



**THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS**

# **PhD Program Guidebook**

**For Students Matriculating In The  
2017-18 Academic Year**

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## INTRODUCTION

This guidebook provides general and specific information for PhD students at the University of Chicago Booth School of Business (Booth) who matriculate during the 2017-18 academic year. **The general procedures and rules** (not associated with dissertation area requirements) **in this Guidebook apply to all PhD students, regardless of year of matriculation, unless otherwise specified.**

PhD students should refer to this Guidebook for information regarding the general and specific PhD degree requirements and for information regarding other PhD Program procedures and rules. Students who matriculate during the 2017-18 academic year may choose to use those dissertation area requirements outlined in this Guidebook (2017-18) or those specified in the 2016-17 Guidebook (the requirements in place when the student was admitted to the Program). This decision is up to the student. Specific dissertation and support area requirements for a student who changes dissertation areas will be determined by the area to which the student transfers at the time of the transfer.

You may access this Guidebook and other information about the University of Chicago and Chicago Booth at the following website: Chicago Booth PhD Program Academic Services – available by login through the Booth Intranet at <http://intranet.chicagobooth.edu>.

This Guidebook complements the University's *Student Manual of University Policies and Regulations*. **Knowledge of policies outlined in both is every student's responsibility.**

**The contents of this publication are subject to change. For the most updated version of the Guidebook, please refer to the above-mentioned website.**

### Area Advisors

A student chooses a dissertation area before entering the PhD Program. Dissertation areas include: Accounting, Behavioral Science, Econometrics and Statistics, Economics, Finance, Management Science/Operations Management, Marketing, and Organizations and Markets. Each of these areas is supervised by a faculty advisor, a member of the faculty specializing in that area. These area advisors supervise the evaluation of applications to their respective areas, counsel new students on the curriculum in that area and how to plan their 5-year course of study, and serve as advisors to all the students in their respective areas throughout their course of study.

For the academic year 2017-18, these area advisors are the following Booth faculty members:

- Accounting – Hans Christensen and Valeri Nikolaev, Professors of Accounting
- Behavioral Science – Ayelet Fishbach, Jeffrey Breakenridge Keller Professor of Behavioral Science and Marketing
- Econometrics and Statistics – Ruey Tsay, H.G.B. Alexander Professor of Econometrics and Statistics
- Economics – Eric Budish, Professor of Economics
- Finance – Zhiguo He, Professor of Finance
- Management Science/Operations Management – Baris Ata, Professor of Operations Management
- Marketing – Pradeep Chintagunta, Joseph T. and Bernice S. Lewis Distinguished Service Professor of Marketing
- Organizations and Markets – Ronald S. Burt, Hobart W. Williams Professor of Sociology and Strategy

## **Mission Statement**

*The mission of the PhD program is to train prospective scholars to become highly skilled and innovative researchers and teachers in various aspects of business and to prepare them for careers as faculty members at premier academic institutions throughout the world.*

- Faculty: The University and Chicago Booth faculty members are highly skilled and innovative researchers who publish in leading academic journals.
- Academic Seminars: Numerous academic seminars provide an open forum to observe the presentation of, and critically comment on, the research of Booth faculty, advanced PhD students, and visiting faculty from other academic institutions.
- PhD Courses at Chicago Booth: Booth offers leading edge PhD courses that focus on conducting innovative academic research.
- PhD Courses in Other Schools and Departments: The PhD Program integrates its training with the faculty and courses in other schools and departments within the University.
- Computing and Database Resources: Booth maintains computing resources for its faculty and PhD students and develops and maintains access to databases needed to conduct academic research.

# CHAPTER 1 – FACULTY EXPECTATIONS AND TIMELINE

## Faculty Expectations and Timeline

Generally, students are expected to be “in residence” during all four academic quarters; the University has specific residency requirements that are outlined in Chapter 14 – Other University and BOOTH Policies.

### First Year

- Complete coursework during autumn, winter, and spring academic quarters and work on a research paper during the summer.
- Complete the General Examination requirements in the support area or the dissertation area (this depends upon area).

### Second Year

- Complete course work during autumn, winter, and spring quarters and work on a research project--the curriculum paper--during the summer.
- Complete the general examination requirements in the dissertation area or the support area (this depends upon area).
- Register for, attend, and receive a P/F grade for the weekly workshop in the area of specialization.

### Third Year

- Complete curriculum paper by the end of autumn quarter (earlier in some areas).
- Present the curriculum paper in a workshop during winter or spring quarters.
- Begin the dissertation proposal during spring quarter.
- Register for, attend and receive a P/F grade for the weekly workshop in the area of specialization.
- Reach Candidacy by the end of summer quarter.

### Fourth Year

- Take specialized courses as needed to develop the area of expertise.
- Complete the dissertation proposal.
- Make substantial progress on the dissertation.

### Fifth Year and beyond

- Finish and defend the dissertation.

### Deadlines:

- Reach candidacy within a maximum of four years from the date of matriculation.
- Propose the dissertation within five years from the date of matriculation.
- Defend the dissertation within seven years from the date of matriculation.

These times represent generous upper limits. Most students will complete their studies within five years of matriculation. If, after careful monitoring and guidance from the PhD Program Office, students cannot meet the requirements for candidacy within the allowed four years, they will be advised to leave the Program. Students who reach candidacy within the allowed four years but then fail to propose and defend a dissertation within the three subsequent years will also be withdrawn from the Program.

## CHAPTER 2 – PHD DEGREE REQUIREMENTS

### Brief Outline

Within the general and area-specific degree requirements, students are encouraged to design their academic program to suit their individual research interests and educational backgrounds. The PhD general degree requirements are as follows:

**Dissertation Area:** Successfully complete the general examination requirements in the dissertation area: Accounting, Behavioral Science, Econometrics and Statistics, Economics (and its related fields of study), Finance, Management Science/Operations Management, Marketing, or Organizations and Markets.

**Support Area:** Successfully complete the General Examination requirements in a basic discipline that supports the dissertation area: Behavioral Science, Econometrics and Statistics, Economics, Management Science/Operations Management, or Organizations and Markets. Behavioral Science and O&M students have additional support area options, as outlined in the general examination requirements. Economics students complete field specializations, which serve as their support area.

**Coordinated Sequence:** The coordinated sequence is required by some dissertation areas but not by others. In those areas that require it, students should successfully complete a three-course sequence, generally in an area other than the dissertation and support areas. Some dissertation areas require specific coordinated sequences. The General Examination Requirements by Area detail whether the coordinated sequence is required.

**Dissertation Area Workshop:** Successfully register for and participate in a workshop in the dissertation area during the second and third years in the Program. Grading is pass/fail. A total of six quarters with a grade of pass is required.

**Curriculum Paper and Presentation:** Write an original research paper and present it in a curriculum paper workshop. The paper must be completed by the end of autumn quarter of the third year and the workshop presentation must take place during winter or spring quarter of the third year.

**Candidacy Requirements:** Certification of candidacy indicates that a student has completed the requirements listed above and has reached the advanced stage of the PhD Program, permitting them to write a dissertation full-time.

**Dissertation Proposal:** Initiate a major piece of original research (the dissertation proposal) and present it for faculty approval at a dissertation proposal seminar.

**Dissertation Defense:** Complete a satisfactory dissertation and defend it successfully at a dissertation defense seminar. This research is the completion and extension of the research presented at the dissertation proposal seminar.

### Details

#### Dissertation Area General Examination Requirements

Students declare their intended dissertation area before entering the PhD Program. Dissertation areas include: Accounting, Behavioral Science, Econometrics and Statistics, Economics, Finance, Management Science/Operations Management, Marketing, and Organizations and Markets.

A student must successfully complete the dissertation area General Examination requirements as part of the PhD general degree requirements. The General Examination requirements may include but are not limited to: successful completion of specific courses, research papers, research workshops, reading lists, a written examination, and a faculty evaluation of the above; General Examination



requirements may also require specific GPAs and a specified course load per quarter. The written part of the General Examination requirements is typically administered once a year, often between June and September. Usually, the dissertation area exam requirements should be completed by the end of the second year in the Program.

### **Examinations *in Absentia***

If the chair of the examination committee approves, examinations may be written *in absentia* with the approval of the Director of the PhD Program.

### **Examination Results**

Students receive the results of the written part of their General Examination requirements from the Area Advisor for their dissertation area or the PhD Program Office.

### **Examinations Not Passed**

If a student fails the General Examination or other area requirements, the Director of the PhD Program will consult with area faculty and decide if the student may continue the program in that area, should apply to change dissertation areas, or should be withdrawn from the Program. If a student is allowed to continue after initially failing the General Examination or other area requirements, they get one more attempt to pass all components of the examination. Failure to pass all components on the second attempt will result in withdrawal from the Program.

### **Course Overlap**

Generally, courses taken to satisfy the dissertation area requirements cannot be used to satisfy any other PhD course or General Examination requirement.

## **Support Area General Examination Requirements**

A student must successfully complete the General Examination requirement in an area that supports the student's dissertation area as part of the PhD general degree requirements. Support areas include: Behavioral Science, Econometrics and Statistics, Economics, Management Science/Operations Management, and Organizations and Markets.

The General Examination requirements may include completion of specific courses, research papers, research workshops, a written and/or oral examination, and a faculty evaluation of these requirements. The written portion of the General Examination requirements is administered once a year, usually between June and September. Generally, the support area General Examination requirements should be completed by the end of the first year in the Program (but this varies by dissertation area).

### **Examinations *in Absentia***

If the chair of the examination committee approves, examinations may be written *in absentia* with the approval of the Director of the PhD Program.

### **Examinations Not Passed**

If a student fails the written part of the General Examination requirements in a support area for the first time, the student may take the written examination in that support area again or change support areas. If the student fails a written examination again, in either the original or second support area, the Director of the PhD Program will consult with the faculty in the student's dissertation area and decide if the student may continue the PhD Program.

## **Course Overlap**

Generally, courses taken to satisfy the support area requirements cannot be used to satisfy any other PhD course or General Examination requirement.

## **General Examination Timeline**

Students must pass one exam by the end of the second year and two by the end of the third year.

### **Coordinated Sequence**

If the dissertation area requires it, students must complete a three-course sequence with an average grade of “B” (3.0) or higher, generally in an area other than the dissertation or support area. Suggested coordinated sequences are listed under each area’s general examination requirements. Some dissertation areas require specific coordinated sequences. It is possible to create sequences of courses in other University schools or departments with the approval of the Director of the PhD Program.

### **Course Credit**

Students may use graduate courses taken at other approved institutions to satisfy the coordinated sequence requirements **with the approval of the area advisor and the Director of the PhD Program.**

## **Course Overlap**

Generally, courses taken to satisfy the coordinated sequence requirement cannot be used to satisfy any other PhD course or General Examination requirement.

### **Dissertation Area Workshop Requirement**

To fulfill this requirement, PhD students must register as a workshop participant **for the workshop required by their dissertation area** during each academic quarter of the student’s second and third years in the Program - a total of 6 quarters. The workshop participant course requirements vary by area. The minimum requirement is that students attend scheduled seminars; some areas take attendance. The workshops are graded on a pass/fail basis by the faculty member in charge of the seminar during the quarter. The student should check with the professor in charge of the workshop at the beginning of the quarter to determine the requirements for that quarter’s workshop.

The PhD Program emphasizes the development of the student’s capacity to conduct original research. Successful completion of the program in a timely manner depends on the ability of the student to work independently and to identify, analyze, and solve research problems effectively and creatively. Workshops provide a transition in emphasis for the student from courses to research and afford a testing ground for dissertation proposals. The workshops supplement formal course work and provide depth to the student’s understanding of his or her dissertation area. Moreover, they provide an opportunity for the student to gain experience critiquing and presenting material before an interested and critical group.

### **Curriculum Paper**

Students must write an original research paper and present it at a workshop during their third year in the Program. The paper must be completed by the end of the autumn quarter of the student’s third year in the Program. The paper must be approved by two Booth faculty members, generally from the student’s dissertation area. (A student may request permission from the area advisor to have one faculty member from outside the student’s dissertation area; the other faculty member must be from the student’s dissertation area.) If the paper is approved, the student must present it in a workshop by the end of the spring quarter of the student’s third year in the program. Ideally, the curriculum paper is a preliminary work that will eventually become a student’s dissertation. The specific procedures of

the Curriculum Paper are below. **Some dissertation areas have additional requirements and earlier deadlines; consult the relevant dissertation area requirements and the section of this guidebook on co-authorship (Chapter 5).**

- (1) Prior to the end of the **late June deadline** in the second year in the Program, the student must submit a copy of the “Curriculum Paper Topic Approval Form” to the PhD Office, signed by two Booth faculty members who approve the topic and agree to serve as readers of the curriculum paper. If, at any point, the student changes the topic, they must get faculty approval for the new topic and submit a new form to the PhD Office. Finance students have an earlier deadline for this approval form due to the earlier due date for the finance paper.
- (2) Prior to **the early September deadline**, the student must submit an outline of the curriculum paper and a signed copy of the “Curriculum Paper Outline Approval Form” to the PhD Office. **Autumn quarter stipend checks will be withheld until the signed copy of the “Curriculum Paper Outline Approval Form” has been submitted to the PhD Office.**
- (3) By early December of the third year, the student must submit a copy of the completed curriculum paper to the PhD Office and to the two faculty readers.
- (4) By early January of the third year, the two faculty readers must read the curriculum paper and affirm that it is satisfactory. The student must submit a signed copy of the “Curriculum Paper Evaluation Form.” **Winter quarter stipend checks will be withheld until the signed copy of the “Curriculum Paper Evaluation Form” has been submitted to the PhD Office.**
- (5) Students are required to present the curriculum paper in a Curriculum Paper Workshop, preferably the workshop of the student’s dissertation area, held during winter or spring quarter. Both faculty readers must be present and sign the “Curriculum Paper Presentation Form” stating that the presentation was acceptable.
- (6) Students are required to upload a PDF copy of their curriculum paper to the PhD Program database (available through the Intranet). This copy will be accessible to other students.

Failure to complete the Curriculum Paper requirement, as outlined above, will mean that the student is **not** making satisfactory academic progress in the PhD Program.

### **Candidacy Requirements**

Certification of candidacy indicates that students have reached the advanced stage of the PhD Program, permitting them to devote full-time attention to writing a dissertation. It is a University of Chicago requirement that eight months must elapse between admission to candidacy and conferral of the degree. The PhD Program Office reviews eligibility for candidacy once each year. Students have four years from the date of matriculation in the Program in which to reach candidacy. The requirements for candidacy are the first five steps of the PhD requirements:

- Successful completion of the General Examination requirements in the student’s dissertation area
- Successful completion of the General Examination requirements in the student’s support area
- Successful completion of an approved coordinated course sequence (if required by the dissertation area)
- Successful completion of the dissertation area workshop requirement
- Successful completion of the Curriculum Paper requirement (including presentation in a Curriculum Paper workshop)

Upon reaching candidacy, the student is ready to complete the last two tasks of the PhD requirements: proposing and then defending his or her dissertation.

### **Dissertation Proposal**

To gain formal approval, the student's dissertation proposal must be presented at a seminar. At this seminar, open to all PhD students and faculty members, the student has an opportunity to explain, defend, and modify the dissertation proposal. The final decision whether to permit the student to proceed with the dissertation topic is made by the dissertation committee composed of the dissertation chairperson and at least three other faculty members.

The chairperson authorizes the scheduling of the dissertation proposal seminar. Please see Chapter 6 for additional details on scheduling the dissertation proposal. Once scheduled, the PhD Program Office distributes a notice inviting all faculty and doctoral students to attend the seminar. This notice must be sent out no later than two weeks prior to the date of the seminar. **The student must provide a copy of the entire proposal to each dissertation committee member and the PhD Program Office one week before the proposal seminar.**

### **Dissertation Defense**

The dissertation has no prescribed length. To gain formal approval, the student's dissertation must be presented at a dissertation defense seminar. The dissertation defense presentation may be attended by any PhD student or faculty member, but final approval of the dissertation is made by the dissertation committee. Approval by the dissertation committee is required to pass the dissertation defense.

The dissertation chairperson, in consultation with the dissertation committee, determines when a student is ready to schedule a dissertation defense and informs the PhD Program Office, which then sends out a notice announcing the defense. This notice must be sent out no later than two weeks prior to the date of the defense. Additional details on scheduling a dissertation defense are in Chapter 6. **The dissertation must be submitted to the student's dissertation committee and the PhD Program Office at least one week before the dissertation defense.**

## CHAPTER 3 – GENERAL EXAMINATION REQUIREMENTS BY AREA

This chapter presents the General Examination requirements that must be fulfilled for each dissertation area and support area. These requirements may include specific courses, research papers, research workshops, reading lists, and/or a written examination. Please review these requirements with the PhD Area Advisor in your chosen dissertation and support areas.

### Accounting

The goal of the accounting area dissertation requirements is to ensure that PhD candidates in accounting have a good understanding of the field of accounting—the basic principles of accounting as well as the field of accounting research—and sound training in the underlying disciplines of economics, statistics, econometrics, and finance. However, the program is also designed to allow students a certain level of flexibility to pursue their own interests, which may lie in these areas or may lie outside, for example in psychology, law, or sociology. Students are thus encouraged to tailor their educational experience to take advantage of the rich variety of intellectual activity that is a hallmark of the University of Chicago. Students are especially encouraged to think creatively about how accounting is linked to other fields as well as to deepen their understanding of accounting and economics.

Students who enter the program with little or no academic or work experience in accounting are strongly encouraged to take two or more MBA classes in accounting (common examples being B30000, B30001, B30116, B30117, B30118, B30130) to ensure they have sufficient understanding of the accounting fundamentals that will be important for their subsequent career teaching and conducting research.

Separate from these requirements, there is a strong expectation that all accounting students attend and participate in the weekly accounting research workshop. Students should also monitor other workshop series (particularly that in finance) for workshops relevant to their research interests.

When fulfilling general PhD degree requirements, please make sure to consult other relevant sections of the Guidebook. This includes requirements regarding completion of the curriculum paper (Chapter 2) and co-authorship (Chapter 5). The deadlines and other requirements associated with the curriculum paper in particular will be rigorously enforced.

### Accounting as a Dissertation Area:

For students writing a dissertation in accounting, the General Exam requirements are:

**(1) Successful completion of the sequence of accounting seminar courses as well as necessary prerequisites.**

**A. Accounting seminar course requirement.** Students must take the following sequence of accounting seminar courses, earning an average grade of “B” (3.0) or higher:

Year One:

B30902: Empirical Research in Accounting (taken pass/fail)

Year Two:

B30901: Economic Modeling of Accounting Issues

B30902: Empirical Research in Accounting (for a letter grade).

B30903: Topics in Empirical Accounting Research (This class is currently taught by Professors Berger and Leuz in alternate years. Students are required to take both versions of the class, normally in their second and third years.)

B30904: Empirical Research on Managers' Corporate Financial Reporting Decisions

Year Three:

B30903: Topics in Empirical Accounting Research

**B. Prerequisite or Concurrent Registration Courses.** Students must enroll in all of the following prerequisite courses, earning an average grade of "B" (3.0) or higher:

B30901: E30100, E30200, B33911

B30902: B35901

B30903: B30902, B35901

B30904: B30000 or equivalent

Courses taken to fulfill the dissertation area requirements may also be used to fulfill support area and coordinated sequence requirements.

- (2) **Successful completion of first year summer paper no later than the beginning of the autumn quarter of the second year.**
- (3) **Successful completion of the coordinated sequence, a three course sequence in an area other than the dissertation and support areas, with an average grade of "B" (3.0) or higher. See below and Chapter 2.**
- (4) **Successful completion of the accounting area written General Examination.** Students normally take this exam in the summer immediately following their second year in the program.
- (5) **Successful completion of the accounting workshop participation requirement.** Accounting PhD students are expected to attend accounting workshops throughout their studies at Chicago.<sup>1</sup> The PhD Program workshop requirement is met by registering for and receiving a passing grade in the accounting workshop (B30600) during each quarter of the second and third years in the Program. When registered for the workshop, students should check with the workshop coordinator at the beginning of each quarter to determine what they need to do to earn the grade of P.
- (6) **Successful completion of any MBA Program accounting courses** required to complete the individual student's knowledge of accounting (as determined by the PhD Student Area Advisor in Accounting). For those students without a strong background in accounting, this would normally comprise 30000, 30116, and 30130.

Please refer to Chapter 2 for curriculum paper requirements. In accounting, we expect students to turn in a final curriculum paper by the end of the autumn quarter of their third year, and present the paper to the faculty in the winter quarter of the third year.

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<sup>1</sup> Note that the accounting research workshop is sometimes scheduled such that it conflicts with required first year classes. If this occurs, students are expected to give priority to attending their required classes.

Students in accounting can take a variety of support area/coordinated sequence combinations. Examples are:

<i>Support Area</i>	<i>Coordinated Sequence</i>
Economics	Econometrics & Statistics
Econometrics & Statistics	Economics
Behavioral Science	Economics

Here is an example of a four-year course schedule for a PhD student writing a dissertation in accounting and taking economics as a support area and econometrics/statistics as a coordinated sequence. Students with other interests will take different schedules.

