

# Student Handbook

## 2014–15

Regulations, Policies, and Procedures

# CHICAGO BOOTH



The University of Chicago Booth School of Business



**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 Evening MBA, Full-Time MBA, and Weekend MBA programs 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.

The contents of this publication are subject to change. For the most updated version of the Student Handbook, please refer to [programs.ChicagoBooth.edu/handbook](https://programs.ChicagoBooth.edu/handbook).

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# Standards of Scholarship and Professionalism

Achieving the mission and goals of the University of Chicago and Chicago Booth depends on the manner in which each member of our community conducts himself or herself, both within the school and when representing Chicago Booth externally.

Classroom, extracurricular, and professional relationships must be founded on the values and principles of mutual respect and acceptance, and also on the affirmation of the legal rights of all members of our community. As members of the Chicago Booth community, students (along with administrators, staff, and faculty) are expected to conduct themselves and communicate in a manner consistent with the values of academic, personal, and professional integrity. This includes, but is not limited to, professional conduct with faculty, other students, and staff through the completion of course requirements, classroom behavior, and extracurricular activities sponsored by Chicago Booth or Chicago Booth–approved student groups, corporate recruiters, alumni, other constituent groups, and members of the student body.

The Chicago Booth community is committed to building and sustaining an environment in which its members can freely work together, both inside and outside the classroom. We want to promote and capitalize on our rich diversity as a source of intellectual and interpersonal openness, while recognizing that differences between us will always be present. All members of our community must be treated with the same level of respect regardless of sex, race, cultural heritage, religious practice, and/or sexual identity. Each member of our community is responsible for the protection of the dignity and the rights of other members.

To that end, the highest level of respect is expected of all who are part of the Chicago Booth community. Disrespectful behavior in any form will not be tolerated. Members of the Chicago Booth community should consider carefully the consequences that his/her actions may have on him/herself, others, and the reputation of Chicago Booth.

Behavior deemed inappropriate may be cause for disciplinary review.

This section includes, but is not limited to, the standards of scholarship and professionalism to which each Chicago Booth student must adhere. Violation of these standards may be cause for disciplinary review.

## Specific Standards of Scholarship

### Chicago Booth's Learning Environment

The educational mission of Chicago Booth is to prepare future business leaders. The ability and willingness to learn reside in the individual. But 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 and working relationships of the larger community of students, faculty, and staff. 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. Through a wide choice of electives, access to detailed course descriptions within the online Curriculum Guide, and the bidding system to select courses, students can satisfy their particular interests and learning styles. Likewise, faculty members each have the opportunity to decide what they teach and how. There is no official Chicago Booth pedagogy for the classroom. Teachers are encouraged to tap their own individual talents and experiences. Chicago Booth believes students preparing for significant business careers benefit from exposure to different learning approaches.
2. The classroom as a place of learning. Classrooms at Chicago Booth are a place 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 neither to entertain nor to win popularity contests. Their chief aim 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 of 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 members 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. One way to measure the key elements of the learning environment is through the Course Evaluation form. Each student completes this form during the tenth week of each quarter. Each student is requested to provide qualitative feedback to the instructor on the back of the form.

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 the ideals listed above. What follows is a set of specific expectations for both students and faculty that follow 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.

### **Plagiarism**

Students must not represent another's work as their 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 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. Refer to the section covering "Academic Honesty in Plagiarism" in the university's *Student Manual of University Policies and Regulations* for more details. Group work must be clearly indicated as group work.

### **Examinations and Other Graded Work**

Graded work is intended to gauge student learning. Accordingly, students should approach exams and other graded work with three guiding principles:

1. Faculty set the terms of evaluation.
2. It is the responsibility of students to abide by those terms.
3. A student should not represent the work of another as their own.

Unless explicated stated otherwise, communication is not permitted between students during an examination or on an assignment. Faculty will indicate whether reference materials can be accessed and what tools (such as calculators) may be used.



A paper may be submitted for one course only. To avoid confusion, students seeking to use the paper of one course for evaluation in another course must get prior approval from the professor. The title page on a paper should indicate the course (or courses) for which it is submitted. Failure to follow these rules will result in disciplinary action.

### **Examination Policies**

Final exams are to be administered and taken during predetermined finals periods. Students are expected to be available to write examinations during scheduled exam periods.

Students with unavoidable circumstances, such as illness, grave personal difficulty, or a death in the family, should contact the appropriate MBA program office which will work with the faculty in appropriate cases to find a resolution.

Periodically students face conflicts between scheduled exams and work-related commitments. For example, an unanticipated business trip or the start of an internship or new job (obtained after the date when it cost less to drop a course) can create a conflict with pre-announced exam periods. In the event of a conflict, students are directed to speak directly with their faculty regarding the conflict. The resolution of this conflict rests solely with the faculty member.

The examination schedule for final exams is online at [programs.ChicagoBooth.edu/curriculum](http://programs.ChicagoBooth.edu/curriculum). Students should check the examination calendar carefully when scheduling courses to avoid exam time conflicts.

### **Unlawful 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 [csl.uchicago.edu/get-help/bias-response-team](http://csl.uchicago.edu/get-help/bias-response-team).

The Full-Time 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 and Regulations* available online at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu).

### **Student Consulting Projects**

Students who engage in consulting projects with outside companies are expected to adhere to the following guidelines:

1. Represent Chicago Booth well.
2. Present yourself as a student at Chicago Booth, not as an agent working on behalf of Chicago Booth.
3. Be transparent with the client company about what you have the capacity to accomplish as a student in order to fulfill your commitments to the firm.
4. Use of the Chicago Booth logo or trademark is not permitted if working on an individual and independent project.

## Specific Standards of Professionalism

### Alcohol

All members of the university community should be aware of the requirements of Illinois 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 ones. Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Illinois law also prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Individuals planning campus events should consult with the student group advisors in Student Life. For more information on the university drug and alcohol policy, refer to the *Student Manual of University Policies and Regulations*. Listed below are a few of the guidelines that govern events at which alcoholic beverages are served.

- Alcoholic beverages may not be served at any event at which undergraduates are present unless prior written approval has been obtained at least two weeks in advance from the Office of the Reynolds Club and Student Activities, or the appropriate area dean of students.
- All areas of the university that wish to serve alcohol in a university public area (common rooms, lounges, quads, etc.) at an event at which graduate or professional students are likely to be in attendance must, at least one week in advance of the event, consult with the appropriate area dean of students and the unit responsible for the particular space allocation, and must designate a faculty or staff member to be present and responsible for the event. Recognized graduate and professional student organizations must obtain written authorization to hold such events through the Office of the Reynolds Club and Student Activities or their area dean of students.
- All areas of the university that will serve alcoholic beverages at a function when students will be

present must have the servers or a responsible event representative of the function attend alcohol risk management training (UCARE) offered by the Health Promotion and Wellness and be present the entire length of the function. (For more details, visit [counseling.uchicago.edu](http://counseling.uchicago.edu).)

- Sufficient amounts of nonalcoholic beverages must be available at all functions where alcohol is available. Further, appropriate quantities of non-salty food must be served at all such events. There may be no reference to the availability of alcohol in any publicity, including electronic notices, for a university event.
- University officials or agents of the university have the authority to prohibit attendees from bringing alcoholic beverages to a function or into a building, including events held in outdoor areas such as the quads. Such beverages may be confiscated by the official or agent. Other drugs will never be permitted at functions.

For the entire policy, students should refer to the university's *Student Manual of University Policies and Regulations* available online at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu).

### Alumni

Many alumni are willing to assist current students with informational interviews, with class projects, and/or give an overview of the industry, function, and/or firm in which they work. In structuring access to information on members of the community, Chicago Booth balances accessibility with the requests by some members of our community for privacy.

Please remember that access to alumni data is a privilege, not an entitlement. Common sense and courtesy should always prevail.

1. Students interested in contacting alumni can reach out to Alumni Relations at [alumni@ChicagoBooth.edu](mailto:alumni@ChicagoBooth.edu) and they will facilitate an introduction.
2. Students should identify themselves and provide a reason for the contact. Alumni may be less engaged if a student starts a conversation

- requesting something without offering anything in return.
3. Students asking for assistance should be clear on the amount of time and resources required of alumni. Generally, students can expect a positive response by alumni if expectations and objectives are clearly defined.
  4. Because it can be construed as intrusive and not targeted, sending mass emails to alumni (i.e., a survey) is considered out of compliance with Chicago Booth's non-solicitation policy. Instead, students may contact alumni individually and target them with a personal approach. Students who do not comply with this non-solicitation policy may lose CD privileges or may be subject to disciplinary action.
  5. If alumni indicate an unwillingness to communicate, accept this response graciously and please notify Alumni Relations.
  6. If students have a meaningful interaction with an alumnus/a, this should be shared with Alumni Relations for tracking purposes. Please send the name of the alumnus/a, the date, and type of interaction to [studentalumnirelations@ChicagoBooth.edu](mailto:studentalumnirelations@ChicagoBooth.edu).

Alumni are a great resource and usually willing to be of assistance. This resource should be treated with great respect and courtesy. Students with questions on alumni-related matters should contact Alumni Relations at 773.702.7731 or [alumni@ChicagoBooth.edu](mailto:alumni@ChicagoBooth.edu).

### Career Services

Chicago Booth offers career services to Evening MBA, Executive MBA, Full-Time MBA, and Weekend MBA students and alumni. To uphold one's own reputation as well as Booth's brand within the business community, students must adhere to the following policies:

1. Students must accurately represent themselves and their experiences in all written and oral communications with companies (i.e., resumes, interviews, etc.).
2. After accepting an internship or full-time offer, students may not continue to interview and/or pursue other opportunities that conflict with the accepted offer. In cases where students are pursuing a second internship after accepting a primary internship offer, students must be candid with the firms they are pursuing regarding their commitment to a primary internship. Students are also strongly encouraged to communicate their intent to complete a second internship with their primary internship firm.
3. Students may not renege on an accepted offer, verbal or written.
4. Students must adhere to the Career Services recruiting processes and procedures.
5. Students are expected to use Career Services resources, including GTS and those in the Career Resource Centers, appropriately. Resources are to be used for personal career or academic research only; they are not to be used for commercial purpose or to benefit others. Resources are not to be defaced, or removed unless specifically identified as overnight loan or giveaway materials.

### Campus Recruiting Eligibility for Full-Time MBA Students

All current Full-Time MBA students are eligible to participate in campus recruiting once for internship positions and once for full-time positions.

To be eligible to participate in internship recruiting, students must be planning to graduate in the Autumn, Winter, Spring, or Summer Quarter of the next academic year. Participation in recruiting for full-time positions may only take place within the 12-month period immediately preceding students' expected graduation.

If a student wishes to diverge from this sequence, a detailed request must be made, in writing, to the associate dean of Career Services. If a student's academic program lends itself to participation in internship recruiting twice, that request must be made, in writing, to the associate dean of Career Services.

Students who are not enrolled in any Chicago Booth courses are not eligible to participate in campus recruiting. Appeals for exceptions to this policy must be made, in writing, to the associate dean of Career Services and Corporate Relations. Most often, appeals are granted for students in joint degree programs with Chicago Booth but who are not taking courses at Chicago Booth at the time they wish to participate in campus recruiting.

Please see the Career Services Recruiting Policies website, [career.ChicagoBooth.edu/fulltime/about/policies/index.aspx](http://career.ChicagoBooth.edu/fulltime/about/policies/index.aspx), for further details on campus interviewing policies and procedures, offer response guidelines, the first-year recruiting period policy, and the full disclosure and adverse actions to offers of employment site. Students also are expected to be familiar with the policies on late cancellations and missed interviews for campus interviewing. These can be found on the same website.

### Campus Recruiting Eligibility for Evening MBA and Weekend MBA Students

Evening MBA and Weekend MBA students are not eligible for participation in campus internship recruiting. Evening MBA and Weekend MBA students who meet the following requirements are eligible to participate in campus full-time, entry-level employment in the Autumn Quarter of each year. Eligible Evening MBA and Weekend MBA students may attend corporate recruiting events and be invited by companies to interview for full-time, entry-level (MBA/Associate) positions.

Evening MBA and Weekend MBA students must abide by Career Services' *Campus Recruiting Policies and Procedures* available at [career.chicago-booth.edu/parttime/jobsearch/search-strategy/campus-recruiting/eligibility.aspx](http://career.chicago-booth.edu/parttime/jobsearch/search-strategy/campus-recruiting/eligibility.aspx), and meet the following eligibility requirements:

1. Be seeking full-time employment.
2. By the end of the Summer Quarter in the year they are planning to participate in campus recruiting, have successfully completed at least 12 courses that meet Chicago Booth's degree requirements (Take Three courses count towards eligibility

while the Effective Leadership course does not count towards eligibility).

3. Be enrolled in and complete at least one Chicago Booth course for credit during the Autumn Quarter they are participating in campus recruiting and have not graduated from Chicago Booth.
4. Have the following documentation on file with Career Services:
  - a. A completed and signed Employment Certification form.
  - b. Documentation to prove that:
    - i. They are not employed; or
    - ii. They have not accepted financial support or reimbursement (i.e., Booth tuition, fees, and other expenses) from their current employer towards their MBA in excess of \$8,000 in any calendar year as a Booth student); or
    - iii. With a statement from their employer on company letterhead, their participation in campus recruiting does not violate corporate policy and the company is aware that the student will participate in fall recruiting activities.
5. Have not previously participated in campus recruiting. Participation in campus recruiting is only allowed once.
6. Have participated in all mandatory campus recruiting training sessions and have completed a campus recruiting-specific resume review with a Career Coach.

### Faculty and Staff

All communications with faculty and staff should be conducted in a professional manner. Discussion in class, in study groups, and in meetings with program advisors should relate directly to topics pertaining to the academic course or professional matters at hand. Academically, each student is responsible for:

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. 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. Adhering to deadlines and timetables established by the instructor or study groups.
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.

The same standards apply to all meetings and communication with university and Chicago Booth staff members.

### Housing System

The university, through Student Housing and Residential Properties, has the responsibility for defining the character of life in the house system. The university may take disciplinary measures against residents who violate university regulations, infringe upon the basic rights of other residents, or whose conduct disrupts the general welfare of the houses. The director and staff of the University House System and Residential Properties determine when house system discipline is imposed. Further information is available in the university's *Student Manual of University Policies and Regulations*.

