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Executive MBA Program

# Policy Handbook 2017–18

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Europe  
North America

This Policy Handbook complements the university's *Student Manual of University Policies and Regulations* and provides a statement of policies and academic issues set forth by the deans and faculty that are relevant to students in the Executive MBA Program at 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 Policy Handbook, please refer to your program office's website.

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The University of Chicago reserves the right to change without notice any information regarding schedules, tuition, courses, and fees. The information contained in this booklet is current as of June 2017. For updates to this guide, contact the Executive MBA Program Office, 450 North Cityfront Plaza Drive, Chicago, Illinois, 60611.

# 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 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, 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. 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.

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 is cause for disciplinary review.

## Specific Standards of Scholarship

### Chicago Booth's Learning Environment

The mission of Chicago Booth is to create enduring knowledge and to educate 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, alumni, and staff.

## Fundamentals

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

### 1. Respect for the Individual

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

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

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

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

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

### 3. Personal Integrity

Both faculty and students are subject to the highest standards of personal integrity in their interactions with Chicago Booth colleagues and with external constituencies. Intellectual integrity is at the heart of the academic process. Dishonesty threatens its survival. All participants are expected to adhere scrupulously to the norms established for standards of scholarship. Equally destructive to the academic process is intolerance of other people's ideas, analyses, and perspectives.

### 4. Continuous Improvement

Chicago Booth is committed to continuous improvement of all aspects of the school's learning environment. Faculty are encouraged to view the classroom as a laboratory for the testing of cutting-edge, evolving knowledge and techniques. The continuous refinement of important and innovative ideas is preferred over the flawless presentation of outdated material. Consistent with Chicago Booth's long-standing empirical traditions, a commitment to continuous improvement necessarily requires the measurement of the key elements in the learning environment, the wide dissemination of the results throughout the institution, and the tracking of progress through time.

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

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

We encourage every student, as a member of the Chicago Booth community, to consider carefully the ethical consequences that his or her actions may have upon himself or herself and others, and to act accordingly. Violations of these norms are not tolerated and are subject to disciplinary proceedings. In addition to the policies outlined below, students should read and understand the policies outlined in the *Student Manual of University Policies and Regulations* at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu).

## Shared Expectations

### **Expectations for Students**

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

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

### **Expectations for Faculty**

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

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

## Specific Standards of Professionalism

### **Sexual and 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. For example, even though speech is not "illegal," it can be offensive and inappropriate.

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).

If a student is on the Hong Kong or London campus, he or she should contact the associate dean or program director directly.

The university has a disciplinary process in place to investigate and, when warranted, adjudicate sexual misconduct complaints about students. Jeremy Inabinet, associate dean of students in the university for disciplinary affairs, can discuss this process with any person who wishes to make a complaint or is considering making a complaint about a student. He can be reached at [inabinet@uchicago.edu](mailto:inabinet@uchicago.edu) or 773.702.5243. Information about this process can be found at [studentmanual.uchicago.edu/university\\_dicip\\_system](http://studentmanual.uchicago.edu/university_dicip_system).

Students who have experienced sexual misconduct, dating violence, domestic violence, or stalking perpetrated by another student are not obligated to engage with university offices or respond to institutional outreach regarding the matter. However, in some instances, the university may need to move forward based on information already received. If this occurs, the students involved will be notified that the process is proceeding.

The university also has a disciplinary process in place for complaints pertaining to faculty, other academic appointees, postdoctoral researchers, and staff members accused of violating the university's Policy on Harassment, Discrimination, and Sexual Misconduct. Sarah Wake, associate provost and Title IX coordinator for the university, can discuss this process with any person who wishes to make a complaint or is considering making a complaint about faculty, other academic appointees, postdoctoral researchers, or staff members. She can be reached at [swake@uchicago.edu](mailto:swake@uchicago.edu) or 773.702.5677. Information about this process can be found at [provost.uchicago.edu/issues/discrimination-harassment-and-sexual-misconduct](http://provost.uchicago.edu/issues/discrimination-harassment-and-sexual-misconduct). The University of Chicago strictly prohibits retaliation of any kind by either party involved with the reporting and adjudication of incidents.

For the entire Policy on Harassment, Discrimination, and Sexual Misconduct, students should refer to the university's *Student Manual of University Policies and Regulations* available online at [harassmentpolicy.uchicago.edu](http://harassmentpolicy.uchicago.edu).

Important note: Students are required to complete any mandatory training or courses related to sexual misconduct as prescribed by Chicago Booth.

## Alcohol and Other Drugs

All members of the university community should be aware of the requirements of local law concerning the consumption, possession, and sale of alcoholic beverages. The university expects each member of the community to be responsible for his or her own conduct and for the consequences of that conduct.

Any violation of the university alcohol and other drug policy by a student will result in appropriate disciplinary proceedings, as well as possible legal action. The full alcohol and drug use policy can be found in the *Student Manual of University Policies and Regulations* at [studentmanual.uchicago.edu](http://studentmanual.uchicago.edu).

## Career Services

Chicago Booth offers Career Services to Evening MBA, Executive MBA, Full-Time MBA, and Weekend MBA Program 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, CVs, interviews, etc.).
2. Students may not renege on an accepted offer, verbal or written.
3. Students are expected to use Career Services resources, including Global Talent Solutions (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.

## 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 requests for privacy in its online Community Directory.

Access to alumni data is a privilege, not an entitlement. Students found to solicit their peers or who mass email members of the community may lose this privilege. Common sense and courtesy should always prevail.

Students seeking an introduction to an alumnus or with questions on alumni-related matters should contact Alumni Relations at [alumni@chicagobooth.edu](mailto:alumni@chicagobooth.edu), 773.702.7731, or [ChicagoBooth.edu/alumni](http://ChicagoBooth.edu/alumni).

Students in Hong Kong or London may also contact the local Alumni Relations director.

# Chicago Booth Honor Code

## Chicago Booth Honor Code Principles

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 Honor Code renege on this agreement and must accept the sanctions imposed by the Chicago Booth community, which may include official 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 and 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 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. However, the Honor Code will still apply even in the absence of such a declaration.
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, 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 student's program.
9. Purposefully misleading the Chicago Booth Honor Code judicial process is a violation of the Chicago Booth Honor Code.

