni transcript and have the diploma reprinted to reflect the distinction. Reprints of the diploma can only take place once the original diploma is returned. Annually in July, the Booth Registrar will compile GPA information of all graduates of all programs from the previous summer, autumn, winter, and spring quarters to determine who has achieved honors postgraduation. The Booth Registrar will notify the respective program offices and the alumni who will receive the honors designation. Alumni receiving the distinction must complete the diploma reprint form and mail it and their original diploma to the Booth Registrar, who will coordinate with the University Registrar's Office to update the transcript, request the printing of the new diplomas and will then send the new diplomas to the alumni using overnight mail. The process can take six to eight weeks following the receipt of the diploma reprint form and original diploma.

### *Beta Gamma Sigma Society*

Beta Gamma Sigma is a national honor society that encourages and recognizes scholarship and professional accomplishments in business. Students achieving honors and high honors distinctions at graduation are nominated to Beta Gamma Sigma (nominations are completed once per year, in winter quarter). The Program Office will notify nominees of their status. Unlike postgraduation honors designations, there is no postgraduation GPA review for additional Beta Gamma Sigma nominations.

### *Taking Classes After Graduation*

Alumni of the Executive MBA Program who wish to continue adding to their education have the following options:

1. Alumni may register for open seats in the electives offered each August. Alumni will be expected to pay a small fee to cover the cost of materials and

activities associated with the program. Schedules, registration instructions, and discounted fees will be sent via email in the spring prior to Electives Weeks. Alumni will be registered for these courses as regular students and will be expected to attend all lectures, complete class assignments, and take examinations. Your grade will be noted on your official transcript. Registration materials will indicate which courses can be taken as an auditor (i.e., no credit). These courses are tuition free, but alumni will be responsible for travel, accommodations and a fee to cover registration, materials, and activities.

2. Alumni may take up to three courses in any noncohorted Chicago Booth MBA program. These courses are tuition free but alumni must purchase their own course materials. Alumni are eligible to register for open seats after all current students have registered for the class. Alumni will be registered for these courses as regular students; the courses will be graded (but may be taken pass/fail) and they will appear on your University of Chicago transcript. Registration for these courses is through Booth's office of alumni affairs. More information can be found at [chicagobooth.edu/alumni/lifelong-learning/post-grad-classes](http://chicagobooth.edu/alumni/lifelong-learning/post-grad-classes). For alumni interested in taking courses in London or Hong Kong, requests are evaluated on a case-by-case basis since all courses in those locations are cohorted. Contact your campus Program Office.

## Career Services

Chicago Booth offers lifetime access to a wealth of career resources and support. Career Services delivers programming to students and alumni to manage your career effectively. From refining your career goals to polishing your resume to improving networking skills, Career Services supports you whether you are a career-changer or looking to gain a competitive advantage in your current field. For Executive MBA students, these services are offered by Career Services staff on each campus. Programming includes learning about various industries and functions, personal coaching, career management workshops, and networking opportunities. Career Services actively builds partnerships with companies seeking to hire experienced MBA talent, assuring a pool of employers who value the Chicago Booth degree.

# General Information and Guidelines

## Director of Academic Support

The director of academic support provides academic support for select courses in the Executive MBA Program. You are encouraged to take full advantage of this support. This support may be in the form of individual, small group, or large group sessions either in person or online. We will make every attempt to record online sessions for later viewing.

## Teaching Assistants (TAs)

Teaching assistants are hired by Chicago Booth faculty to assist students with the educational process for a specific course. Teaching assistants are required to hold office hours, answer email, proctor exams, and may conduct review sessions at the faculty's request.

## Course Evaluations

Booth distributes course evaluation forms at the end of every course. The evaluation asks questions related to the professor's performance as well the course content. Results are summarized and posted on **programs.chicagobooth.edu/execmba/academics/evaluations.aspx**. Teaching assistants are evaluated on a separate form distributed at the start of the final exam day.

## Student Activities Council (SAC)

A group of students in good standing from each Executive MBA Program cohort are elected to the SAC at the beginning of the program. The responsibilities of the SAC include organization of extracurricular activities that will promote socializing and networking within the cohort, with other Executive MBA Program cohorts, and across campuses. These activities may include social activities during class sessions, cultural activities during the summer joint residency, and the closing ceremony program for their local cohort.