### Information Technology

Students are expected to know and comply with Booth's and the university's Information Technology (IT) policies, including but not limited to:

1. Acceptable Use Policy for Information Technology ([itservices.uchicago.edu/policies/acceptable-use-policy-information-technology](https://itservices.uchicago.edu/policies/acceptable-use-policy-information-technology))
2. *Student Manual of University Policies and Regulations* ([studentmanual.sites.uchicago.edu/networking](https://studentmanual.sites.uchicago.edu/networking))
3. File Sharing Policy ([itservices.uchicago.edu/policies/file-sharing-policy](https://itservices.uchicago.edu/policies/file-sharing-policy))

Disruption of information technology resources 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—is a serious academic offense and may 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 may be subject to disciplinary action:

1. Access, attempted access, or actual theft through use of a computer or attempting to evade, disable, or “crack” passwords or other security provisions.
2. The transfer or sharing of personal computer accounts and passwords 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. Deliberate distribution of a virus, worm, spam, or other software that may cause harm to other computer systems (within or outside the university).
5. The use of a computer to examine or view without authority any emails, data, text, or software not belonging to the user.
6. Concealing or misrepresenting 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.
7. Disruptive or other inappropriate use of a computer—for example, to harass or interrupt others.
8. Failing to comply with Booth Information Technology guidelines for maintaining the proper level of security on any computer connected to the university's network (wired or wireless).
9. Disconnecting university-owned computers or devices from the network for the student's own use.
10. Violation of the Digital Millennium Copyright Act (DMCA) by downloading any type of copyrighted materials using university resources.

11. The use of tools, scripts, or nonuniversity-provided software to manipulate university electronic infrastructure, systems, or software in order to gain access to functions or resources that have not been made available to the student by the Booth Information Technology department.

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 (i.e., 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 of physical property. Network or computing providers outside the University of Chicago also may impose their own conditions of appropriate use, for which users at this university are responsible.

When any use of information technology at the university presents an imminent threat to other users or to the university's technology infrastructure, system administrators may take whatever steps are necessary to isolate or eliminate the threat. This may occur without notice depending on the severity of the threat. This may include rendering a student's account "inactive" if a student fails to comply with proper configuration parameters and sufficient virus protection software, changing passwords, reading or locking files, disabling computers, or disconnecting specific devices or entire subnetworks from university, regional, or national voice and data networks.

## **Trademark and Funds**

Student use of the name of the school, trademarks, servicemarks, 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, stationary, and brochures, as well as all three-dimensional objects, such as t-shirts, pens, etc. Chicago Booth Marketing must authorize all usage. Failure to comply with the appropriate guidelines will lead to forfeiture of the materials.

Individual students and representatives of student groups may, on occasion, need access to Chicago Booth funds. Any misuse of Chicago Booth funds is subject to disciplinary action.

# Discipline

## Chicago Booth Honor Code

The students, faculty, and deans of the University of Chicago Booth School of Business regard honesty and integrity as qualities essential to a successful career. The purpose of the student-initiated Chicago Booth Honor Code is to promote these qualities.

The Chicago Booth Honor Code requires that each student act with integrity in all Chicago Booth activities and that each student holds his/her peers to the same standard.

By not tolerating lapses in honesty and integrity, the Chicago Booth community affirms the importance of these values. Upon admission, each student makes an agreement with fellow students and the Chicago Booth community to abide by the Chicago Booth Honor Code. Students who violate the Chicago Booth Honor Code renege on this agreement and must accept the sanctions imposed by the Chicago Booth community, which may include official Chicago Booth disciplinary action.

1. Each member of the Chicago Booth community, as a person of integrity, has a personal obligation to the Chicago Booth Honor Code and the Standards of Scholarship and Professionalism to report known violations to the appropriate program office.
2. No student shall misrepresent him/herself, his/her experience, or his/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 Chicago Booth 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 Chicago Booth Honor Code and the Standards of Scholarship and Professionalism, and state any additional standards of conduct for the course.
6. The principles embodied in the Chicago Booth Honor Code apply to every part of the Chicago Booth community. The Chicago Booth Honor Code encompasses Chicago Booth's Standards of Scholarship and Professionalism.
7. Violations of the Chicago Booth Honor Code that relate to academic issues will be handled according to Chicago Booth's disciplinary procedures.
8. Nonacademic violations of administrative policies (i.e., the administrative policies of Career Services or Information Technology) will be handled procedurally in the forum (Admissions, Career Services, Full-Time MBA Program Dean of Students, etc.) in which the violation occurred, but may be referred to a disciplinary committee for further action. Decisions related to nonacademic violations of the Chicago Booth Honor Code or the Standards of Scholarship and Professionalism may be appealed to the deputy dean of the program of the student's program.
9. Purposefully misleading the Chicago Booth Honor Code judicial process is a violation of the Chicago Booth Honor Code.

## University Disciplinary Procedures

The Statutes of the university prohibit conduct of members of the university disruptive of the operations of the university including interference with instruction, research, administrative operations, freedom of association, and meetings as protected by university regulations. The intent of student disciplinary procedures is to ensure a fair and orderly process on questions of possible student misconduct. A disciplinary inquiry enjoys neither the advantages nor the limitations inherent in an adversarial proceeding of a court of law. A student may be held accountable for his or her misconduct to external civil, criminal, and administrative processes as well as to the university. The university's disciplinary system normally will proceed regardless of those external processes. A disciplinary committee is not bound by external findings, adjudications, or processes.

Conduct involving possible violation of university policies and regulations and other breaches of standards of behavior expected of university students should be brought promptly to the attention of the dean of students of the academic area of the accused student. Such violations and breaches of standards include, but are not limited, to: plagiarism, cheating on examinations, falsifications of documents or records, theft, vandalism, violation of computing policies, violation of the alcohol and other drug policy, physical or verbal abuse that threatens or endangers the health or safety of others, violation of an administrative department's regulations, failure to comply with directives of university officials (including the University Police), and violation of the terms of imposed disciplinary sanctions.

For the complete text of the university's disciplinary system, please refer to the *Student Manual of University Policies and Regulations* available online at [studentmanual.uchicago.edu/area](http://studentmanual.uchicago.edu/area).

Conduct involving violation of the Policy on Unlawful Discrimination and Sexual Misconduct is addressed by the University-wide Disciplinary System. Reports should be brought promptly to the attention of the associate dean of students in the university for disciplinary affairs in Campus and

Student Life for investigation and possible disciplinary action. The associate dean of students in the university for disciplinary affairs may open an investigation based on reports from third parties of arrests, citations, or other conduct from external parties. The University-Wide Disciplinary System is described in the *Student Manual of Policies and Regulations* at [studentmanual.uchicago.edu/university\\_dicip\\_system](http://studentmanual.uchicago.edu/university_dicip_system).

Chicago Booth follows the university disciplinary procedures except as modified below.

## Chicago Booth Disciplinary Procedures

Any allegation against a student, 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 accused of the 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 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. 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 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 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.

Sanctions may be levied on a student that restrict or deny the rights and privileges accorded a student of the University of Chicago. Rights and privileges appertaining to the status of a student include (but are not limited to) registration, participation in classes and other instructional activities of the university, taking of examinations and the satisfaction of any other requirement for a degree, application for and receipt of any degree, participation as a student in student activities and organizations and in university ceremonies or official bodies, and use of university facilities such as libraries, residence halls, and other student housing.

*In comparing the processes described in the University of Chicago's Student Manual of University Policies and Regulations, the responsibilities assigned to the area dean of students in the university procedures are assigned to the associate dean/director of the respective MBA program in Chicago Booth's disciplinary processes.*

# MBA and IMBA Degrees

## Length of Study for MBA and IMBA

While students have five calendar years (20 quarters) to complete their degree requirements, a Full-Time MBA student typically completes the degree requirements in six quarters: four quarters of three courses and two quarters of four courses. Additionally, Full-Time MBA students are required to take LEAD in the Autumn Quarter of the first year. Students can complete the program in more or less time, but because there may be academic and financial implications, a student is encouraged to speak with an academic advisor before pursuing an accelerated or decelerated program of study.

An Evening MBA or Weekend MBA student may take up to five years to complete the degree; the average time of completion is three years.

Students are expected to attend all scheduled classes beginning Week 1 of the quarter through scheduled final exams. Any potential conflicts should be addressed with an academic advisor to ensure students remain on track to graduate as planned.

Students are expected to graduate in the quarter they complete their degree requirements. If a student fails to submit an application for graduation in the quarter the degree requirements are met, Chicago Booth will graduate the student in the following quarter.

The deadline to complete the degree requirements is five years (20 quarters). Full-Time MBA students should petition the director of Academic Services in writing for extensions; Evening MBA and Weekend MBA students should petition an academic advisor in the Evening MBA and Weekend MBA Programs Office.

## MBA Degree Requirements

1. Satisfactory completion of the LEAD course in one's own program.
2. Satisfactory completion of 20 courses at the University of Chicago, of which at least 14 are from the Chicago Booth curriculum, and where one course equals 100 units of credit.
3. Satisfactory completion of the Foundations, Functions, Management, and Business Environment requirements (these must be nine distinct Chicago Booth courses with the exceptions noted on the online curriculum page at [programs.ChicagoBooth.edu/curriculum/degree.aspx](http://programs.ChicagoBooth.edu/curriculum/degree.aspx)), and remaining elective options.
4. A cumulative grade point average of at least C+ (2.33) in all courses counted toward the MBA degree.

## IMBA Degree Requirements

1. Satisfactory completion of the LEAD course, for which no tuition is charged.
2. Satisfactory completion of 20 courses at the University of Chicago, of which at least 14 are from the Chicago Booth curriculum, and where one course equals 100 units of credit.
3. Satisfactory completion of the Foundations, Functions, Management, and Business Environment requirements (these must be nine distinct Chicago Booth courses with the exceptions noted on the online curriculum page, at [programs.ChicagoBooth.edu/curriculum/degree.aspx](http://programs.ChicagoBooth.edu/curriculum/degree.aspx)), and remaining elective options.
4. Satisfactory completion of the international business course requirements: either 33501 or 33502 and four additional international business courses (see list on the online curriculum page, at [programs.ChicagoBooth.edu/curriculum/degree.aspx](http://programs.ChicagoBooth.edu/curriculum/degree.aspx)). IMBA candidates must complete at least

one international business course in their first year. Students may count up to two non-Chicago Booth courses toward their international business requirements. These may include two courses from IBEP Study Abroad (subject to faculty approval), two courses from a University of Chicago division/school other than Chicago Booth (selected from a pre-approved list), or one from each.

5. Implicit in the IMBA degree is expertise in international business. Recognition of an international business concentration would be redundant; therefore, no IMBA student may earn an international business concentration.
6. One quarter of full-term study abroad through the Chicago Booth International Business Exchange Program (IBEP). As participants in IBEP, students may not take any of their other Chicago Booth or non-Chicago Booth courses for pass/fail grading.
7. Declared IMBA students are eligible to study abroad as soon as they have successfully completed a minimum of seven courses and completed the language assessment exam. This is limited to partner schools with spots available only.
8. Advanced proficiency of at least one foreign language demonstrated by achieving an Advanced Low rating on the ACTFL exam no later than Friday, Week 4, of the quarter of graduation.
9. A cumulative grade point average of at least C+ (2.33) in all courses counted toward the IMBA degree.
10. Students unable to fulfill the IMBA degree requirements must petition in writing to the associate director of International Programs to withdraw from IMBA status by Friday, Week 1, of the graduating quarter in order to graduate with the MBA degree.

Evening MBA and Weekend MBA students interested in pursuing the IMBA degree must first meet with the Evening MBA and Weekend MBA Programs Office to declare the IMBA degree. Students must then meet with International Programs to discuss completion of the requirements.

## Concentrations

In completing degree requirements, students may elect to earn concentrations in certain subject areas. Concentration requirements are outlined online at [programs.ChicagoBooth.edu/curriculum/concentration.aspx](http://programs.ChicagoBooth.edu/curriculum/concentration.aspx). To earn a concentration, students must:

1. Complete for a grade of D or better in each required course of the concentration sequence; and
2. Obtain a minimum, cumulative GPA of 2.33 within that course sequence.

All earned concentrations post to student transcripts by Week 6 of the quarter following graduation. Concentrations are listed in the order ranked by the graduate and include concentration name only, not the cumulative GPA for the course sequence.

# Student Status

## Full-Time Status

For Full-Time MBA (including IMBA) students, the University of Chicago defines full-time status as being registered in three courses or more in a quarter. Full-Time MBA students may live in student housing, are eligible for university health insurance, and may apply for financial aid through Chicago Booth Financial Aid. Students on veterans' benefits have special registration requirements.

Students with F-1 or J-1 visas must enroll in a minimum of three courses per quarter, except for summer or in their graduating quarter if they do not need three courses to fulfill their degree requirements. Graduating students with student visas who do not need three courses to meet degree requirements must submit a petition form to the Office of International Affairs (OIA). Student visa holders applying for permanent residency or any other visa type that does not require a full-time course load are maintained under student visa status until their change of status is final.

When considering an internship or a change in registration of less than three courses in a quarter, Full-Time MBA students should investigate the implications carefully with their academic advisor. Full-Time MBA students receiving financial aid (loans or scholarships) who plan to decrease their course load must contact Chicago Booth Financial Aid before doing so, as eligibility may be affected.

## Part-Time Status

For Evening MBA and Weekend MBA students, the University of Chicago defines part-time status as being registered for at least one course per quarter. Evening MBA and Weekend MBA students registered in at least two courses are eligible to apply for federal loans or loan deferments. Evening MBA and Weekend MBA students who plan to take four or more courses in a quarter must consult with one of the academic advisors of the program. Evening MBA and Weekend MBA students who take more than two

courses per quarter are not considered to have Full-Time MBA Program status.

## Inactive Status

Students are placed on inactive status under the following circumstances:

- Leave of absence for any reason
- Full-Time MBA students who have not registered for courses (except Summer Quarter)
- Evening MBA and Weekend MBA students who have not registered for courses for more than one consecutive quarter.

Students will be notified via email that they have been placed on inactive status. Inactive students do not have access to the following Chicago Booth and university privileges:

- iBid and other password-protected academic information, such as course evaluations, restricted course materials, and Chalk
- GTS and other password-protected career services information
- Community Directory, except to update address information
- Financial aid
- Health insurance, except for Full-Time MBA students taking a leave of absence for medical reasons
- Health services provided to Full-Time MBA students at the Student Care Center and Student Counseling and Resources Services
- University libraries
- University athletic facilities
- Chicago Booth and university student events and associated leadership roles

Students' Chicago Booth email accounts remain active while on inactive status. Students are removed from the administrative email distribution lists. They are automatically added back to these lists upon resuming active status. Access to password-protected

information on the Chicago Booth Portal is regained upon resuming active status.