## Plagiarism

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

## 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 his or her own.

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

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

Students handing in group work will be asked to sign and adhere to the Chicago Booth Honor Code as a group. Be aware that violation of the Honor Code by one member of the group means violation by the entire study group. All students named in the group work will be responsible for the assignment, regardless of how the work was shared amongst the group members.

## Some Examples of Academic Dishonesty

The following behaviors are examples of academic dishonesty and may result in disciplinary action. This list is not meant to be all-inclusive but rather to provide some concrete examples of the dishonest behaviors.

1. Gaining unauthorized access to information about an exam before the exam. For example, obtaining a copy of the exam before taking it or learning about exam questions or answers from someone who has already taken it.
2. Providing information about an exam to other students before they take the exam. This includes exam form, content, and degree of difficulty.
3. Looking at someone else's paper during an examination, with or without his or her knowledge.
4. Allowing someone else to see one's own or another's paper during an exam.
5. Collaborating or communicating with any person during an exam.

6. Using unauthorized materials during an exam or assignment.
7. Preparing unauthorized notes to take into a closed-book exam or writing information on one's hand, desk, or other relevant device.
8. Having another student or individual take an exam or write a paper on your behalf.
9. Taking an exam or writing a paper on behalf of another student.
10. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer-generated information and programs.
11. Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while writing a paper or doing research.
12. Fabricating or altering data.
13. Lying to avoid taking an exam or completing an assignment on time.
14. Changing an answer on one's exam after it has been returned and claiming that the grader made a mistake.
15. Including a fellow student's name on an exam or group assignment if he or she has not worked on that exam or assignment.

The student should ask the professor for clarification if he or she does not understand how the Chicago Booth Honor Code pertains to any given assignment (see Chicago Booth Honor Code, page 6). If a student is found guilty of cheating, ignorance of how the Chicago Booth Honor Code pertained to the assignment will not be a mitigating factor in his or her defense.

## Course Evaluations

One way to measure the key elements of the learning environment is through the Course Evaluation form. Students are expected to complete this form at the end of each course. Results are summarized and posted on the Booth website (see Course Evaluations, page 24).

## Student Responsibility for Reporting and Preventing Cheating

Students who are aware of cheating have a responsibility to report it. Students may report an incident to the professor directly or to a member of the administration, who will then bring the allegation to the professor. The case must be made in writing, providing names and evidence.

# Discipline

## University Disciplinary Procedures

The statutes of the university prohibit members of the university from engaging in conduct that is disruptive to 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 in situations 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 proceeds regardless of those external processes. A disciplinary committee is not bound by external findings, adjudications, or processes.

University students' conduct that involves possible violation of university policies and regulations and other breaches of standards of behavior should be brought promptly to the attention of the dean of students of the accused student's academic area. In the case of the Executive MBA Program, this is the associate dean of the relevant campus or campuses. 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, 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).

Any violations of the Policy on Harassment, Discrimination, and Sexual Misconduct are addressed by the university-wide disciplinary system. Reports should be brought promptly to the attention of the associate dean for investigation and possible disciplinary action. The associate dean 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 that is not a matter of harassment, discrimination, or sexual misconduct, 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 of the respective MBA program. The student accused of the possible misconduct is contacted by the associate dean and informed of the accusations and relevant details. The student is asked to prepare a written response to the accusation. The associate dean will present the written response and additional information/evidence gathered during the investigation of the complaint to the academic dean (or his or her designee). The academic dean (or his or her designee), in consultation with the associate dean, 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 serve as committee chair in a nonvoting capacity and will appoint to the committee two tenured faculty members and one or two students chosen in a random-selection process from a pool of students eligible to serve on the committee. In the event of a tie, the chair functions as a tiebreaker. The associate dean acts as a liaison to the student and assembles any required documentation for the committee. All parties involved in the dispute will be invited to appear in person before the full committee. In addition, the student may have an advisor present at the disciplinary hearing. However, the student will be expected to speak for him/herself before the disciplinary committee. No member of the committee may engage in independent investigations or have contact with any of the parties outside 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 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 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.

# University Facilities and Resources

## Information Technology

Information Technology at Chicago Booth provides a variety of free and discounted information technology (IT) resources for students. A complete listing of the resources along with instructions and online tutorials are accessible on the Booth intranet under the Technology section. Students are expected to know and comply with Booth's and the university's IT policies, including but not limited to:

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

Disruption of IT 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 and/or criminal action.

## Chicago Booth Trademark and Logo Usage

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

## Appropriate Use of Chicago Booth Resources and Facilities

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

## Campus Guests

Chicago Booth campuses are private facilities for the exclusive use of Chicago Booth students, staff, faculty, and guests of the school's administration. With permission from the school's local administration, student guests are permitted on campus to attend events, visit current students, or tour the facility. Students are expected to ensure that guests display appropriate behavior and are courteous to all members of the Chicago Booth community. Guests are not permitted to use any University of Chicago assets and resources (e.g., equipment, facilities, confidential information, network, databases, and email system) unless permitted by the school's administration. Students whose guests violate the above policies will be subject to Chicago Booth disciplinary procedures outlined in this Policy Handbook.

## Appropriate Use of Charles M. Harper Center

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

## Usage Policy for Group Study Rooms at Gleacher Center and Harper Center

All students registered for a Chicago Booth class who are matriculated into the Executive MBA Program can reserve group study rooms in Gleacher Center and Harper Center. Group study rooms are reserved online via the MRM reservation tool through the intranet, or at [reserve.ChicagoBooth.edu/mrm](https://reserve.ChicagoBooth.edu/mrm).

## Appropriate Use of London and Hong Kong Campuses

During class/program event days, study group rooms will be assigned to members of each group. Students seeking additional space usage should contact their program office for schedules and to access approval.

# Academic Policies and Procedures

## Degree Requirements

In order to graduate with an MBA degree, students are required to satisfactorily complete all required Executive MBA Program courses with a cumulative grade point average of at least C+ (2.33). In order to graduate, students must attend and complete all scheduled course weeks/weekends.

## Program Requirements

### Length of Study

The Executive MBA Program is a seven-quarter program that takes approximately 21 months to complete. Students are allowed no more than five years to complete the MBA degree requirements. The five-year period extends from the date of the first course registration until the date of final course completion. Petitions to extend this five-year period must be made in writing to the associate dean for the Executive MBA Program and are approved in only extremely rare circumstances. No course completed more than seven years before graduation can be used to meet the MBA degree requirements.