**Year 1 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Accounting	B30130		B30902	Summer paper
Economics/Price Theory	E30100	E30200		
Finance	B35901	B35210	B35908	
Econometrics/Statistics	B41901	B41902 B41910	B41903	

**Year 2 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Accounting	B30904	B30901 B30903	B30902	Curriculum Paper, Written General Exam
Economics/Price Theory	B33911 B33921	E3xxxx		
Finance		B35902	B35903	
Econometrics/Statistics			B4191x	
Specialized Courses (as needed)	XXX	XXX	XXX	
Area Workshop	B30600	B30600	B30600	

**Year 3 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Accounting		B30903		
Specialized Courses (as needed)	XXX	XXX	XXX	
Area Workshop	B30600	B30600	B30600	
Curriculum Paper	Complete	Present		
Dissertation		Begin	Continue	Continue

**Year 4 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Dissertation	Propose	Continue	Continue	Complete
Attend Area Workshop				

**Accounting as a Coordinated Sequence:**

The following accounting courses can be taken to fulfill the coordinated sequence requirement: B30901, B30902, B30903, B30904 or any one of B30000, B30116, B30117, B30118, or B30130.



## **Behavioral Science**

Behavioral Science involves research on how people make judgments and decisions, and how they interact with one another in dyads, groups, organizations, and networks. The foundation of the Program is on three behavioral science disciplines: traditional Judgment and Decision Making, Social Psychology, and Behavioral Economics. Research draws on theory and methods from cognitive and social psychology, economics, neuroscience, the policy sciences, and other related fields. Behavioral Science applies these disciplines to study human behavior in a wide range of managerial and organizational contexts. Examples include cognitive processes of judgment and decision making; motivation and self-control; psychological aspects of economic behavior; learning, reasoning, and problem solving by individuals, teams, groups, and organizations; processes of negotiation; power and influence; and organizational and cultural influences on decision making. Students focus their studies on the subset of research topics that best fit their interests and career goals. Studies in Behavioral Science can be paired with studies in Marketing for a focus on consumer behavior, with Organizations & Markets for a focus on organizational structures and processes, with Economics or Finance for a focus on economic behavior, and with many other scholarly fields. In addition to courses offered at Chicago Booth, students take courses in Psychology, Economics, Sociology, Public Policy, and other University departments.

Students select a faculty member from the program as an advisor at the start of their studies. Although the advisor may change, most student research is collaborative with faculty members.

When fulfilling general PhD degree requirements, please make sure to consult the relevant sections of this Guidebook that discuss those requirements (e.g., curriculum paper requirements in Chapter 2, co-authorship rules in Chapter 5) in addition to area specific requirements.

### **Behavioral Science as a dissertation area.**

For students writing a dissertation in Behavioral Sciences, the requirements are:

- 1) **Successful completion of courses as itemized below.** In order to assure appropriate consultation, the choice of courses to satisfy requirement (B) must be approved in advance of registration by the student's faculty advisor. The minimum grade allowed for a course to count towards the PhD degree is a B (3.0) in all courses taught by primary Behavioral Science faculty members and a B- (2.7) for all other courses.
  - A. Three Foundational Seminars: Behavioral Economics (B38912 or B38915 or 38120), Foundations of Judgment and Decision Making (B38913), Foundations of Social Psychology (B38914). (Note: 38120 is offered for students with limited background in economics.)
  - B. Three Topical Proseminars: Current Topics in Behavioral Science I, II, III (B38901, B38902, and B38903, complete one in each of the first 3 years in the Program); B37903 (with Chris Hsee)
  - C. Two introductory courses in statistics. Usually B41901 and B41902, but others can be taken with permission. B41901 and B41902 may also count towards fulfillment of the Support Area requirements.
  - D. A minimum of two courses in research methods including:
    - At least one in experimental research methods: Research Methods in Behavioral Science (B38911); Design and Analysis of Experiments (Stat 34500); Experimental Design I & II (Psych 37300, Psych 37900, both courses must be taken to satisfy the requirement); Experimental Economics (Econ 21800) are good examples.

- At least one in non-experimental research methods (the courses below are good examples): Statistical Methods of Research I & II (Soc 30004 and 30005, both courses must be taken); Questionnaire Design (Psych 38600); Survey Research Overview (Soc 30118); Survey Research Methodology (PPHA 41600); Survey Questionnaire Design (PPHA 41800) are good examples.

**2) Successful completion of the First-year Summer Paper no later than the beginning of the Autumn Quarter of the second year.** (Students should make an oral presentation of the Summer Paper at a Brown Bag research lunch during the Autumn Quarter.)

**3) Pass the Behavioral Science Written PhD Qualifying Exam.** Students must take the exam at the end of their second year in the PhD program. The exam is composed of a written test and the submission of a short research report (a good model for the format and scope of this report is a *Psychological Science* article). Details of the exam are available by request from the PhD Program Advisor.

**4) Successful completion of the workshop participation requirement.** PhD students are expected and encouraged to attend all Behavioral Science Workshops throughout their studies here. The minimum requirement is attendance at 75% of all workshops offered between matriculation and the acceptance of the dissertation proposal, excluding unavoidable class conflicts and periods in which the student is away for PhD-study-related business.

**5) Curriculum Paper.** By the end of Autumn Quarter of the third year, students must submit a written paper (typically a research/theory review plus an experiment or two, usually in the subject area of the dissertation research and often an extension of the Ph.D. Qualifying Exam ‘Empirical Paper’). Students must make an oral presentation of the curriculum paper material in a research lunch or Workshop forum during the third year.

**6) Written Dissertation Proposal** Sometime during the fourth year, students form their dissertation committee and present and pass their dissertation proposal.

**7) Dissertation** Before the end of the fifth year, submit the written dissertation and pass an oral examination on the dissertation (dissertation defense).

**The Behavioral Science course requirements include the following rules:**

(a) During the first two years of study, a student will usually enroll in a minimum of 3 PhD courses (excluding workshops) each quarter, until his/her course requirements are fulfilled. This minimum is required to obtain financial support. Students who have a good reason to waive this requirement must obtain written permission from the PhD Program Advisor at the start of each quarter in which they propose to enroll in fewer than 3 courses (unless they have completed all course requirements).

(b) Students must retake any course in which they receive a grade below B–.

**Psychology as a Support Area for Behavioral Science students.**

Students may elect to complete the Support Area requirement in the field of Psychology (instead of the Chicago Booth areas of Economics, Econometrics and Statistics, Management Science/Operations Management, or Organizations and Markets). To complete this requirement in Psychology, students must first complete most of the “Common Graduate Curriculum” coursework requirements in Psychology (all to be passed with grades of B– or higher) (n.b., Students do not have to complete the “Trial Research Seminar” or the “Proseminar” requirements of the Graduate Psychology curriculum):

- 1) Statistics Requirement (which will also “double count” with Behavioral Science requirements)
  - A. “Statistics 220 or Bus 41000 or equivalent” can be fulfilled by the two “introductory courses in statistics requirement [1C]

- B. “Psychology 37300: Experimental Design I” and “Psychology 37900: Experimental Design II” can be fulfilled by the “at least one [course] in experimental research methods requirement [1Di])
- 2) Breadth Requirement: Three doctoral level courses in Psychology, extending across different areas of psychological science.
  - 3) Elective Requirement: Two additional PhD level courses in any area of Psychology that fit the student’s study plan.

**Policy & Intervention as a Support Area for Behavioral Science students.**

Students may elect to complete the Support Area requirement with a specialization in Behavioral Policy and Intervention. This Support Area is designed for students who want to pursue behavioral science careers (in universities, as well as in private or public sector organizations) involving social experimentation, program evaluation, “nudge interventions”, and related research in naturally-occurring settings. Students who choose this Support Area are expected to complete research projects for the basic PhD requirements that support and develop this interest. (The Behavioral Science Program will provide connections and resources to allow students to complete the First Year Research Project and Dissertation research in field settings.) In addition, students must complete at least five of the courses indicated below (all to be passed with grades of B– or higher; completing this Support Area exempts students from the Non-experimental Methods requirement):

- 1) Two methods or statistics courses that have been approved by the Behavioral Science faculty as providing skills useful in implementing and evaluating interventions in the field. These courses may not be “double-counted” as fulfilling other Behavioral Science “major” requirements. There are many possibilities, and the student should consult with the Program PhD Advisor to determine good choices. Some examples, include (all Harris School unless otherwise indicated): Program Evaluation, Social Experiments: Design and Generalization, Cost Benefit Analysis, Survey Research Methodology and Analysis, Survey Questionnaire Design, Measuring Public Value, Text Mining in Public Policy, and others.
- 2) Three substantive courses approved by the Behavioral Science faculty that illuminate or support research and modeling relevant to social interventions, for example (Harris School unless otherwise indicated): Field Experiments in Economics (Economics - List), Experimental Behavioral Science in Field Settings (Booth – Shah and Bryan), Poverty Inequality and Government Policy, Poverty and Social Welfare Policy, Crime Policy, and others.

**Behavioral Science as a support area.**

The requirements for Behavioral Sciences as a Support Area are the same as for the dissertation area, except that 1) (D) is not required; 2) the Behavioral Sciences exam may be taken in the third year instead of the second if preferred.

**Behavioral Science as a coordinated sequence.**

The following Behavioral Science courses can be taken to fulfill the coordinated sequence requirement: any three of B38901, B38902, B38903, B38904, B38913, B38914, and Psych. 43600 – Judgment and Decision Making. Other courses can be taken with the permission of the Behavioral Science PhD Program area advisor.

**Joint PhD Degree in Psychology and Business**

Students may apply to complete a joint PhD degree in Psychology and Business. Students who are admitted to Booth may apply for admission to the Joint Program at any time during their first two years of study at Booth. They must secure a faculty research sponsor in Psychology (in addition to

one at Booth) in order to be considered. The details of this rigorous course of study are available from the PhD Program area advisor.

### **Econometrics & Statistics**

Econometrics and Statistics are concerned with the combination of economic, mathematical, and computing techniques in the analysis of economic and business problems such as forecasting, demand and cost analyses, model building, analysis of big data, and testing empirical implications of theories. Study in this area integrates a comprehensive program of course work with extensive research. The Program is designed for students who wish to do research in econometric and statistical methods that are motivated by business and economic applications. Students are able to design an individual program of study by combining courses in specific areas of business, such as economics, finance, accounting, management, marketing, or international business with advanced courses in statistical methods.

When fulfilling general PhD degree requirements, please make sure to consult the relevant section of the Guidebook that discusses those requirements (e.g., curriculum paper requirements in Chapter 2, co-authorship rules in Chapter 5), in addition to area specific requirements (if any).

### **Econometrics & Statistics as a Dissertation Area:**

For students writing a dissertation in Econometrics & Statistics, the General Examination requirements are:

- (1) Successful completion of six econometrics/statistics seminar courses:** A “B” (3.0) or higher grade point average must be achieved. If a student takes a course more than once, the highest grade will be used to calculate the grade point average.

B41903 – Applied Econometrics

B41910 – Time Series Analysis for Forecasting and Model Building

B41911 – Advanced Econometrics

B41912 – Applied Multivariate Analysis

B41913 – Bayesian Econometrics

B41914 – Multivariate Time Series Analysis

E31000 – Empirical Analysis I

E31100 – Empirical Analysis II

E31200 – Empirical Analysis III

Students may apply to the area advisor for permission to substitute courses from the Statistics and Economics departments. For example, stochastic calculus is helpful to students interested in financial econometrics.

- (2) Successful completion of the First-year summer paper no later than the beginning of the autumn quarter of the second year.**
- (3) Though the coordinated sequence is no longer required, students must take an additional 3 PhD courses of their choosing (related to their dissertation area) to fulfill the course requirements for Econometrics and Statistics.**
- (4) Research Paper Requirement: Successful completion of a research paper in Econometrics/Statistics.**

The student is required to write a research paper in Econometrics and Statistics by the second week of the autumn quarter of the third year. The paper will be evaluated by at least two Econometric and Statistics faculty members with a pass or fail grade, and feedback will be given to the student. Normally, the student has only one chance to pass this requirement. If the student successfully passes the research paper, s/he may revise it, according to the feedback received and expand on the results for his/her curriculum paper, due at the end of autumn quarter. The curriculum paper presentation requirement in a seminar during winter quarter must be fulfilled for Econometrics/Statistics students by presenting their E/S-Curriculum Paper in the Econometrics/Statistics Colloquium during winter quarter of the student's third year. The oral presentation will be judged by faculty with a pass or fail grade.

**The Econometrics and Statistics course requirements include the following rules:**

(a) Generally a student will enroll in a minimum of 3 PhD courses each quarter in their first two years of study (this includes workshops in the second year of study). This minimum is generally required to obtain full financial support.

(b) A minimum grade of B- (2.7) is required in all courses. Students must automatically retake any course in which they receive a grade of C+ or below.

Following is an example of a four-year course schedule for a PhD student writing a dissertation in Econometrics and Statistics, with economics as a support area, and finance as a coordinated sequence or an application area:

**Year 1 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Econometrics/Statistics	B41903	B41910	B41912	Optional 1 <sup>st</sup> -year paper
Price Theory	E30100	E30200	B30300	
Specialized Courses	XXX	XXX	XXX	

**Year 2 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Econometrics/Statistics	E31000	E31100	E31200	Curriculum Paper
Finance	B35901	B35902	B35903	
Specialized Courses (as needed)	XXX	XXX	XXX	
Area Workshop	B41600	B41600	B41600	

**Year 3 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Area Workshop	B41600	B41600	B41600	
Curriculum Paper	Complete	Present		
Dissertation		Begin	Continue	Continue

**Year 4 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>

Specialized Courses (as needed)	XXX	XXX	XXX	
Dissertation	Propose	Continue	Continue	Complete

**Econometrics & Statistics as a Support Area:**

Empirical work has always been an important part of the research effort at Chicago Booth in all fields of study. Econometrics and Statistics courses are thus useful choices in satisfying the support area. This is particularly so as we are in a data-rich environment.

For students who take Econometrics and Statistics as a support area, the General Examination requirements are the completion of six of the courses listed below with a minimum grade point average of “B” (3.0). If a student takes a course more than once, the highest grade will be used to calculate the grade point average. Two of the six courses must be B41901 and B41902, although students with a strong background may apply to the area advisor for permission to replace B41901 and/or B41902. No written General Examination is required.

The list of courses from which students may choose is as follows:

- B41901 – Probability and Statistics
- B41902 – Statistical Inference
- B41903 – Applied Econometrics
- B41910 – Time Series Analysis for Forecasting and Model Building
- B41911 – Advanced Econometrics
- B41912 – Applied Multivariate Analysis
- B41913 – Bayesian Econometrics
- B41914 – Multivariate Time Series Analysis
- E31000 – Empirical Analysis I
- E31100 – Empirical Analysis II
- E31200 – Empirical Analysis III

**Econometrics & Statistics as a Coordinated Sequence:**

The following Econometrics and Statistics courses can be taken to fulfill the coordinated sequence requirement: any three of B41901, B41902, B41903, B41910, B41911, B41912, B41913, or B41914. No workshop courses at Chicago Booth or the University (e.g., Statistics 49400) can be used to fulfill the coordinated sequence requirement.

## **Economics**

Fields of study in economics include price theory, market structure, industrial organization, labor economics, financial economics, business cycles, economic growth, and international economics. Students take advantage of a wide range of course offerings in both the Booth School of Business and the Department of Economics. After completion of coursework, students write dissertations in fields of their choosing.

When fulfilling general PhD degree requirements, please make sure to consult the relevant section of the Guidebook that discusses those requirements (e.g., curriculum paper requirements in Chapter 2, co-authorship rules in Chapter 5), in addition to area specific requirements (if any).

### **Economics as a Dissertation Area:**

For students writing a dissertation in economics, the General Exam requirements are:

#### **Year One:**

**Complete the Economics Core:** Successful completion of the following 8-course economics core with a grade point average of “B-” or higher. If a student takes a course more than once, the highest grade will be used to calculate the GPA.

**Microeconomics** (3 courses): E30100 – Price Theory I, E30200 – Price Theory II, E30300 – Price Theory III

**Macroeconomics:** (2 courses): E33000 – Theory of Income I, E33100 – Theory of Income II

**Quantitative Analysis** (3 courses): E31000, E31100, E31200 – Empirical Analysis I, II, III

**Pass the Economics Core Examinations in Microeconomics and Quantitative Analysis.** Achieve a passing grade on the core examinations in Microeconomics and Quantitative Analysis, administered by the Department of Economics. Students should plan to take these examinations at the end of their first year of study.

**Participate in the Applied Economics Workshop:** First year students are required to attend the Applied Economics Workshop during the spring quarter of their first year and for all of their second year and third years.

#### **Year Two:**

**Complete nine PhD level courses in economics, including Applied Price Theory–E34201** (or an alternate approved by the Area Advisor if this course is not being offered), with a grade point average of “B” or higher.

**Demonstrate Proficiency in Two Fields of Specialization:** Students must demonstrate proficiency in two specialized fields. The method(s) for certifying proficiency in each Specialized Field will be chosen by the faculty teaching in that Field. Specifically, the methods are: (1) with a GPA (3.0 average) in the Field courses (unless otherwise specified below); (2) with a Preliminary Examination; (3) with a Preliminary Paper. Each Field can choose one or more options, as the faculty members prefer.

Fields of study are to be chosen from the list below. Other course sequences in may be substituted with the approval of the area advisor.

**Econometrics & Statistics:** Refer to the Econometrics/Statistics General Exam requirements. Courses taken to fulfill the first year Economics core requirements cannot be used to satisfy the Econometrics/Statistics General Exam requirements.

**Financial Economics:** Must successfully complete the “six finance course requirement” (see the Finance dissertation area requirements).

**Industrial Organization:** B33921, B33922, and B33923 – Advanced Industrial Organization I, II, III.

**Economics of Information:** At least one A- and neither grade less than B for E30500 (Game Theory), and B33911 – The Economics of Information. (Note: In years when E30500 is not given, Econ. 40200 – Advanced Auction Theory may be substituted.)

**Labor Economics:** See the Department of Economics Program Guidebook.

**Field Specialization Certification:** Students should consult the Department of Economics Program Guidebook for additional information on how field specializations are certified by the Department (by GPA, exam, paper, or some combination thereof).

**Course Overlap:** Six of the nine courses taken to fulfill the second year dissertation area requirements may also be counted to fulfill the support area requirement of the Program. The remaining three may also count to fulfill the coordinated sequence requirement.

**Note:** The faculty recommends that students take additional econometrics courses beyond those in the economics core if they intend to conduct empirical research.

Here is an example of a four-year course schedule for a PhD student writing a dissertation in economics:

**Year 1 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Microeconomics	E30100	E30200	E30300	Optional 1 <sup>st</sup> -year paper
Macroeconomics	E33000	E33100	E33200	Core Exams in Microeconomics and Quant. Analysis
Quantitative Analysis	E31000	E31100	E31200	
Applied Economics Workshop			B33610	



**Year 2 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Field Specialization I	XXX	XXX	XXX	Exam if needed
Field Specialization II	XXX	XXX	XXX	Exam if needed
Applied Price Theory and Other Courses (as needed)	E34201	XXX	XXX	
Area Workshop	B33610	B33610	B33610	
Curriculum Paper				Begin

**Year 3 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Area Workshop	B33610	B33610	B33610	
Curriculum Paper	Complete	Present		
Dissertation		Begin	Continue	Continue

**Year 4 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Dissertation	Propose	Continue	Continue	Complete

**Economics as a Support Area:**

For students who take economics as a support area (a basic discipline), the General Examination requirement is the completion of six of the courses listed below with a minimum grade point average of “B-”. At least two of the six courses must be in Microeconomics. At least one course, and no more than two courses, must be chosen from each of Macroeconomics and Empirical Analysis. If a student takes a course more than once, the highest grade will be used to calculate the grade point average. No written General Examination is required.

**Microeconomics:** At least 2 courses from: E30100, E30200, E30300 – Price Theory I, II, III; B33101 – Advanced Micro Analysis.

**Macroeconomics:** At least 1 course and no more than 2 courses from: E33000, E33100, E33200 – Theory of Income I, II, III. For students writing dissertations in Accounting, Marketing, MOB, MS/OM, or O&M, the microeconomics course B33911 – Economics of Information may be substituted for E33000, E33100 or E33200.

**Empirical Analysis:** At least 1 course, and no more than 2 courses from: E31000, E31100, E31200 – Empirical Analysis I, II, III; B41901 – Probability and Statistics, B41902 – Statistical Inference, B41903 – Applied Econometrics; or other, more advanced, statistics or econometrics courses such as B41910 – Time Series Analysis for Forecasting & Model Bldg., B41911 – Advanced Econometrics, B41912 – Applied Multivariate Analysis, etc.

**Additional Courses:** In addition to the four courses required above, students must take two courses. These can be any of the courses mentioned above (subject to the stated constraints) or any other PhD-level economics courses at Booth or in the Department of Economics.

Some dissertation areas may have specific economics course requirements or suggestions; students should discuss this issue with the PhD Area Advisor in their respective dissertation areas.