Students' university CNetID becomes dormant for students who are not registered for courses for six or more months. Upon registration in the quarter of return, the CNetID is automatically reactivated.

Students regain access to all Chicago Booth and university privileges listed above in the quarter of registration.

## Leave of Absence

Registered students wishing to take a leave of absence during the current quarter should file a Leave of Absence form available at their program office and online for Evening MBA and Weekend MBA students. Tuition penalties and fees are assessed as scheduled.

### Student-Initiated Leave of Absence

Full-Time MBA students wishing to take a leave of absence may do so only after completing their first quarter of enrollment. Students should meet with and obtain a Leave of Absence form from an academic advisor in Academic Services. Students are responsible for contacting both Chicago Booth Financial Aid and Career Services. International students also must complete an additional leave of absence form with the Office of International Affairs. Students living in university housing should contact University Housing. Students planning an internship quarter, other than the Summer Quarter, should notify an academic advisor and Career Services to understand the implications of this decision.

Full-Time MBA Program students who become parents during their studies may take advantage of the graduate student parent policy ([studentmanual.uchicago.edu/parents](http://studentmanual.uchicago.edu/parents)). Full-Time MBA students should meet with an academic advisor to discuss their options.

Evening MBA and Weekend MBA students wishing to take a leave of absence may do so only after completing their first quarter of enrollment. Students planning not to register for more than one quarter should meet with an academic advisor in the Evening MBA and Weekend MBA Programs Office. Students are responsible for contacting Chicago Booth Financial Aid.

### Administrative Leave of Absence

Chicago Booth reserves the right to place a student on an administrative leave of absence for lack of academic progress or performance, disciplinary sanctions, Category Two restrictions (see section on Restricted Registration), and other such circumstances. When an associate dean/director determines, in consultation with the Student Counseling Services director (or his or her designee), that a student's continued presence on campus poses a substantial risk to the safety and well-being of others or may cause significant disruption to the functioning of the university, a leave of absence may be indicated. The student may be in a better position to recover from or manage his or her symptoms at home or in a less stressful environment. They may also benefit from specialized counseling or treatment away from the university. The student will be given the opportunity to take a leave of absence voluntarily. If the student declines to take a voluntary leave of absence, the associate dean/director has the authority to restrict or cancel existing and further registration of the student.

Evening MBA and Weekend MBA students who do not enroll in courses for more than one quarter and do not notify the programs office will be put on administrative leave of absence indefinitely.

### 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 Academic Services in the Full-Time MBA Program office or the Evening MBA and Weekend MBA programs 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.

## Policies and Guidelines

While on a leave of absence, students are placed on inactive status. Students should review the section on Inactive Status and the following policies and guidelines to understand the implications in a leave of absence:

1. **Bidding for Classes:** Students should not bid for classes for the quarter(s) they will be on leave. Students who have bid for classes for the upcoming quarter should immediately drop all classes in the next phase of bidding. Tuition penalties are incurred for dropping a course after the final phase of bidding. By dropping courses according to Phases 1–4, students receive points back. There is no refund of bid points for dropping courses after Phase 4. Access to iBid is restricted during the leave quarter(s).
2. **Tuition:** Students are not charged tuition or fees while on a leave of absence, unless a previous balance remains unpaid and incurs additional late payment fees.
3. **Financial Aid:** Students who receive financial aid and/or loans must inform Chicago Booth Financial Aid of their intention to take a leave of absence.

The following are specific considerations for students in the Full-Time MBA Program:

1. **Student Health Insurance:** Students do not maintain health insurance coverage while on a leave of absence. The only exception is for students taking an approved medical leave of absence. In those instances, they may elect to maintain and pay for insurance coverage for the duration of the current plan year (August 31). In electing a continuation of insurance coverage, students are assessed the quarterly university health services fee, unless they will be residing more than 100 miles from campus. Please see an academic advisor in Academic Services for further information.
2. **Health Services and Activities Fees:** Students do not pay these fees while on leaves of absence. The only exception is for students taking an approved medical leave of absence. In those instances, if they elect to maintain and pay for health insurance, then they are required to pay for the health services fee in the same quarters. Students may not

elect to pay for the activities fee while on leave of absence; they may not participate in Chicago Booth or university-sponsored events while on inactive status. Please see an academic advisor in Academic Services for further information.

3. **Career Services:** Students should discuss their leave of absence plans with one of the career coaches in Career Services. Leaves of absence affect internship and full-time employment position recruiting cycles and students must understand these implications prior to departure.
4. **International Students:** International students also must complete a leave of absence form with the Office of International Affairs and inquire about what documents will be required upon resumption. Taking a leave of absence may affect international students' eligibility for Curricular Practical Training or Optional Practical Training. Students should inquire about eligibility requirements at the Office of International Affairs.

## Resumption of Studies after a Leave of Absence

Students should contact the appropriate program office at least eight weeks prior to their expected return in order to ensure they have the maximum amount of time to bid for courses. Resumption of studies to a student's program is not automatic. A student with a good record and a good reason for the extended absence is usually permitted to resume, subject to the time limit for completion of the degree.

Full-Time MBA students expecting to resume studies in Autumn Quarter should contact Academic Services by mid-June and request a Resumption of Study form. Full-Time MBA students also should contact Chicago Booth Financial Aid, Career Services, and the Office of International Affairs (international students) to confirm their expected return date.

Evening MBA and Weekend MBA students who have been out of residence for more than one quarter and wish to return should file a Resumption of Studies form which is available online. Students who return to the program may be required to complete LAUNCH, LEAD, or other programs as condition for resumption.

## 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.

## Transfer between MBA Programs

Chicago Booth does not allow students to transfer between the Full-Time MBA Program and the Evening MBA or Weekend MBA Programs.

## Transfer between Evening MBA and Weekend MBA Programs

The deadline for applying to transfer between the Evening MBA and Weekend MBA Programs is Saturday of Week 4, one quarter in advance of when a student wishes for the transfer to take effect. Students will be notified of the transfer decision during Week 6 of the quarter. Students must be registered for two (2) quarters before transferring between the programs. Students may transfer between the Evening MBA and Weekend MBA Programs once during their MBA program. All transfers are subject to approval by the associate dean of the Evening MBA and Weekend MBA Programs Office and the deans.

## Withdrawal from the MBA or IMBA Program

Students wishing to withdraw from the MBA or the IMBA programs must submit in writing to a director of the appropriate program office their intention to leave the degree program. The program office reserves the right to administratively 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 time limit for the completion of the degree. Students who are administratively withdrawn from the program are notified via email sent to the last current email address in the quarter prior to the quarter in which

the withdrawal will take effect. Once withdrawn from the program, students may only return after reapplying and gaining admission to the Evening MBA, Full-Time MBA, or Weekend MBA programs. If admitted, students may count previously taken courses following these conditions:

1. A student must present all requests related to transfer of University of Chicago courses in writing to an academic advisor in Academic Services for the Full-Time MBA Program or to an academic advisor of the Evening MBA and Weekend MBA programs by the end of the quarter that the student matriculates at Chicago Booth.
2. The maximum number of courses accepted to transfer is three (one course equals 100 units). No exceptions to the number of courses permitted for transfer will be made.
3. Transfer courses are applicable toward the MBA or IMBA degree if the student satisfies the degree requirements for the MBA or IMBA within five years. The five-year degree completion deadline begins with the quarter/year of the first course approved for transfer. Courses are conditionally approved for transfer until an application for graduation is submitted.
4. Neither Chicago Booth courses nor University of Chicago courses are approved for transfer toward the MBA or IMBA if
  - a. they have been or will be counted toward other university degrees, or
  - b. the coursework was graded pass/fail, R, or any grade lower than C.
5. Students will receive 2,000 bid points per approved course.

If a student withdraws or is administratively withdrawn in the current quarter, the Chicago Booth account and privileges are disabled effective 14 days after the official withdrawal date.

# Additional Academic Opportunities

## Joint Degree Programs

### Programs Offered

Chicago Booth offers the following joint degree programs at the University of Chicago:

#### In the Social Sciences Division (MA)

- Committee on International Relations
- East Asian Studies
- Eastern European/Russian Studies
- Latin American Studies
- Middle Eastern Studies
- South Asian Studies

#### Professional School Programs

- Harris School of Public Policy Studies (MPP)
- University of Chicago Law School (JD)
- Pritzker School of Medicine (MD)
- School of Social Service Administration (MA)

There are no joint MBA/PhD or MBA/MS programs.

### Application and Notification of Status

Chicago Booth students applying to a University of Chicago professional school must be admitted to and begin that program before beginning their second year in the MBA or IMBA program or prior to beginning course 11 for students in the Evening MBA/IMBA and Weekend MBA/IMBA programs. Full-Time MBA students interested in pursuing a joint degree program in the Social Sciences division must apply to their program of interest by Friday, Week 1, of Winter Quarter of the first year. Evening MBA or Weekend MBA students interested in pursuing a joint degree program in the Social Sciences division must apply to their program of interest by Friday, Week 1, of their second quarter.

Students accepted by another University of Chicago program must notify Academic Services in the Full-Time MBA Program Office or the Evening MBA and Weekend MBA Programs Office to update their status to joint degree.

Students in one of the above University of Chicago divisions must apply to and be accepted by Chicago Booth before beginning their final year in their division or professional school.

Students who previously earned a degree at the university are not considered joint degree; they complete the MBA or IMBA degree requirements in their entirety.

### Academic and Residency Requirements

Joint degree students have academic requirements for each degree. The MBA requirements are:

1. Satisfactory completion of the noncredit LEAD course, for which no tuition is paid.
2. Satisfactory completion of 14 Chicago Booth courses, consisting of Foundations\*, Functions, Management, and Business Environment requirements, and five electives.
3. A cumulative grade point average of at least C+ (2.33). Please refer to the Grade Point Average for the MBA section for a description of the calculation method.
4. May not take any of the 14 Chicago Booth courses for pass/fail grading.
5. May not take more than 20 Chicago Booth courses.

*\*Students in the joint degree program with the Harris School of Public Policy Studies may count their two-course Microeconomics and/or two-course Statistics sequence toward their MBA degree requirements. In doing so, MBA/MPP students must then satisfactorily complete six or seven electives from the Chicago Booth curriculum.*

### Courses Taken before Matriculation

Joint degree students may count up to three Chicago Booth courses taken before matriculation to Chicago Booth toward their MBA degree requirements under the following conditions:

1. Courses may not have been graded pass/fail or official audit R.
2. Grades earned may not have been lower than C.



3. Students will receive 2,000 bid points per approved course.
4. All other transfer of University of Chicago course requirements apply.

### **Joint Degree Programs/Financial Requirements**

Joint degree students have a financial requirement for each program. The financial requirement for the MBA is to pay tuition at the Chicago Booth rate for 14 courses, where the courses can be from either division. This requirement is typically met by being registered by Chicago Booth during four quarters.

Students in the Social Sciences division register for all courses through Chicago Booth; a percentage of their tuition is annually transferred to the Social Sciences division.

### **Joint Degree Programs/Access to Booth Student Services and Activities**

Joint degree students must first matriculate into Chicago Booth and complete orientation to receive the student services, bidding privileges, facility access, programs, and event benefits offered to active Booth students. This includes holding leadership positions in official Chicago Booth student organizations. Prior to matriculation, access is restricted to that of non-Chicago Booth student status.

### **Chicago Booth and University of Chicago Course Registration When in Chicago Booth Residency**

Joint degree students bid for Chicago Booth courses through iBid, per the stated deadlines. To enroll in a University of Chicago course, they should complete a University of Chicago Course Registration form in the appropriate program office. University of Chicago courses are added to students' schedules administratively; students will be charged Chicago Booth tuition for their University of Chicago courses. Students are subject to the standard tuition penalties for late drops of Chicago Booth or University of Chicago courses when in Chicago Booth residency.

### **Chicago Booth Course Registration When Not in Booth Residency**

Joint degree students bid for Chicago Booth courses

through iBid, per the stated deadlines. Students are subject to the other school's/division's tuition penalty policies for late drops of Chicago Booth or University of Chicago courses.

### **Bidding for Chicago Booth Courses and Bid Point Accrual**

All joint degree students begin with 10,000 bid points. Students have access to iBid in all quarters and should always bid for Chicago Booth courses through iBid, per the stated deadlines. Joint degree students earn 2,000 bid points for all Chicago Booth courses taken (excluding LEAD), and for all University of Chicago courses taken in Chicago Booth residency; they will not earn bid points for University of Chicago courses taken outside of Chicago Booth residency.

### **Career Services for Full-Time MBA Students**

Students must matriculate into Chicago Booth and participate in Booth Orientation programming in order to take part in Chicago Booth recruiting activities. Students are strongly encouraged to attend all Career Planning workshops to prepare for recruiting activities. Joint degree students who begin their programs at Chicago Booth may be eligible to participate twice in campus recruiting for internship positions, and once in campus recruiting for full-time positions. Requests to participate in internship recruiting for a second time must be made in writing to the associate dean of Career Services and Corporate Relations.

### **Grade Point Average for the MBA**

Joint degree students must achieve a C+ (2.33) cumulative GPA in their Chicago Booth courses in order to receive the MBA degree. Grade point averages for joint degree students are based on all courses counted toward the MBA degree and concentration requirements (excluding LEAD). The number of courses used to calculate the grade point average for honors consideration depends on how many courses are taken in the student's graduation quarter.

## Financial Aid/Scholarships

Each school and division awards financial aid separately, and eligibility is determined by residency. In the event a joint degree student is offered a Chicago Booth scholarship, support will be prorated per the 14 courses in which you will be in Booth residency. Total support may not exceed tuition. Please contact Chicago Booth Financial Aid for complete details.

## Graduation

One quarter prior to graduation, students file degree application materials with each school. Students must receive both degrees in the same quarter. The only exception is for students in the joint degree program with the Pritzker School of Medicine; these students may earn their MBA prior to completing the MD.

## Withdrawal from a Joint Degree Program

Students who wish to continue their Chicago Booth tenure but withdraw from the other University of Chicago degree program must petition the dean of students for the other program. The student must present to a director of the appropriate Chicago Booth program office written notification from the other dean of students confirming the withdrawal. The student is thereafter responsible for completing the Chicago Booth degree requirements in their entirety (refer to the MBA and IMBA Degree Requirements sections).