### Course Schedule

A standard Executive MBA Program course consists of 10 class sessions, one midterm examination or midcourse assignment, and one final examination. In addition, courses may also include optional in-class review sessions during the end-of-class session and weekend and online review sessions during nonclass sessions. A full 10-session class earns 100 units of course credit. Each class session will run for approximately three to three and one-half hours per day. The exact timing of classes differs from campus to campus and from course to course. Typically, two courses are taught in one day—one in the morning and one in the afternoon.

Some courses are only one week long or span only three weekends, which results in meeting for five class sessions and one final exam or assignment. These half classes earn 50 units of course credit.

### Transfer of Credits

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

## Student Employment Status

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

Students must provide full and accurate employment information upon request from the program office. Such information will be kept in strict confidence. Failing to report a change in employment status, such as no longer being employed full-time, may lead to suspension from the program until the student fulfills the work requirement.

## Course Requirements

### Kick-Off Week in Chicago

Students are required to attend and successfully complete all activities of the Kick-Off Week in Chicago at the beginning of the program, including class lectures, LEAD modules, and Analytical Methods, as well as Essentials of Effective Leadership, which is graded and required for graduation. If a student misses this course, he or she must make up the course in the subsequent year or complete an approved alternative (see Alternatives to Required Courses, page 14).

### Analytical Methods

Attendance is required for this course. Analytical Methods covers quantitative tools and techniques that will be used throughout the program, including algebra, calculus, accounting, statistics, probability, and Microsoft Excel. We will incorporate materials from the student's economics and accounting courses to illustrate the methods covered in class.

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

Graduation from the Executive MBA Program includes completion of the LEAD course (course 31800). In order to successfully complete all LEAD course requirements for graduation eligibility, Executive MBA students must submit prework assignments, complete required readings, and attend all required LEAD sessions.

In the case of a planned absence from or late arrival to a LEAD session, students should advise their local program offices and the Leadership Development team. The associate dean for Leadership Development will determine the makeup policy on a case-by-case basis.

Details surrounding the LEAD course requirement are described in the course syllabus.

## **International Joint Residency Sessions**

Each student will be expected to participate in five weeks of international joint residency sessions with students from the other two campuses. Three of these sessions will take place in Chicago (one week for Kick-Off Week and two weeks for Electives Weeks), and two international session weeks are held, one in London and one in Hong Kong. The costs of accommodations will be covered by Chicago Booth for the three Chicago sessions and for the week(s) spent away from one's home campus for the international session weeks.

## **Foundations Courses**

Successful completion of the Foundations courses—Financial Accounting, Microeconomics, and Statistics—is essential preparation for the rest of the program. For this reason, we pay particular attention to student performance in these courses, and a specific set of rules regarding academic performance applies to these classes.

## **Foundations Probation**

Foundations courses are offered in the first two quarters of the program. Any student who fails to successfully complete any Foundations course (obtaining a grade of C or higher) is automatically placed on Foundations probation and must petition the academic director in order to continue taking classes. If the petition is not approved, the student will be put on an administrative leave of absence until the student can return the following year to repeat the Foundation course(s).

Note that Foundations probation, unlike regular academic probation, is not related to the student's cumulative GPA. Rather, it is an indicator of being at risk of not successfully completing the program due to poor performance in one or more Foundations class.

It is also different in that it results in the student's being placed immediately on administrative leave of absence unless a successful appeal is made to the academic director.

Grades for courses from a particular quarter are released in the early part of the following quarter. For this reason, decisions regarding Foundations probation and administrative leave of absence are made during the following quarter. If a student is placed on administrative leave, the student has the option of completing that quarter or dropping the courses and receiving a refund of tuition. (Note that drops with full refunds may not be possible if students have received US federal loans. In these cases, the program office will consult with Financial Aid to determine the appropriate process to follow.)

Completing the quarter may require students to return to campus the following quarter for final exams. This is at the student's own expense.

## **Prerequisites**

Any student who fails to complete any prerequisite course (e.g., Corporate Finance may be required for Financial Strategy, etc.) must petition the academic director to continue taking classes in the program. If the petition is not approved, the student will be put on an administrative leave of absence until the prerequisite courses are completed.

If a student is placed on administrative leave, the student has the option of completing that quarter or dropping the courses and receiving a refund of tuition. (Note that drops with full refunds may not be possible if students have received US federal loans. In these cases, the program office will consult with Financial Aid to determine the appropriate process to follow.)

## **Elective Courses**

To complete the MBA degree, students must successfully complete four one-week electives. The electives are graded and are a required part of the academic program that all students must complete.

Elective course offerings change every year. Students will receive information about which elective courses will be offered during the quarter preceding Electives Weeks.

# Program Attendance Policies and Procedures

## Class Attendance

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

The program reserves the right to take attendance throughout the program and provide this information to faculty.

## Missing Classes, Assignments, or Examinations

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

Once the professor and the program office are informed, they will review the situation and determine the steps needed for the student to make up the missed classes or work. If more than a small part of the course is missed (e.g., an examination or multiple assignments), then the student may need to drop the course. However, if the professor determines that the student is in good standing and has a legitimate reason for missing a minor part of the course, the student may be assigned an Incomplete. Otherwise, the student may be assigned a grade of F for the course (see Incompletes, page 19, and F Grades, page 18).

Unless otherwise governed by rules established by the professor, students who miss three or more class sessions in a 50-units course, and five or more class sessions in a 100-units course, will be dropped from the course and required to retake the course in its entirety.

**The professors have the ultimate authority for determining the appropriate makeup of missed classes, assignments, and examinations, and their rules on missing class sessions may be stricter.** It may

not be possible to make up the missed requirements, and the student's grade may be negatively impacted. The professor is under no obligation to provide a makeup option, especially if an examination, multiple classes, or assignments were missed.

All in-class exams must be taken at the same time and in the same location as your class cohort. If an exception is granted (for example, you temporarily transfer to another campus), the exam/assignment will be at the same time and on the same campus as the cohort you are transferring to for the following quarter. In the rare case that a faculty member allows an exam to be taken at a different time, the exam must be taken at one of the Chicago Booth campuses, in Chicago, London, or Hong Kong. Remote exams taken at other locations are not allowed.

## Missed Courses and Progression in Program

A student who has not successfully completed two or more courses may be placed on administrative leave of absence from the program and may not enroll in additional courses until he or she successfully completes the missed or incomplete courses. A petition to continue to take additional courses must be submitted in writing and approved by the academic director for the Executive MBA Program.