**Course overlap:** Courses used to satisfy other PhD area requirements may not be double-counted as Economics support area courses. That is, students must choose 6 courses from the list above and beyond what they take to satisfy other requirements.

**Economics as a Coordinated Sequence:**

The following economics courses may be taken to satisfy the coordinated sequence requirement: any three of E30100, E30200, E30300, E34201, E33000, E33100, E33200, B33911. Industrial Organization is also an approved sequence: B33921, B33922, and B33923.

**Finance**

The Finance PhD Program is concerned with such areas as: (1) the behavior and determinants of asset prices, including stocks, bonds, options, futures, and real estate; (2) portfolio management; (3) the management of corporate and public funds, including the choice of investment projects and the choice of sources of funds; (4) corporate governance and the incentive problems of corporate officials; and (5) the management and regulation of financial institutions. Students take courses from both Chicago Booth and the Department of Economics as part of their training.

When fulfilling general PhD degree requirements, please make sure to consult the relevant section of the Guidebook that discusses those requirements (e.g., curriculum paper requirements in Chapter 2, co-authorship rules in Chapter 5), in addition to area specific requirements (if any).

**Finance as a Dissertation Area:**

For students writing a dissertation in Finance, the General Examination requirements are:

1) **Six finance course requirement:** Students must take at least six finance courses as stipulated below:

- The following four required classes: B35901, B35902, B35903 – Theory of Financial Decisions I-II-III; and B35904 – Asset Pricing or B35912 – Asset Pricing Theory.
- At least two electives from this list:
  - B35905 – Topics in Empirical Finance
  - B35906 – Behavioral Finance
  - B35907 – Topics in Asset Pricing
  - B35908 – Research Projects
  - B35910 – Asset Pricing and Macroeconomics
  - B35913 – Advanced Theory of Corporate Finance and Capital Markets
  - B35915 – International Macroeconomics and Finance
  - B35132 – Advanced Models of Option Pricing and Credit Risk
  - B33911 – Economics of Information

Please note that not all of the courses on the electives list above are offered every academic year. Students should consult the Booth course list published each year online and plan accordingly.

Students must obtain a grade point average of at least 3.5 out of 4.0 in the six finance courses. Students must complete this course work by the end of the spring quarter of their second year. At the discretion of the finance faculty, a student who has passed the “Second Year Paper in Finance Requirement” (see below) but who has not met the “Six Finance Course Requirement,” may be allowed to continue in the Finance Dissertation Area conditional on meeting the “Six Finance Course Requirement” by the end of the spring quarter of the student’s third year.

**2) Successful completion of the support area and coordinated sequence requirement.**

Between support area and coordinated sequence, students must have successfully taken the following courses with a minimum average grade of B (3.00):

- Microeconomics: At least 2 Price Theory courses (Econ 30100, 30200, 30300)
- Macroeconomics: At least 2 Theory of Income courses (Econ 33000, 33100 33200)
- Statistics/Econometrics: At least 2 Empirical Analysis courses (Econ 31000, 31100) or Econometrics and Statistics courses from Booth (B41901, B41902, B41903 or more advanced)

The required courses and the standard of performance in them seek to ensure that a student masters the body of knowledge that the academic world has come to expect of students trained at Chicago. The rules also ensure that a student will have some class contact with different faculty who may later serve on thesis committees.

**3) Successful completion of the second year paper in Finance.** A student must submit an original research paper in early September at the end of the student’s second year in the Program. The topic approval deadline for this paper is generally early Spring quarter of the student’s second year. An initial draft of the paper is generally due to the student’s advisors by late July.

After the second year paper in Finance has been reviewed, the Finance faculty will evaluate the student’s overall performance in coursework and research to decide if the student has successfully completed the General Examination requirements in Finance.

Papers co-authored with faculty members or students (at Chicago or elsewhere), or where co-authorship is anticipated, may not be used to satisfy any of the Finance research requirements for a PhD (second-year paper or dissertation). Under exceptional circumstances (e.g., for access to data), students may seek permission for an exception for their dissertation. See Chapter 5 (“Co-Authorship”) for more information.

A student may fulfill both the curriculum paper requirement and the finance paper requirement with the same paper. However, the student must also comply with the “Curriculum Paper” submission requirements. Extensions to Curriculum Paper/Finance Paper deadlines (e.g., Topic Approval Form) must be obtained from the Finance Area Advisor. Extensions are not allowed for the Finance Paper itself.

**4) Successful completion of the Finance research requirement:**

a) Students are required to register for the Finance Workshop, B35600, for a grade of Pass/Fail each quarter that it is offered during their second and third years in the PhD Program. Attendance at at least 70% of the workshops is required to obtain a grade of Pass. Students must self-report their attendance to the faculty member in charge of the workshop at the end of each quarter.

b) Students must present their research at the University of Chicago two times in each of the third and fourth years. The curriculum paper presentation and dissertation proposal may count toward this requirement. At least one faculty member must be present at the presentation.

### **Research Seminar**

In year three of the program, a three-course sequence, B35930/B35931/B35932, is offered. This course encourages students to progress in their research during year three; research presentations are required.

### **Optional First Year Summer Paper in Finance:**

Finance students wishing to write an optional research paper during the summer following their first year in the Program may apply for a grant to the Center for Research in Security Prices (CRSP). Two types of projects are possible:

- (1) Original Research: Submit an original paper to the PhD Office by the end of September of the first year. If the paper is an extension of one written for a course, the extension must be substantial and the original paper must be submitted with the CRSP research paper. The Finance faculty will evaluate these papers and provide feedback.
- (2) Junior Co-authorship: Work as a junior co-author with a Finance faculty member. The student must be signed on as a junior co-author by a faculty member before the summer quarter of the student's first year in the Program. (See Chapter 8 of this Guidebook for details about co-authorship.)

The requirements and procedures are as follows:

- Papers must have substantial financial content.
- The student must be in residence and work during his or her first summer in the Program.
- The student must submit an outline (see below) of the proposed paper to the PhD Office by the spring quarter deadline outlined by the PhD Office.
  - Students writing an original research paper must submit an outline of the proposed study or a copy of an existing paper the student is extending to the two Finance faculty members with whom the student would like to work.
  - Students working as a junior co-author with a Finance faculty member must submit an outline of the proposed joint project.
- The outline should be accompanied by the appropriate CRSP application form, signed by two Finance faculty sponsors.
- A draft of the paper or research project must be submitted to the PhD Office by the first day of autumn quarter.
- The paper or research project will be evaluated by a committee of three Finance faculty members. If it is approved, the student will receive a grant of \$5,000 before the end of the autumn quarter.

Here is an example of a four-year course schedule for a PhD student writing a dissertation in Finance with Economics as a support area and Econometrics and Statistics as a coordinated sequence.

**Year 1 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Microeconomics (at least 2 Price Theory courses)	E30100	E30200	E30300	Optional 1 <sup>st</sup> -year paper
Empirical Analysis (at least 2 courses ) / Econometrics	E31000	E31100	E31200	
Macroeconomics (at least 2 Theory of Income courses)	E33000	E33100	E33200	

**Year 2 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Finance	B35901	B35902	B35903	
Finance	B35904 or B35912	B35906 or B35132	B35907 or B35908	
	B419XX			
Area Workshop	B35600	B35600	B35600	
2 <sup>nd</sup> year/Curriculum Paper			Begin	Complete

**Year 3 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	B35930	B35931	B35932	
Area Workshop	B35600	B35600	B35600	
Curriculum Paper	Complete	Present		
Dissertation		Begin	Continue	Continue

**Year 4 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Dissertation	Propose	Continue	Continue	Complete

**Finance as a Support Area:**

Finance courses cannot be taken to fulfill the support area requirements for the PhD degree, except for students whose dissertation area is Economics and who may elect Financial Economics as a field specialization.

**Finance as a Coordinated Sequence:**

The following Finance courses can be taken to fulfill the coordinated sequence requirement: any three of B35901, B35902, B35903, B35904, B35905, B35906, B35907, B35908, B35910, B35912, B35913, B35915, and B35132.

**Joint Program in Financial Economics**

Students may apply to the Joint Program in Financial Economics at the time of their application to the Finance program or in Spring quarter of their first year. The details of this course of study are available from the Assistant Director for the Joint Program. Students must meet the requirements for Booth and the Department of Economics.

**Management Science/Operations Management**

Management Science is concerned with the application of mathematics and computer methods to management problems. The field of Operations Management applies the underlying methodologies of Management Science to deal with the problems of developing, producing, and delivering goods and services. The focus is on how to combine concepts, models, and data to help managers develop better systems and make better decisions concerning operations.

Students who choose to emphasize Management Science/Operations Management (MS/OM) as their dissertation area should have had at least two years of college-level mathematics before they enter the PhD Program. The areas of most relevance to business are linear algebra, analysis, and probability; students with a minimal background should expect to take additional work in these areas.

When fulfilling general PhD degree requirements, please make sure to consult the relevant section of the Guidebook that discusses those requirements (e.g., curriculum paper requirements in Chapter 2, co-authorship rules in Chapter 5), in addition to area specific requirements (if any).

**Management Science as a Dissertation Area:**

**Prerequisites:** A student entering the PhD Program in Management Science/Operations Management should be proficient at the level of the following courses, or enroll (for a letter grade) in the following courses at the start of his/her program (these may be used to fulfill a student's Electives requirement with approval of the area advisor: see below).

1. CMSC 27100 – Discrete Mathematics
2. Math 20300 – Analysis I
3. Math 25000 – Elementary Linear Algebra
4. Stat 25100 – Intro to Mathematical Probability

In addition, students without strong skill and experience in computer programming should take at least one programming course early in their program. We recommend that students enroll in CMSC 15100 and 15200 (Introduction to Computer Science 1 and 2) during their first year in the program. Historically, these have been taught during the summer quarter as condensed back-to-back 5 week courses.

For students writing a dissertation in Management Science/Operations Management, there are six General Examination requirements:

### 1) Coursework requirements

A grade point average of "B" (3.0) or higher must be earned in order to meet this requirement. If a student takes a course more than once, the highest grade will be used to calculate the GPA. *In the first two years, the students are required to take the following core courses:*

Core Field Courses:

- Linear and Integer Programming
- Convex Optimization
- Two Stochastic Processes courses: Stat 31200 and the new Booth course taught by the MS/OM group
- Dynamic Programming
- Eight 5-week topics courses: Topics in OM 1,2,...,8. Each year, four of these courses will be offered in the winter and spring quarters.

After passing the qualifying exam, the students should also take advanced field courses, which fit their research interests and support areas. These courses will count towards the elective requirements (see Section 3) below). These courses include but are not limited to:

Advanced Field Courses:

- Approximate Dynamic Programming
- Inventory Theory and Supply Chain Management
- Models of Self-Organization
- Queueing Theory
- Stochastic Programming
- Stochastic Calculus and Control
- Vector Space Optimization

In addition to core field courses, students are required to take Price Theory I (Econ 30100) and Price Theory III (Econ 30300).

### 2) Support Area

Typically the student will fulfill the requirements for at least one of the following support areas. Any other support area available in Booth can also be considered subject to the Area advisor's approval.

1. Applied Probability
2. Econometrics & Statistics
3. Economics
4. Optimization, Computation and Algorithms
5. Statistics and Machine Learning

**Applied Probability:** A prerequisite for choosing the Applied Probability area as a support is having rigorous training in mathematical analysis ideally at the level of Math 31200, Math 31300, Math 31400. One such course can count towards the support area courses subject to the Area Advisor's approval. The PhD coordinator may waive this pre-requisite on a case-by-case basis depending on the student's background.

Students are required to take six of the following courses. A grade point average of "B" (3.0) or higher must be earned in order to meet this requirement.

Stat 38100: Measure theoretic probability I

Stat 38300: Measure theoretic probability II

Stat 38500/ Math 38509: Advanced Topics

Stat 38600: Topics in Stochastic Processes

Stat 38650: Random Matrices and Related Topics

Stat 31520: Stochastic Simulation II

CMSC 38300: Numerical Solution of PDEs

Queueing Theory

Stochastic Calculus and Control

**Econometrics & Statistics:** For students using Econometrics & Statistics as a support area, the following sequence is typical: First year B41901 (Probability and Statistics), B41902 (Statistical Inference), B41903 (Applied Economics); Second year either choose three from the sequence B41910, B41911, B41912, B41913, B41914 or choose the Empirical Analysis sequence E31000, E31100, E31200.

**Economics:** For students using Economics as a support area, the following is a suggested list of courses to choose from in satisfying the requirements outlined by the Economics area: E30100, E30200, E30300 – Price Theory I, II, III. B33911 – Economics of Information, B41910 – Times-series Analysis for Forecasting and Model Building, E30500 – Game Theory, E41800 – Numerical Methods in Economics, B33921, B33922, B33923 – Advanced Industrial Organization I, II, III, E30700 – Decision Theory. Please note that in choosing from this list, students must satisfy the course distribution requirements (i.e., micro, macro, and empirical analysis) as detailed in the Economics section of the Guidebook.

**Optimization, Computation and Algorithms:** Students are required to take six of the following courses. A grade point average of "B" (3.0) or higher must be earned in order to meet this requirement.

CMSC 37110: Discrete Mathematics



Econ 41800: Numerical Methods in Economics  
TTIC 3101/CMSC 3700: Algorithms  
TTIC 31080: Approximation Algorithms  
CMSC 37501: Random Algorithms  
Stat 31020: Nonlinear Optimization  
Stat 30750: Numerical Linear Algebra  
Stat 30900: Mathematical Computation I: Matrix Computation  
TTIC 31060: Computability and Complexity Theory  
Stat 31070: Modern Approximation Theory  
Math 28410: Honors Combinatorics  
Approximate Dynamic Programming  
Stochastic Programming

In addition, one course in real analysis can count towards the support area courses subject to the Area Advisor's approval.

**Statistics and Machine Learning:** Students are required to take six of the following courses. A grade point average of "B" (3.0) or higher must be earned in order to meet this requirement.

Stat 30400: Distribution Theory  
Stat 32400/BUSF 42901: Probability and Statistics  
Stat 32500/BUSF 41902: Statistical Inference  
Stat 37500: Pattern Recognition  
Stat 37601: Machine Learning and Large Scale Data Analysis  
Stat 37710: Machine Learning  
Stat 37790: Topics in Statistical Machine Learning  
TTIC 31140: Learning and Inference in Graphical Models  
TTIC 31120: Statistical and Computational Learning Theory  
TTIC 31200: Information and Coding Theory

In addition, one course in real analysis can count towards the support area courses subject to the Area Advisor's approval.

### 3) Electives requirement

Students will complete 4 additional courses to advance their curriculum and provide exposure to other areas. Two of these courses must be in Econometrics. The advanced MS/OM courses listed

above count towards the electives requirement. Students may take doctoral level courses in other disciplines at Chicago Booth, or pursue coursework in other parts of the university such as the mathematics, statistics, or computer science departments. Students are also free to take specialized electives in years 3 and 4; however, students must complete all coursework by the end of their second year, schedule permitting.

Up to two courses taken as part of the support area requirement can count towards the elective requirement subject to the Area Advisor's approval.

In addition to the courses listed above, electives include:

Stat 38620: Social Networks: Probability, Learning, and Game Theory

BUS 37902: Foundations of Advanced Quantitative Marketing

BUS 37904: Advanced Quantitative Marketing

#### **4) Operations Workshop and Research Paper Review**

A. Students are expected to attend all Operations Management/Management Science workshops during their entire tenure in the PhD Program.

B. Students are expected to attend and regularly present (either their own work or papers assigned by faculty) in the Operations lunch seminars.

C. Students are strongly encouraged to regularly attend an additional workshop either at Booth or elsewhere on campus depending on their interests starting in their second year.

D. Students must register for the Operations Management/Management Science workshop during two of their first three years while in the Program, for a total of six quarters. In each quarter they are registered, MS/OM students are required to submit reviews of two papers presented in the workshop for a Pass/Fail grade. A grade of Pass for all six quarters is required to meet this requirement. Students will submit their reviews by the end of the quarter in which the papers are presented. The reviews should be submitted to the faculty member in charge of the workshop. Each quarter, students must seek guidance from the faculty member in charge of the workshop, on which papers to review and how to prepare satisfactory reviews for them. The requirements may change from quarter to quarter.

#### **5) Students are required to take and pass a Qualifying Exam**

At the end of the first year (generally mid to late June) students take a qualifying exam. This will be a written exam, and may also include an oral examination. The exam will cover the first year MS/OM core courses:

Linear and Integer Programming and/or Convex Optimization

Stochastic Processes

Dynamic Programming

The four 5-week MS/OM topic courses offered that year

If a student fails the qualifying exam, they must retake it. The date of the retake is at the discretion of the MS/OM faculty and occurs no later than the summer of the second year. For those students who retake the exam, the exam may cover material from both the first and second year MS/OM courses. Students who do not pass the exam on the second attempt will be withdrawn from the Program.

### 6) Successful completion of the second year paper in MS/OM

MS/OM students must submit a research paper in early September at the end of the student’s second year in the Program. The paper may be co-authored with a faculty member, but it is expected that the student make a significant and independent contribution. Students should settle on a topic for their second year paper no later than the beginning of winter quarter of their second year. *To fulfill the requirement, the written approval of three faculty members are needed.* Two of the faculty members must be from the MS/OM group. In addition, students working in areas at the interface of Operations and other fields must have the approval of one faculty member from the relevant area. Once this requirement is satisfied, the student must also present his/her work at a workshop by the end of October. After the second year paper in MS/OM requirement has been satisfied, the MS/OM faculty will evaluate the student’s overall performance in the student’s courses and research to decide if the student has successfully completed the General Examination requirements in MS/OM.

A student may fulfill both the curriculum paper requirement and the MS/OM paper requirement with the same paper. However, the student must also comply with the “Curriculum Paper” submission requirements.

**Additional requirements:** At least two tenure-track Booth faculty members in MS/OM, including the chair, must be on the student's dissertation committee.

### 7) Annual Review and Feedback to Students

Every summer the MS/OM faculty will meet to assess the progress of students in the program. Students will receive written feedback subsequently every year.

Here is a sample of a four-year course schedule for a PhD student in MS/OM.

#### Year 1 in the Program

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
MSOM	Linear Programming	MSOM Topics 1, 2	MSOM Topics 3,4	Optional 1 <sup>st</sup> year paper
MSOM	Stoc. Processes I (Stat)	Stoc. Processes II (Booth)	Dynamic Programming	
Econometrics or other support area courses	Price Theory I	B41902	B41903	
Electives/Support Area courses	Analysis I	Convex Optimization (CMSC 34500)	Price Theory III	

#### Year 2 in the Program

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
MS/OM	Elective	MSOM Topics 5, 6	MSOM Topics 7,8	

MSOM	Elective	Advanced MSOM Course	Advanced MSOM Course	
Area Workshop	B36600	B36600	B36600	
MSOM/Curriculum Paper	Begin			
Support Area Courses	I	II	III	
Electives	I	II	III	

### Year 3 in the Program

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Advanced MSOM Courses		Advanced MSOM course	Advanced MSOM course	
Specialized Courses (as needed)	XXXX	XXXX	XXXX	
Area Workshop	B36600	B36600	B36600	
MSOM/Curriculum Paper	Completed and presented in workshop			
Dissertation		Begin	Continue	Continue

### Year 4 in the Program

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXXX	XXXX	XXXX	
Dissertation		Continue	Continue	Continue

### Management Science/Operations Management as a Support Area:

For students who take Management Science/Operations Management as a support area, the General Examination requirement is the completion of six courses listed below with a minimum grade point average of "B" (3.0). If a student takes a course more than once, the highest grade will be used to calculate the grade point average. No written or oral general examination is required.

- A. One or both of the Stochastic Processes courses mentioned above.
- B. The remaining courses must be taken from among the MS/OM courses. See above for a description of these offerings.

### Management Science/Operations Management as a Coordinated Sequence:

Students must take any 3 courses from among the Management Science and/or Operations Management courses. See above for a description of these offerings.



## Marketing

Advanced research in Marketing addresses a marketing issue or problem using skills acquired in one of two different areas: (1) Consumer Behavior or (2) Economics/Quantitative Methods. The theoretical foundation provided in the Marketing PhD Program is enhanced by the Program's flexibility, allowing choice among these two areas. Students take courses not only at Chicago Booth but also in the Psychology, Sociology, Economics, and Statistics departments. The program defines marketing broadly as the study of the interface between firms, competitors, and consumers. This includes but is not limited to consumer preferences, consumer demand and decision-making, strategic interaction of firms, pricing, promotion, targeting, product design/positioning, and channel issues. The Program is designed for those seeking careers as professors at leading research institutions.