The student may petition the appropriate Chicago Booth program office to count other degree coursework completed toward the MBA or IMBA degree requirements under the following conditions:

1. A student must present all requests for transfer of University of Chicago courses in writing to an academic advisor in Academic Services for the Full-Time MBA Program or to an academic advisor in the Evening MBA and Weekend MBA Programs Office no later than the end of the first quarter after withdrawing from the other degree program. The maximum number of courses accepted to transfer is three (where one course equals 100 units). No exceptions to the number of courses permitted for transfer will be made.

2. Transfer courses are considered applicable toward the MBA or IMBA degree if the student satisfies the degree requirements for the MBA or IMBA within five years. The five-year degree completion deadline begins with the quarter/year of the first course approved for transfer. Courses are conditionally approved for transfer until an application for graduation is submitted.
3. Courses will not be counted for transfer toward the MBA or IMBA if
  - a. they have been or will be counted toward other university degrees, or
  - b. the coursework was graded pass/fail, R, or any grade lower than C.

## Dual Degrees

Students may apply to and be accepted by another degree program at the university with which Chicago Booth does not have a joint degree program.

Students who decide to matriculate to the second program take a leave of absence from Chicago Booth in the quarters they will pursue their coursework at the other division. Conditions of the leave of absence and inactive status apply to students pursuing a dual degree. Dual degree students may not participate twice in campus interviewing for internships.

Students apply for loans for the second program through the Student Loan Administration. Please contact the Student Loan Administration at 773.702.6061 for information.

## International Business Exchange Program (IBEP)

### Chicago Booth Students Outbound on Exchange

#### General Information

Chicago Booth students may study abroad at one of Chicago Booth's recognized partner schools around the world. All Chicago Booth students in the Evening MBA, Full-Time MBA, and Weekend MBA programs are eligible to participate in the International Business Exchange Program (IBEP). Detailed information about program locations, language of study, site characteristics, and the IBEP application can be found at [programs.ChicagoBooth.edu/international](http://programs.ChicagoBooth.edu/international).

Further curricular information and past participant surveys are available in International Programs, Harper Center 122, telephone: 773.702.4323 and Gleacher Center Suite 330: 312.464.8660.

#### Academic Requirements

##### *Full-term IBEP*

Students must complete three Chicago Booth courses prior to applying to participate in full-term IBEP. Additionally, students must complete a minimum of 10 Chicago Booth courses, including most Foundations, Functions, Management, Business Environment requirements; and have a cumulative grade point average of 2.5 prior to studying abroad. Declared IMBA students who have completed a minimum of seven courses (one of which must be in international business) and taken the language assessment exam are eligible to study abroad.

Chicago Booth students enroll in a full course load at the IBEP schools, as defined in the IBEP Admissions letter. Specific language and academic prerequisites vary across IBEP programs. Students must successfully complete all IBEP coursework with a grade of C or better (or, for alternative grading scales, as defined by the IBEP Admissions letter) in order to earn three elective credits for study abroad. These course credits are noted on the University

of Chicago transcript as MBA Study Away, and are graded internally as pass/fail.

These courses also count against the six non-Chicago Booth courses students are permitted to take in their program of study. By participating in an IBEP exchange, students use their two pass/fail grading options. Students who have completed one IBEP experience will not receive any academic credit for additional course work completed abroad.

Participants in full-term IBEP are eligible for financial aid for their study abroad. For transcript verification reasons, students may not graduate in the quarter in which they are abroad.

##### *Short-term IBEP*

Students must complete two Chicago Booth courses prior to applying to participate in short-term IBEP. Additionally, students must complete three consecutive quarters and a minimum of six Chicago Booth courses, including most Foundations, Functions, Management, and Business Environment requirements; and have a cumulative grade point average of 2.5 prior to studying abroad.

Chicago Booth students successfully completing coursework through a short-term IBEP exchange earn one elective course credit for their study abroad. This credit is noted on the University of Chicago transcript as MBA Study Away, and is graded internally as pass/fail. By participating in a short-term IBEP exchange, students use one of their two pass/fail grading options. Students are not eligible to participate in more than one short-term IBEP experience.

Participants in short-term IBEP are not eligible for financial aid for their study abroad. For transcript verification reasons, students may not graduate in the quarter in which they are abroad.

### Additional

Joint degree students may participate in IBEP; however, the exchange will not result in elective credit being applied to the Chicago Booth degree requirements. It will help satisfy the financial obligation to Chicago Booth.

### Withdrawal

Students who withdraw from IBEP after the deposit deadlines lose their \$2,000 nonrefundable deposit. Students who confirm participation in short-term and full-term IBEP are not allowed to bid on courses at Booth simultaneously. Students who withdraw from IBEP after accepting an offer may only participate in Booth bidding beginning Phase 4 for the upcoming quarter.

Students who withdraw from IBEP after enrolling in courses at the exchange school will be subject to the grading policies (fail, withdrawal, incomplete, or other designations) of the exchange school, and subject to the standard tuition penalty schedule of the University of Chicago.

### International Students Inbound on Exchange for One Quarter

Exchange students nominated by Chicago Booth partner institutions are welcome in the Autumn, Winter, and Spring Quarters. Students may participate on exchange at Chicago Booth for a maximum of two quarters. Students enroll in a full-time load of MBA courses (three-five) at the University of Chicago, choosing from a variety of electives both inside and outside Chicago Booth. Students are not eligible for Dean's Honor List, nor will they earn concentrations.

Each student's home institution grants credit for work successfully completed while here on exchange. Students who study at Chicago Booth as exchange students, and subsequently apply and are accepted to Chicago Booth, cannot count any of their previously completed Chicago Booth/University of Chicago course work toward their MBA degree requirements.

### Graduate Program in Health Administration and Policy (GPHAP)

Students may apply to this certificate program in their first year. If accepted, students pursue a course of study by meeting the requirements for the MBA degree, including directed electives in health administration and policy issues. These elective courses are taught in the Harris School of Public Policy Studies and/or the School of Social Service Administration. The program is administered by the GPHAP Program Office. Further information can be found at [gphap.uchicago.edu](http://gphap.uchicago.edu) and inquiries can be directed to [gphap@chas.uchicago.edu](mailto:gphap@chas.uchicago.edu).

# Registration and Course Credit

## Course Bidding System (iBid)

Registration for each quarter generally begins Monday, Week 8, of the previous quarter with the final phase of registration ending Sunday, Week 2 of the current quarter. Autumn Quarter registration information is emailed in early August for Full-Time MBA students.

Autumn Quarter registration information is emailed in early August to all Evening MBA and Weekend MBA students.

All bids are entered in the online bidding system, iBid. Bidding instructions are available on the Chicago Booth Portal at [portal.ChicagoBooth.edu](http://portal.ChicagoBooth.edu), right-hand toolbar "iBid—bid for classes." Bid deadlines also appear on this site.

It is the expectation that students review all course descriptions and syllabi prior to bidding on courses. Moreover, it is the expectation of Booth faculty that students attend, prepare assignments for, and participate in group work for all courses enrolled in and/or are bidding on (in Phases 5 and 6) as well as any courses students are waitlisted for (Phase 5). Failure to do so may result in the student being administratively dropped from the course per the faculty's request.

## Course Schedule Adjustments

Students may adjust their course schedule via iBid through the second week of the quarter. The deadline to add an open, nonwaitlisted Chicago Booth course is Sunday of Week 2 of the quarter. The deadline to add a non-Booth (UChicago) course is Friday, Week 3, of the quarter.

Beginning Week 3, late drops are processed by academic advisors in Academic Services, or by academic advisors in the Evening MBA and Weekend MBA Programs Office. Late drops of Chicago Booth or non-Booth (UChicago) courses result in tuition penalties. See the section on tuition penalties for details. Beginning Week 4, drops receive a grade of W for withdrawal.

Beginning Week 8 through the last day of the quarter, written faculty consent is required to withdraw from a Chicago Booth course.

## Bid Points

Students accrue 2,000 bid points for each completed Chicago Booth and University of Chicago course (excluding LEAD). Bid points are paid in the amount of the closing price for each course added in that phase of bidding. Bid points are not refunded for drops processed after Phase 4. This includes drops or withdrawals for leaves of absence, schedule adjustments for study abroad and lab courses, and student error.

## Chicago Booth Course Cancellation

Occasionally, a Chicago Booth course may be canceled due to low enrollment. The decision is made prior to the start of the quarter so that students may adjust their schedules accordingly.

## Transfer of Non-Booth (UChicago) Courses

Courses taken at the University of Chicago prior to matriculating to Chicago Booth or prior to withdrawing from a joint degree program are applicable toward the MBA or IMBA degree under the following conditions.

1. A student must present all requests for a transfer of University of Chicago courses in writing to an academic advisor in Academic Services in the Full-Time MBA Program or to one of the directors of the Evening MBA and Weekend MBA programs by the end of the quarter that the student matriculates in the University of Chicago Booth School of Business.
2. The maximum number of courses accepted to transfer is three (where one course equals 100 units). No exceptions to the number of courses permitted for transfer will be made.

3. Transfer courses are applicable toward the MBA or IMBA degree if the student satisfies the degree requirements for the MBA or IMBA within five years. The five-year degree completion deadline begins with the quarter/year of the first course approved for transfer. Courses are conditionally approved for transfer until an application for graduation is submitted.
4. Neither Chicago Booth courses nor University of Chicago courses are approved for transfer toward the MBA or IMBA if
  - a. they have been or will be counted toward other university degrees, or
  - b. the coursework was graded pass/fail, R, or any grade lower than C.
5. Students will receive 2,000 bid points per approved course.

### Transfer of Courses Earned Elsewhere

Course work taken at other institutions may not apply toward the MBA degree.

### Basic Courses and Approved Substitutes

Each subject area requirement can be satisfied by taking either the basic course or an approved substitute found in the program outline at [programs.ChicagoBooth.edu/curriculum/degree.aspx](http://programs.ChicagoBooth.edu/curriculum/degree.aspx).

Basic courses are suggested for students with little or no previous background in an area. Approved substitutes may be taken by students with prior knowledge in a field. Booth courses not listed as approved substitutes require faculty approval via a substitution petition. Whether requirements are satisfied by basic courses, approved substitutes, or petitioned courses, no course may be used to satisfy more than one area requirement.

### Substitution Petitions for Required Areas

Students with previous background in a required area may consider substituting a Chicago Booth course in the foundations subject areas. Substitutions require faculty permission via a substitution petition available online. Students may not petition courses to substitute for a course in the Functions, Management, or Business Environment areas. An area faculty member evaluates the petition, and the student is notified of the decision. Students may not petition University of Chicago courses for required areas (Foundations, Functions, Management, or Business Environment).

The substitution petition process usually requires three to five business days, but can take up to two weeks. For planning purposes, students are advised to submit substitution requests in their first or second quarter. Students planning to petition an IBEP course toward an IMBA International Business degree requirement should submit petitions prior to departing for the quarter abroad. The deadline for students to submit substitution petitions is Friday, Week 3, in the quarter in which they plan to graduate.

### Substitution Petitions for Concentrations

If a student intends to take courses that differ from the approved sequence listed online at [programs.ChicagoBooth.edu/curriculum/concentration.aspx](http://programs.ChicagoBooth.edu/curriculum/concentration.aspx), a petition for a change in a concentration sequence must be submitted to the appropriate program office. Students may not petition more than one IBEP or University of Chicago course into any concentration. An area faculty member evaluates the petition, and the student is notified of the decision.

The substitution petition process usually requires three to five business days, but can take up to two weeks. For planning purposes, students are advised to submit substitution requests in their first or second quarter, or prior to studying abroad for IBEP petitions. The deadline for students to submit substitution petitions is Friday, Week 3, in the quarter in which they plan to graduate.

## Taking the Same-Numbered Course Twice

There are two categories for students to take the same course twice:

1. Repeating a course with the same title and content to improve a grade. Both courses and grades appear chronologically on a student's official university transcript. Although a course can only count once toward the student's degree requirements, all grades are included in the student's cumulative grade point average. A student must obtain faculty consent prior to enrollment and contact an academic advisor or director in the appropriate program office in order to retake a course.
2. Repeating a course with different content and a distinct subtitle. Both courses count towards a student's degree requirements, with one of the two courses appearing on the student's official university transcript as an independent study. Both course grades are calculated in a student's cumulative grade point average. A student should contact an academic advisor or director in the appropriate program office and complete a Business 31301 (Individual Study in Business) form at the time of registration.

## Business 31301—Individual Study in Business

Students wishing to investigate a topic not covered in regularly offered courses can enroll in Individual Study in Business by registering for Business 31301 through their program office. Business 31301 is subject to the following rules:

1. Business 31301 may be sponsored by a regularly appointed, full-time Chicago Booth faculty member (i.e., faculty with titles of professor, associate professor, assistant professor, or clinical faculty members).
2. Students must complete the Business 31301 form (available in Academic Services and the Evening MBA and Weekend MBA Programs Office) and obtain the faculty sponsor's signature. Please submit the completed forms to the appropriate program office by Friday of Week 2 of the quarter for registration.

3. Business 31301 may not substitute for Foundations, Functions, Management, or Business Environment area requirements.
4. Business 31301 may be taken up to two times.
5. Students on probation may not register for Business 31301.
6. Business 31301 may not be used to register for a closed course.
7. Students enrolling in Business 31301 in the quarter of graduation must submit their completed projects to their faculty sponsors by Week 8 so a grade may be received by Week 9. If a grade is not received by Week 9, the student is removed from the graduation list and needs to reapply to graduate in the subsequent quarter.
8. May not be used to earn academic credit for internships.

## Business 31303—Field Research

Students needing to secure work authorization for their United States-based internship, including Full-Time MBA international students for Curricular Practical Training (CPT), may do so by registering for Business 31303 through Academic Services in the Full-Time MBA Program Office or Evening MBA and Weekend MBA Programs Office. Business 31303 is subject to the following registration and grading policies:

1. Students must complete the Business 31303 form and submit along with the internship offer letter to the appropriate program office at least one week prior to the start of the internship. The internship offer letter must be on company letterhead, and state the location, hours per week, and start/end dates of the internship. (Note to first-year international students: in compliance with federal guidelines, the university cannot authorize CPT to begin prior to the last day of Spring Quarter. In addition, the end date may not be after the start of Autumn Quarter.)
2. Business 31303 will not satisfy Foundations, Functions, Management, or Business Environment requirements; or elective requirements for the MBA/IMBA degree requirements.