The program office will work closely with the student to develop a completion plan; however, there is no guarantee of an available seat the next time the course is offered, which may result in further delay of graduation. The student is guaranteed a seat in the course only at the time his or her cohort is scheduled to take the course and should be aware that course sequence, curriculum, and faculty may change from year to year.

## Completing Courses

If a professor determines that an Incomplete grade will be assigned for a course (see Incompletes, page 19), the program office will inform the student about his or her completion plan. The completion plan establishes requirements for the student to complete the course as agreed with the professor as well as the subsequent courses of the program.

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

Seating capacity constraints, course sequencing, curriculum, course prerequisites, and faculty

changes are at the student's risk. In some exceptional circumstances, the academic director for the Executive MBA Program may approve a substitute course (see Repeating Courses, below).

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

## Repeating Courses

A student needing to repeat a course that he or she has failed, or to improve a grade in order to meet minimum GPA requirements, must petition the program office to register for the course during the quarter prior to when the course is scheduled. In exceptional circumstances, a substitute course may be taken with prior approval.

The student is responsible for paying new course tuition at the current Chicago Booth tuition rate. The program office will work closely with the student to ensure timely completion of courses; however, there is no guarantee of an available seat the next time the course is offered. The student is guaranteed a seat in the course only at the time his or her cohort is scheduled to take the course. Students should be aware that course sequence and curriculum may change from year to year. A student has five years in which to complete the requirements of the program (see Length of Study, page 11).

## Alternatives to Non-Elective Courses

In exceptional circumstances when a student fails to complete a course (e.g. did not attend the course or earned an "I" or "F"), the academic director may approve course substitutions for non-elective courses. A student must do the following:

1. Submit a written explanation of why he or she has not completed the non-elective course to the associate dean for the Executive MBA Program via the program office.
2. Work with the program office of the student's local campus to develop a completion plan for the requirement. There are two options for completing degree requirements, and each requires prior approval. The alternatives are:
  - a. Return the following year to take the course with the next Executive MBA Program cohort—which is the standard and most common route.
  - b. With approval of the academic director and associate dean, take an approved substitute course in one of Chicago Booth's other MBA programs. This course would be graded and appear on the student's transcript along with his or her other courses.

If neither of these options is possible, the student and the associate dean must discuss any other alternatives with the academic director or deputy dean for the Executive MBA Program.

## Leave of Absence

### Voluntary Leave of Absence

If a student needs to take a leave of absence (e.g., miss one or more quarters), he or she needs to submit a signed, written request and a Leave of Absence form to the associate dean. A printed copy of this request, along with the written response from the associate dean, will be kept in the student's file. The student will be considered inactive until he or she is next registered for a course. The maximum period for a leave of absence is 12 months. Taking a leave of absence will likely delay graduation.

If a student does not complete one quarter, he or she will need to make up the missed quarter of classes with a subsequent cohort. If the missed quarter includes Foundations or prerequisite courses, the student will need to file a petition with the academic director for approval in order to continue taking classes (see Foundations Courses and Prerequisites, both on page 12). All approvals for retaking courses with later cohorts are on a space-available basis. Students are guaranteed a seat in a class only with their initial cohorts.

If a student is unable to return at the agreed time, he or she must request a second leave of absence. If the second leave is not approved, the student will be dismissed from the program and be required to reapply. Please see the sections on Administrative (Involuntary) Leave of Absence (below), and Dismissal and Program Withdrawal (both on page 16).

### Administrative (Involuntary) Leave of Absence

The Executive MBA Program reserves the right to place a student on an administrative leave of absence or dismiss a student from the program if the student has been inactive for an extended period of time; if the student is not making sufficient academic progress toward the degree, and it has been determined that he or she can no longer successfully complete the program within the five-year deadline; if there is failure to pay tuition; or as a result of disciplinary sanctions.

Students who are placed on administrative leave of absence must petition to return to the program. Returning to the program is not automatic and is based on the initial conditions of the administrative leave. The petition to return must be made not later than eight weeks prior to the start of the quarter or the student's expected return. See Resumption of Studies (page 15) for petition requirements.

## Inactive Status

During leave of absence, a student will be considered inactive until the next time he or she is registered for classes, and therefore does not have access to certain Chicago Booth privileges, including:

1. Password-protected academic information, such as course evaluations or our learning management system.
2. Community Directory, except to update personal address information.
3. Other online university or campus resources.
4. Attendance at select Chicago Booth events.

## Resumption of Studies

Students must petition to return from leave of absence (regardless of whether it was a voluntary or administrative leave of absence) and follow these procedures:

1. At least one quarter prior to the target quarter of resumption, the student must petition in writing to the associate dean of the program seeking reinstatement. The petition letter should be a signed hard copy. All other information should be original or scanned copies of originals.
2. The petition must include the following information:
  - a. Desired timing for returning to the program;
  - b. Reasons for wanting to rejoin the program;
  - c. An explanation of what the student has been doing while on leave of absence, including professional, personal, or other activities undertaken and how those activities shape current educational and professional objectives;
  - d. An explanation of what circumstances have changed since the student left the program that address and mitigate the issues that led to the student's taking a leave of absence;
  - e. A description of any changes the student has made professionally and personally that will help him or her be successful at completing the program. In cases where work responsibilities were the issue, the student should provide a company letter whenever possible reasserting the company's support for the student in the program; and
  - f. A certification that all information provided in connection with the request is factually true, complete, and accurate, and that any false, incomplete, or misleading information may lead to disciplinary action.

3. The student must provide an updated, complete, and accurate copy of his or her resume/CV.
4. The student must be in good standing academically—and not on academic probation.
5. If the student is on academic probation and/or the leave of absence was administrative due to academic performance, the student must fulfill the requirements for returning to the program prescribed in their leave of absence letter and/or completion plan.
6. The student must disclose all enrollments in other schools attended during the leave of absence, supply official transcripts from those institutions, and disclose any disciplinary proceedings in which the student was involved, if any.
7. A returning student must undergo a background verification check, following the same criteria as all newly admitted students. Any information discovered during the background verification check that is in conflict with the Chicago Booth Honor Code, Standards of Scholarship and Professionalism, or values of the school may result in the petition being denied.
8. Outstanding tuition invoices must be paid in full. In the case of a student leaving partway through a quarter with unpaid tuition, the student must pay the upcoming quarter's tuition at least two weeks prior to the start of classes.