### Marketing as a Dissertation area.

For students writing a dissertation in Marketing, the General Exam requirements are:

- (1) Successful completion of B37902 and B37903 and all of the prerequisite courses.
- (2) Successful completion of all prerequisite courses specific to the chosen Marketing track.
- (3) Successful completion of the Marketing workshop and Research Paper Review requirement (described below).
- (4) Completion of all general PhD requirements.
- (5) Successful completion of the First-year summer paper no later than the beginning of the autumn quarter of the second year. Faculty advisors must receive the paper at least two weeks prior to the due date to give them time to read it before signing the appropriate forms. The paper must be presented no later than week 3 of the winter quarter of the second year. Although the presentation does not need to be scheduled during the regular Marketing workshop, the majority of the Marketing faculty must be present. It is the student's responsibility to make sure this presentation is scheduled. After the summer paper presentation, the faculty completes a holistic review of each student, reviewing course work, participation in workshops, the summer paper, and the presentation. An affirmative vote is required for the student to continue in the Program.
- (5) The Curriculum Paper must be completed no later than the end of the autumn quarter of the third year. **Extensions are not allowed. Failure to meet this deadline means a student is making unsatisfactory progress (see Chapter 4).** Faculty advisors must receive the paper at least two weeks prior to the approval due date to give them time to read it before signing the appropriate forms. The Curriculum Paper must also be presented in the Marketing Workshop no later than the spring of the third year. It is the student's responsibility to make sure this presentation is scheduled. The student must also make sure the paper is distributed to the entire Marketing faculty (i.e. downloadable from marketing workshop website) at least one week prior to the workshop. Finally, it is the student's responsibility to make sure the Curriculum Paper adheres to all the requirements of both the Marketing Group and the PhD Program. In particular, the Curriculum Paper and talk should be based on research ideas and work initiated by the student.
- (7) After the Curriculum Paper is presented, the Marketing faculty will meet to consider the student's performance in the Marketing PhD Program. Performance in coursework, the summer paper and summer paper presentation, attendance at workshops, and the quality of the Curriculum Paper and the Curriculum Paper presentation will be considered and an

affirmative vote is required for the student to fulfill the General Exam requirements in Marketing.

Failure to complete each of these requirements (including meeting deadlines) will be subject to the review of the PhD Area Advisor and may result in the loss of funding. Students are also strongly encouraged to complete the thesis proposal by the end of the spring quarter during the 4<sup>th</sup> year.

**The Marketing PhD course requirements are:**

- (a) In order to receive full funding, all students are required to take a minimum of 3 courses (excluding workshops and 37905) for credit each quarter of their first two years until all course requirements are complete, as detailed below. **Courses are not allowed to “double-count” toward both the dissertation area requirements and the support area requirements.**
- (b) In the first year of the Program, students are required to complete the two marketing PhD courses, B37902–Advanced Marketing Theory: Quantitative Perspective and B37903–Advanced Marketing Theory: Behavioral Science Approach. In each of these two courses, students are required to get a minimum grade of “B” (3.0) for successful completion.
- (c) All students in the Program in their 2<sup>nd</sup> year or above are required to register for the Marketing Reading Seminar. Please see below for details.
- (d) In addition to taking the above two courses, students in the second year of the Program are encouraged to audit B37902 and B37903, particularly if offered by a different instructor.
- (e) Prerequisite courses: By the end of their second year, students are required to have completed a set of prerequisite courses in one of the two Marketing tracks: Consumer Behavior or Economics/Quantitative Methods. These course tracks are described below. **A minimum grade of B- (2.7) is required in all courses.** Students receiving a grade of C+ or below (below 2.7) in a course must report to the Marketing Area Advisor. Generally, students must repeat any course in which they received a grade of C+ or below. If at least a B- is not obtained on the second attempt, students will be counseled to leave the Program.

**Track 1–Consumer Behavior: Seven-course requirement.**

- B41901 – Probability and Statistics or Stat 24400
- B41902 – Statistical Inference or Stat 24500
- B38911 Foundations of Judgment and Decision Making (may be listed as 38901)
- Psych 37300 – Experimental Design
- Psych 30400 – Cognitive Psychology
- Psych 30600 – Social Psych (or NU Psych 489 Theories of Social Psych – cross listed in Kellogg marketing)
- Psych 46100 – Attitudes and Persuasion

In addition, students are required to take any **two** of the following:

- Any PhD level seminar offered in the Behavioral Science program

- Any of the PhD seminars in Consumer Behavior at Kellogg (commonly titled “General Seminar for PhD Candidates: Consumer Behavior I-IV)
- B41903 Applied Econometrics
- P31900 Language Culture and Thought
- P33000 Cultural Psychology
- Any one of P30300 Biological Psychology, P30950 Perception/Behavioral Neuroscience, or 40107 Behavioral Neurosciences
- P37900 Experimental Design II
- P44700 Topics in Judgment and Decision Making
- P41450 Evolutionary Psychology
- Any approved PhD level psychology seminar
- Students studying decision-making should consider taking E30100 – Price Theory

Note that not all courses are offered each year and that course names may change although the content may be similar. Please ensure that any deviation from the above list is approved by the Marketing Area Advisor.

**Track 2–Economics/Quantitative Methods: Six-course requirement.**

- E30100 – Price Theory I
- E30200 – Price Theory II
- E30300 – Price Theory III
- E31000 – Empirical Analysis I
- E31100 – Empirical Analysis II
- E31100 – Empirical Analysis III

In addition, students must successfully complete at least **three** other advanced Economics or Business courses. Some recommended courses are:

- B41910 – Time-Series Analysis for Forecasting and Model Bldg.
- B41911 – Advanced Econometrics
- B41912 – Applied Multivariate Analysis
- B41913 – Bayesian Econometrics
- B33921 – Advanced Industrial Organization I
- B33922 – Advanced Industrial Organization II
- B33923 – Advanced Industrial Organization III
- B33911 – Economics of Information
- E31600 – Non-Linear Econometrics
- E30500 – Game Theory I



- E30900 – Advanced Auction Theory
- Any approved PhD level course in Economics or Statistics (contact the Marketing Area Advisor).

Some other courses to consider:

- E31703 – Topics in Econometrics
- E41800 – Numerical Methods in Economics
- Stat 31510 – Stochastic Simulation (may need advisor permission)
- Stat 37710 – Machine Learning (may need Advisor permission)
- TTIC 31020—Introduction to Statistical Machine Learning
- Linear and Integer Programming
- Convex Optimization
- B36907—Networks I: Introduction to Modeling and Analysis
- E34901 Social Interactions and Inequality

Note that not all courses are offered each year and that course names may change although the content may be similar. Please ensure that any deviation from the above list is approved by the Marketing Area Advisor.

In addition, consider taking B41201 Big Data. (This is an MBA course that would be taken in addition to PhD requirement and cannot count toward PhD dissertation area or support area requirements.)

### **Marketing Reading Seminar**

All Marketing PhD students in their 2<sup>nd</sup> year or above are required to register for the Marketing Reading Seminar. The seminar is designed to provide all students (quantitative and behavioral) with an exposure to the broader marketing literature. The seminar will be offered in one quarter each year. The format will consist of weekly meetings to discuss specific papers. Each week, student(s) will be assigned to lead the discussion on a paper. The other students will be expected to prepare these papers as well and to participate in the discussion. Evaluation will be based both on each student's presentation as well as their general participation throughout the quarter. Attendance is mandatory. First year students are free to sit in/audit the course. There is some flexibility in this requirement in the year students go on the job market. For example, 4<sup>th</sup> year students who are going on the market in late Spring of their 4<sup>th</sup> year do not need to take the seminar in year four; these students must take it in year five if they do not take it in year four.

### **Marketing Workshop**

- (1) Students are expected to attend all workshops organized in the Marketing area during their entire tenure in the PhD program.
- (2) Students must register for the Marketing workshop for a grade of Pass/Fail each quarter that it is offered during their second and third years in the Program. Attendance at a minimum of 70% of the workshops is required to obtain a grade of Pass. Attendance is taken by PhD Program Office staff.

### **Marketing Teaching Assistantships**

Students without a business background in marketing are expected to TA at least two MBA marketing sections.

Students may not TA more than 5 sections per academic year (beginning in year three, when TAing is allowed).

## Organizations and Markets

The Organizations and Markets PhD program focuses on the social organization of firms and markets. The Program provides systematic conceptual grounding in these topics, with numerous applications, including how organizations operate, why they differ, how they emerge from prior organizations, how their behavior is influenced by their position in a structure of other organizations, and how individuals manage others and progress in organizations. The Program offers broad training in social network analysis and organizational theory and prepares students for positions in the fields of strategic management and organizational behavior.

When fulfilling general PhD degree requirements, please make sure to consult the relevant section of the Guidebook that discusses those requirements (e.g., curriculum paper requirements in Chapter 2, co-authorship rules in Chapter 5), in addition to area specific requirements (if any).

### Organizations and Markets as a Dissertation Area:

For students writing a dissertation in Organizations and Markets (O&M), there are **seven** General Examination requirements:

- 1) **Successful completion of the five-course O&M sequence**, as follows:
  - A. One doctoral-level introduction to social organization:
    - Soc. 30101 – Organizational Analysis
    - Soc. 30301 – Organizational Decision-making
  - B. B39901 – Organizations and Environments.
  - C. At least two specialty courses on social organization taught by O&M faculty. Examples include:
    - B39902 – Organizations in Emerging Markets: Social, Political and Cultural Issues
    - B39903 – Social Network Analysis
    - B39905 – Sociology of Economic Institutions
  - D. One of the courses required of students choosing Behavioral Science as a dissertation area. This requirement is waived for students who elect Behavioral Science as a support area.
- 2) **Successful completion of the O&M written General Examination.** The examination has two integrated parts: one focusing on critical review of theory and research, and the other focusing on research design. It is administered as a week-long take-home essay.
- 3) **All students are expected to understand basic microeconomic theory.** This requirement is fulfilled by achieving a grade of B- (2.7) or better in E30100 or a substitute approved by the Area Advisor.
- 4) **Successful completion of a three-course statistics sequence.** All students are expected to be highly skilled in drawing inferences from empirical data as determined by the Area Advisor. The course sequence should cover the foundations of probability and statistical inference and include strong expertise in at least one class of statistical models. For example:
  - A course sequence through the Department of Sociology could be the two foundation courses required of all sociology PhD students, Statistical Methods of Research I & II (Soc. 30004 & 30005), followed by a specialty course such as:
    - Soc. 40109 – Log-Linear Analysis

- Soc. 40103 – Event-history Analysis
- Soc. 40800 – Formal Methods for Sequence Narrative Data or
- Soc. 30308 and 30309 – Applied Regression Analysis I and II
- A course sequence through Booth could be the two statistics foundation courses, B41901 – Probability and Statistics and B41902 – Statistical Inference, followed by a specialty course such as:
  - B41903 – Applied Econometrics
  - B41912 – Applied Multivariate Analysis
  - B41910 – Time Series Analysis for Forecasting & Model Bldg. or
  - B41914 – Multivariate Time-Series Analysis

Students interested in experimental design should consider a specialty course on the topic in Psychology.

5) **Successful completion of the first-year summer paper no later than the beginning of the autumn quarter of the second year.** (Please note that this paper can be up to 49% co-authored with a faculty member.)

6) **Successful completion of the coordinated sequence, a three course sequence in an area other than the dissertation and support areas, with an average grade of “B” (3.0) or higher.**

7) **Successful completion of the workshop participation requirement.**

- A. The PhD Program workshop requirement to reach candidacy is met by registering and receiving a passing grade in the Workshop in Organizations and Markets (B39600) during each quarter of the 2<sup>nd</sup> and 3<sup>rd</sup> years. To receive a passing grade you must turn in write-ups for two of the papers presented that quarter. These must be turned in to the faculty member responsible for the workshop that quarter.
- B. When taught, students are expected to attend and participate in the Argument and Evidence Workshop led by Prof. Ron Burt. Intended to improve student reasoning, provide a context for meeting the curriculum paper requirement, and prepare students for the job market, this is a non-credit workshop that meets every other week during one quarter of the year. Students make arguments and present evidence in a Chicago workshop fashion, subject to peer and faculty critique.

8) **Successful completion of the applications course requirement as determined by the PhD Student Area Advisor in O&M.** All students are expected to be skilled in applying social organization theory to practical issues in business. This requirement can be met by working as a Teaching Assistant in one of three discipline-based core MBA courses as determined by the PhD Area Advisor for Organizations and Markets:

- B39001 – Strategy and Structure: Markets and Organizations, for students interested in macro issues
- B39002 – Network Structures of Effective Management
- B39101 – Technology Strategy

9) **All students are required to take the graduate student version of *Academic and Professional Writing*, a.k.a. "The Little Red Schoolhouse" or "LRS" (English 33300).** This is an advanced writing course for graduate students in all of the divisions and many

university professional programs. LRS helps writers learn to communicate complex and difficult material clearly to a wide variety of expert and non-expert readers, including the readers in the academic community students are currently working to join. It is designed to prepare students for the demands of academic writing at the level of the dissertation, the academic or professional article, and the academic or professional book. LRS is taught every quarter, including the summer quarter. It is recommended that students take it by the end of the second year.

**The Organizations and Markets course requirements include the following rules:**

- (a) Students will enroll in a minimum of 2 PhD courses each quarter in their first two years of study (this includes workshops in the second year of study). This minimum is required to obtain full financial support.
- (b) A minimum grade of C (2.0) is required in all courses. Students must automatically retake any course in which they receive a grade of C- or below.

**Sociology as a support area for Organizations and Markets students.**

Students may elect to complete the Support Area requirement in the field of Sociology (instead of the Chicago Booth areas of Behavioral Science, Economics, Econometrics and Statistics, or Management Science/Operations Management).

There are three requirements (details below):

1. Three Courses in Organizations and/or Economic Sociology
2. Two additional graduate level sociological courses offered in the sociology department (student's choice)
3. One Special Field Exam on a Topic within Sociology or the methodology substitute for the field exam

All courses used to fulfill the requirements for a sociology support area must be passed with a grade of B- or higher.

- 1) **Three Courses in Organizations and/or Economic Sociology:** The following courses satisfy this requirement. Courses taken to fulfill this requirement may not overlap with any of the courses taken to fulfill the 5 course O&M sequence for O&M as a dissertation area:
  - 30101. Organizational Analysis (Laumann)
  - 30102. Social Change (Parish)
  - 30105. Educational Organization and Social Inequality
  - 30114. Globalization: Empirical/Theoretical Elements (Sassen)
  - 30126. Japanese Society: Functional/Cultural Explanations (Yamaguchi)
  - 30131. Social/Political Movements (Zhao)
  - 30138. Politics/Participation/Organization (Clemens)
  - 30147. Work and Society (Evans)
  - 30150. Consumption (Knorr Cetina)
  - 30169. Global Society and Global Culture (Knorr Cetina)
  - 30171. Law, Organizations, and Markets (Lancaster)
  - 30301. Organizational Decision Making (cross-listed as Political Science 37500) (Padgett)
  - 30302. Implementation of Public Policy (Taub)
  - 40105\*. Culture and Identity (Glaeser)
  - 40110\*. Introduction to Max Weber (Riesebrodt)
  - 40146. Markets and Money (Knorr Cetina)
  - 50006\*. Sem: Entrepreneurship (Taub)

50013. Sem: Economic Sociology (Salzinger)  
50019\*. Sem: Simmel (Levine)  
50020. Sem: State and Society (Clemens)  
50026. Modern Sociological Theory (Joas)  
50031\*. Microsociology (Smith, Levine)  
50047. Sem: Institutional Analysis (Clemens)  
Political Science 57200 Network Analysis (Padgett)

Note that all courses are not offered each year. In particular, those marked by an asterisk have not been offered in at least several years, although they may be offered in the future. As faculty often teach new courses, searching by faculty name may yield new courses that may satisfy this requirement. Check with the area advisor.

- 2) **Two graduate level sociological courses offered in the sociology department (student's choice):** These courses may not overlap with any of the courses taken to fulfill the 5 course O&M sequence for O&M as a dissertation area, nor may they overlap with any courses taken to fulfill the three-course statistics sequence for O&M as a dissertation area.
- 3) **Special Field Exam:** Each student is required to pass one special field examination; this exam can only be taken after the student has passed the O&M general examination. The special field examination is prepared on an individual basis in a field of sociology in which the student wishes to develop research competence. The special field examination is normally a one-week take-home examination. The individual special field committee, however, may elect to give the examination as a 48 hour take-home examination. Generally, the special field exam is completed during the third year.

The special field is ordinarily closely related to the subject matter of the subsequent dissertation. The examinations cover both theoretical and substantive materials and the methods required for effective research. Preparation takes the form of special courses and seminars, supplemented by independent study and reading. The special field examinations are taken sometime after the first year of graduate study.

Some special fields commonly taken are community structure, demography, human ecology, economic and work institutions, culture, educational institutions, family and socialization, formal organization, mathematical sociology, methodology, modernization, personality and social structure, political organization, race and ethnic relations, small groups, social change and social movements, social stratification, and urban sociology. Fields other than those listed, whether they fall entirely within the competence of the department or involve cross-disciplinary study, may be established upon written petition of the student.

#### *Methodology Substitute for the Special Field Exam*

As a substitute, students may fulfill their special field exam requirement with a satisfactory completion of a sequence of advanced methods course. Four sequences of courses (social statistics, survey research methods, methodology for social organization research, and mathematical sociology) were approved by the sociology department in Spring Quarter 1997 as meeting the requirements of a special field in methods and models in sociology. Students must have a grade of B or better over the set of courses in order to pass the special field. Courses taken on a Pass/Fail or R (registered) basis do not count toward satisfying the requirements. All courses taken to fulfill this requirement must be taken at University of Chicago. These courses may not overlap with any of the courses taken to fulfill the 5 course

O&M sequence for O&M as a dissertation area nor may they overlap with any of the courses taken to fulfill the other requirements for sociology as a support area. For additional details on these course requirements, please consult with the O&M area advisor.

Here is an example of a four-year course schedule for a PhD student writing a dissertation in organizations and markets and taking economics as a support area and econometrics/statistics as a coordinated sequence. The economics and statistics requirements are completed in the first year, leaving the student ready to focus in subsequent years on organization theory and strategy. Students with other interests will take different schedules. S stands for the Sociology Department.

**Year 1 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
O&M	S30101	XXX	B39901	Optional 1 <sup>st</sup> -year paper
Microeconomics	E30100	E30200	XXX	
Econometrics/Statistics	B41901	B41902	B41903	

**Year 2 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
O&M	B39902	S30108	XXX	Area General Exam
Macroeconomics/Empirical Analysis)	E33000	E31000	XXX	
Area Workshop	B39600	B39600	B39600	
Curriculum Paper				Begin

**Year 3 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Area Workshop	B39600	B39600	B39600	
Curriculum Paper	Complete	Present		
Dissertation		Begin	Continue	Continue

**Year 4 in the Program:**

<i>Description</i>	<i>Autumn</i>	<i>Winter</i>	<i>Spring</i>	<i>Summer</i>
Specialized Courses (as needed)	XXX	XXX	XXX	
Dissertation	Propose	Continue	Continue	Complete

**Organizations and Markets as a Support Area:**

For students who take O&M as a support area (a basic discipline), the General Examination requirements are the first four requirements (1, a-d) of O&M as a dissertation area (the Behavioral Science course in paragraph (e) is not required).

**Organizations and Markets as a Coordinated Sequence:**

The following Organizations and Markets courses can be taken to fulfill the coordinated sequence requirement.

- B39901, B39902, *and*
- one of Soc.30101, Soc.30301 *or*
- one of Soc. 30105, Soc. 30108, Soc. 30114, Soc. 30138, Soc. 30171, Soc. 30302, Soc. 38800, Soc. 50006, Soc. 50007, Soc. 50013, Soc 50047. (For permission to take sociology courses not noted in this list, please see the Organizations and Markets area advisor.)



## CHAPTER 4 – ACADEMIC PROGRESS

Students must make satisfactory academic progress to remain in the PhD Program. The criteria used to evaluate academic progress are described below, as are the consequences for unsatisfactory academic progress and performance. Unless they are on a leave of absence, students must be engaged in taking courses, preparing for exams, or actively conducting research.

### **Satisfactory Academic Progress Requirements – Timeline**

Students must meet the following timeline of academic accomplishments to maintain satisfactory academic progress in the PhD Program (year and quarter in the timeline indicate time since the student matriculated in the PhD Program). Exceptions are only granted by petition under unusual circumstances.

- (1) By the end of summer quarter of the second year: pass one general examination.
- (2) By the end of autumn quarter of the third year: submit Curriculum Paper.
- (3) By the end of spring quarter of the third year: satisfactory presentation of the curriculum paper in a Curriculum Paper workshop.
- (4) By the end of summer quarter of the third year: pass two General Examinations.
- (5) By the end of the fourth year: complete all requirements for candidacy.
- (6) By the end of the fifth year: satisfactory presentation of the dissertation proposal. (Fifth year funding is generally contingent on presenting the proposal earlier.)
- (7) By the end of the seventh year: satisfactory dissertation defense.

It is a University rule that at least eight months must elapse between the date of admission to candidacy and the date of conferral of the PhD degree.

### **Satisfactory Academic Progress Requirements – General Examinations**

Failure to pass a General Examination in the student's dissertation area automatically results in unsatisfactory academic performance. If a student fails the general examination or other area requirements, the Director of the PhD Program will consult with the faculty in the area and decide if the student can continue the program in that area, whether the student should apply to change dissertation areas, or should be withdrawn from the program. For students allowed to continue after initially failing the General Examination or other area requirements, they have one more attempt to pass all components of the examination. Failure to pass all components on the second attempt will result in withdrawal from the Program.