3. Business 31303 carries zero units of credit and no tuition is incurred.
4. Students are registered administratively for Business 31303.
5. Students complete and submit to their program office a three- to five-page paper upon completion of the internship. The paper must cover the responsibilities the student managed, how his/her coursework helped with preparation for the work, and how the experience will benefit future career plans. The deadline to submit the paper is Friday of Week 4 of the quarter following his/her enrollment in Business 31303.
6. Business 31303 is graded on a pass/fail basis, determined on the content and quality of the paper submitted. International students needing this course for CPT must pass.
4. Students are subject to the grading policies of that department.
5. University of Chicago courses may be taken pass/fail with instructor consent. The pass/fail grade counts toward the two maximum electives students can take as pass/fail.
6. Students wishing to drop a University of Chicago course must do so with the appropriate program office and are subject to the standard tuition penalty policy. Students are subject to the deadlines for dropping or withdrawing from a course for that department.
7. Graduating students must earn provisional grades from their faculty or complete the coursework early, including taking final exams scheduled for graduating students. The department or division determines whether graduates must earn provisional grades or complete coursework early so final grades can be submitted. Early final grades must be submitted to the appropriate program office by Friday, Week 10. Students should review the course syllabus and/or check with the instructor about grading policies/procedures for graduating students.

### Non-Booth (UChicago) Course

Students may take up to six of their electives from other departments or divisions of the university (where one course equals 100 units). Students may not take a course equivalent to more than 100 units of credit. Chicago Booth tuition is charged for University of Chicago courses. While students do not bid for University of Chicago courses, they earn the standard 2,000 bid points for each course taken.

1. Students should check with the appropriate department or online for course descriptions and make sure that all prerequisites have been met.
2. Students complete a University of Chicago course registration form in Academic Services in the Full-Time MBA Program Office or Evening MBA and Weekend MBA Programs Office. University of Chicago courses are added administratively to students' schedules. While these registrations are not viewable via MyCourses in the Chicago Booth Portal, they are viewable via [my.uchicago.edu](http://my.uchicago.edu).
3. University of Chicago courses may not be petitioned to substitute for Foundations courses or additional requirements (other than exceptions noted online at [programs.ChicagoBooth.edu/curriculum/degree.aspx](http://programs.ChicagoBooth.edu/curriculum/degree.aspx)).

### Take Three (Free) for Graduating Students

Students are permitted to enroll in up to three Chicago Booth courses through the Take Three Offer concurrent with their 20th (non-LEAD) class or in the quarter of graduation, immediately following completion of the 20th course. The benefit of taking these classes before graduation is that they can be used to satisfy concentration requirements and are included in the term and final grade point averages. The Take Three (Free) offer is subject to the following terms and conditions:

- Courses must be taken for a grade (neither pass/fail grading nor an official audit R is allowed).
- The Take Three (Free) offer is valid while enrolled in the MBA/IMBA degree programs.
- Grades for the Take Three course(s) will appear on the official University of Chicago transcript.



- Drops of courses after Friday, Week 3, of the quarter result in a grade W (withdrawal) and post on the University of Chicago transcript; however, no tuition penalty is assessed.
- Students need to be enrolled in their 20th course and meet the MBA/IMBA degree requirements before being eligible to participate in the Take Three offer. The Take Three (Free) offer is valid while enrolled in the MBA/IMBA degree programs.
- Joint degree students must meet their degree requirements and their financial obligation before being eligible to participate.
- The Take Three option is in addition to the Postgraduate Chicago Booth Course Registration offer.

In addition, students may not:

- Take more than five total courses, including Take Three, in their graduating quarter.
- Use courses last secured during iBid Phases 1–5 of bidding.
- Use the Take Three offer to repeat a course previously taken.
- Use the Take Three offer to compensate for a degree deficiency due to previous poor performance (failing grade, incomplete, or withdrawal).
- Take advantage of the Take Three offer to ensure provisional grades are met in order to graduate if they are on probation.
- Use the Take Three offer to complete the MBA or IMBA degree requirements.

### Registration

- Program academic advisors review students' programs of study to confirm eligibility.
- Eligible students should add any/all Take Three course sections to their schedule in iBid during Phase 6 only.
- Up to three courses above and beyond degree requirements may be added during Phase 6 as part of Take Three, with total enrollment not exceeding

five courses.

### Tuition/Financial Aid

- Students who have completed or registered for all courses to meet degree requirements may register for up to three Take Three courses during Phase 6 of iBid. They will not be charged tuition for the Take Three courses.
- Tuition credits for Take Three courses will be applied and viewable via [my.uchicago.edu](http://my.uchicago.edu) during Week 3 of the quarter after program advisors have confirmed eligibility.
- If a student adds a fourth course above and beyond degree requirements during Phase 6, the fourth additional course will incur regular tuition amounts.
- If a student adds a course prior to Phase 6 of bidding, and holds the course through the close of Phase 6 of bidding, he or she will incur the regular tuition amount for that course.
- If a student adds a course to his/her schedule, drops it prior to Phase 6, and re-adds the course in Phase 6, the course is eligible to be taken free of charge if all other Take Three requirements have been met.
- Full-Time MBA students enrolled exclusively in Take Three courses during a quarter are responsible for the quarterly Student Life Fee. This fee is non-refundable if any or all Take Three courses are dropped during the quarter.
- Students receiving loans should contact Financial Aid to avoid being adversely impacted by taking additional courses.
- Take Three courses are not eligible for financial aid.

### Course Credit Conversions

In the context of US institutions of higher education, the following is the standard for course credit conversions: a 100-unit course is equal to five quarter hours is equal to 3.33 semester hours.

# Tuition, Financial Aid, and Scholarships

## Tuition and Fees

Registration for courses at the university carries the obligation of the student to pay tuition and fees. The university academic year begins Summer Quarter and ends Spring Quarter. Therefore, annual tuition and fee increases take effect Summer Quarter.

The tuition rate for the 2014-15 academic year for the Full-Time MBA Program is based on two tiers. The per-course tuition rate for students entering in Autumn 2014 is \$6,152. The per-course tuition rate for all other continuing students is \$6,000. The per course tuition rate for the 2014-15 academic year for Evening MBA and Weekend MBA students is \$6,076.

The university assesses a \$60 lifetime Credentials fee to new students in their first quarter of study. Chicago Booth assesses a one-time \$2,000 administrative fee for entering Full-Time MBA students paid over three quarters beginning in their first quarter of study and a one-time \$500 Student Activity fee and \$1,100 LEAD programming fee for Evening MBA and Weekend MBA students in their first quarter of study.

Chicago Booth assesses a \$25 Book Fee for each Booth course enrollment. The fee is for cases, articles, and simulations delivered electronically through Chalk, faculty course webpages, or hard-copy in class. Students may be required to purchase a text book in addition to this expense, as this fee replaces only the custom course pack.

The following fee is assessed to Full-Time MBA students during quarters of registration, excluding summer:

- **Student Life Fee:** \$347/quarter (and \$285 if enrolled during Summer Quarter)

## Health Insurance Premiums

The university requires Full-Time MBA students to maintain health insurance coverage.

Coverage must be annually maintained by enrolling in the university United HealthCare (U-SHIP)

plan or waiving enrollment by documenting comparable coverage through another source. The coverage dates of the U-SHIP plan are September 1 through August 31. Insurance premiums are assessed over three quarters:

- **U-SHIP Basic Plan:** \$1,054/quarter

Evening MBA and Weekend MBA students are exempt from the health insurance requirement, but are eligible to elect coverage through the university. Interested students should contact the Evening MBA and Weekend MBA Programs Office for more information.

## Tuition and Fee Payments

Tuition and fees (and insurance premiums for Full-Time MBA students who elect the U-SHIP plans) are assessed to students' bursar accounts. The university Bursar's Office sends bills; payment is expected by the stated due dates. An employer's reimbursement policy or failure to receive a bill, for example, are not excuses for late payment. Students who do not pay their bills on time are assessed late-payment penalties and may have their university account and privileges restricted. Students should maintain their current mailing address via the Community Directory, accessible via the Chicago Booth Portal at [portal.ChicagoBooth.edu](http://portal.ChicagoBooth.edu). Bills are mailed Week 2 of every quarter and tuition is due Week 4 of every quarter.

Students who do not receive a bill should contact the Bursar's Office at 773.702.7086. Students paying tuition after the deadline date should include a \$100 penalty with the payment.

Full-Time MBA students may pay their tuition and fees by any of the following options:

1. Mail a check or money order in the return envelope enclosed with the bill. Please include your UCID number on your check.
2. Pay by check or money order in person at the Maroon Financial Credit Union at Ellis and 55th Street (Parking Structure).

3. Enroll online to receive tuition bills electronically and have charges automatically withdrawn from a US checking or savings account. Visit the Bursar's Office website for further information: [bursar.uchicago.edu/students.html](http://bursar.uchicago.edu/students.html).
4. The university also offers eight-month and 10-month payment plans. Students should contact the Bursar's Office for more information on the monthly payment plans.

Evening MBA and Weekend MBA students may pay tuition in one of three ways:

1. Mail a check or money order with the bill you receive to the address on the statement. Please include your UCID number on your check.
2. Pay by check or money order in person at the Maroon Financial Credit Union at Ellis and 55th Street (Parking Structure).
3. Enroll online to receive tuition bills electronically and either have charges automatically withdrawn from a US checking or savings account or pay with MasterCard, Visa, or American Express credit card. For information, visit the Bursar's Office website at [bursar.uchicago.edu](http://bursar.uchicago.edu).

## Tuition Penalties

After the final phase of bidding, tuition penalties are assessed for late drops or withdrawal from Chicago Booth and University of Chicago courses per the schedule below. The appropriate program office must process late drops. Courses dropped after the close of Phase 6 through:

<b>Week 3</b>	35 percent tuition penalty
<b>Week 4</b>	50 percent tuition penalty
<b>Week 5</b>	70 percent tuition penalty
<b>Weeks 6–11</b>	100 percent tuition penalty

Beginning Week 4, late drops receive a grade of W for withdrawal plus a \$50 change-in-registration penalty. Beginning Week 8 through the last day of the quarter, written faculty consent is required for withdrawal from a Chicago Booth course.

A student who is required to withdraw for disciplinary reasons is not entitled to any refund of tuition and/or fees.

## Restricted Registration

The university applies restrictions to students' university accounts in two categories.

**Category One:** Penalties are applied locally to students' accounts by the restricting office. Restrictions in this category include:

Office Placing Restriction	Reason for Restriction
Bursar	returned checks
Library	unpaid fines

The Registrar's Office notifies students of the penalty and its consequences. Category One restrictions will not interfere with the student's continuing registered status and enrollment in courses.

**Category Two:** Penalties deny registration privileges and are imposed for three types of reasons: academic, financial, or noncompliance with federal or state regulations. Restrictions in this category include:

Office Placing Restriction	Reason for Restriction
Bursar	unpaid balances, personal bankruptcy
LEAD (for Evening MBA and Weekend MBA students only)	noncompliance with completion policy
International Affairs	check-in required for all new international students
Library	unreturned materials, unpaid fees
Parking Office	parking tickets
Real Estate Operations	delinquent rent payments
Student Care Center	noncompliance with immunization requirements
Student Loan Administration	no exit interview
University Dean of Students	disciplinary actions

The restricting office, the University Registrar, and either the Booth Registrar's Office, the Full-Time MBA Program Office, or the Evening MBA and Weekend MBA Programs Office will communicate the restrictions to the student.

If a Category Two restriction is unresolved by Friday of Week 7 of the quarter, the student is placed on inactive status for the upcoming quarter and is prohibited from bidding for courses for the upcoming quarter. Additionally, Category Two restrictions will prohibit university privileges and services. Prohibitions include the inability to:

- Obtain official transcripts of academic records and grade reports
- Obtain official certification of student or alumni status
- View academic and personal information on university administrative systems
- Access Chalk
- Audit (officially or unofficially) Chicago Booth or University of Chicago courses
- Obtain a new Chicago Card
- Borrow materials from the libraries
- Access athletic facilities
- Access university housing
- Maintain valid parking permit

Please see the section on Inactive Status for further implications.

Once the Category Two restriction is resolved, the student's status is changed back to active for the upcoming quarter, and the student regains privileges for course bidding. If the restriction is not cleared by Friday of Week 2 of the subsequent quarter, the student is not able to enroll in courses due to the Chicago Booth deadline of all course enrollments being complete by that time. Therefore, a student's status would remain as inactive. For example, if a Category Two restriction is imposed in Autumn Quarter, and it is cleared after Friday of Week 2 of Winter Quarter, the earliest a student may enroll in courses is Spring Quarter.

The Full-Time MBA Program Office and the Evening MBA and Weekend MBA Programs Office also may place a student on restricted status for noncompliance in any administrative area given advance written warning.

## Financial Aid Eligibility

Full-Time MBA students must be making satisfactory academic progress (SAP), which equates to a cumulative grade-point average of 2.33 and completion of nine courses after the first year of attendance, to be eligible for Chicago Booth scholarships and fellowships and US Federal financial aid programs in their second year of study. For SAP, the maximum time frame for completing the program is three years. To be eligible for Federal student financial aid, students requiring a third year must have completed 18 courses after the second year.

Evening MBA and Weekend MBA students must be in good academic standing, which equates to a cumulative grade-point average of 2.33 and completion of at least 66 percent of attempted courses, to be eligible for US Federal financial aid programs. A course is considered not complete in the case of failure, incomplete grade, or withdrawal.

Academic standing is evaluated annually at the end of the Spring Quarter for all programs.

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 the Office of Financial Aid at [financial.aid@chicago-booth.edu](mailto:financial.aid@chicago-booth.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 an academic plan endorsed by an academic advisor. Ineligible students who do not appeal can regain their eligibility for Federal student aid by meeting the cumulative SAP requirements listed above.

## Scholarship Awards

Student scholarship awards are applicable for the academic year(s) in which they are awarded and dollar amount(s) specified in the scholarship notification letters. In accepting the scholarship award, students agree to the following conditions:

### Student Status

1. Students must maintain full-time status (three or more courses) each quarter. This requirement also applies if a student chooses to enroll in the Summer Quarter.
2. If students withdraw from classes and there is a reduction in their tuition for the quarter, their award may be reduced.
3. If students completely withdraw from Chicago Booth or take a leave of absence, they will forfeit their award. Should they enroll at Chicago Booth at a later date, their award will not be reinstated.
4. If students are enrolled in a joint degree program at the University of Chicago, scholarship support will be prorated per the 14 courses in which you will be in Chicago Booth residency. Total support may not exceed tuition.