## Recording Classes and Sessions

Chicago Booth does not allow videotaping of classes, teleconferencing into class, or any other means of remote communication for real-time student viewing or listening. Attendance at, and uninhibited participation in, classes is an integral part of the Chicago Booth education. Chicago Booth does not adopt policies and practices that inhibit free and open participation in classes or encourage students to be absent. A student who faces an unavoidable absence

should ask a classmate to audio record the lecture (with advance permission from the professor) or take lecture notes on his or her behalf (see *Missing Classes, Assignments, or Examinations*, page 13). Recorded sessions are meant for personal use and are not to be distributed to anyone outside the class.

## Classroom Guests

Students who wish to bring a guest to class are required to request permission from the Program Office in advance of the guest's visit. The Program Office will contact the professor for approval. Faculty reserve the right to refuse any guests in the classroom. Space constraints may limit the opportunity to host guests on campus during class sessions.

## Confidentiality of Student Records and Information

The university and Chicago Booth will release only student information that can be classified as "directory information" without permission from the student. Directory information includes business telephone, area of study, degree status, and expected graduation date. Information that is released only with the permission of a student includes grades, grade point average, comments from professors, and notations of disciplinary action. Chicago Booth does not distribute copies of a student's grade records. Transcripts are available from the university Registrar's Office and are released only with the student's written authorization or via secure online request (see *Transcripts/Lifetime Transcript Fee*, page 17).

## Mailfolders and Electronic Information

Student mailfolders are located at the student's campus and facilitate communication between students, professors, and program staff. They are not provided for receipt of non-Chicago Booth mail. Students should check their mailfolders frequently. Email is used frequently by the administration, staff, and professors for communication purposes during the time between class meetings. Executive MBA students are required to have an established email account and internet access from a service provider of their choice. Each student is provided with a Booth email account, which can be forwarded to a preferred address such as a student's personal or work email account. Program administration maintains an official distribution list

(axp15staff@lists.ChicagoBooth.edu, exp21staff@lists.ChicagoBooth.edu, xp85staff@lists.ChicagoBooth.edu) for use by program staff and faculty to communicate official Booth announcements. Students can use an open distribution list for student-to-student communication (axp15@lists.ChicagoBooth.edu, exp21@lists.ChicagoBooth.edu, xp85@lists.ChicagoBooth.edu). Booth email lists are moderated to reduce the potential for spam. The lists are moderated during regular business hours so there may be a short delay in releasing approved messages. Please refer to Information Technology Policies, page 9, for details on appropriate email use.

## Community Directory

The Chicago Booth Community Directory ([directory.ChicagoBooth.edu](http://directory.ChicagoBooth.edu)) is an online directory provided by the University of Chicago Booth School of Business. It is specifically designed to facilitate communication among students and alumni for personal or Chicago Booth–related purposes.

### Privacy and Security

Chicago Booth has taken precautions to secure the personal information available through the Chicago Booth Community Directory. The Community Directory is password protected to allow access by Chicago Booth students, faculty, staff, and alumni only. Although these precautions should effectively protect any personal information available through the Community Directory from abuse or outside interference, a certain degree of privacy risk is faced any time information is shared over the internet. Through viewing options provided to students and alumni, the Community Directory allows students and alumni to control personal information available to one another. Please note that current students can search for other current students and alumni from all programs.

### Guidelines for Proper Use

Information available through the Community Directory may be used for specific personal and Chicago Booth–related purposes only. Use of the Chicago Booth Community Directory for any commercial, public, or political mailing is prohibited. Prohibited uses of the information within the Chicago Booth Community Directory include but are not limited to:

- Advertising and solicitations for commercial services

- Activities that are illegal or fraudulent
- Activities that inaccurately imply endorsement, approval, or sponsorship by the University of Chicago and/or Chicago Booth
- Exchanges that can be confused with official communications of Chicago Booth
- Mailings using a false identification
- Activities that violate other alumni users' privacy, such as granting access to the system or distributing information obtained from the services
- Posting of obscene materials or use of obscene or vulgar language, as defined by the university harassment policies
- Creation of profane, fraudulent, or obscene aliases. All aliases adopted by Community Directory users are subject to approval by Chicago Booth.

### Liability and Indemnity

The reliability of the information available through the Community Directory is largely dependent upon the actions of students and alumni. Chicago Booth can make no representations about the accuracy, reliability, completeness, or timeliness of this information.