### **Satisfactory Academic Progress Requirements – GPA and Grade Requirements**

A cumulative grade point average of at least B (3.0) in all courses is required. If a course is repeated, the higher grade is included in the calculation. Failure to meet this requirement results in unsatisfactory academic progress. If a student receives a grade of C- (1.67) or below in any course, the student is automatically considered to be making unsatisfactory academic progress. The student should speak to the area advisor and consider retaking the class for a higher grade (some dissertation areas require the student to retake the course). Consequences of unsatisfactory academic progress are discussed below.

### **Satisfactory Academic Progress Requirements – Annual Academic Progress Review**

Annually, the academic progress of PhD students in the program is evaluated. To evaluate the progress, the Director of the PhD Program requires PhD students to complete and submit an

academic progress report every year. Only students who are on a leave of absence are exempt from this requirement.

The Director of the PhD Program reviews each student's academic record, progress report submitted in the previous year, and progress report submitted for the current year. All students must be assessed as either:

- (1) on leave of absence
- (2) making satisfactory progress
- (3) not making satisfactory progress and put on probation
- (4) not making satisfactory progress and terminated from the Program

Students must complete the PhD Academic Progress Report and Five-Year Plan. The objective of this plan is to guide the student's planning for successful completion of the Program. Students must complete the plan for the current and future academic years through the expected program completion year.

Students submit the completed PhD Academic Progress Report and Five-Year Plan and, if needed, a memorandum containing information related to their academic progress and program completion plans that cannot be easily communicated in the PhD Academic Progress Report and Five-Year Plan to the PhD Office by September 1 of each year.

#### **Consequences of Unsatisfactory Academic Progress**

If the Director of the PhD Program determines that a student is not making satisfactory academic progress in the PhD Program, one or more of the following consequences will result:

- (1) The student is placed on probation. The student must make specific academic progress within a specific time period to be taken off probation. Otherwise the student will lose financial support and/or be withdrawn from the program.
- (2) The student's stipend support is withdrawn.
- (3) The student's tuition support is withdrawn.
- (4) The student is withdrawn from the program.

## CHAPTER 5 – CO-AUTHORSHIP

A paper co-authored with faculty members at the University of Chicago or elsewhere may not be used to satisfy the Curriculum Paper or second-year Finance paper requirements in most dissertation areas, except as noted below. In addition to the below, see dissertation area requirements to determine if there are any additional area specific requirements.

Co-authorship of dissertation research is permitted in some dissertation areas, as outlined below. Where allowed, students should always receive explicit permission from their dissertation chair that co-authored components are acceptable.

**Accounting** – Accounting allows Curriculum Papers to be co-authored subject to permission being granted in advance by the Accounting PhD advisor. Dissertations are very strongly discouraged from including co-authored work, but a student may seek the permission of both the Accounting PhD advisor and the dissertation committee to do so under exceptional circumstances. One such circumstance, for example, could be federal government requirements to have a co-author to gain access to certain data.

**Econometrics and Statistics** – Dissertations may include co-authored work as outlined below:

1. Co-authorship between University of Chicago faculty and a PhD student is allowed.
2. Co-authorship with outside researchers is permitted under certain circumstances; students must receive permission from their advisor(s).
3. Co-authorship between PhD students is allowed, but a research paper can only be used to fulfill the requirement of ONE degree.

For curriculum papers, co-authorship with (a) University of Chicago faculty member(s) is allowed.

**Economics** – Dissertations may include co-authored work; however, the committee chair must approve any such co-authorship.

**Finance** – Work co-authored with faculty members or other students at the University of Chicago or elsewhere may not be used to satisfy the dissertation requirement. Under exceptional circumstances (e.g., for access to data), students may seek permission for an exception. It must be granted by the student's dissertation chair, the Finance area advisor and the Faculty Director of the PhD Program.

**Behavioral Science and Marketing** – Dissertations in these areas may include components that are co-authored at the discretion of the dissertation committee. Dissertation proposals must clearly indicate which portion(s) of the dissertation will be done in collaboration with a co-author, and which will be done with the student as sole author. For the proposal to be approved, the committee must agree that in the proposed work (a) the student's contribution to the co-authored portions is substantial, and (b) sole-authored work constitutes a substantial portion of the dissertation. At the defense, approval depends on the committee's agreement that those conditions have been met, and on their judgment of the quality of both the single-authored component and the student's contribution to the co-authored components.

**Management Science/Operations Management and Organizations and Markets** – Co-authored papers based on the dissertation are allowed in these areas as long as a substantial portion of the dissertation can be identified as being solely the work of the student.

### **Student Co-Author for the Curriculum Paper and First Year Summer Paper**

A paper co-authored with other Booth PhD students may be used to satisfy the Curriculum Paper requirement and the First Year Summer Paper under special circumstances (note that finance and Joint Program in Financial Economics students may not have a co-authored curriculum or finance paper). “Special circumstances” exist if sufficient synergies result from more than one student working on the paper because of data collection efforts, data analysis efforts, etc., and should therefore result in a higher quality paper than is expected of a sole-authored paper. The approval process is as follows:

- (1) The students petition the PhD Office, in writing, for approval to co-author their paper. The petition must describe their research topic and the synergies that result from more than one student working on the paper.
- (2) The petition is reviewed by the Director of the PhD Program and forwarded to the appropriate PhD area advisor for review. After receiving the review, the Director will respond to the student.
- (3) Please note that a student co-authored curriculum paper is generally allowed fulfill the requirement for only one degree (one student).

Finance students may not co-author a curriculum paper (or Finance paper) with another student.

## CHAPTER 6 – PHD DISSERTATION AND GRADUATION

### PhD Dissertation Committee

There is no formal process for creating a dissertation committee. As a student progresses to the dissertation stage, they begin working with a faculty advisor. The advisor may be one of the student's Curriculum Paper readers. This advisor typically then becomes the chairperson of the dissertation committee. As they develop the dissertation, the student selects other members of the committee on the advice of the chairperson, or by approaching other faculty members who have shown an interest in the dissertation topic. Chicago Booth rules regarding committee membership are as follows:

- (1) The dissertation committee is composed of four members who must be approved by the Director of the PhD Program.
- (2) All committee members must be tenured or tenure-track faculty members.
- (3) At least two committee members must be Booth faculty members.
- (4) At most, one committee member may be a tenure track or tenured faculty member at a university other than the University of Chicago. (When a Booth faculty member on a student's committee departs the University prior to the student's proposal/defense, the Director of the PhD Program may permit an exception to this rule.)
- (5) The committee chairperson must be from Booth. Under special circumstances, this requirement can be waived by the Director of the PhD Program, with the approval of the area advisor.
- (6) The committee chairperson must be from the Booth dissertation area to which the student was admitted (or transferred). Under special circumstances, the Director of the PhD Program can waive this requirement.
- (7) Emeritus faculty from Booth may serve as committee members and/or as chairperson of the committee.
- (8) At least three committee members, including the chairperson, must be present at the dissertation proposal seminar; the committee vote must be unanimous for the student to pass the dissertation proposal seminar. Any committee member who will vote *in absentia* should sign in advance either the regular committee approval form or an absentee member approval form that is available from the PhD Office.
- (9) At least three committee members, including the chairperson, must be present at the dissertation defense seminar; the committee vote must be unanimous for the student to pass the dissertation defense seminar. Any committee member who will vote *in absentia* should sign in advance an absentee member approval form that is available from the PhD Office.
- (10) Students should make sure they have read Chapter 5: Co-authorship and received any permissions, if necessary.

Members of the dissertation committee change only in exceptional circumstances.

### Scheduling the Dissertation Proposal or Defense

- (1) Send the proposal/dissertation to all committee members, who will discuss whether it is acceptable for either the proposal or defense.

- (2) When the proposal/dissertation is deemed acceptable, work with the committee members to find a mutually agreed upon day and time for the proposal or defense.
- (3) No later than 2 weeks before the chosen date, have the chairperson of the committee send an email to the Manager, authorizing the scheduling of the proposal or defense seminar. If you want to schedule a proposal/defense between 10-13 days in advance, you must get the permission of your entire committee in order to do so. Everyone on your committee must send the Manager an email, indicating that it is okay to schedule the proposal for that specific date. **Proposal/defenses cannot be scheduled less than 10 days in advance.**
- (4) Send an email to the Manager stating the title of the dissertation and the members of your committee. Indicate if anyone will be *in absentia*. Indicate if any member of your committee is from another department/school of the University or another university (and if so, include the department/school/university and the faculty member's e-mail). For defenses, also indicate information about your job: title, institution, location (if known).
- (5) The Manager will book a room, prepare the formal announcements, and send them out.
- (6) No later than 1 week before the proposal or defense seminar, provide a copy of the dissertation proposal or dissertation to each of the committee members and to the PhD Office. The PhD office will confirm with your committee members that they have received a copy of the proposal/dissertation one week in advance of the scheduled proposal/defense. If your committee has not received a copy by this date, your proposal/defense will be cancelled and will need to be rescheduled (following the appropriate scheduling guidelines).
- (7) Following the proposal seminar, you will receive a letter informing you that your chairperson has been instructed to give you, within 30 days, a memo outlining all the tasks you need to do on your dissertation in preparation for the defense. Please make sure you receive that memo and when you do, inform the PhD Program Office. If you have trouble obtaining it, ask for the assistance of the Associate Director.
- (8) See the Assistant Director about registering for graduation (you might need to do this well in advance of your defense in order to meet graduation registration deadlines).

Remember to allow plenty of time in advance for planning and scheduling the seminar.

### **Graduation Procedures**

- (1) Reach candidacy. Generally this is done at least 8 months before graduation.
- (2) Successfully propose and defend your dissertation. (If you have not successfully defended your dissertation but plan to do so within the quarter, you may still apply for graduation if you will be able to meet the Dissertation Office deadlines.)
- (3) Submit an online graduation application (or applications, if you are also getting the MBA). **The deadline for degree application is in week one of the quarter in which you intend to graduate.**

- (4) Verify with the PhD Office that there is a transcript on file for each school from which you have received a degree. If the file is incomplete, have an official transcript sent to the PhD Office.
- (5) If you plan to take any required courses (for the MBA) during your intended graduation quarter, be sure you are aware of University grade policies, as well as the individual professor's grades policies, prior to registering for your final quarter's classes. Many non-Booth classes require current quarter graduates to complete their coursework early to ensure that a final grade will post the week before graduation. Policies that govern early course completion requirements upheld by other divisions are nonnegotiable.
- (6) Contact the Dissertation Office (Regenstein Library 100B, 773-702-7404) early in the quarter in which you intend to graduate to resolve any questions or problems you may have in preparing your dissertation. University Wide Requirements for the PhD Dissertation and other useful information are available on the web at <http://www.lib.uchicago.edu/e/phd/>. Please note that **as a condition for receipt of the PhD**, all dissertations produced by University of Chicago students are placed in the circulating collections of the university library and made available to researchers through the library and for purchase through ProQuest Information and Learning.
- (7) If you receive a conditional pass on your dissertation defense:
  - a. Make the required revisions in the dissertation manuscript.
  - b. Submit the manuscript to your chair to secure committee approval of the revised manuscript.
  - c. Your committee chairperson must then notify the PhD Office of the unqualified acceptance of the manuscript. The PhD Office must receive notification of the unqualified acceptance of the manuscript **before** the manuscript can be submitted to the Dissertation Office; this acceptance must occur before the Dissertation Office's deadline for final submission of the dissertation.
- (8) Submit the manuscript electronically to the Dissertation Office by their deadline in the format required by the Dissertation Office. After the Dissertation Office processes it, the Director of the PhD Program will sign the Departmental Approval Form as required by the Dissertation Office. **The deadline for submitting a manuscript to the Dissertation Office is listed on their website. You cannot graduate if you do not meet this deadline.** If there is any question as to the final submission date, please contact the PhD Office. Please recognize that the Dissertation Office often requires formatting changes after submission of your dissertation; if these changes are not made, you will not be allowed to graduate.
- (9) Submit an electronic copy of your final manuscript to the Manager.

Students who are put on the graduation list but realize that they will not be able to graduate must inform the PhD Office that they need to be removed from the graduation list. Students who are removed from the graduation list after Friday of week 4 of the quarter will be charged a degree cancellation fee of \$50.

In addition to the above, please also:

- (1) Return all carrel and office keys. Clean out your carrel and/or locker. The PhD Program Office is not responsible for any items you leave behind.

(2) Remove everything stored on the PhD research server space.

(3) Update your contact information in the Community Directory.

You must take care of any outstanding balances including tuition, housing, library, parking, or any other University fees several weeks before graduation or you will be removed from the graduation list. If you have received any type of loan, you will be required to complete a loan exit interview during the month prior to convocation.

The University requires PhD students to be continuously registered (except for summer quarter, if a student is not graduating). If a student successfully defends their dissertation and submits it to the Dissertation Office by the Friday of week one of a quarter and applies to graduate in that quarter, they will not be registered as students in that quarter. They will not be required to pay tuition or fees associated with registration; however, they will not have access to the privileges associated with student status.

### **Convocation**

Every quarter, Chicago Booth confers degrees. Each spring quarter, the all-university convocation ceremony is held on the Main Quadrangle, officiated by the university president. This is followed by a Booth ceremony for all graduates of the MBA and PhD programs officiated by the Dean of Chicago Booth and held at an off-site location. PhD students are hooded at the Booth ceremony. Convocation is a formal academic ceremony officiated by the university president. Traditional academic attire is worn. While this is a day of celebration for graduates, students are expected to comport themselves in a professional and respectful manner. All students are encouraged to attend convocation. If a student is unable to attend, arrangements will be made to have the diploma mailed after the ceremony. In summer, autumn, and winter quarters, students may graduate and receive their diploma(s). Graduates from these quarters will be contacted by the PhD Program Office regarding participation in the spring quarter ceremony.

### **Diploma Mailing**

During the graduation application process, students will supply a valid address to which diplomas will be mailed following receipt of final quarter grades and confirmation of GPA compliance. Students should expect to receive their diplomas via U.S. standard mail approximately six weeks following the end of the quarter.



## CHAPTER 7 – CHANGES IN STATUS

### Changing Dissertation Areas

A change in the declared dissertation area, for any reason, requires the approval of both the initial dissertation area advisor and subsequent dissertation area advisor. Specific dissertation and support area requirements for a student who changes dissertation areas will be determined by the area to which the student transfers at the time of the transfer. Before requesting a formal transfer, it is generally a good idea to talk to faculty in the area to which the student wishes to transfer.

The formal procedures for changing dissertation areas are as follows:

- (1) The student's request is submitted on a form available from the PhD Program Office to the area advisor in the area the student is leaving. That advisor may approve or deny the request.
- (2) If approved, the request is then submitted to the area advisor in the area into which the student would like to transfer. The advisor in that area will review the request, as well as the student's original application materials and academic record, consult with other faculty in the area, potentially meet with the student and/or request additional materials, and decide to approve or deny the transfer.
- (3) Final approval of the request is made by the Director of the PhD Program.

### Leave of Absence

See Chapter 14.

### Withdrawal from the PhD Program

Withdrawal from the Program means terminating one's status as a University of Chicago student. All responsibilities and privileges of being a student cease.

Withdrawal may take place voluntarily by a student who finds it no longer possible to continue in the Program for any reason. Furthermore, the Director of the PhD Program may decide to terminate a student's status in the Program by withdrawing them if the student's academic progress is unsatisfactory, the student has surpassed the time limits for completion, or the student is unable to find faculty support for and work on a dissertation that meets Booth's standards.

Students who do not return from a leave of absence after the maximum time allowed will be considered withdrawn from the Program.

Accounting students who withdraw from the Program before receiving their PhD must return their Booth-issued laptop or personal computer.

### Re-admittance into the PhD Program

Students who withdraw from the Program in good academic standing (making satisfactory academic progress) or who take a leave of absence from the Program and do not return at the end of the leave may apply for re-admittance into the Program in the following manner. Re-admitted students generally do not receive financial aid, tuition grants, or stipends from the PhD Program.

**Students who have not reached candidacy and want to be readmitted to the dissertation area they were in when they withdrew from the Program** must submit a letter to the Director of the PhD Program outlining the following information:

- Reasons the student is applying for re-admission including discussion of: educational goals, professional objectives, research interests, and well-formulated plans for dissertation-level research.
- A schedule for completing the PhD Program based on either the degree requirements when the student began the PhD Program or the current program degree requirements (this is determined in conjunction with the area advisor), which include the following: (1) Schedule and dates for completing courses, (2) Schedule and dates for completing General Examinations, (3) Schedule for writing Curriculum Paper, (4) Date for reaching candidacy, (5) Schedule for Dissertation Proposal (including seminar), and (6) Schedule for Dissertation Defense (including seminar).
- Agreement to pay any University-imposed fees required to re-enter.
- Agreement to re-enter as a full-time student until successful dissertation proposal.

A student **who has not reached candidacy and withdrew after completing two years in the PhD Program** must submit a preliminary draft of the Curriculum Paper along with the information requested above.

**A student who has reached candidacy** must submit a preliminary draft of the dissertation proposal and letter to the Director of the PhD Program outlining the following information:

- Reasons the student is applying for re-admission including: educational goals, professional objectives, and research interests.
- A schedule for completing the PhD Program based on either the degree requirements when the student began the PhD Program or the current program degree requirements, which include the following: (1) Schedule for Dissertation Proposal including seminar and (2) Schedule for Dissertation Defense including seminar.
- Agreement to pay any University-imposed fees required to re-enter.
- Agreement to re-enter as a full-time student until successful proposal of the dissertation.

If the Director of the PhD Program decides that the student is eligible to petition to be re-admitted to the Program and approves the proposed course of study, the Director contacts the PhD Area Advisor in the student's dissertation area and presents the student's request.

If the faculty advisor in the student's dissertation area approves the request for re-admission, the student is so informed and the conditions for re-admission are explained in a letter from the Director of the PhD Program.

PhD Program Office staff will meet with the student to discuss the process of re-admittance to the Program, including the quarter of re-entry and the amount of fees and tuition owed.

## CHAPTER 8 – MBA DEGREE FOR PHD STUDENTS

A PhD student in good standing who wishes to work toward the MBA degree while in the PhD Program must submit the appropriate MBA for PhD Students checklist for approval to the PhD Program Office and must satisfy the academic policies and standards of the MBA Program, as well as additional standards of the PhD Program. A student may not get the MBA after the PhD has been conferred. The PhD Program does not contribute financial aid toward MBA courses unless the courses are approved by the Director of the PhD Program as an integral part of the student's doctoral study.

MBA classes cannot be taken in the first two years of the Program unless they are a required part of the student's PhD curriculum as outlined in this Guidebook or there are not enough required PhD courses available for a full PhD curriculum course load (during autumn, winter, and spring quarters). MBA courses may not be taken in the summer after the student's first and second year. After the first two years in the program, students may take MBA courses over the summer only by petitioning for the Director's approval; the Director will only approve those courses that are an integral part of the student's doctoral study.

Upon obtaining faculty approval of the dissertation proposal in a proposal seminar, a PhD student is eligible to apply to graduate with the MBA by fulfilling the following requirements (as outlined in the MBA for PhD Students checklist) and submitting a completed MBA for PhD students checklist to the Associate Director.

- (1) 3 courses—one course in each of three foundations area of Accounting, Microeconomics and Statistics
- (2) 6 courses—One course in six of seven categories representing Functions (Finance, Marketing and Operations), Management (Decisions, People, and Strategy), and the Environment in which firms operate (Macroeconomics and Global Institution and Political Economy)
- (3) Complete 11 elective courses. At most, one independent study course (B31901) is acceptable toward the MBA degree. **No more than 6 electives may be taken outside of Booth but at the University of Chicago.**

Please check the MBA for PhD students checklist (under "Useful Forms" on the Intranet) for additional details.

### **The below rules apply to all students seeking the MBA:**

A "B" (3.0) average must be maintained in courses used to earn the MBA degree; only courses with grades of "C" (2.0) and above may be used to earn the MBA. Such courses must represent substantive academic work; grades of "R" or Pass/Fail are not acceptable in courses counted toward the MBA. Workshops cannot count toward the MBA. Students cannot take a class they previously TA'd for (even with a different instructor) and use it to count toward the MBA requirements.

MBA concentrations are not granted to PhD students who have earned the MBA.

Only University courses may be used to fulfill these course requirements. Master's level courses taken at another institution cannot fulfill the MBA course requirements. If a student feels that they have already taken a course elsewhere that is equivalent to one of the required Booth courses, they may take another, more advanced Booth course to satisfy the course requirements, with the approval of the MBA substitution coordinator.

A student may petition the Director of the PhD Program to appoint a four-person committee (one member being the Director of the PhD Program) to determine whether a PhD student should be granted an MBA degree before fulfilling all of the above requirements.

If a student is graduating with the MBA in the quarter in which the student is also getting the PhD, and the student still has to take courses for the MBA degree, the student must earn a grade of at least a C in those courses. Failure to do so will mean the MBA diploma will not be awarded.