### Grades/GPA

1. Students must receive a passing grade for each course taken.
2. If students have been awarded a two-year scholarship, they must be in good academic standing, which equates to a cumulative grade-point average of 2.33 and completion of nine courses after the first year of attendance, to maintain their scholarship award for the second year.

### Tuition

1. Scholarship awards are applied to tuition charges only.
2. If students have been awarded a full-tuition scholarship for two years, the award will pay for a maximum of 20 courses, excluding Leadership Effectiveness and Development (LEAD).

3. The total sum of all scholarship awards from all sources cannot exceed tuition charges for any quarter.
4. A Chicago Booth scholarship and an outside scholarship that requires Chicago Booth to match the award, the Chicago Booth scholarship will be increased only if it does not already meet the amount necessary to match the outside scholarship. Total awards cannot exceed tuition.

# Grades and Grading Policies

## Chicago Booth Course Grades

Chicago Booth adheres to a plus/minus grading policy.

The following course grades are used: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, P (pass), F (fail), I (incomplete), R (registered), and W (withdrawal). The grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, and P are passing grades used for students who desire course credit. The grade F (fail) indicates unsatisfactory work. The grade W (withdrawal) indicates that the student has withdrawn from the course after the third week of the quarter.

## Non-Booth (UChicago) Course Grades

Some University of Chicago divisions use plus/minus grading, while others use standard letter grades. University of Chicago courses in which plus/minus grades are assigned are calculated for the grade point average using Chicago Booth scale described in the next section.

The University of Chicago Law School grades on a scale of 155 to 186. The following conversions are used: 184 to 186 = A+, 182 to 183 = A, 180 to 181 = A-, 178 to 179 = B+, 177 = B, 174 to 176 = B-, 172 to 173 = C+, 170 to 171 = C, 168 to 169 = C-, 166 to 167 = D+, 163 to 165 = D, 160 to 162 = D-, 155 to 159 = F.

## Grade Point Average Calculation

When computing GPA, A+ = 4.33, A = 4, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2, C- = 1.67, D+ = 1.33, D = 1, and F = 0.

A grade of F in a course counts in the GPA calculation even though no credit is earned toward the degree requirements. Grades of P, I, R, and W do not count in grade-point calculations.

## Official Audit

Students admitted to the University of Chicago who are on active status may audit courses at Chicago Booth. A grade of R (registered) signifies that no credit has been earned and that the student has

submitted no evidence for grading of the work. As such, the grade of R may not later be changed to any other grade, nor may any other grade be changed retroactively to R. The per-course tuition rate applies to officially audited courses, though they do not count toward degree requirements. Bid points are granted for these courses. To request a grade of R, students:

1. Successfully bid for the course, including paying bid points if the course closes for a price in that phase of bidding.
2. Obtain written permission from the instructor to officially audit the course.
3. Bring the written consent to either Academic Services for the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office by Friday, Week 2 of the quarter.

## Incompletes

Students may obtain an Incomplete form from an academic advisor in Academic Services for the Full-Time MBA Program, or from the Evening MBA and Weekend MBA Programs Office. Please note these policies carefully:

1. Incomplete forms are accepted between Monday of Week 6 and the last day of classes prior to final exams.
2. An Incomplete signifies that a portion of the required work for a course is or will be outstanding at the time the faculty member submits final grades for that quarter. It is not a remedy for poor performance in a course. If schedule conflicts, workload, recruiting, or other factors have affected a student's ability to keep up in a particular course, a student should withdraw from the course. If a student needs to repeat a course in order to satisfactorily complete it, the student should not request an Incomplete; the student must register and pay for the course again.
3. Incompletes are given at the discretion of the instructor. The manner of, and time period for, completion of the work are agreed on by the

instructor and the student, subject to the guidelines noted here. If the instructor is unwilling to give an Incomplete, the student should withdraw from the course.

4. Students may make up an Incomplete only with the instructor who granted it unless otherwise agreed upon by the faculty member
5. Students should complete their portion of the Incomplete form and obtain faculty approval for the Incomplete. Return the approved form to Academic Services for the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office.
6. Students planning to graduate must have final grades for prior quarter Incompletes recorded by Friday of Week 9 of the quarter of graduation. To be eligible for Honors/High Honors consideration, Incompletes must be satisfied by Friday of Week 2 of the quarter of graduation.
7. Students are not eligible for graduation if an Incomplete is approved for a course in the graduating quarter.
8. Students may not carry more than two Incompletes at a time to ensure academic progress.
9. The grade of I, in addition to the final grade, will remain on the student's university transcript.

### **Pass/Fail in Chicago Booth Courses**

Pass/Fail forms are available online at [programs.ChicagoBooth.edu/as](http://programs.ChicagoBooth.edu/as) for the Full-Time MBA Program students or in the Evening MBA and Weekend MBA Programs Office. Instructors are not informed that students are taking their course pass/fail until the time of submission of final grades. Students may elect to take two of their elective courses pass/fail, subject to the following guidelines:

### **Degree and Concentration Requirements**

- Up to two of the 11 electives may be taken for pass/fail grading.
- Students may elect two pass/fail grading options in the same quarter, including the graduating quarter.
- Courses counting for Foundations, Functions, Management, Business Environment requirements may not be taken for pass/fail grading.
- Courses counting toward concentration requirements—five-week or Take Three courses—may not be taken for pass/fail grading.
- PhD workshops (course numbers xx6xx) are graded only pass/fail; in taking a PhD workshop, students use one of two pass/fail grading elections.

### **Faculty Members' Grading Policies**

Some faculty members stipulate in their online course description and/or syllabus that their course may not be taken for pass/fail grading. Exceptions are not granted.

### **Deadline for Pass/Fail Grading Election—Friday of Week 4, Current Quarter**

- Students may rescind a pass/fail grading request within this deadline; thereafter, the request is permanent.
- Faculty members are not informed of students taking their course for pass/fail grading until they access their online grade sheets at the end of the quarter.

### **Special Programs/Circumstances**

- IBEP participants (outbound study abroad) may not elect pass/fail grading for any of their other MBA or IMBA degree coursework.
- Joint degree students, including degree-seeking exchange, may not elect pass/fail grading for any of their courses for the MBA.
- Students on academic probation may not elect pass/fail grading for any course.

### Dean's Honor List/Graduation with Distinction

- Pass/fail grading may affect eligibility for Dean's Honor List for the quarter. Please consult the Dean's Honor List section for details.
- Pass/fail grading does not affect eligibility for graduation with Honors or High Honors.

### Pass/Fail in Non-Booth (UChicago) Courses

Students taking a course outside Chicago Booth who wish to register to take a course pass/fail should obtain permission from the instructor at the first class meeting. In some divisions, students must register for pass/fail grading through a department or division office; in most divisions, however, pass/fail grading is managed by the instructor. Students should follow the grading guidelines of the department or division in which the course is taught. It is the responsibility of the student to ensure that the instructor is reminded of the agreement to take the course pass/fail prior to the time the grade is issued.

### Chicago Booth Grading Policy

The Chicago Booth grading policy states that a faculty member may not exceed a maximum grade point average of 3.33 for each course taught in a quarter. If a faculty member teaches more than one section of a course, the 3.33 average is calculated using all sections. Excluded from this policy are PhD courses, "lab" courses, and small special topics courses designated by the dean's office; however, the maximum grade point average cannot exceed 4.0 for these courses. Grades of P, I, R, and W do not count in grade-point calculations.

### Obtaining Grades

At the end of each quarter, students may check their grades via [my.uchicago.edu](http://my.uchicago.edu). Students use their university CNetID and password. If Full-Time MBA students wish to be mailed a grade report at the end of each quarter, they may complete a Grade Request form in the Registrar's Office.

Only one form needs to be filled out to receive grades every quarter. Full-Time MBA students should consider this option for Spring Quarter grades when most students are not on campus. Evening MBA and Weekend MBA students are automatically mailed a grade report each quarter. Due to security concerns, no grades may be given out over the telephone or by email.

### Official Transcripts

The University of Chicago transcript is a record of a student's progress and performance while enrolled at the university. All courses completed or withdrawn from for a grade of W appear on the official student transcript with the grade received. All entering students pay a lifetime transcript fee of \$45 in their first year of study. The lifetime transcript fee allows students to request an unlimited number of official transcripts, now and in the future, whenever they need them, at no additional cost. Transcripts may be ordered in one of three ways:

1. By a secured internet transaction via [registrar.uchicago.edu/transcripts](http://registrar.uchicago.edu/transcripts)
2. In person at the Office of the University Registrar
3. By mail, sending a signed request to the Office of the Registrar, 1427 East 60th Street, Chicago, Illinois 60637

### Grade Appeal Procedures

A student who believes that he or she has an error in the grading on any graded material in a course (i.e., assignment, paper, project, examination) should follow the guidelines provided by the professor for a grade appeal. If the professor does not provide specific guidelines either in the syllabus or verbally, the student should use the following process:

1. Discuss the potential grading error with the professor.
2. Submit a written request for a review of the graded material to the professor.
3. In both the discussion and the written appeal, the student should state clearly and in detail which part of the graded material has a potential grading



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 material and decide whether or not the grade should be changed. If the professor decides that a grading error was made, it is the obligation of the faculty to correct that error and increase or decrease the grade accordingly. The final decision rests with the faculty member and only he or she can change the grade.

If the faculty member does not respond in a timely manner and the student wishes to pursue the appeal further, he or she may submit a written request along with copies of correspondence with the faculty member to an academic advisor in Academic Services for the Full-Time MBA Program or in the Evening MBA and Weekend MBA Programs Office. The deputy dean (or his or her designee) will review the process with the student. If the deputy dean (or his or her designee) concludes that a student request did not get a complete review by the professor, he or she will contact the professor to discuss the regrade and ensure that the student's request receives a fair review. Appeals are limited to a review of the regrade process and do not include a review of the professor's evaluation of the regrade.

Unless a professor informs students otherwise, a grade change appeal must be initiated no later than the quarter after the course is completed.

## Academic Grievances

Students are encouraged to raise issues and concerns regarding academic matters with the faculty when appropriate. Academic grievances not related to a grade change may be brought, in writing, directly to the associate dean in the student's respective degree program. Issues that cannot be resolved by the associate dean will be taken to the Deans' Office for review.

An academic grievance appeal must be initiated no later than the quarter after the course is completed.

The university's Office of the Student Ombudsperson is also available to provide resources and support at: [ombudsperson.uchicago.edu](mailto:ombudsperson.uchicago.edu).

## Probation

Chicago Booth has the highest of academic standards. To maintain these high standards, student performance is monitored quarterly to ensure that students are making good academic progress and progression. If a student's academic performance falls below the level needed to graduate, he or she is placed on probation.

Specifically, a student who matriculated is placed on quarter probation if his or her grade point average (GPA) for the quarter is less than C+ (2.33) and is placed on cumulative probation if his or her cumulative GPA is less than C+ (2.33).

Note that a student's quarter GPA is calculated as the average of all courses completed in the quarter and the cumulative GPA includes all courses completed in the student's program of study. If a course is repeated, both grades are included in the calculation. Joint degree students are evaluated according to these criteria in quarters of residence in Chicago Booth.

In the event that a student is placed on quarter or cumulative probation, he or she will receive official notification from the program office, and may be required to meet with an academic advisor. In the case of cumulative probation, restrictions will be placed on grading options and registration; in the case of quarter probation, restrictions may be placed on grading options and registration, and involvement in student activities and/or leadership positions. These restrictions will be detailed in a probation email provided by the program office.

Students placed on probation in two consecutive quarters as well as students who fail to meet the conditions of probation may be placed on an administrative leave of absence, and/or students may be dismissed from the school. Full-Time MBA students denied further registration must petition the associate dean and dean of students for reinstatement; Evening MBA and Weekend MBA students must petition the associate dean of the Evening MBA and Weekend MBA Programs Office.

# Honors and Awards

## Degree with Honors

Chicago Booth offers two honors distinctions, High Honors and Honors. The High Honors distinction is assigned to the top 5 percent of the graduating class and the Honors distinction is assigned to the next 15 percent, based on GPA averages of all MBA graduates from the preceding academic year. Chicago Booth does not release the specific GPA cutoff information to students. The distinctions are based upon the following conditions:

1. A student's cumulative GPA in all courses completed through the second week of the quarter in which the student graduates. Grades earned in the quarter of graduation are not calculated into the GPA for High Honors and Honors determinations.
2. Incomplete or blank grades on a graduating student's record in any course at the time when High Honors and Honors are determined will be considered as a grade of F.

The distinction is noted on a student's diploma and official transcript. Students receiving the distinction are notified by letter in Week 6 of the graduating quarter. Joint degree students should refer to the Special Programs section for information on how the MBA grade point average is calculated.

The High Honors/Honors distinction is considered a part of the MBA/IMBA degrees and is therefore public information. A student may request that the award not be included in his/her releasable student record, or otherwise made public. A student wishing to request the privacy of this information should contact his/her program office by Friday of Week 2 of the quarter of graduation.

## Honors Distinction Post-Graduation

Chicago Booth will grant honors distinction post-graduation to alumni who qualify based on grades in their last quarter. Only students who did not previously receive honors will be considered. The Registrar's Office will update the transcript and have

the diploma reprinted to reflect the distinction. Reprints of the diploma will be produced once the original diploma is returned.

Three weeks following Spring Quarter graduation, the Booth Registrar's Office will compile all GPA information of the graduates from all programs and all quarters from the previous academic year and determine who has achieved honors post-graduation. The Booth Registrar's Office will notify alumni of their distinction via a letter from the deputy dean of the appropriate program and enclose the Honors Notification/Diploma Reprint form requesting mailing information and the return of the diploma by a set date.

The Booth Registrar's Office also will distribute the alumni names to Academic Services for the Full-Time Program and the Evening MBA and Weekend MBA Programs Office for their information.

## Dean's Honor List

Students are named to the quarterly Dean's Honor List based on performance and the courses-completed conditions set forth by their academic program. Only Chicago Booth courses are considered in the criteria for Dean's Honor List. The Dean's Honor List is considered a part of the MBA/IMBA degrees and is therefore public information. A student may request that the award not be included in his/her releasable student record, or otherwise made public. A student wishing to request the privacy of this information should contact his or her program office by Friday of Week 2 of each quarter. Joint degree students are eligible for consideration in quarters of residence in Chicago Booth. Nondegree-seeking exchange students are not eligible for Dean's Honor List.