Once the student has fulfilled the resumption criteria, his or her petition will be reviewed by the associate dean, academic director, and deputy dean (or an appropriate subset, depending on the circumstances).

Important note: All requests to return to the program from a leave of absence are subject to space availability. If a space is not available in the quarter the student wishes to return to the program, his or her completion plan will be adjusted, which will likely delay graduation.

Students will be informed as soon as possible of the decision. Any decision to reinstate a student is subject to an approved degree completion plan. Requests for degree deadline extensions must be petitioned and approved separately by the deputy dean.

At the time of rejoining the program, the student will be subject to the tuition and requirements of the newly joined cohort program.

## Dismissal

Students who are administratively withdrawn or dismissed from the program are notified via email sent to the last current email address once the withdrawal or dismissal takes effect. Once withdrawn from the program, students may return only after reapplying and gaining admission to the Executive MBA Program.

Students who withdraw or are dismissed once classes have begun in a given quarter and fail to complete the courses are not eligible for a tuition refund for that quarter.

## Program Withdrawal

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

Access to Chicago Booth and university resources, including the Chicago Booth email account, will be terminated within 48 hours following the withdrawal. All stored email data will be lost when the account is closed. Students who withdraw or who are dismissed from the program and are subsequently interested in completing the MBA degree must reapply to a Booth program.

If admitted, students may count previously taken courses, following these conditions:

1. A student must present all requests related to transfer of Chicago Booth courses in writing or by email to the associate dean for the Executive MBA Program four weeks prior to matriculation at Chicago Booth.
2. The maximum number of course credits accepted to transfer is 300 units. No exceptions to the number of courses permitted for transfer will be made.
3. Transfer courses are applicable toward the MBA degree if the student satisfies the degree requirements for the MBA 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. Chicago Booth courses are not approved for transfer toward the MBA 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. Decision on the allowable transfer of credits is at the sole discretion of the deputy dean.

# Tuition, Grades, and Transfers

## Tuition

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

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

Once enrolled in the program, a student will be required to pay all of the tuition fees to the original home campus at the original campus rate for the duration of the program, even in the event of a temporary or permanent transfer to another campus.

## Deferred Cohort

When a new student has paid the tuition deposit, attended and completed Kick-Off Week, received a grade in Essentials of Effective Leadership, but is then unable to attend and complete the remainder of the first quarter's courses, he or she must petition for a leave of absence (see Leave of Absence, page 14, and Program Withdrawal, page 16). If approved, the student will be withdrawn from all courses, except Essentials of Effective Leadership. In this case, the first tuition and fee installment will be reversed. However, the nonrefundable tuition deposit and the lifetime transcript fee will not be reversed. If a leave of absence is approved, the student may resume studies with the subsequent cohort but will be exempt from participating in Kick-Off Week again and from retaking Essentials of Effective Leadership. The student will need to complete LEAD and other MBA requirements with the new cohort and at the new cohort's tuition rate.

## Extended Curriculum

When a student resumes studies after a leave of absence, the program office carefully manages his or her degree completion plan. As noted in the Leave of Absence and Resumption of Studies sections, the curricular offerings and seat capacities can vary from year to year, resulting in occasional situations in which students take a fewer number of courses than in a typical quarter. For example, a student may be enrolled in only 50 or 100 units of course work, rather than 200–300 units. Students are required to pay the current tuition and fee installment in full for the number of units they are taking.

## Restricted Registration

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

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

## Loans

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

For information about loans administered by Chicago Booth, students should review the financial aid website by clicking the financial aid link within the Booth intranet. Students may also contact the Chicago Booth Financial Aid Office directly at 773.702.3964 or by emailing [financial.aid@chicagobooth.edu](mailto:financial.aid@chicagobooth.edu).

## Financial Aid Eligibility

Students must be making satisfactory academic progress (SAP), which equates to a cumulative grade point average of 2.33 and completion of at least 66 percent of attempted units, to be eligible for US federal financial aid programs. Courses in which a student receives a grade of F or Incomplete or from which they withdraw may not be counted as completed units. For SAP, the maximum time frame for completing the program is 2,300 attempted units or 10 quarters, whichever comes first. SAP is evaluated annually at the conclusion of the Spring Quarter.

Appeals may be granted to students who fail this standard due to personal injury or illness, the death

of a relative, or other exceptional or mitigating circumstances. Appeals must be sent in writing to Financial Aid at [financial.aid@chicagobooth.edu](mailto:financial.aid@chicagobooth.edu). Students whose appeals are approved will be granted a one-quarter financial aid probation during which they will be eligible for federal aid. A student whose academic performance remains below the SAP standards at the end of the financial aid probation period may submit an appeal indicating why his or her progress remains unsatisfactory and include an academic plan endorsed by an academic advisor. Ineligible students who do not appeal may regain their eligibility for federal student aid by meeting the cumulative SAP requirements listed above.

## Grades and Grading Policies

### Chicago Booth Grading Policy

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

### Obtaining Grades

Once professors submit grades, students can check their grades via the Booth intranet by clicking the quick link box for “check grades/create letter.” Missing grades are generally due to late grade submission by the professor. Students can inquire about a missing grade at the program office.

### Transcripts/Lifetime Transcript Fee

Official transcripts may be ordered through the university’s registrar at [registrar.uchicago.edu/transcripts](http://registrar.uchicago.edu/transcripts).

A lifetime transcript fee is assessed to students’ university bursar accounts in the first quarter. This one-time fee allows students to order unlimited copies of their transcripts.

## Course Grades

The following grades are used in the Executive MBA Program: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F, I (Incomplete), R (Registered), X (status pending), and W (Withdrawn). The grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, and D are passing grades. The grade of F indicates unsatisfactory work (see Repeating Courses, page 14). When computing a student’s GPA, A+=4.33, A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, and F=0. I, R, W, and X grades do not count in GPA calculations (see Incompletes, page 19, and R Grades, below). A grade of F in a course—whether the course is repeated or not—will count in the GPA calculation even though the course is not counted toward the degree requirement. Half-credit courses (e.g., Essentials of Effective Leadership) are included in the GPA calculation with half-grade weighting. Grades of Incomplete and Withdrawn have a negative impact on SAP for financial aid eligibility, as does a cumulative grade point average less than 2.33.