A student withdrawing from the PhD Program must receive permission from the PhD Program to complete coursework in order to earn the MBA. A student must meet minimum GPA requirements in order to do so.

## CHAPTER 9 – VISITING STUDENTS

### Visiting Student Statuses

Visiting PhD students from other institutions fall into one of two categories established by the University: **Non-Degree Visiting Students or Exchange Students (CIC Traveling and Exchange Scholars)**. If the student is enrolled at one of the schools participating in the CIC or Exchange Scholars program (see below), then those procedures for studying at Booth should be followed. If the student is enrolled at another school, the student must follow the relevant Non-Degree Visiting process as described below.

### Non-Degree Visiting Students

On occasion, and in consultation with the Director of the PhD Program, a tenured or tenure track faculty member may invite a PhD student to come to Booth to work under the faculty member's tutelage. Such non-degree visiting "Student Researchers" must have reached the dissertation stage of their academic training, and intend to conduct research in the dissertation area of their faculty sponsor at Booth. They must be current PhD students for the duration of their visit to Booth (that is, they cannot graduate while visiting). They will not be allowed to enroll in classes, nor can they take on a teaching position with the University.

International students who are invited to visit Booth must demonstrate English language proficiency. Eligible international students will be able to obtain a visa-eligibility document from the University's Office of International Affairs (OIA).

The student will be responsible for funding their own expenses, including tuition (non-degree visitor rate), fees, room and board, transportation, and health insurance, among other expenses. The student must demonstrate this funding as part of the process for obtaining a visa-eligibility document. If invited, the student will be registered as a non-degree visitor. Generally, the student cannot be registered in this status for more than four quarters.

### Exchange Students

The University participates in two academic exchange programs: the CIC Traveling Scholar Program and the Exchange Scholar Program. Both programs allow doctoral students from participating institutions to take advantage of special educational opportunities not available at the home campus (e.g., library holdings, classes, research centers, a particular faculty member). Students apply through Graduate Student Affairs and can study for up to one academic year at the host institution. Participants register at the home and host institutions, and a record of work done is entered on the transcripts of both institutions. Participants pay tuition to the home university and are not billed for tuition by the host institution. Additional information about the Traveling Scholar Program and the Exchange Scholar Program can be found at: <http://grad.uchicago.edu/career-development/academic-exchange-program>.

## CHAPTER 10 – COURSE REGISTRATION AND GRADING

### Approval of Course Registration

First-year PhD students must have their autumn quarter registration approved by the Director of the PhD Program.

All PhD students should discuss their course schedule with the PhD Program Office in any quarter in which their course schedule varies from the most recent approved PhD Academic Progress Report and Five-Year Plan.

### Registration: Booth Courses

PhD students register for Booth courses through the on-line course bidding system (iBid). Questions or problems with iBid may be addressed to the Manager. **Failure to register on time (prior to the first week of the quarter) will result in a late registration fee.** Students who are in advanced residence and are not planning to take courses do not need to participate in the course bidding system, as they are automatically registered.

### Course Bidding System (iBid)

Registration for each quarter generally begins the Monday of Week 8 of the previous quarter with the final phase of bidding Monday of Week 2 of the current quarter.

All bids are entered in the online bidding system (iBid). Bidding instructions are available on the Chicago Booth Intranet at <http://intranet.chicagobooth.edu> via the iBid quick link. Bid deadlines also appear on this site.

### Bid Points

Sufficient bid points are allocated to PhD students so that they can “purchase” the schedule they need for their academic program. PhD students start the program with 8,000 bid points. Points are not charged for registering for most PhD-level classes, although PhD students must bid at least one bid point in order to register for classes. Since no points are generally paid for registering in PhD-level courses, no points are accrued for completing them. Thus, the 8,000 point “bank” remains in place for the next quarter’s bidding.

Points may be charged, however, when PhD students take MBA-level courses or PhD courses that are popular with MBA students. Points will be charged only when demand for the course they are taking exceeds supply. Bid points are paid in the amount of the closing price for each course added in that phase of bidding. If a price is set, that amount is deducted from the 8,000 point “bank” with which PhD students start the program. For each 100-unit MBA-level course PhD students take, they will accrue an additional 2,000 points. The points that are carried forward to the next quarter are the initial amount (8,000), less any points paid for the courses, plus 2,000 additional points for each 100-unit MBA course taken.

The bidding point allocation for PhD students is sufficiently large to guarantee that students can register for course sections required for the General Examination course requirements. For those PhD students who take MBA-level courses, further information on bidding history and closing points are available in the bidding instructions found on-line in the iBid system.

Bid points are refunded 100% for drops in Phase 2, 75% in Phase 3, 50% in Phase 4; they are not refunded for drops processed after Phase 4. This includes late course drops/withdrawals and leaves of absence.

### **Registration: Non-Booth Courses**

Students should complete the Course Registration Form (available on the PhD Program website under “Useful Forms”) and submit it electronically to the Program Manager. Students must meet the registration deadlines for non-Booth courses (see below) and submit their initial registrations prior to the first week of courses.

### **Schedule Adjustments: Booth and Non-Booth Courses**

**Booth:** Students may adjust their Booth courses after all bidding/drop/add phases are over. These adjustments are processed by the Program Manager. The deadline to add a Booth course is Friday of week two of the quarter. The deadline to drop a Booth course without receiving a grade of “W” for withdrawal plus a \$50 change in registration fee is Friday of week three. Beginning week eight through the last day of the quarter, written faculty consent is required for withdrawal from a Booth course.

**Non-Booth:** The deadline to add a non-Booth University course is Friday of week three of the quarter. The deadline to drop a non-Booth University course without receiving a grade of “W” for withdrawal plus a \$50 change in registration fee is Friday of week three.

To adjust Booth courses (after bidding/drop/add) and non-Booth courses, students should complete the Course Registration Form (available on the PhD Program website online) and submit it electronically to the Program Manager. Students must meet the registration deadlines described above. To avoid a late registration fee, a student’s initial registration must be made prior to week one of the quarter.

### **Workshop Registration**

All 2<sup>nd</sup> and 3<sup>rd</sup> year students **must register for the workshop that is required by their dissertation area** each quarter, do the work necessary to receive a grade of P, and make sure that the grade is posted on their transcripts. This six-quarter workshop requirement is necessary to reach candidacy.

### **Course Registration for B31901**

Business 31901 is a course of independent research conducted under the close supervision of a Booth tenure track faculty member. A student may take the course on a P/F basis or may elect to receive a grade on the regular scale. To register, the student must: (1) have a signed statement from a faculty member indicating that the student may work with them on a research project, and (2) indicate whether the class will be taken P/F. Courses taken P/F may not be counted toward the PhD or M.B.A. degrees.

### **Course Registration for B71900**

All PhD students who are not enrolled in coursework for at least 300 credits will be enrolled by the PhD Program Office in B71900: Advanced Study for every quarter the student does not have a full-time credit load (excluding summer). Pietro Veronesi, PhD Faculty Director, will be the instructor of record for this course. It will be graded Satisfactory (S)/Unsatisfactory (U). In order to receive a grade for this course, you will be required to submit an Academic Progress report. This will consist of a one page form indicating your coursework, research, and teaching activities for the quarter you are enrolled in this course, as well as some additional information if you are in your 4<sup>th</sup> year or beyond. (Students who are already submitting a tuition waiver form on a quarterly basis will not be required to turn in this additional form since the tuition waiver form will serve the same purpose.)

## Summer Courses

Registration during the summer is not required and must be approved by the Director of the PhD Program. **Students may not take any courses in the summers after their first and second years (except Little Red Schoolhouse, see below).** For students in their third year and beyond, the PhD Program does not pay tuition for MBA summer courses, or generally for other summer courses (such as language courses). On a case-by-case basis, the Director reviews requests to pay tuition for courses over the summer that are an integral part of a student's doctoral study. If you have such a request, submit it to the Director and include the rationale as to why it is an integral part of your doctoral study. Please note that the graduate student version of Academic and Professional Writing, a.k.a. "The Little Red Schoolhouse" or "LRS" (English 33300) is generally approved as a summer course.

## Registration for Curricular Practical Training (CPT) or Academic Training (AT)

If a student is receiving stipend funding from Booth, they cannot be registered for curricular practical training (CPT) or academic training (AT) during the academic year (autumn, winter, or spring quarters). If a student receiving stipend funding is interested in registering for curricular practical training or academic training for summer quarter, they must demonstrate that their internship will have some direct connection to their dissertation area and/or dissertation research. They must also receive the approval of their area advisor (or committee chair) and the PhD Program Director. The PhD Program Office reserves the right to impose additional restrictions on CPT and AT. Students should not assume that they will be approved for CPT or AT. Those students who are not receiving stipend funding from the PhD Program must demonstrate that the internship/job will have a direct connection to their dissertation area and/or dissertation research and must receive the approval of their area advisor (or committee chair) and the PhD Program Director. The university has restrictions on the number of hours a student can work; working more than 20 hours per week requires approval of the PhD Program Office.

## Course Grades

The following course grades are used: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, P (pass), F (fail), I (incomplete), R (registered), S (satisfactory), U (unsatisfactory) and W (withdrawal). Grade requirements are discussed in "General Examination Requirements by Area." The grade W (withdrawal) indicates that the student has withdrawn from the course after the third week of the quarter.

## University of Chicago Course Grades

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

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

## Grade Point Average Calculation

When computing GPA, A+ = 4.33, A = 4, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2, C- = 1.67, D+ = 1.33, D = 1, and F = 0. A grade of F counts in the GPA calculation even though the course does not count toward the degree requirements. Grades of P, I, R, S, U, and W do not count in grade point calculations.



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

PhD students may register for the grade of pass/fail in courses offered in Booth. With the exception of the workshops, the student must request permission from the faculty member to take a course pass/fail. The deadline for such approval is Sunday of the 4<sup>th</sup> week of the quarter in which the class is taught. The grade of “P” or “F” is neither acceptable toward the MBA degree nor for any courses used toward fulfilling the course requirements for the PhD degree (with the exception of the workshop requirement).

### **Pass/Fail in Other University of Chicago Courses**

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

### **Official Audit**

PhD students may **not** register for the grade of “R” (registered/audit) in courses offered at Booth. Students may register for the grade of “R” in courses offered in other University departments and schools, if such a grade is allowed. The grade of “R” is neither acceptable toward the MBA degree nor for any courses used toward fulfilling the course requirements for the PhD degree.

A grade of “R” (registered) signifies that no credit has been earned and that the student has submitted no evidence for the grading of the work. As such, the grade of “R” may not later be changed to any other grade, nor may any other grade be changed retroactively to “R”. Additionally, courses with a grade of “R” cannot be used to meet requirements for graduation.

To register for the grade of “R” in courses offered in other University departments or schools (if such a grade is allowed), the student must have the instructor email their permission to the Manager by Friday of week two of the quarter.

### **Incompletes and Blank Grades**

An incomplete signifies that a portion of the required work for a course is or will be outstanding at the time the faculty member submits final grades for that quarter. If schedule conflicts, workload, or other factors have affected a student’s ability to keep up in a particular course, a student should withdraw from the course. If a student needs to repeat a course in order to satisfactorily complete it, the student should not request an incomplete, but should instead register for the course again.

Incompletes are given at the discretion of the instructor. The manner of and time period for completion of the work are agreed on by the instructor and the student, so long as the time period does not exceed the one year limit placed by the PhD Office. If the instructor is unwilling to give an incomplete, the student should withdraw from the course. Students may make up an incomplete only with the instructor who granted it. Please note that the grade of “I,” in addition to the final grade, will remain on the student’s university transcript. Sometimes students receive a blank grade instead of an official “I.” The same policies apply to a blank grade.

**Incompletes and blank grades must be resolved within one year (i.e., if an incomplete or blank grade was granted for a course taken in autumn quarter 2017, the incomplete or blank grade must be changed to a grade by the end of autumn quarter 2018). If a student fails to receive a grade for an incomplete or blank grade within the one year limit, the student must retake the course in order for it to count toward degree requirements. There are no exceptions to this rule.**

### **Obtaining Grades**

At the end of each quarter, students may check their grades via [my.uchicago.edu](http://my.uchicago.edu). Students use their University CNetID and password. Due to security concerns, no grades may be given out over the telephone or by e-mail.

### **Official Transcripts**

The University of Chicago transcript is a record of a student's progress and performance while enrolled at the university. All courses completed or withdrawn from for a grade of W appear on the official student transcript with the grade received. All entering students pay a lifetime transcript fee in their first year of study. The lifetime transcript fee allows students to request an unlimited number of official transcripts, now and in the future, whenever they need it, at no additional cost. Transcripts may be ordered at [registrar.uchicago.edu/students/transcripts.shtml](http://registrar.uchicago.edu/students/transcripts.shtml).

### **Grade Appeal Procedures**

A student who believes that there is an error in the grading on any graded material in a course (e.g., 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:

- (1) Discuss the potential grading error with the professor.
- (2) Submit a written request for a review of the graded material to the professor.
- (3) If the student believes that the appeal was not given appropriate consideration by the faculty member, the student should contact the PhD Program Office.

The PhD Program Office can verify that the procedure outlined above has been followed. If there is evidence of a grading error, it will be brought to the attention of the faculty member. Note that neither program administrators nor the PhD Program Office can alter a grade.

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

### **Academic Grievances**

Students are encouraged to raise issues and concerns regarding academic matters with the faculty when appropriate. Academic grievances not related to a grade change may be brought, in writing or email, directly to the Director. Issues that cannot be resolved by the Director will be taken to the Faculty Director and/or the Deans' Office for review.

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

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

## Restricted Registration

The University applies restrictions to students' university accounts. The following are the types of restrictions, all of which prohibit course enrollment for the upcoming quarter. Notifications are sent immediately for disciplinary cases, week 4 for immunization restrictions, and week 6 for all other types of restrictions.

<u>Office Placing Restriction</u>	<u>Reason for Restriction</u>
Bursar	unpaid balances, personal bankruptcy
International Affairs	check-in required for all new international students
Library	unreturned materials, unpaid fines/fees
Office of the Provost	non-compliance with Title IX training
Parking Office	parking tickets
Real Estate Operations	delinquent rent payments
Student Care Center	noncompliance with immunization requirements
Student Loan Administration	no exit interview
University Dean of Students	disciplinary actions
University Registrar	emergency contact required for all students by federal law

If a restriction is unresolved by Friday of week seven of the quarter, the student is placed on inactive status for the upcoming quarter and is prohibited from bidding for courses for the upcoming quarter. Additionally, restrictions will prohibit university privileges and services. If restricted, you cannot:

- obtain official transcripts of academic records and grade reports
- obtain official certification of student or alumni status
- view academic and personal information on university administrative systems
- access Canvas
- audit (officially or unofficially) Chicago Booth or University of Chicago courses
- obtain a new Chicago Card
- borrow materials from the libraries
- access athletic facilities
- access University Housing
- maintain valid parking permit

Once the restriction is resolved, the student's status is changed back to active for the upcoming quarter, and the student regains privileges for course bidding. If the restriction is not cleared by Friday of week two of the subsequent quarter, the student is not able to enroll in courses due to the Chicago Booth deadline of all course enrollments being complete by that time. Therefore, a student's status would remain as inactive. For example, if a Category Two restriction is imposed in autumn quarter, and it is cleared after Friday of week two of winter quarter, the earliest a student may enroll in courses is spring quarter. Please see the section on inactive status for further implications.

In accordance with University of Chicago policy, the PhD Program Office may also place a student on restricted status for non-compliance in any administrative area after giving advance written warning.

## CHAPTER 11 – FINANCIAL ASSISTANCE

Various kinds of financial assistance are offered to students in the PhD Program. Except for the guaranteed TAships, all assistance is given without any work requirement attached. All forms of assistance are merit-based and are contingent on continued satisfactory progress.

### Tuition Grants

Full tuition support is available for five years of full-time study, conditional on satisfactory progress in the Program. Students remaining in the Program beyond five years will be assessed full tuition except under unusual circumstances. The PhD Program will only pay tuition for the quarter after a student has defended the dissertation (presuming the student is eligible for a tuition waiver). The PhD Program does not pay tuition for students who have full-time employment.

### Stipends

It is the policy of the PhD Program that students offered stipend support upon admission to the Program will continue to receive it for four years of full-time study provided they continue to make satisfactory academic progress and are in residence at Booth. Students admitted without stipend support in the first year may apply for it in subsequent years; however, the chances of receiving any such support are quite small. Students may apply for 5<sup>th</sup> year stipend support; such support is generally dependent upon a student proposing and defending their dissertation.

### 1<sup>st</sup> Year Summer Research Awards

**PhD Program:** The PhD Program supports summer research for qualified first year PhD students. A student who has successfully completed three quarters of a full schedule of courses with a minimum grade point average of “B” may work under the supervision of a Booth faculty member with support from the PhD Program. The student must be in residence and work during their first summer in the Program. The paper must be completed and submitted before the first day of the autumn quarter of the student’s second year. The amount of support available to a student from the PhD Program is \$5,000. If it is approved, the student will receive a grant of \$5,000 before the end of autumn quarter. A student may also choose to work as a junior co-author with a faculty member on a paper. Some dissertation areas require students to complete the summer paper.

**CRSP Awards:** Finance students wishing to write an optional research paper during the summer following their first year in the Program may apply for a grant to the Center for Research in Security Prices (CRSP). Prerequisites are completion of any two of courses B35901, B35902, B35903, B35904, B35905, B35906, or B35907 with a minimum grade of B in each course (Joint Program in Financial Economics students do not have to have completed all prerequisites to be eligible). Two types of projects are possible:

1. **Original Research:** Submit an original paper to the PhD Office by the first day of autumn quarter of the second year. If the paper is an extension of one written for a course, the extension must be substantial and the original paper must be submitted with the CRSP research paper.
2. **Junior Co-authorship:** Work as a junior co-author with a finance faculty member. The student must be signed on as a junior co-author by a faculty member before the summer quarter of the student’s first year in the Program. See Chapter 5 of this Guidebook for details about co-authorship.

The paper or research project must be submitted to the PhD Office by the first day of autumn quarter. The paper or research project will be evaluated by a committee of finance faculty members. If it is approved, the student will receive a grant of \$5,000 before the end of the autumn quarter.

Note: a student may receive either a PhD Program Grant or a CRSP Award, but not both.

Students are required to upload a PDF copy of their summer paper to the PhD database so other students and faculty can access it.

### **5<sup>th</sup> year Funding**

For the 2017-18 academic year, the PhD Program will award fellowships worth up to \$34,000 to students in their fifth year. The purpose of awarding these fellowships is to help students complete their dissertations in a timely manner. The first portion of the funding (up to \$20,000) is dependent upon proposing (and when you propose) and the second portion is dependent upon defending according to the timelines described below. Recipients of 5<sup>th</sup> year fellowships are expected to be in residence in Chicago during the academic year and may not be employed full time. Students generally need to reach candidacy in order to obtain this funding.

The application for 5<sup>th</sup> year funding requires:

1. An outline of the dissertation or a draft of the proposal.
2. A detailed timetable for completion of the proposal and dissertation
3. A statement indicating that the student will be in residence in Chicago and not employed full-time during the 2017-18 academic year
4. Who the chair of the student's committee is (a committee chair is required to apply for funding); if committee is fully formed, indicate who the other members are.
5. A recommendation form completed by your committee chair
6. A list of what you have to complete in order to reach candidacy and a timetable for completing these items (if candidacy has not yet been reached).

Students who apply and meet the requirements will receive the first portion of the funding (\$20,000 or a portion thereof as outlined here). Students who propose before or during autumn quarter will receive \$20,000 in autumn and/or autumn/winter quarters). Students who propose during winter quarter, will receive \$13,333 during winter/spring quarters. Students who propose during spring quarter will receive \$6,667 during spring quarter. Students who propose after spring quarter will not receive any of the first portion of 5<sup>th</sup> year funding.

Students who apply and meet the requirements will receive the second portion of the funding (\$14,000) as follows. Students who successfully defend the dissertation prior to the end of summer quarter of the 5<sup>th</sup> year will receive \$14,000. Timing of this stipend will depend upon when the student defends. The student need not to have met any specific deadline for proposing prior to defending in order to be eligible for this portion of the funding. **If a student defends in Summer of the 5<sup>th</sup> year in order to receive this funding, the student is expected to graduate no later than Autumn of the 6<sup>th</sup> year (unless the student is paying their own tuition).**

5<sup>th</sup> year funding is not transferrable to a student's 6<sup>th</sup> year. Stipend funding is not available from the PhD Program Office should a student remain in the program for a 6<sup>th</sup> year.

## PhD Program Special Fellowship Awards

Under certain circumstances, students may receive one of several PhD Program endowed fellowship awards. These are often awarded to students who have applied for and been awarded 5<sup>th</sup> year stipend support, with the exception of some area awards that are used to support dissertation research costs and some awards for summer paper funding, in addition to some awards and prizes that reward strong performance. Some regular stipend funding is also awarded through endowed fellowships. These awards include:

**Jonathan and Stephanie Arnold Fund:** This endowment fund was established by Booth alumnus Jonathan Arnold (MBA 1986, PhD 2006) to provide stipend support for Booth PhD students.