Full-Time MBA students registered for three or more Chicago Booth courses in a quarter will be named to the Dean's Honor List for that quarter if the following conditions are met. The student:

1. Achieves 3.5 or higher GPA in the courses taken during the quarter;
2. Earns no grade lower than B;
3. Receives no pass/fail grades, with the following exception—if a student has taken at least three Chicago Booth courses for a letter grade in that quarter;
4. Receives no Incompletes in any coursework in the given quarter (Dean's Honor List may not be retroactively named after a student completes a course previously taken for Incomplete);
5. Receives no grades of Withdrawal in any coursework in the given quarter.

Evening MBA or Weekend MBA students registered for:

1. Three to five courses in a single quarter; or
2. Three to five courses over the current and previous quarters.

And in either case the student was not awarded Dean's Honor in the previous quarter will be named to the Dean's Honor List for that quarter if the student:

3. Achieves a 3.5 or higher GPA in the Chicago Booth course(s) taken during that quarter;
4. Earns no grade lower than B in the Chicago Booth course(s) in the applicable quarters;
5. Receives no pass/fail grades, with the following exception—if a student has taken at least three Chicago Booth courses for a letter grade in that quarter or in the applicable quarters;
6. Receives no Incompletes in any coursework in the given quarter(s) (Dean's Honor List may not be retroactively named after a student completes a course previously taken for Incomplete);
7. Receives no grade of Withdrawal in any coursework in the given quarter(s).

# Graduation

## Application for Graduation

One quarter prior to graduation, each MBA or IMBA candidate must complete the online Graduation Application.

Students are expected to graduate in the quarter they complete their degree requirements. If a student fails to submit an application for graduation in the quarter the degree requirements are met, Chicago Booth will graduate the student in the following quarter.

If, after applying to graduate, a student must delay graduation, the student must reapply for graduation and pay a \$50 reapplication fee to the university. Students are responsible for meeting degree requirements as detailed in the MBA and IMBA Degrees section of this handbook. The student's fulfillment of these requirements is verified by the student's program office in the quarter of graduation.

All graduating students must:

1. Complete all outstanding Incompletes by Friday of Week 9 of the quarter of graduation (Week 8 in a 10-week quarter);
2. Receive provisional grades in the courses for which they are registered in their final quarter (unless they will not be counted toward the MBA or IMBA degree);
3. Satisfy all financial obligations to the university by Friday of Week 9 of the quarter of graduation (Week 8 in a 10-week quarter).

## Concentration Ranking

In completing the online Graduation Application, students will rank their concentrations in the order in which they wish to have them appear on their official University of Chicago transcript. Changes to students' rank order preferences must be made through their program office and cannot be made after Friday, Week 8, of the quarter of graduation.

Concentrations that students earn, but which were not ranked, will be ranked last and in alphabetical order.

## Provisional Grades

### Provisional Grade Policy

Graduating students must earn provisional grades for all Chicago Booth courses, including Take Three (Free) courses, in the quarter in which they are graduating. The Booth Registrar's Office will request provisional grades from faculty on behalf of students graduating from all programs. Below is information about provisional grades; please read this information carefully.

### Registration/Review of Syllabi

- Some professors may not give provisional grades. For example, provisional grades are not given in Business 30000. Students enrolled in those courses must defer graduation to the following quarter.
- Students should familiarize themselves with professors' provisional grade policies by reviewing the online course descriptions, syllabi, and the quarterly Supplement to the Curriculum Guide prior to bidding.
- If a faculty member does not have written specifications regarding his/her provisional grades policies, it is the responsibility of the student to inquire directly.

### Academic Performance

- Faculty are asked to confirm that, based upon coursework to date, the student will complete the course and earn a passing final grade.
- A provisional grade is not a final grade.
- Provisional grades are not posted on [my.uchicago.edu](http://my.uchicago.edu).
- The receipt of provisional grades does not mean a student should stop attending classes. Students must complete all course work, per professors' requirements outlined in the syllabi.

If a student receives a passing provisional grade and subsequently earns a final grade of F in any course, 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.

### **Failure to Receive a Provisional Grade**

If a professor is unable to submit a provisional grade, the student will have to delay graduation by one quarter and complete the degree requirements in one of two ways:

1. Complete the course and earn a final passing grade; no further course registration is necessary.
2. Complete the course. If a failing grade is earned, the student must enroll in, pay for, and satisfactorily complete another course in the subsequent quarter.

### **Posting Provisional Grades**

Provisional grades do not appear on a student's official transcript, nor are they viewable online.

### **Non-Booth (UChicago) Courses**

Students taking non-Booth (UChicago) classes should familiarize themselves with the professors' grading policy. Most divisions require current quarter graduates to complete their course work early to ensure that a final grade will post the week before graduation. To ensure a grade will post in time, students should:

1. Review the professor's grading policies as they relate to graduating students prior to enrolling in the courses.
2. Inform their non-Booth faculty they are graduating at the end of the quarter.
3. Obtain written confirmation that a final grade will be submitted prior to the end of the quarter.

Policies that govern early course completion requirements upheld by other divisions are nonnegotiable.

### **Graduation Ceremony (Convocation)**

In Summer, Autumn, and Winter Quarters, the graduation ceremony is held in Rockefeller Chapel. In

Spring Quarter, the all-university ceremony is held on Harper Quadrangle, followed by a Booth evening ceremony held at an off-site location. Convocation is a formal academic ceremony officiated by the university president along with the deans and the faculty. Traditional academic attire is worn. While this is a day of celebration for graduates, students are expected to comport themselves in a professional and respectful manner.

All students are encouraged to attend convocation. If a student is unable to attend, arrangements will be made to have the diploma mailed after the ceremony. As the graduation is a degree-granting ceremony, only those graduating in that quarter may walk.

### **Taking Classes after Graduation**

Graduates from Chicago Booth's MBA programs who wish to continue their education may enroll in three additional Booth courses free of tuition charges. Alumni must purchase books and pay the \$25 per course Booth Book Fee.

Details about the enrollment process and policies are available at [chicagobooth.edu/alumni/lifelong-learning/post-grad-classes](http://chicagobooth.edu/alumni/lifelong-learning/post-grad-classes). International students, please note that this program does not provide student visa eligibility, even with enrollment in three courses for one quarter.

Beyond the first three Chicago Booth courses taken postgraduation, alumni can register for classes at current tuition rates through the Graham School of General Studies [grahamschool.uchicago.edu](http://grahamschool.uchicago.edu).

Chicago Booth reserves the right to withdraw an alumnus/alumna from a class at any time and to adjust or cancel this program.

# Chicago Booth General Information and Guidelines

## Chicago Booth Name Badges

All Evening MBA, Full-Time MBA, and Weekend MBA students officially participating in the campus recruiting process are provided with a permanent name badge, which includes a student's preferred first name, last name, and class year. Students are expected to wear their name badge at all Career Services corporate presentations and recruiting events and also are encouraged to wear it at all school-sponsored social events.

To replace or purchase a second name badge for a nominal fee, Full-Time MBA students should visit Academic Services at [programs.ChicagoBooth.edu/as](http://programs.ChicagoBooth.edu/as). Evening MBA and Weekend MBA students should visit Career Services located in Gleacher Center, Suite 440.

Evening MBA and Weekend MBA students who are not participating in the campus recruiting process can order a permanent name badge through an online ordering site for a nominal fee. New students will receive a name badge at LAUNCH. These name badges will include a student's preferred first name and last name. Please note this badge is different than the badge provided for campus recruiting.

## Chicago Booth Name Tents

Evening MBA, Full-Time MBA, and Weekend MBA students are provided name-specific tents for use in the classroom. Full-Time MBA students will receive permanent name tents in their mailfolder at the start of Autumn Quarter. To replace or purchase a name tent, Full-Time MBA students should visit Academic Services at [programs.ChicagoBooth.edu/as](http://programs.ChicagoBooth.edu/as). At any time and for a nominal fee, students can obtain a temporary paper tent card at the Chicago Booth Business Center located in Harper Center 108A.

Evening MBA and Weekend MBA students receive one tent card at LAUNCH. Evening MBA and

Weekend MBA students will also receive one tent card in their mailfolder at the start of Autumn and Spring quarters.

## Chicago Card (UCID)

The Chicago Card (UCID) allows Harper Center access during nonpublic hours as well as access to the Andrew M. and Sharon Sadow Alper Student Study and group study rooms in Harper and Gleacher centers. Students are expected to carry the Chicago Card (UCID) while inside Harper and Gleacher centers, and Booth 455, as they may be asked to show their card as proof of Chicago Booth student status. To report and replace lost or stolen Booth access cards, Full-Time MBA students should visit Facilities and Operations, Harper Center 114.

Evening MBA and Weekend MBA students should report and replace the Chicago Card through the Evening MBA and Weekend MBA Programs Office, Gleacher Center 330.

## Community Directory

The Chicago Booth Community Directory is an online directory provided by the University of Chicago Booth School of Business. The Chicago Booth Community Directory is specifically designed to facilitate communication among students and alumni for personal or Chicago Booth-related purposes.

### Guidelines for Proper Use

Information available through the Chicago Booth 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; and
- Creation of profane, fraudulent, or obscene aliases. All aliases adopted by the Chicago Booth Community Directory users are subject to approval by Chicago Booth.

### Liability and Indemnity

The reliability of the information available through the Chicago Booth Community Directory website 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 Chicago Booth Community Directory website is a privilege. By using the system, students agree to:

- Abide by the Chicago Booth Community Directory policies and the policies found in the Chicago Booth *Student 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 website 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 website. Students should review the policies periodically, particularly after any updates, to ensure that you 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 Chicago Booth Community Directory may create a liability for Chicago Booth or that the user has violated the policies set forth herein, Chicago Booth reserves the right, in its sole discretion, to take actions against the user including expel a user and/or deny a user further access to the Chicago Booth Community Directory.

### Confidentiality of Student Records and Information

In accordance with the US Department of Education and the Family Education Rights and Privacy Act (FERPA), the university and Chicago Booth may release, without the express permission of a student, information that can be classified as "directory information." This information includes student name, address, summer address, telephone number, date and place of birth, area of study, dates of program (start date, graduation date, enrollment dates),

honors and awards, and degree conferral. Students must provide written permission to the university and Chicago Booth to release any information regarding the student's academic record (grades, GPA). FERPA does permit disclosure of a student's academic record to the following parties, without consent, and under the following conditions:

- School officials with legitimate educational interests;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Appropriate officials in cases of health and safety emergencies; and
- To comply with judicial order or lawfully issued subpoena.

For a full listing of FERPA guidelines, students should refer to [ed.gov/policy/gen/guid/fpco/ferpa](http://ed.gov/policy/gen/guid/fpco/ferpa).

## Electronic Communication

### Individual Chicago Booth Computer Account

Each student is provided two computer accounts (Chicago Booth and CNetID) that include a user name, password, and email address. The assigned user names are unique identifiers and are tied to students' university identification numbers (UCIDs); therefore, user names cannot be changed.

Use of university and Chicago Booth systems is subject to the *Privacy and Acceptable Use Policy* document, at [it.ChicagoBooth.edu](http://it.ChicagoBooth.edu). All users of university and Chicago Booth systems are subject to this policy and should be familiar with its content. The Chicago Booth branded Gmail account provides students access to the following resources:

- Chicago Booth computer labs

- Email (mail quota is 1GB)
- Chicago Booth Portal
- Community Directory
- Booth VPN

The CNetID account provides students access to the following resources:

- Wireless networking
- Proxy access (reserved library online catalogs)
- [my.uchicago.edu](http://my.uchicago.edu)
- Chalk, [chalk.uchicago.edu](http://chalk.uchicago.edu)
- University VPN

### Official Communications and Forwarding Email

During the admissions process, admitted students will self-claim their CNetID from Chicago Booth. The CNetID email account is set to forward to the Chicago Booth email account. Students who previously attended the university must forward their CNetID email account to their Chicago Booth email account, or regularly check both accounts. Information about forwarding CNetID email can be found at [itservices.uchicago.edu/email](http://itservices.uchicago.edu/email).

Official communications from the University are sent via electronic mail (email) to each student's university email (CNetID@uchicago.edu). Students are responsible for reading email sent to this official address. This includes communications sent to university accounts that have been forwarded to an alternate account. Official communications from Booth are sent via electronic mail (email) to each student's Booth email (login@ChicagoBooth.edu). Students are responsible for reading email sent to this official address, even if mail is forwarded to a different account.

### Changing the Display Name of Chicago Booth Gmail Account

Students' Gmail display name "From:" appears in the format of last name, first name, and middle initial. Information about changing Gmail display name can be found at [it.chicagobooth.edu/email-accounts](http://it.chicagobooth.edu/email-accounts).



## Gmail Aliases

An alias (sometimes also called a nickname) is a pointer to your default Booth ID email address ([userid@ChicagoBooth.edu](mailto:userid@ChicagoBooth.edu)). All email addressed to your aliases will arrive in the same inbox as email addressed to your [userid@ChicagoBooth.edu](mailto:userid@ChicagoBooth.edu) address. Students are able to choose via the Portal up to two aliases in any format as long as the chosen alias is not in use. Please note that some aliases have been restricted for use, i.e., [dean@ChicagoBooth.edu](mailto:dean@ChicagoBooth.edu). Students will maintain their original Chicago Booth and CNetID user names for logging into systems. Students are expected to create aliases in keeping with the Chicago Booth standards of professionalism, which ideally should reflect a student's first and last name in some combination.

## Administrative Email Lists

Administrators communicate program-specific information including deadlines and announcements through official Chicago Booth email distribution lists. Administrative lists include:

- [first-year-mba@lists.ChicagoBooth.edu](mailto:first-year-mba@lists.ChicagoBooth.edu)
- [second-year-mba@lists.ChicagoBooth.edu](mailto:second-year-mba@lists.ChicagoBooth.edu)
- [evening-students@lists.ChicagoBooth.edu](mailto:evening-students@lists.ChicagoBooth.edu)
- [weekend-students@lists.ChicagoBooth.edu](mailto:weekend-students@lists.ChicagoBooth.edu)

Students are responsible for information contained in these messages. No student may post to administrative lists unless special permission is granted by Academic Services or the Evening MBA and Weekend MBA Programs Office.

1. Each list includes all active students from the appropriate program for the current quarter. Students are automatically subscribed and cannot unsubscribe from these lists.
2. Administrative lists are maintained and moderated by the respective program offices.
3. Moderators read and approve all mail sent to the list. If the message does not meet the criteria for that list, it will not be approved.

## Course Email Lists

Each course has a designated email address for enrolled students to communicate. Only students who are officially registered for the course and the instructor are included in or may have access to the mailing list. Email lists are updated after each phase of registration, then nightly once all phases of registration are complete.