## R Grades

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

## F Grades

Students cannot graduate without successfully passing all Executive MBA Program courses. If a student earns a failing grade (F) in any course, he or she must repeat the course (see Repeating Courses, page 14). Please refer to the sections of the handbook on Foundations Courses and Prerequisites (both on page 12) as well. A failing grade will likely result in delay of graduation. The program office will work closely with the student to develop a completion plan; however, there is no guarantee of an available seat the next time the course is offered. The student is guaranteed a seat in the course only at the time his or her cohort is scheduled to take the course.

Students should be aware that the course sequence or curriculum may change from year to year, which could delay graduation. Occasionally, it may happen that the required course is no longer offered. In such cases, the student must petition the associate dean to request a substitute. Petitions are reviewed with the academic director on a case-by-case basis, and if approved, the student must take and successfully complete the approved substitute course in the following year. Factors affecting petition decisions include: cumulative GPA and capacity in the substitute course. Note that the original F grade will remain on the student’s transcript

and cannot be changed, and will be included in the computation of the student's GPA.

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

### **Incompletes**

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

A student who needs to retake the entire class and complete all assignments will not receive an Incomplete. Instead, he or she will be withdrawn from the classes and will be reregistered when the class is repeated. A "W" will be recorded on the student's transcript. Incomplete grades must be completed the next time that the same course is offered on that campus. Seating capacity constraints, course sequencing, curriculum, and faculty changes are at the student's risk and will likely cause delay of graduation.

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

A student who has not successfully completed two or more courses may be made to take an administrative leave of absence ("inactive") and be unable to register for additional courses in the program until he or she successfully completes the relevant course(s). Petitions to continue to take courses even if a student has a grade of Incomplete in two or more courses must be submitted in writing to, and approved by, the associate dean and academic director for the Executive MBA Program. All Incompletes for courses counting toward the degree must have final course grades submitted by the fourth week of the quarter in which the student is expecting to graduate if the student is a candidate for honors and by the eighth week if the student is not an honors candidate.

### **Repeated Course Grades**

When a course is repeated, both courses and grades appear chronologically on a student's university transcript, with both grades included in the student's

cumulative grade point average; however, repeated courses only count once toward the student's degree requirements.

### **Academic Probation**

Students encountering academic difficulties at any time are encouraged to speak with their professors, teaching assistants, and/or the director of academic support (see Director of Academic Support, page 24).

A student is placed on academic probation when his or her quarter or cumulative grade point average is less than C+ (2.33) and the student has completed at least four full courses in the program, except in the case of Foundations courses (please see separate section on Foundations Probation, page 12). The student remains on probation until his or her cumulative grade point average is at least 2.33.

If a student fails to meet the minimum grade point average of 2.33 in two or more quarters once the quarter grades are posted (typically in the middle of the following quarter), the student may be placed on administrative leave of absence. If a student is placed on administrative leave, he or she has the option of completing that quarter or dropping the courses and receiving a refund of tuition. (Note that drops with full refunds may not be possible if students have received US federal loans. In these cases, the program office will consult with Financial Aid to determine the appropriate process to follow.) Completing the quarter may require students to return to campus the following quarter for final exams. This is at the student's own expense.

Chicago Booth reserves the right to dismiss a student for a lack of academic progress or performance. All correspondence regarding students on probation will be kept in their academic and financial aid files.

Academic probation has implications for students receiving financial aid (see the Loans and Financial Aid Eligibility sections, both on page 17).

Completing the quarter may require students to return to campus the following quarter for final exams. This is at the student's own expense.

### **Grade Appeal Procedure**

A student who believes that an error occurred in the grading of any material in a course (e.g., homework assignment, paper, project, examination) should follow the guidelines provided by the professor for a grade appeal. If the professor does not provide specific guidelines, the student should first submit a written request for a review to the professor. In the written request, the student should state clearly and in detail which part of the graded material has a potential error, why the student believes there is an error, and what the

correct grade would be. The professor will review and regrade all of the relevant material that he or she deems appropriate, including material other than the material in the request, and will decide whether or not the grade should be changed.

If the professor decides that a grading error was made, he or she will correct the error and increase or decrease the grade accordingly. The final decision to change a grade rests solely with the professor.

If the student believes that the professor did not provide adequate feedback, the grade review process was not followed, or an error in the grade calculation still exists—and the student wishes to pursue the appeal further—he or she should submit a written request along with copies of correspondence with the professor to the associate dean. The associate dean will review the process with the student. If the associate dean concludes that a student request did not receive an adequate review by the professor, the associate dean will contact the deputy dean, who will discuss the appeal request with the professor and ensure that the student's request receives an adequate review. Unless a professor informs his or her students otherwise, a grade appeal must be initiated no later than the quarter after the course is completed. The associate dean and the deputy dean will ensure that each grade appeal is reviewed carefully and follows the above process. However, neither the associate dean nor the deputy dean can change a grade. Only the professor has the authority to assign or change grades.

## Campus Transfers

### Temporary Transfers between Campuses

At some point during the program, students may need or want to take courses on another Chicago Booth campus with a different cohort. Temporary transfers are allowed, and we will honor these requests whenever possible. Due to some limitations, however, these requests cannot always be honored. Before making a request, students should be aware of the relevant processes and constraints. Following this process closely will increase your chance of having the temporary transfer approved.

1. The ability to transfer temporarily (one or two quarters only) to another campus is on a space-available basis. Assuming there is a seat available, we will generally try to approve such transfers. For transfer requests for more than two quarters, please see the section on Permanent Transfers between Campuses (page 21).
2. Requests should first be made, in writing, to your current program office.
3. Transfer requests are recorded on a first-come, first-served basis. However, in most quarters, there will be multiple requests and limited seat availability. Priority will always be given to students who have legitimate and documented business needs for attending class at the other campus. We will ask you to provide a letter from your company supporting the request and the necessary business reason(s).
4. In order for us to accommodate students appropriately, we will, in most cases, wait to provide final approval confirmation until four weeks prior to the start of the first class week at the new campus. No transfer is guaranteed or approved until you have been officially notified by the program office. Until you have final approval, you should assume you will be attending your normal class session and prepare accordingly for assignments and exams.
5. Please note that while we always try our best to accommodate these requests, there is always a possibility that accommodations may not be possible due to space restrictions on the other campus, regardless of when the request is made or if the request is for documented business reasons. This is especially true, however, when requests are made at the last minute (i.e., less than four weeks before the start of the class session at the new campus). Early requests are essential whenever possible.
6. In cases where a request cannot be accommodated and you are unable to attend your regularly scheduled class session, you will be required to take a leave of absence for that quarter. Your program office team will work with you on a plan for completing your degree by taking the missed courses at a later date. All students have five years in which to complete the degree. See the sections on Missing Classes, Assignments, or Examinations (page 13) and Leave of Absence (page 14).
7. All temporary transfers between campuses are subject to faculty and program office approval.