**The Ravi Bhushan PhD Fellowship Fund:** This endowment fund was established by Ravi Mattu (MBA 1983) in honor of the late Ravi Bhushan (PhD 1987) to provide stipend support for Booth PhD students.

**The Brunswick-Davidson Accounting Research Scholarship:** This endowment fund was established with a gift from the Brunswick Foundation in honor of Prof. Sidney Davidson to support Booth PhD students in accounting. Its purpose is to enable accounting PhD candidates to obtain materials that would expedite the completion of their dissertations. The accounting faculty may elect a recipient when they deem there is a student who merits it.

**The Davidson PhD Fellowship Fund:** This endowment fund was established to support Booth PhD fellowships.

**The Drumheller Family Foundation PhD Fellowship:** The Foundation established this fellowship to provide support annually to one student over the course of their study (typically 5 years) in the PhD program at Chicago Booth.

**The Hillel J. Einhorn Memorial Scholarship:** This endowment fund was established in honor of the late Mr. Einhorn, who was a Booth faculty member, by his widow, Susan. The purpose of the fund is to support a student pursuing studies in behavioral decision making.

**The Eugene Fama Endowed PhD Fellowship Fund:** This endowment fund was established to provide stipend support for Booth PhD students.

**The Fischer Black Fellowship in Finance:** This endowment fund was established to provide stipend support for Booth PhD students in finance.

**The Sanford J. Grossman Fellowship in Honor of Arnold Zellner:** This endowment fund was created by U.C. alumnus (PhD, Economics, 1975) Sanford J. Grossman for the following purpose: "The fellowship will be awarded annually to an outstanding PhD student, and its recipient determined by the Director of the PhD Program."

**J. Michael Harrison Doctoral Prize Fund:** This award was created and funded by former Chicago Booth dean, Sunil Kumar and his wife, Sumati Murli. The Prized will "recognize a doctoral student enrolled at Chicago Booth whose research is judged to make the most impactful contribution to theory."

**The Charles T. Horngren Doctoral Fellowship:** This endowment fund was established by a gift from Booth PhD alumnus in accounting (1955), Charles T. Horngren, professor emeritus at Stanford University. This fellowship is to be awarded to an accounting PhD student.

**The Jennifer Jones Fellowship:** This endowment fund was established to provide stipend support for Booth PhD students.

**The John Leusner Fellowship:** This endowment fund was established by the Graduate School of Business and the Leusner Family to support outstanding Booth PhD students in finance who are beyond the proposal stage. The fellowship honors the memory of John Leusner, a Finance PhD student who died in 1996. The Leusner Fellowship recognizes a finance PhD student whose dissertation proposal exhibits outstanding creative potential. To qualify for the award, a student must be nominated by his or her dissertation advisor after the dissertation proposal presentation. A small committee of finance faculty decides whether and to whom to award the Fellowship. The selected PhD student receives a stipend and is designated the Leusner Fellow.

**The Liew PhD Fellowship:** Booth PhD alumnus in Finance John Liew, AB'89, MBA'94, PhD'95 and his wife Serena Liew, Lab'85, AB'89, established this fund to provide support for PhD students in Chicago Booth.

**The Oscar Mayer Fellowship:** This endowment fund was established by a grant from the Oscar Mayer Foundation and a personal gift from Oscar G. Mayer, Jr., in memory of his late father.

**The Katherine Dusak Miller Fellowship in Finance:** This endowment fund was established by a gift from Booth PhD alumnus (1976) William Waters and his wife Phyllis in honor of Merton Miller's wife, Katherine Dusak Miller, to provide fellowships to finance students.

**The Katherine Dusak Miller General PhD Fellowship:** This endowment fund was established by a gift from the estate of Katherine Dusak Miller (AB'65, MBA'68, PhD'71), to provide fellowships to PhD students.

**The Joseph A. and Susan E. Pichler Fellowship:** This endowment fund was established by a gift from Booth PhD alumnus Joseph Pichler and his wife Susan, to provide stipend support.

**The Wesley Pickard Endowed Fellowship:** This endowment fund was created by Wesley Pickard (MBA 1972) to provide fellowships for PhD students.

**Juan Manuel de la Torre Sanchez Memorial PhD Fellowship:** This endowment fund was created by Booth Professor Pradeep Chintagunta, with his wife Marisa de la Torre, to provide fellowship support for PhD students.

**The Beryl W. Sprinkel Fund:** This endowed fund was created by Booth PhD and MBA Alum Beryl Sprinkel and is shared with the University's Economics department. It provides fellowships to students in Economics and the Booth PhD Program in alternate years.

**The Arnold Zellner Doctoral Prize, sponsored by the BEST Foundation:** The Arnold Zellner Doctoral Prize will be awarded to a doctoral student from the University of Chicago Booth School of Business whose research contributes to the application of Bayesian methodology in finance and investments. The Zellner Prize is generally worth \$4,000 and may be awarded to a Booth doctoral student on an annual basis.

### **Non-Booth and Non-University Research Fellowships**

Non-Booth and non-University research fellowships are available from a variety of sources. The PhD Office posts announcements of such fellowships to the PhD student listserv.

### **Research Assistantships (RA), Teaching Assistantships (TA) and Tutoring**

Various RA/TA positions are available to PhD students to supplement their stipends and provide relevant experience. The Guaranteed TAship program guarantees students in their third and fourth years the opportunity to TA two (for students who entered in 2015 or later) or three (for students who entered before 2015) sections per academic year, with a payment of \$3,000 per section. Securing guaranteed TAships is the responsibility of the student. Additional details on the courses covered by this are provided by email each summer. Students are generally expected not to TA until their second or third year. **To TA in your second year requires permission from your area advisor. Students must turn in the Permission to TA in year two form, signed by their area advisor.**

Students interesting in tutoring may request to have their names posted on the tutoring listing on the PhD Program's website; students may also request to be listed as available to RA/TA. First year students are not eligible to be listed as available to TA.

Per University policy, students may be employed by the University for up to 20 hours per week to allow students sufficient time to focus on their coursework and/or research. Working more than 20 hours per week requires the permission of the PhD Program Office. During the summer, students may work up to 37.5 hours per week.

### **Support for Travel, Data, and Human Subject Research**

The PhD Program has limited funds to support travel, data purchases and human subject research directly related to a student's dissertation research. Each request will be reviewed on the basis of its intrinsic merit and availability of funds at the time of the request. The earlier in the academic year that a request is made, the better the chance of money being available to fund it. Applications are available on the PhD Program's website and must be submitted to the PhD Program Office **prior to the activity**. An advisor's signature is required. The PhD Program Office may approve up to \$1,250 per student per academic year (September 1-August 31) for students to:

- (1) attend a conference at which a student is giving a paper or a poster
- (2) perform human subject research
- (3) purchase data (Please note that we expect a copy of the data set to reside in the PhD Office.)

If you are attending a conference but not presenting, you may be reimbursed up to \$500.

We will receive applications for funding **until we have run out of money in our budget line for these expenses**. You must apply for the funding to the PhD Office (see below); **you should apply for funding prior to the activity for which you are requesting funding**.

As an example, if you have a \$400 request for human subject research that is approved and you then want to be reimbursed \$900 for presenting at a conference, only \$850 (\$1250 - \$400) will be approved, and you will then have exhausted your allocation for the year.

The forms you need to apply for funding are available on the internal PhD Program website under "Useful Forms." After **completely** filling out the form and getting a faculty advisor's signature, submit the form to the PhD Office. It will then be reviewed by the PhD Program Office and you will be notified if your funding request was approved, and if so, for how much.



### **Marjorie Walters Memorial Emergency Loan Fund**

This fund is used to help a PhD student deal with short-term financial problems. Interest-free loans of up to \$1,000 are available quickly upon request for short periods of time (usually one month). Students should feel free to stop in and speak to the Director if they find themselves in financial need. The loans are given in total confidence.

Marjorie Walters was the Assistant Dean of Students for the PhD Program at the time of her death in 1983. The fund was established by her friends who wanted to create a living reminder of her devotion to the PhD Program and her affection for the students.

### **Other Loan Assistance**

Students interested in the Federal Stafford Loan Program and private loans should contact the Booth Financial Aid Office, 773-702-3076, Suite 115.

### **US Federal 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% of attempted courses, to be eligible for U.S. federal financial aid programs. Students fail to complete a course in the case of failure, withdrawal, or an incomplete grade after a program-approved timeframe. SAP is evaluated annually at the end of each spring quarter. For SAP, the maximum time frame for completing the program is 8 years.

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

## CHAPTER 12 – INFORMATION TECHNOLOGY, COMPUTING RESOURCES AND POLICIES

The PhD Student Computer Lab (Room 383) is a room designated for the exclusive use of Booth PhD students. The room contains PCs, a printer, storage “lockers,” and a dry erase board.

Information Technology Services outfits each PC with a special “build” designed to incorporate all the software the PhD Program has licenses to, installed in the most efficient manner. The majority of the PCs have the same software; a few PCs have additional software that is used less frequently. Installation, as well as any necessary follow-up service and repairs, will be handled solely by the ITS staff. Students are prohibited from installing software on Booth-owned machines.

### PhD Program Computing Resources

Each student’s general Booth login and password enables usage of the Booth PhD computing workstations. For basic everyday usage, there is a 30 gigabyte limit. Students working on special computing projects requiring additional amounts of disk space for a limited period of time should request a temporary allocation of more storage by submitting the “Application for Temporary Increase of Research Grid Space” to the PhD Program Office. This form is available on the “Useful Forms” section of the intranet. A faculty signature is required. Students requiring substantially more space will likely need to seek additional resources.

### Information Technology Policies

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

- (1) Acceptable Use Policy for Information Technology  
<https://itservices.uchicago.edu/policies/acceptable-use-policy>
- (2) Student Manual of University Policies and Regulations  
<http://studentmanual.sites.uchicago.edu/networking>
- (3) 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.

### PHD STUDENT COMPUTER LAB RULES

Use of the PhD Student Computer Lab is a privilege. Students must follow the rules to maintain this privilege. Violation of the rules will result in a loss of this privilege, as well as other consequences, depending on the severity of the violation. Excessive violations may result in closing the Lab facilities to all students until the problems are remedied.

The PhD Student Lab is a self-managed room. This means that PhD students maintain the “surfaces” of the room and keep it clean. The janitorial staff empties the garbage and recycling and periodically vacuums the rug.

- (1) **THIS LAB IS FOR THE EXCLUSIVE USE OF BOOTH PHD STUDENTS ONLY.** Guests and visitors of Booth PhD students are not allowed and will be asked to leave, as will any student who is not a Booth PhD student.

- (2) Doors to the Lab cannot be propped open. This rule protects students and their possessions, as well as PhD Program computer equipment and supplies.
- (3) Personal property should not be left unattended. Any area is only as safe as the users make it. The PhD Program is not responsible for any lost personal property.
- (4) Computers are not assigned to a particular student. They are to be used on a first-come, first-served basis each day. The tables must be cleared of all books, papers, and other personal property when the student leaves for class or for the day.
- (5) The Lab is to be used for quiet study and computing. Conversation should be held elsewhere.
- (6) **EATING AND DRINKING IN THE LAB IS ABSOLUTELY PROHIBITED.** This will be strictly enforced and includes the table section of the room. Even one violation of this rule can result in loss of computing and study privileges in this room.
- (7) Cell phone usage is prohibited.
- (8) No furniture, lab equipment, or office supplies can be moved out of the Lab without the explicit permission of the PhD Office staff.
- (9) Smoking is absolutely prohibited within Booth, including this Lab.
- (10) **At random intervals, the hard drives on the computers in the PhD Lab will be erased and software will be freshly reinstalled. No notice will be given prior to these erasures and reinstallations. In order to prevent loss of your work, do not save your work to local hard drives.**
- (11) For computing operational problems, students should contact the Helpdesk (2-7114). For paper supply, students should contact the Computing Lab (4-2557).
- (12) Students are expected to be aware of and comply with the Booth's Computer Use Policy, posted on Booth's Computing Services website. Disruption of computing through deliberate human action – whether it affects the operation of computing systems or telecommunications, the security of electronically stored information, or the integrity of such information – is a serious academic offense and will be subject to disciplinary action within the University as well as to civil and criminal action.

## CHAPTER 13 – LOCKERS AND CARRELS

### Locked File Drawers

There are file cabinet drawers with locks available for students in rooms 383, 384, 385, 321, 342 and 372. New students may apply in the PhD Office for a drawer assignment and key. A \$5 refundable deposit fee will be charged at the time the key is issued. Students must vacate their drawer and turn in their key when they graduate or leave the Program. The deposit will be returned when the key is turned in. Students with carrels may be asked to give up their locked file drawer if there are not enough locked file drawers for those students without carrel space.

### PhD Student Office Space (Carrels)

Use of the PhD Student Office Space (Rooms 384, 385, 372, 342, and 321) is a privilege. Students must follow the rules to maintain this privilege. Violation of the rules will result in a loss of this privilege, as well as other consequences, depending on the severity of the violation. Excessive violations may result in closing the space to all students until the problems are remedied.

The PhD Student Office Space is self-managed. This means that PhD students maintain the “surfaces” of the room and keep it clean. The janitorial staff empties the garbage and periodically vacuums the rug.

- Doors to these rooms cannot be propped open. This rule protects students and their possessions.
- Personal property should not be left unattended and unlocked. Please use the locking drawers/bin of your carrel. Any area is only as safe as the users make it. The PhD Program is not responsible for any loss of personal property.
- Cell phone usage is strongly discouraged.
- No furniture, equipment, or office supplies can be moved out of these rooms without the explicit permission of the PhD Office staff.
- Smoking is absolutely prohibited within Booth, including these rooms.
- No display of inappropriate materials is allowed in these rooms. Such material will be removed if it is displayed.
- Assigned carrels are for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year students who are in residence (and any second year students who win them in the lottery, should extra carrels be available). You must relinquish your carrel if you graduate prior to the end of your 5<sup>th</sup> year or if you leave the Program. If you have not graduated but will no longer be living in Chicago, you must also relinquish your carrel, regardless of your year. If you are still in residence in your 6<sup>th</sup> year, you will be required to relinquish your carrel.  
**There are no exceptions to this policy.**
- Those students with an assigned carrel may request the key for their carrel. A \$5 refundable deposit will be charged at the time the key is issued. When the key is returned, the deposit will be returned to the student.
- Given that these rooms are shared spaces, students are expected to respect the other occupants. Cell phone conversations should be carried out elsewhere, as should extended conversations.

## CHAPTER 14 – OTHER UNIVERSITY AND BOOTH POLICIES

### University Residence and Registration Requirements (including Leave of Absence)

To receive a PhD, students in doctoral programs at the University of Chicago must **maintain registration (even when not taking classes) until the doctorate is awarded**. Satisfactory academic progress toward the doctorate is a prerequisite for continued registration. A third residence status is Leave of Absence. These registration statuses are described below.

**Doctoral Residence:** All PhD students are required to be registered for at least three academic quarters in every academic year. The Booth PhD Program specifies that these quarters be autumn, winter and spring. Registration during the summer is not required and must be approved by petition to the Director of the PhD Program if additional summer coursework is desired. Summer coursework is generally not permitted in the summers after the first and second years in the Program, except to take Academic and Professional Writing.

During the early years of Doctoral Residence, students are engaged primarily in course work; during the later years, that typically changes to a combination of coursework, examinations, and independent research and writing.

Registration: Students who are taking classes must participate in the registration process each autumn, winter and spring quarter. Those who have finished all course work and workshops and are not taking additional courses will be automatically registered.

Doctoral candidates who submit their approved dissertation to the Dissertation Office by Friday of the first week of a quarter and apply to graduate in that quarter will not be registered as students in that quarter. They will not be required to pay tuition or fees associated with registration (and will therefore not have access to the privileges associated with student status).

**Student-Initiated Leave of Absence:** PhD students may apply to the PhD Program Office for leaves of absence, subject to the conditions and procedures described below. Leaves of absence must be approved by the Director.

Availability of student health insurance during a leave of absence will be governed by the student health insurance policies at the time the leave is taken. Other University privileges, facilities, and services are not available to students on leaves of absence, unless otherwise indicated.

### Types of leaves of absence available:

**Personal Leave of Absence.** Students may apply for a personal leave of absence for any reason. A student may be approved by the PhD Program Office (with area advisor approval) for a leave of absence of up to four quarters.

**Medical Leave of Absence.** Students may apply for a medical leave of absence if temporarily unable to continue in their program due to illness or injury. A student may be approved for a medical leave of absence by the PhD Program Office for up to four academic quarters.

**Parental Relief Leave of Absence.** A student who becomes a parent during their doctoral program may request a one-quarter Parental Relief Leave of Absence to care for the new child, and pregnant students for whom it is medically necessary, may request a **Parental Relief Leave of Absence during pregnancy**. Such leaves may be granted by the PhD Program Office. Students are still eligible for University privileges during a

Parental Leave of Absence. (For more information, refer to the Graduate Student Parent Policy.)

**Military Leave of Absence.** Students may apply for a military leave of absence in order to fulfill service in armed forces. This includes students from countries outside the United States who leave for service in their country's armed forces.

**Curricular Degree Leave of Absence.** Students may apply for a leave of absence to pursue another degree program that is integral to their PhD. The appropriateness, relevance, and length of time of the additional degree should be evaluated by the student's primary program and requires written endorsement by the program. A student may be approved by their dean of students for a curricular degree leave of absence for up to three years.

Students must file a Leave of Absence petition available from the PhD Program Office. A student must apply in advance for a Leave of Absence unless unforeseen circumstances prevent this. All leaves require the approval of the area or dissertation advisor and/or the PhD Program Director.

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

**Additional Information on a Military Personnel Leave of Absence:** Military personnel are subject to the following specific considerations when requesting leave for active duty:

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

**Leave of Absence Policies and Guidelines:** By federal law, students on leave for more than 180 days will be coded as withdrawn in the University's system and reported as such to the Department of Education. Chicago Booth will maintain a student's status as "inactive" with the student's ability to resume the PhD Program so long as the length of the leave is within the applicable limits described above.

Students should review the section on Inactive Status and the following policies and guidelines prior to deciding to take a leave of absence:

- (1) Bidding for classes: Students should not bid for classes for the quarter(s) they will be on leave. Students who have bid for classes for the upcoming quarter should

immediately drop all classes in the next phase of bidding. By dropping courses according to phases 1–4, students receive points back. There is no refund of bid points for dropping courses after phase 4. Access to iBid is restricted during the leave quarter(s).

- (2) Tuition and Fees: Students are not charged tuition and/or fees while on a leave of absence, unless a previous balance remains unpaid and incurs additional late payment fees or they elect health insurance as described below.
- (3) Financial Aid and Loans: Students who receive financial aid and/or loans must inform Chicago Booth's financial aid office of their intention to take a leave of absence.

The following are specific considerations for students in the PhD Program:

- (1) Student Health Insurance: Students do not maintain health insurance coverage while on a leave of absence. The only exception is for students taking an approved medical leave of absence. In those instances, they may elect to maintain and pay for insurance coverage. The PhD Program will not cover the cost of health insurance coverage while a student is on a leave of absence. In electing a continuation of coverage, students are assessed the quarterly university health services fee, unless they will be residing more than 100 miles from campus.
- (2) Health Services and Activities Fees: Students do not pay these fees while on leave of absence. The only exception is for students taking an approved medical leave of absence. In those instances, if they elect to maintain and pay for health insurance, then they are required to pay for the health services portion of the student life fee in the same quarters. Students do not pay the activities fee while on leave of absence; they may not participate in Booth or university-sponsored events while on inactive status.
- (3) International Students: International students must complete a leave of absence form with the Office of International Affairs and inquire about what documents will be required upon resumption. Taking a leave of absence may affect international students' eligibility for Curricular Practical Training or Optional Practical Training. Students should inquire about eligibility requirements at the Office of International Affairs.
- (4) Student Loans: Students who have student loans from their undergraduate or graduate education should determine what consequences a leave could have on repayment. If a student has loans from Booth, they must discuss their leave of absence plans with the Booth Financial Aid Office. By federal law, students on leave for more than 180 days will be coded as withdrawn in the University's system and reported as such to the Department of Education.

**Inactive Status:** Students are placed on inactive status when they take a leave of absence. Inactive students do not have access to the following Booth and University privileges:

- iBid and other password-protected academic information, such as course evaluations, restricted course materials, and Canvas
- Community Directory, except to update address information
- Financial aid

- Health insurance, except for PhD Program students who take an approved leave of absence for medical reasons and elect to remain on university insurance
- Health services provided to PhD Program students at the Student Care Center and the Student Counseling Service, except for those taking an approved medical leave of absence who elect continuation health insurance for the duration of the plan year
- University libraries
- University athletic facilities
- Booth and University student events

Students' Chicago Booth e-mail accounts remain active while on inactive status. After four quarters of inactive status, students are removed from the administrative e-mail distribution lists. They are automatically added back to these lists upon resuming active status. Access to password-protected information on the Booth Intranet is regained upon resuming active status.

Students' University CNetID becomes dormant for students who are not registered for six or more months. Upon registration in the quarter of return, the CNetID is automatically reactivated. Students regain access to all Booth and university privileges listed above in the quarter of registration.