Use of the Community Directory is a privilege. By using the system, students agree to:

- Abide by the Community Directory policies and the policies found within the *Chicago Booth Student Policy Handbook*.
- Indemnify, defend, and hold harmless Chicago Booth, the University of Chicago, and their respective agents from and against any and all losses, claims, damages, costs, and expenses that may arise from use of the Chicago Booth Community Directory or breach of these policies. Chicago Booth will provide notice to any such action or claim, and reserves the right to participate, at the student's expense, in the investigation, settlement, and defense of any such action or claim. Chicago Booth reserves the right to drop or prevent delivery of any email violating the above acceptable use policy, including all unsolicited bulk email or email containing a virus.

Chicago Booth staff may periodically review email flagged as a violation of the terms of service for the sole purpose of monitoring unsolicited bulk email and virus filtering performance. Chicago Booth reserves

the right to discontinue any or all online services at any time or to revise the terms and policies of this acceptable use agreement. If the policies are revised, the updated policies will be posted on the Chicago Booth Community Directory. Students should review the policies periodically, particularly after any updates, to ensure that they are familiar with them. Chicago Booth is not responsible for screening communications/bulletin board postings. Chicago Booth, however, reserves the right to reorganize or delete any postings or message boards and may at its discretion reassign a topic's ownership. Chicago Booth expects community members to exhibit the same level of respect for others in this forum as in any other Chicago Booth–related venue. If Chicago Booth determines that a user's participation in the Community Directory may create a liability for Chicago Booth or that the user has violated the policies set forth herein, the school reserves the right, in its sole discretion, to take actions against the user including expelling a user or denying a user further access to the Community Directory.

#### ***Student Contact Information***

Students maintain their contact information via the Community Directory link on the Executive MBA Program page at [programs.chicagobooth.edu/execemba/](http://programs.chicagobooth.edu/execemba/). When maintaining their contact information in the Community Directory, students must designate either the home or business address as the place for school communication to be sent.

#### ***Privacy Display Options***

Students who do not want their contact information to be viewed by other Chicago Booth students have the option when updating their address records in the Community Directory to check boxes to suppress certain information by category. By checking any of the “suppress” boxes in your home or business address records, your entire address record will not be viewable to other student users of the Community Directory.

## **US Military Personnel**

#### ***Admissions Policies Relevant to US Military Personnel***

A student who is admitted to Chicago Booth who is called to active duty prior to matriculation will be granted a deferral of her or his admission to the following year. Deferrals will be reviewed/extended on an annual basis.

Chicago Booth financial assistance will not be deferred. Students will reapply when they resume their studies.

Chicago Booth does not accept transfer credits from other institutions, nor does it grant credit for experiential learning or online courses. An evaluated educational plan will be provided after a student is admitted.

#### ***Military Personnel Leave of Absence***

Military personnel are subject to the following specific considerations when requesting leave for active duty:

1. Students should present official documentation of their status as Armed Forces active personnel or reservist to the program director in the Executive MBA Program Office.
2. Students receiving VA or military-related benefits should speak with the designated advisor to veterans in the Office of the Registrar for the university.
3. Students called to duty before Week 5 of the quarter will be allowed to drop their courses without tuition penalty.
4. Students called to duty during Week 5 or thereafter will determine appropriate registration/grading options on a per course basis.

#### ***Resumption of Study for Military Personnel***

Military personnel should contact the appropriate program office at least eight weeks prior to their expected return. Chicago Booth does not accept transfer credits from other institutions, nor does it grant credit for experiential learning or online courses. Students may petition for an extension of the five-year time limit to degree, if applicable.



### **Asia**

The University of Chicago  
Booth School of Business  
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100 Cyberport Road  
Cyberport  
Hong Kong  
Email: [xp@ChicagoBooth.edu](mailto:xp@ChicagoBooth.edu)

### **Europe**

The University of Chicago  
Booth School of Business  
Woolgate Exchange  
25 Basinghall Street  
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### **North America**

The University of Chicago  
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Gleacher Center  
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This handbook complements the university's Student Manual of University Policies and Regulations and provides a statement of policies and academic issues set forth by the deans and faculty that are relevant to students in the Executive MBA program of the University of Chicago Booth School of Business. Knowledge of the policies outlined in all of the above-named publications is every student's responsibility.

This publication is available online at [programs.ChicagoBooth.edu/handbook](http://programs.ChicagoBooth.edu/handbook).