### ***Important Note About Exam and Assignment Preparation***

Please note that if you transfer to another campus temporarily, you will be required to complete all coursework, including any preliminary assignments, for the class at the new campus, liaising with the new study group members and preparing assignments per faculty deadlines. You are also required to submit any final assignments or papers, and sit for any final exams from the previous quarter's classes, on the schedule of the campus you are transferring to. In some instances, this will mean that you have less time to prepare for a final exam or assignment than if you had stayed at your home campus. You should take this into consideration at the time of making the request.

***Split Quarters***

Please be aware that it is not possible to split the two class weeks or two halves of a quarter between two campuses, even in the case of documented business reasons or other emergencies. You must complete both weeks/all weekends of a particular quarter on the same campus. If you have a work or family issue that requires you to miss just one week of class/one half of the class weekends on your home campus, you must apply for a temporary transfer for both weeks/all class weekends of the quarter to the other campus location as per the process outlined above. In some cases, if all courses in a particular quarter are half classes (50 units), it may be possible to split the quarter, depending on space availability and following the process outlined above.

**Permanent Transfers between Campuses**

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

The home associate dean will confer with the associate dean of the new campus to determine if the student's transfer request can be approved. The probability of approving transfers diminishes the closer to the session date the request is made. Approval depends on capacity in the classroom, the reason for the request, faculty approval for final exam schedules, and other factors.

If approved, the student will be required to complete all course work for the class, including any preliminary assignments, for the new campus. The student might have to return all class materials received from the original campus for courses that now will be taken at the new campus.

Please note: In the case of temporary or permanent transfer to another campus, the student will still be required to pay the remainder of his or her tuition fees to the original home campus at the original campus rate for the duration of the program.

# Graduation

## Application for Graduation

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

## Graduation Ceremony

For students completing the program on schedule, graduation is held on the University of Chicago's main campus in the spring of each year. Graduation is a formal academic ceremony officiated by Chicago Booth deans and professors. Traditional academic attire is worn.

If a student is unable to attend the ceremony, the diploma will be mailed to his or her program office after the ceremony. The program office will arrange delivery of the diploma.

## Off-Cycle Graduation

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

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

## Degree with Honors

Chicago Booth offers two distinctions—high honors and honors. Approximately the top 5 percent of the Chicago Booth graduating class receive high honors, and approximately the next 15 percent receive honors. The distinction is noted on a student's diploma and transcript. These designations are based on a student's cumulative grade point average in all courses for which grades have been submitted through the quarter prior to the graduation quarter. Chicago Booth bases the grade point average cutoffs for these designations on the distribution of the grade point averages of students who graduated in the previous academic year. Graduating

students who have an Incomplete in any course at the time when high honors and honors are determined are not eligible for this distinction. Additionally, graduating students who committed academic misconduct are not eligible for this distinction.

## Postgraduation Honors Designation

The Deans' Office will grant honors/high honors distinction postgraduation to alumni who did not qualify when honors/high honors were determined in the fifth week of the quarter of graduation. Those students who achieved honors/high honors status prior to graduation will keep their status regardless of their cumulative GPA after graduation. The registrar will update the alumni transcript and have the diploma reprinted to reflect the distinction. Reprints of the diploma can take place only once the original diploma is returned.

Annually in July, the Booth registrar will compile GPA information for all graduates in all programs from the previous Summer, Autumn, Winter, and Spring Quarters to determine who has achieved honors postgraduation. The Booth registrar will notify the respective program offices and the alumni who will receive the honors designation. Alumni receiving the distinction must complete the Diploma Reprint form and mail it along with their original diplomas to the Booth registrar, who will coordinate with the university's registrar to update the transcript, request new diploma printing, and then send the updated diplomas to the alumni using overnight mail. The process can take six to eight weeks following the receipt of the Diploma Reprint form and original diploma.

## Beta Gamma Sigma Society

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

## Taking Classes after Graduation

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

1. Alumni may register for open seats in the electives courses offered each August. Alumni will be expected to pay a modest fee to participate in the electives program. Schedules, registration instructions, and discounted fees will be sent via email in the spring prior to Electives Weeks. Alumni will be registered for these courses as auditors (i.e., no credit). These courses are tuition free, but alumni will be responsible for travel, accommodations, and a fee to cover registration, materials, and activities.
2. Alumni may take up to three courses in any noncohorted Chicago Booth MBA program. These courses are tuition free, but alumni must purchase their course materials. Alumni are eligible to register for open seats after all current students have registered for the class. Alumni will be registered for these courses as regular students. The courses will be graded (but may be taken pass/fail), and they will appear on the University of Chicago transcript. Registration for these courses is through Alumni Relations. More information can be found at [ChicagoBooth.edu/alumni/lifelong-learning](http://ChicagoBooth.edu/alumni/lifelong-learning). For alumni interested in taking courses in London or Hong Kong, requests are evaluated on a case-by-case basis, since all courses in those locations are cohorted. Contact the campus program office for more information.

## Career Services

Chicago Booth offers lifetime access to a wealth of career resources and support. Career Services aids students and alumni in the management of their careers by helping to refine career goals, polish resumes/CVs, and improve networking skills for career changers as well as those looking to gain a competitive advantage in their current fields. Career Services is located on each of the Executive MBA campuses.

Programming includes learning about various industries and functions, personal coaching, career management workshops, and networking opportunities. Career Services is proactive in building partnerships with companies seeking to hire experienced MBA talent by establishing connections with a range of employers that value the Chicago Booth degree.

# General Information and Guidelines

## Director of Academic Support

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

## Teaching Assistants (TAs)

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

## Course Evaluations

Booth distributes Course Evaluation forms at the end of every course. The evaluation asks questions related to the professor's performance as well the course content. Results are summarized and posted on intranet.