### **Resumption of Studies after Leave of Absence**

Students must contact the PhD Program Office at least six weeks prior to their expected return in order to ensure they have the maximum amount of time to bid for courses. International students also should contact the Office of International Affairs to confirm their expected return date (and may need to apply for a new visa substantially sooner than six weeks before their return).

Although readmission to a student's program is not automatic, a student with a good record and a verifiable reason for the extended absence is usually permitted to resume, subject to the time limit for completion of the degree.

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

Military personnel should contact the PhD Program Office at least eight weeks prior to their expected return. The PhD Program at Booth accepts up to three courses for transfer credits from other approved institutions. These credits can only be used toward the coordinated sequence requirement. The PhD Program does not grant credit for experiential learning or online courses. An evaluated educational plan will be provided after a student is admitted or before a student on a leave resumes studies. Students may petition for an extension of the seven year time limit to degree, if applicable.

### **Health Insurance and Student Health and Wellness Fee**

The University requires PhD students to maintain health insurance coverage. Coverage must be annually maintained by enrolling in the University Student Health Insurance Plans (U-SHIP) or waiving enrollment by documenting coverage through another source. The coverage dates of the plans are September 1 through August 31. Insurance premiums are assessed over three quarters. Students who participate in the plan during autumn, winter, and spring quarters of an academic year are automatically covered for the subsequent summer quarter without an additional payment. To fulfill this requirement, students will need to enter the Student Insurance Open Enrollment website <https://studentinsurance.uchicago.edu> and either elect U-SHIP coverage or apply for a waiver by demonstrating adequate coverage.



All registered students must pay the Student Health and Wellness Fee. The fee **cannot** be waived for students who live within 100 miles of the University and waive enrollment in the U-SHIP plan. The Fee will be waived **ONLY** for those students who live and study over 100 miles from campus, and who will not be on campus during the quarter.

### **Graduate Student Parent Policy**

The University has established general principles and minimum modifications for students who become parents during their graduate studies. This includes three options: parental relief academic modification, parental relief leave of absence, and milestone extensions. For additional details, please visit: <http://studentmanual.uchicago.edu/>. Students who are planning for the birth or arrival of a child are encouraged to discuss options with the Director.

### **Students with Disabilities**

It is a policy of the University of Chicago to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act as amended. Students with disabilities, including learning-related disabilities, which might qualify for academic program accommodation(s) must notify Student Disability Services in the University at 773.702.6000. Appropriate, professional documentation verifying the disability and specifying the recommended accommodations(s) must be provided to support the request. Assuming the documentation is current and complete, the review and decision process may take up to ten weeks. Approved accommodation(s) are implemented by the PhD Program Office.

### **Confidentiality of Student Records and Information**

In accordance with the U.S. Department of Education and the Family Education Rights and Privacy Act (FERPA), the University and Chicago Booth may release, without the express permission of a student, information that can be classified as “directory information.” This information includes student name, address, summer address, telephone number, date and place of birth, area of study, dates of program (start date, graduation date, enrollment dates), honors and awards, and degree conferral. Students must provide written permission to the university and Booth to release any information regarding the student’s academic record. FERPA does permit disclosure of a student’s academic record to the following parties, without consent, and under the following conditions:

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

For a full listing of FERPA guidelines, students should refer to [www2.ed.gov/policy/gen/guid/fpco/ferpa](http://www2.ed.gov/policy/gen/guid/fpco/ferpa).

### **Official Name Change**

Students needing to update their school record due to an official name change may complete a Name Change Form in the PhD Program Office. Students should bring to the office a copy of official documentation of the new name. Acceptable forms of documentation include: marriage license, driver's license/state identification, or passport.

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

### **Privacy and Security**

Chicago Booth has taken precautions to secure the personal information available through the Chicago Booth Community Directory (CD). The CD is password protected to allow access by Chicago Booth students and alumni only. Although these precautions should effectively protect any personal information available through the Booth Community Directory from abuse or outside interference, a certain degree of privacy risk exists any time information is shared over the internet. Through viewing options provided to students and alumni, the Booth Community Directory allows students and alumni to control personal information available to one another.

### **Student Contact Information**

Students maintain their contact information via the Community Directory accessible via the Booth Intranet at <http://intranet.chicagobooth.edu>. The following contact information is required by Booth and/or the University of Chicago:

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

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

### **Privacy Display Options**

Students who do not wish for their contact information to be viewed by other Booth students have the option when updating their address records in the Community Directory to check boxes to suppress information. **By checking any of the boxes in your Home or Business address records, your entire record also will not be viewable to other student users of my.uchicago.edu, the University of Chicago directory.**

### **Communication Within Booth: Mailfolders, Email Account and Email Lists**

#### **Mailfolders**

PhD students' mail folders are located on the first floor of the Harper Center. PhD students are expected to check their mail folders regularly as they are responsible for the contents. These folders are not provided for the receipt of U.S. mail.

## Individual Chicago Booth Computer Account

Each student is provided two computer accounts (Booth and CNetID). The login/username is the same for both accounts but each has a separate password and e-mail address. The assigned usernames are unique identifiers and are tied to students' University identification numbers (Student IDs); therefore, usernames cannot be changed.

Use of University and Chicago Booth systems is subject to the Security, Privacy and Acceptable Use Policy document, <https://intranet.chicagobooth.edu/secure/phd/booth-it>. All users of University and Booth systems are subject to this policy and should be familiar with its content.

The CNetID provides students access to a variety of resources, including:

- Chicago Booth computer labs
- E-mail
- Chicago Booth Intranet at [intranet.chicagobooth.edu](http://intranet.chicagobooth.edu)
- Community Directory
- Research Grid
- UChicago Virtual Private Network
- Wireless networking
- Proxy access (reserved library online catalogs)
- [my.uchicago.edu](http://my.uchicago.edu) (to check grades and bursar account)
- Canvas (<https://canvas.uchicago.edu/>)

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

## Forwarding CNetID Account E-mail

During the admissions process, admitted students will self-claim their CNetID from the Booth Intranet. The CNetID e-mail account is set to forward to the Booth email account. Students who previously attended the university must forward their CNetID email account to their Booth e-mail account, or regularly check both accounts. Information about forwarding CNetID email can be found at <https://intranet.chicagobooth.edu/secure/phd/booth-it/email-and-accounts>

## Administrative Email Lists

Administrators communicate program-specific information including deadlines and announcements through official Booth e-mail distribution lists. **Students are responsible for information contained in these messages.** Administrative lists include: [phd-students@lists.chicagobooth.edu](mailto:phd-students@lists.chicagobooth.edu) (all PhD Students), dissertation area specific lists, and year in program specific lists, among others.

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

### **CHICAGO BOOTH ACCESS CARD**

The UChicago Card (UC identification card) allows Harper Center access during non-public hours as well as access to PhD Computer lab, the PhD carrel rooms, the Andrew M. and Sharon Sadow Alper Student Study and group study rooms. Access to Harper Center floors 3, 4, and 5 are restricted outside of normal business hours and PhD students must use the card in the elevator or stairways to access these floors. Students are expected to carry the UChicago Card while inside the Harper and Gleacher Centers and Booth 455, as they may be asked to show their card as proof of Booth student status. To report and replace lost or stolen Booth access cards, PhD students should visit the Booth Facilities and Operations Department, HC 114.

### **APPROPRIATE USE OF CHICAGO BOOTH CAMPUSES**

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

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

### **Appropriate Use of Harper Center**

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

While PhD students with authorized UChicago Cards have 24-hour access to certain parts of Harper Center, when the building closes to Booth MBA students, PhD students must leave the public floors of the building (classroom, floors one and two) and move to the third floor if they wish to remain in the building. When classes are in session, the building is open to Chicago Booth MBA students from 6 a.m. to 1 a.m.

### **Group Study Rooms—Usage Policy**

All students registered for a Booth class who are matriculated into the Evening, Executive, Full-Time, PhD, or Weekend Programs can reserve group study rooms in Booth 455, Gleacher Center, and Harper Center. Group study rooms are reserved online via the MRM reservation tool through the Intranet or by going to [reserve.chicagobooth.edu/MRM/default.aspx](http://reserve.chicagobooth.edu/MRM/default.aspx).

Students will have priority access to space in the building where their program is based: for example, the Full-Time MBA and PhD programs are based at Harper Center, and

Evening MBA, Weekend MBA and Executive MBA are based at Booth 455 and Gleacher Center. Priority access means students can reserve group study rooms located in their home campus (e.g., Harper Center for Full-time and PhD, Gleacher Center for Evening, Executive and Weekend) up to seven days in advance. All others can make reservations one day in advance (for example: reservations for Friday can be made beginning 12:00 am on Thursday).

Group study rooms are intended for use by two or more students and can be reserved in 15 minute increments, with a maximum reservation time of 3 hours for Booth 455 and Gleacher Center group study rooms and 2 hours for Harper Center group study rooms. Consecutive reservations are not permitted, and a minimum of two hours between reserved rooms is required. Reservations may be canceled if the student does not arrive within 10 minutes of the reservation start time. Repeated no-shows are considered a violation of group study room policies and can result in suspension of study room privileges.

Students found in violation, such as abuse of privileges, will be contacted by the appropriate program office and informed of the violation. Subsequent violations will result in the revocation of their privilege to reserve group study rooms online.

### **Vendors**

Chicago Booth does not permit vendors selling products or services access to Chicago Booth students via e-mail distribution lists, the online student directory, the Chicago Booth printed Facebook, mail folders, and/or tables in the Harper Center and Gleacher Center. Vendors may market available products and services by placing an advertisement in Chicago Business.

### **Videotaping Classes**

Chicago Booth does not offer videotaping of classes, teleconferencing into class, or any other means of remote communication for real-time student viewing or listening. Attendance at, and uninhibited participation in, classes is an integral part of a Chicago Booth education. Chicago Booth does not adopt policies and practices that inhibit free and open participation in classes or encourage individuals to be absent. A student who faces an unavoidable absence should ask a classmate to audio record (with faculty permission) or take notes on the lecture on their behalf.

### **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.

### **Research on Human Subjects**

Research with human subjects may come under the purview of the University's Institutional Review Board (IRB). Additional information on research with human subjects may be found at: <http://sbsirb.uchicago.edu>. The below information is from the University's IRB website. Please consult the IRB regarding your research as needed.

Activities involving interaction with and the collection of information about living individuals are integral components of the educational practices and administrative processes of the University. Not all of these activities meet the regulatory definitions of "research" and

"human subjects." As such, not all of these activities require Institution Review Board (IRB) review.

Only projects meeting **both** definitions of "research" and "human subjects" as provided below come under the purview of the IRB. The initial determination as to whether a research project should be considered "human subjects" "research" is the responsibility of the investigator. This determination should be made in accordance with the definitions and guidance below and in consultation with the IRB as appropriate.

**Research** — A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. (45 CFR 46.102(d))

- In general, studies that involve data gathered solely for internal, on-going campus use (e.g., course evaluation or institutional program development), or are part of classroom projects that will not be presented outside the classroom do not need to be reviewed by the IRB. If results of these studies will be disseminated publicly in any way (e.g., conference presentation, publication), then the study is considered to constitute "research." If no dissemination is planned at the time the data is gathered, but the possibility of future dissemination exists, the researcher is advised to submit the project for IRB review and approval before initiating the research.

**Human Subject** — A living individual about whom an investigator obtains (1) data through intervention or interaction with the individual or (2) identifiable private information.

(45 CFR 46.102(f))

- Research on deceased individuals is not subject to IRB review.
- Intervention includes both physical procedures by which data are gathered and manipulations of the subject or the subject's environment for research purposes.
- Interaction includes communication or interpersonal contact between investigator and subject (e.g., telephone call, e-mail).
- Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (e.g., medical record).
- Identifiable information means the identity of the subject is or may readily be ascertained by the investigator or associated with the information.

Only projects meeting both definitions (research and human subjects) come under the purview of the IRB.

## CHAPTER 15 – BOOTH STANDARDS OF SCHOLARSHIP AND PROFESSIONALISM

Achieving the mission and goals of the University of Chicago and the Booth School of Business 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 or Chicago Booth–approved student groups, corporate recruiters, alumni, other constituent groups, and members of the student body.

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

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 the Chicago Booth PhD Program is to prepare future business scholars, teachers and researchers. The ability and willingness to learn reside in the individual, but very high levels of learning can be achieved only if all members of the Chicago Booth community understand and respect their mutual obligations. Each community member defines the quality of this learning environment through his or her daily actions and choices. The learning environment extends beyond the classroom to the myriad interactions and working relationships of the larger community of students, faculty, and staff. Four considerations shape Chicago Booth’s perspective of the ideal learning environment:

1. **Respect for the individual.** There is a deep respect for the individuality of each student and faculty member. Through a wide choice of electives, access to detailed course descriptions in the online Curriculum Guide, and the bidding system to select courses, students can satisfy their particular interests and learning styles. Likewise, faculty members each have the opportunity to decide what they teach and how.
2. **The classroom is a place of learning.** Classrooms at Chicago Booth call for students and faculty to work together to ensure learning. Learning is not a spectator sport; powerful learning experiences require the commitment of both teachers and students. 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. All participants are expected to adhere to the norms established for standards of scholarship.

4. **Continuous improvement.** Chicago Booth is committed to continuous improvement of all aspects of the school's learning environment. Faculty members are encouraged to view the classroom as a laboratory for the testing of cutting-edge, evolving knowledge and techniques.

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

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

### **Student Responsibilities in Class**

Academically, each student is responsible for:

1. Preparing for class in accordance with the instructor's request.
2. Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.
3. Participating fully and constructively in all classroom activities and discussions.
4. Displaying appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects and is sensitive to the cultural, racial, sexual, and other individual differences in the Chicago Booth community.
5. Adhering to deadlines and timetables established by the instructor or study groups.
6. Providing constructive feedback to faculty members regarding their performance. Students should be 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.

### **Plagiarism**

Plagiarism is the practice of taking someone else's written work or ideas and passing it off as one's own. Students must not represent another's work as their own. In the preparation of all work, students should distinguish between their own ideas and those that have been derived from other sources. Information and opinions drawn from whatever source, even one's own writing or research, should be attributed specifically to its original sources. Punishment for plagiarism may include expulsion from the university. Refer to the section covering "Academic Honesty in Plagiarism" in the university's Student Manual of University Policies and Regulations for more details.

### **EXAMINATIONS AND OTHER GRADED WORK**

Graded work is intended to gauge student learning. Accordingly, students should approach exams and other grades 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.



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

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

### **Examination Policies**

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

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

Students with unavoidable circumstances, such as illness, grave personal difficulty or a death in the family, should contact the PhD Program Office, and a staff member will work with the faculty in appropriate cases to find a resolution.

Periodically students face conflicts between scheduled exams and work-related commitments. In the event of a conflict, students need to speak directly with their faculty regarding the conflict. The resolution of this conflict rests solely with the faculty member.

The schedule for final exams is available on the student intranet at:  
<https://intranet.chicagobooth.edu/secure/phd/academics/cdr/course-related-information>.

### **Harassment, Discrimination, and Sexual Misconduct**

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 university life.

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 contact an advisor or director in his or her appropriate program office to discuss the situation. A student may also seek assistance from the Bias Response Team <https://csl.uchicago.edu/get-help/bias-response-team>. Additional resources are listed here: <https://provost.uchicago.edu/sites/default/files/One%20Page%20Info%20Sheet%2006-02-2017.pdf>

Certain types of behavior may be inappropriate. For example, even though speech is not “illegal,” it can be offensive and inappropriate.

The University has a disciplinary process in place to investigate and, when warranted, adjudicate sexual misconduct complaints about students. The 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. The associate dean can be reached 773.702.5243. Information about this process can be found at [http://studentmanual.uchicago.edu/university\\_dicip\\_system](http://studentmanual.uchicago.edu/university_dicip_system)

Students who have experienced sexual misconduct, dating violence, domestic violence, and stalking perpetrated by another student are not obligated to engage with University offices or respond to institutional outreach regarding the matter. However, in some instance 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. The 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, and staff members. The associate provost can be reached at 773.702.5671. Information about the process can be found at <http://provost.uchicago.edu/issues/discrimination-harassment-and-sexual-misconduct>. The University of Chicago strictly prohibits retaliation of any kind for either party involved in 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).

### **Specific Standards of Professionalism**

#### **Alcohol**

Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21, and the supplying of alcohol to any person under the age of 21. Illinois law also prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. All members of the university community should be aware of the requirements of Illinois law concerning the consumption, possession, and sale of alcoholic beverages. The university expects each member of the community to be responsible for his or her own conduct and for the consequences of that conduct. Any violation of the university alcohol and other drug policy by a student will result in appropriate disciplinary proceedings, as well as possible legal ones. Individuals planning campus events should consult with the PhD Program Office.

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

#### **Alumni**

Many alumni are willing to assist current students with informational interviews, with class projects, and/or to 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 with questions on alumni-related matters should contact Alumni Relations at 773.702.7731, [alumni@chicagobooth.edu](mailto:alumni@chicagobooth.edu) or [chicagobooth.edu/alumni](http://chicagobooth.edu/alumni).

### **Career Services**

Students must accurately represent themselves and their experiences in all written and oral communications with universities and companies.

Students may not renege on an accepted offer, verbal or written. This is important in upholding one's own reputation, as well as Booth's brand within the community.

### **Information Technology**

See Chapter 12 for Information Technology and computing policies and standards.

### **Interaction with Faculty and Staff**

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

## CHAPTER 16 – DISCIPLINE

### University Disciplinary Procedures

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

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

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

Conduct involving violation of the Policy on Harassment, Discrimination and Sexual Misconduct is addressed by the university-wide disciplinary system. Reports should be brought promptly to the attention of the associate dean of students in the university for disciplinary affairs in Campus and Student Life for investigation and possible disciplinary action. The associate dean of students in the university for disciplinary affairs may open an investigation based on reports from third parties of arrests, citations, or other conduct from external parties. The university-wide disciplinary system is described in the *Student Manual of Policies and Regulations* at [http://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 School of Business 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 Director of the PhD Program. The student accused of the possible misconduct is contacted by the Director and informed of the accusations and relevant details. The student is asked to prepare a written response to the accusation. The Director will present the written response and additional information/evidence to the academic dean (or their designee). The academic dean (or their designee), in consultation with the Director and Faculty Director, has the authority to dismiss the complaint, informally resolve it, or recommend that the matter be brought to a disciplinary committee.

If a committee is to be convened, the academic dean (or their designee) will appoint two tenured faculty members and one or two students to the committee and will serve as chairperson in a nonvoting capacity. In the event of a tie, the chairperson functions as a tiebreaker. The Director acts as a liaison to the student and assembles any required documentation for the committee. No member of the committee may engage in independent investigations or have contact with any of the parties outside of the scheduled meetings. In the event that distance precludes a student from appearing in person before a disciplinary committee, Chicago Booth will make the appropriate technical arrangement/accommodations for remote access.

The chair or the Director will notify the student of the committee's decision immediately after the process and later in writing or email. If the decision involves a grading issue, the Director will inform the faculty member(s) involved of the grading recommendation of the disciplinary committee.

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

In comparing the processes described in the University of Chicago's Student Manual of University Policies and Regulations, the responsibilities assigned to the area dean of students in the UChicago procedures are assigned to the Director for the PhD Program in Chicago Booth's disciplinary process.

### **Chicago Booth Honor Code**

The Chicago Booth community (faculty, students, alumni and deans) share a commitment to honesty and integrity. The Chicago Booth Honor Code embodies the standards of scholarship and professionalism that we value and that foster an environment of trust and respect.

Upon admission, each student commits to abide by the Chicago Booth Honor Code. Students who violate the Chicago Booth Honor Code renege on this agreement and must accept the sanctions imposed by the Chicago Booth community, which may include official Chicago Booth disciplinary action.

1. Each member of the Chicago Booth Community, as a person of integrity, has a personal obligation to the Chicago Booth Honor Code and Standards of Scholarship and Professionalism to report known violations to the appropriate program office.
2. No student shall misrepresent themselves, their experiences, or their 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 their own. No person shall receive disallowed assistance of any sort, or provide disallowed assistance to another student, at any time before, during, or after an examination or with respect to other graded work for a course.
4. Each student shall sign the following pledge on each exam: "I pledge my honor that I have not violated the Chicago Booth Honor Code during this examination." At the

discretion of the professor, this pledge may be required on any other graded work for a course.

5. Each professor, in the course syllabus, shall state that students are required to adhere to the standards of conduct in the Chicago Booth Honor Code and Standards of Scholarship and Professionalism and state any additional standards of conduct for the course.
6. The principles embodied in the Chicago Booth Honor Code apply to every part of the Chicago Booth community.
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 (for example, the administrative policies of Information Technology) will be handled procedurally in the forum (PhD Program Office, etc.,) in which the violation occurred, but may be referred to a disciplinary committee for further action. Decisions related to nonacademic violations of the Chicago Booth Honor Code or the Standards of Scholarship and Professionalism may be appealed to the deputy dean of the program in which the violation occurred.
9. Purposefully misleading the Chicago Booth Honor Code judicial process is a violation of the Chicago Booth Honor Code.