1. Course lists are designed to facilitate and enhance the learning process. Students are expected to use these lists as a means to exchange ideas with one another on course content and to interact with faculty. Students are automatically subscribed and cannot unsubscribe from these lists.
2. Students are prohibited from using Chicago Booth course email lists for nonacademic related issues such as a marketplace (for selling of course textbooks or packets) or a survey tool (student solicitation of unofficial feedback for course evaluations). Students should be aware that course packets are dynamic, as faculty members update their course materials each time they teach. Therefore, course packets should not be resold. Students interested in posting personal messages such as items for sale, lost and found information, non-Chicago Booth sponsored functions, and/or selling textbooks should do so through the marketplace on the Chicago Booth Bulletin Board on the Portal at [portal.ChicagoBooth.edu](http://portal.ChicagoBooth.edu). The Chicago Booth Bulletin Boards are password protected and only members of the Chicago Booth community may access them.

## Student Email Lists

Chicago Booth student groups may announce official Chicago Booth-related programming through either of the Full-Time MBA Program student lists ([fystu-grp-events@lists.ChicagoBooth.edu](mailto:fystu-grp-events@lists.ChicagoBooth.edu) or [systu-grp-events@lists.ChicagoBooth.edu](mailto:systu-grp-events@lists.ChicagoBooth.edu)). Evening MBA and Weekend MBA Programs can post to Booth Groups Website.

Students also may post to the PhD Program events list at [phdstu-grp-events@list.ChicagoBooth.edu](mailto:phdstu-grp-events@list.ChicagoBooth.edu). Only officially recognized Chicago Booth student groups may post event/programming messages to the student group lists. All other postings must be sent to Chicago Booth on the Community Groups section of the Portal at [portal.ChicagoBooth.edu](http://portal.ChicagoBooth.edu).

1. Each list includes all active students from the appropriate program. Students are automatically subscribed to these lists at the beginning of their program and may unsubscribe at any time.
2. The student lists are maintained and moderated by the respective program offices.
3. Moderators read and approve all mail sent to the list. Messages sent to the student lists must be formatted as follows:
  - Subject line: [PT] or [FT] Group Name – Event
  - Message Body: Must include the event time and location, and whom the event and/or group is open to (students, alumni, public, etc.).If a message does not meet these criteria, it will not be approved.
4. The University of Chicago Alcohol Policy prohibits the advertisement and discussion of alcohol in electronic and written communication. If a message references alcohol, it will not be approved.
5. Messages sent to the Full-Time MBA Program student email list are cleared Monday through Friday during business hours. Messages sent to the Evening MBA and Weekend MBA programs student email list are cleared Monday through Friday during business hours. Student groups should plan accordingly.

### Student Group Leader Lists

Each co-chair of an official student group in the Full-Time MBA Program is subscribed to [student-leaders-15@lists.ChicagoBooth.edu](mailto:student-leaders-15@lists.ChicagoBooth.edu). Each co-chair of an official student group in the Evening MBA and Weekend MBA programs is subscribed to [pt-student-leaders@lists.ChicagoBooth.edu](mailto:pt-student-leaders@lists.ChicagoBooth.edu).

Student group advisors use these lists to communicate student group-specific deadlines and programming to the group leaders. Officially recognized student groups may also request a group email list for

their student group. Student group co-chairs should meet with an advisor in the appropriate programs office to discuss how to create a group email list.

### Lost and Found

Lost and Found in Harper Center is located at the main reception/security desk. Students may call the front desk at 773.702.1311 or visit between 6 a.m. and midnight to claim or report lost items. All items found will be turned in and recorded in a lost and found log. When inquiring about a lost item, the guard will ask for a description of the item and approximate date it was lost, and then check the log for matching description and date in order to verify ownership of the lost item. All unclaimed items will be donated to a local nonprofit charity on approximately the second week into the following quarter. Lost and Found in Gleacher Center is located at the security desk. Students may call the security desk at 312.464.8777 or visit between 6 a.m. and midnight to claim or report lost items.

### Mailfolders, Bulletin Boards, and Newsletters

Full-Time MBA student mailfolders are provided on the first floor of Harper Center to facilitate communication within Chicago Booth. They are not provided for the receipt of US mail or for storage of personal items. Students should check their mailfolders frequently as they are responsible for the contents. Mailfolders for student groups and administrative offices are located at the beginning of the student mailfolders.

Academic Services posts important reminders, deadlines, opportunities, and announcements of interest to students on the Portal. The Evening MBA and Weekend MBA Programs Office maintains screens on the lobby level, second, third, and fourth floors of Gleacher Center with information on student activities and events.

Evening MBA and Weekend MBA programs student mailfolders are located on the first floor of Gleacher Center outside the computer lab. They are not provided for the receipt of US mail or storage of

personal items. Mailfolders for the student groups are located at the end of the student mailfolders. Students should check their mailfolders regularly, as they are responsible for the contents. In addition, bulletin boards above the mailfolders contain important notices and announcements. Current Evening MBA and Weekend MBA students may post flyers on the marketplace section of the bulletin boards. A copy of the flyer/advertisement must be stamped and approved by a member of the Evening MBA and Weekend MBA Programs Office staff, Gleacher Center 330, before posting.

## Official Name Change

Students needing to update their school record due to an official name change may complete an online Name Change form at [programs.ChicagoBooth.edu/as](http://programs.ChicagoBooth.edu/as) or in the Evening MBA and Weekend MBA Programs Office. Students should bring to the office a copy of official documentation of the new name. Acceptable forms of documentation include: a marriage license, driver's license/state identification, or passport.

The program office may request, on behalf of the student, a new Chicago Booth display name to be created. The display name will not replace the Chicago Booth email address account assigned at the time of admission; however, an email alias can be created to reflect the new name.

## Photo Rights

The University of Chicago and Chicago Booth reserves the right to use photos taken during class, programs, and events for promotional purposes. Students who do not wish to have their photo used in promotional materials should submit a written statement indicating such to the appropriate program office.

## 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 and alumni only. Although these precautions should effectively protect any personal information available through the Chicago Booth 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 Chicago Booth Community Directory allows students and alumni to control personal information available to one another.

## Privacy Display Options

Students who do not wish for 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 information. By checking any of the boxes in your Home or Business address records, your entire address record also will not be viewable to other student users of [my.uchicago.edu](http://my.uchicago.edu), the University of Chicago directory.

## School Closing

In the unlikely event that the university is forced to cancel classes because of severe weather, radio stations WBBM 780 AM and WGN 720 AM will broadcast school closing announcements on the day in question.

Classes on the Hyde Park campus at Harper Center—day and evening—will be canceled if and only if the university officially closes. The decision whether to cancel the downtown campus classes at Gleacher Center will be made by 3 p.m. on the day in question.

Full-Time MBA students should check for an email message or with the Full-Time MBA Program Office at 773.702.8197 or Faculty Services at 773.702.7114.

Evening MBA and Weekend MBA students should check for an email message or with the Evening MBA and Weekend MBA Programs Office at 312.464.8660 or Faculty Services at 773.702.7114.

## Student Contact Information

Students maintain their contact information via the Community Directory accessible via the Chicago Booth Portal at [portal.ChicagoBooth.edu](http://portal.ChicagoBooth.edu). The following contact information is required by Chicago Booth and/or the University of Chicago:

- **Home:** the location where a student is currently living; must be in the United States for student visa holders
- **Foreign:** the permanent international address for student visa holders
- **Emergency Contact:** the name and contact information of an individual to whom university administrators could speak should the student be incapacitated

The following contact information can be maintained, but is not required:

- **Permanent:** a home residence, often the parents' home address
- **Business:** contact information at a place of employment

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.

The Community Directory is an internal Chicago Booth resource. Students who do not wish for their contact information to be viewed by other Chicago Booth students may elect to have it suppressed.

## Student Lockers

Full-Time MBA students are assigned a personal lock and locker located in the locker room on the classroom level, C73 in Harper Center. To report a problem with their locker, lock and/or combination, or any other facility-related problem with the locker room, students should contact Facilities and Operations, Harper Center 114.

Evening MBA and Weekend MBA students have access to lockers located on the lobby level of Gleacher Center. Thursday through Saturday, items may be left in the lockers overnight. Sunday through

Wednesday, the lockers are cleaned of all items at midnight each night. Please direct all inquiries of removed items to the security desk located in the lobby of Gleacher Center.

## Student-Owned Equipment or Property for Chicago Booth Activities

The university's insurance policy will not, under any circumstances, reimburse or replace the theft of uninsured personal property. Therefore, the use of personal property for Chicago Booth activities must be approved by an authorized Chicago Booth staff member and the items insured under the owner's insurance policy prior to use.

An authorized Chicago Booth staff member must first approve the use of student equipment or other personal items for Chicago Booth activities. This procedure relates only to items with a single or aggregate value greater than \$500. An authorized person is one who has signature authority to issue reimbursements in conjunction with this procedure. Giving approval means that Chicago Booth will take some financial responsibility toward the replacement of the items if stolen. In order to minimize the replacement expense, all approved student property must be insured through a homeowner's insurance policy or a personal renter's/homeowner's insurance policy. Documentation verifying insurance coverage is necessary.

In the event that the student's property is not covered by an existing insurance policy, the authorized Chicago Booth staff member must request that the student purchase homeowner's or renter's insurance. The authorized staff member will then reimburse the student for a portion of the premium—typically the cost of six months' insurance (\$80). If the insured property is stolen, and the theft is not a result of user negligence, the authorized staff member will issue a reimbursement to the student for the amount of the deductible (\$250); the student will be responsible for collecting the remainder from the insurance company. All thefts must be reported to the police and copies of police reports provided to both Chicago Booth and the insurance company.

If students who have been informed of the procedures fail to obtain necessary approval and subsequently use their property for Chicago Booth activities, Chicago Booth is not responsible for reimbursing the replacement cost of the property if stolen. The associate dean of the appropriate program office should review extenuating circumstances. Each department is responsible for establishing the approval guidelines and for communicating this information to the students in their areas.

## Students with Disabilities

It is a policy of the University of Chicago to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act as amended. Students with disabilities, including learning-related disabilities that might qualify for academic program accommodation(s), must notify the coordinator of Disability Services in the university at 773.834.4469. Appropriate, professional documentation verifying the disability and specifying the recommended accommodation(s) must be provided to support the request. Assuming the documentation is current and complete, the review and decision process may take up to 10 weeks. Approved accommodation(s) are implemented by Academic Services in the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office.

## Vendors

Chicago Booth does not permit vendors selling products or services access to Chicago Booth students via email distribution lists, the online student directory, the Chicago Booth–printed Facebook, mailfolders, and/or tables in Harper Center and Gleacher Center. Vendors may market available products and services by placing an advertisement in *Chicago Business*. Vendors' use of student lists must be solely for the purpose of contract and cannot be sold to a third party.

Vendors interested in targeting students in the Full-Time MBA Program also may sponsor a Liquidity Preference Function (LPF) through the Graduate Business Council. The director of Student

Programs and Events for the Full-Time MBA Program can provide information on sponsorship.

## Videotaping Classes

Chicago Booth does not offer 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 a Chicago Booth education. Chicago Booth does not adopt policies and practices that inhibit free and open participation in classes or encourage individuals to be absent. A student who faces an unavoidable absence should ask a classmate to audio record (with faculty permission) or take notes on the lecture on his or her behalf.

# Usage of Chicago Booth Campuses

## Appropriate Use of Chicago Campuses

Specific areas within Gleacher and Harper centers are designated for the exclusive use of Chicago Booth students, staff, faculty, and guests of the school's administration. Examples of these areas are: Information Technologies/labs, internet stations, student group study rooms, student lounges, and quiet study areas. Any use of Chicago Booth campuses not directly related to the academic mission of the school must be approved by the deans or designated staff.

Commercial use or the seeking of personal gain through use of any and all University of Chicago assets or resources (i.e., equipment, facilities, confidential information, internet access, networks, databases, and email systems) for business not related to the University of Chicago is not allowed. Students, or guests of students, who violate the above policies will be subject to Chicago Booth disciplinary procedures outlined in the Discipline section.

## Appropriate Use of 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 Center 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. The building hours for Chicago Booth students with authorized UChicago Cards is Monday – Sunday 6 a.m. until 1 a.m.

## 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 Booth 455, Gleacher Center and Harper Center.

Group study rooms are reserved online via the MRM reservation tool through the student Portal or by going to [reserve.ChicagoBooth.edu/mrm8](http://reserve.ChicagoBooth.edu/mrm8).

A student will have priority access to space in the building where his or her program is based: for example, the Full-Time MBA and PhD programs are based at Harper Center; and Evening MBA, Executive MBA, and Weekend MBA programs are based at Booth 455 and Gleacher Center. Priority access means students can reserve group study rooms located in their home campus (i.e., Harper Center for Full-Time MBA and PhD, Booth 455 and Gleacher Center for Evening MBA, Executive MBA, and Weekend MBA) up to seven days in advance. All others can make reservations one day in advance (i.e., reservations for Friday can be made beginning midnight on Thursday).

Group study rooms are intended for use by two or more students and can be reserved in 15-minute increments, with a maximum reservation time of three hours for Booth 455 and Gleacher Center group study rooms and two hours for Harper Center group study rooms. Consecutive reservations by one student are not permitted and a minimum of two hours between reserved rooms per student is required.

## Chicago Booth Business Center

The Chicago Booth Business Center, located in room Harper Center 108A, is open to all members of the Booth community from 8:30 a.m. to 5 p.m., Monday through Friday. The Business Center offers:

- Walkup service for FedEx and other overnight delivery providers
- Mailing supplies and postage for US mail
- Professional photocopying and binding services
- Name tent replacement (temporary)
- A limited variety of office supplies
- Display poster production
- Fax service

Payment for Business Center services can be made by providing either a valid Chicago Booth student group account number or by Chicago Card (UCID). Funds may be added to the card at an add value machine (located in the vending machine room across from the Everett Kovler Café).

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

Given the structure of Booth's Executive MBA Programs, these campuses are scheduled for dedicated usage. 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 the program offices to access approval. Access is available during normal business hours. Contact either [europaenquiries@ChicagoBooth.edu](mailto:europaenquiries@ChicagoBooth.edu) or [asiainquiries@ChicagoBooth.edu](mailto:asiainquiries@ChicagoBooth.edu).













The University of Chicago  
Booth School of Business

Harper Center  
5807 South Woodlawn Avenue  
Chicago, Illinois 60637

Gleacher Center  
450 North Cityfront Plaza Drive  
Chicago, Illinois 60611