[ChicagoBooth.edu/secure/execmba/academics/cdr/course-evaluations.aspx](https://chicagobooth.edu/secure/execmba/academics/cdr/course-evaluations.aspx). Teaching assistants are evaluated on a separate form distributed at the start of the final exam day.

## Learning Management System

Currently, Chicago Booth uses an online learning management tool that provides a common, easy-to-use framework for faculty to develop and disseminate course materials to students. This platform provides wide-ranging capabilities and interactive features to enhance students' learning experience. Students can access this platform at [canvas.uchicago.edu](https://canvas.uchicago.edu).

## Student Advisory and Activities Council (SAAC)

SAAC is an elected leadership group of current Executive MBA students whose priority is to enhance the student experience through active collaboration with program leaders, peers, and the Booth community. Our program culture encourages open and honest communication between program leadership and students. SAAC is not designed to be the sole forum for collecting student feedback. Students are always encouraged to share their thoughts with program staff and deans on an individual and ongoing basis. The goals of SAAC include:

- Promote a conducive learning environment of engaged students, ethical decision making, and principled leadership;

- Help shape and instill class values and leadership, aligning with the Chicago Booth Honor Code and university standards;
- Elicit ideas and provide student perspectives, insights, and visions to program leadership;
- Provide input on such topics as program culture, activities, closing events, and other needs; and
- Create, encourage, and engage classmates in social and networking opportunities, in coordination with the program office.

## Recording Classes and Sessions

Video recording of classes, teleconferencing into class, or any other means of remote communication for real-time student viewing or listening is not allowed in Chicago Booth's Full-Time MBA, Evening MBA, and Weekend MBA Programs. The foundation for this policy is that classroom attendance and uninhibited participation are integral to a Chicago Booth education and video recording would negatively impact both these tenets. However, it is also understood that the Booth Executive MBA Program uniquely necessitates learning in compressed intervals of time, and therefore the value of consulting video recordings of classes may be exceptionally high and possibly justify an exception to the rule. Faculty in the Executive MBA Program are given the option to video record their lectures and provide only registered students access to the recorded media using a secure, online streaming system. The decision to record classes and access to those recordings is completely at the faculty member's direction. Not all faculty will allow recording of their lectures. Students will be informed at the start of the quarter which classes will be recorded and the policy for accessing those recordings.

Although students seated near the front of the lecture hall may appear in the video recording, the recordings will be focused on the faculty member and the content presented at the front of the classroom. The purpose of the recordings is to preserve the classroom experience and allow for subsequent review by students. They are a learning resource and never a substitute for class attendance. Such recordings will not be distributed to students outside the course, and the videos will be deleted after the course final exam. Under no circumstances are students allowed to copy, edit, or share any portion of any recorded session; and under no circumstances may a student video record any portion of a class or review session on his or her own. Any such behavior is subject to disciplinary action.

Chicago Booth currently allows video recordings of optional review sessions, usually conducted by teaching assistants, on all its campuses. If a faculty member decides to record review sessions, the same conditions as noted above will apply.

For cases in which a student faces an unavoidable absence and a video recording of the missed class is not available, the student may ask a classmate to audio record the lecture with advance permission from the professor. Any such audio-recorded sessions are strictly for personal use and to be shared only with students registered in the course, and only with the faculty member's express approval. Any unauthorized distribution of audio recordings is subject to disciplinary action.

## Classroom Guests

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

## Photo Rights

The University of Chicago and Chicago Booth reserve 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.

## Mailfolders and Electronic Information

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

Program administration maintains an official distribution list (**axp18staff@lists.chicagobooth.edu**, **exp24staff@lists.chicagobooth.edu**, **xp88staff@lists.chicagobooth.edu**) for use by program staff and faculty to communicate official Booth announcements.

Students can use an open distribution list for student-to-student communication (**axp18@lists.chicagobooth.edu**, **exp24@lists.chicagobooth.edu**, **xp88@lists.chicagobooth.edu**).

Booth email lists are moderated during regular business hours to reduce the potential for spam. A short delay may be experienced in releasing approved messages (see Information Technology, page 10).

## Confidentiality of Student Records and Information

The university and Chicago Booth will release only student information that can be classified as "directory information" without permission from the student. Directory information includes business telephone, area of study, degree status, and expected graduation date.

Information that is released only with the permission of a student includes grades, grade point average, comments from professors, and notations of disciplinary action. Chicago Booth does not distribute copies of a student's grade records. Transcripts are available from the university's registrar and are released only with the student's written authorization or via secure online request (see Transcripts/Lifetime Transcript Fee, page 18).

## Privacy and Security

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

## Guidelines for Proper Use

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

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

## Liability and Indemnity

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

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

1. Abide by the Community Directory policies and the policies found within the Chicago Booth Policy Handbook.
2. 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 Community Directory or breach of these policies. Chicago Booth will provide notice to any such action or claim and reserves the right to participate, at the student's expense, in the investigation, settlement, and defense of any such action or claim. Chicago Booth reserves the right to

drop or prevent delivery of any email violating the above acceptable use policy, including all unsolicited bulk email or email containing a virus.

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 Community Directory. Students should review the policies periodically, particularly after any updates, to ensure that they are familiar with them. Chicago Booth is not responsible for screening communications/bulletin board postings; however, it 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 school-related venue. If Chicago Booth determines that a user's participation in the Community Directory may create a liability for Chicago Booth or that the user has violated the policies set forth herein, the school reserves the right, in its sole discretion, to take actions against the user, including expelling a user or denying a user further access to the Community Directory.

## Student Contact Information

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

## Privacy Display Options

Students who do not want their contact information to be viewed by other Chicago Booth students may suppress certain information by checking privacy boxes when updating their address records in the Community Directory. By checking any of the "suppress" boxes in the student's home or business address records, the student can entirely restrict viewing of his or her address records by other student users.

## **US Military Personnel**

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

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

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

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

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

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

1. Students should present official documentation of their status as armed forces active personnel or reservists to the associate dean in the Executive MBA Program Office.
2. Students receiving US Department of Veterans Affairs or military-related benefits should speak with the designated advisor to veterans in the registrar's office for the university.
3. Students called to duty before Week 5 of the quarter will be allowed to drop their courses without tuition penalty.
4. Students called to duty during Week 5 or thereafter will determine appropriate registration/grading options on a per-course basis.

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

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

This publication is available online via the Chicago Booth intranet.