



Executive MBA Program

POLICY HANDBOOK

2022–23

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

The contents of this publication are subject to change. For the most updated version of the Policy Handbook, please refer to the Intranet.

Contents

Standards of Scholarship and Professionalism	3	Graduation	22
Specific Standards of Scholarship	3	Application for Graduation	22
Specific Standards of Professionalism	4	Global Career and Leadership Development	23
Chicago Booth Honor Code	7	University Facilities and Resources	24
Chicago Booth Honor Code Principles	7	Information Technology	24
Plagiarism	7	Chicago Booth Trademark and Logo Usage	24
Examinations and Other Graded Work	8	Appropriate Use of Chicago Booth Resources and Facilities	24
Some Examples of Academic Dishonesty	8	Campus Guests	24
Student Responsibility for Reporting and Preventing Cheating	8	Usage Policy for Group Study Rooms	24
Discipline	9	General Information and Guidelines	25
University Disciplinary Procedures	9	Teaching Assistants (TAs)	25
Chicago Booth Disciplinary Procedures	9	Course Evaluations	25
Academic Policies and Procedures	11	Learning Management System	25
Degree Requirements	11	Student Partnership Council (SPC)	25
Program Requirements	11	Recording Classes and Sessions	25
Course Requirements	11	Classroom Guests	26
Program Attendance Policies and Procedures	13	Photo Rights	26
Class Attendance	13	Official Name Change	26
Missing Classes, Assignments, or Examinations	13	Mailfolders and Electronic Information	26
Missed Courses and Progression in Program	13	Confidentiality of Student Records and Information	27
Completing Courses	14	Privacy and Security	27
Repeating Courses	14	Guidelines for Proper Use	27
Leave of Absence	14	Grievance Policy	28
Resumption of Studies	15	US Military Personnel	32
Dismissal	16		
Program Withdrawal	16		
Tuition, Grades, and Transfers	17		
Tuition	17		
Grades and Grading Policies	18		
Academic Grievances	20		
Program Feedback and Complaints	20		
Cohort Transfers	20		

The University of Chicago reserves the right to change without notice any information regarding schedules, tuition, courses, and fees. The information contained in this booklet is current as of December 2022. For updates to this guide, contact the Executive MBA Program Office, 450 North Cityfront Plaza Drive, Chicago, Illinois, 60611.

Standards of Scholarship and Professionalism

Achieving the mission and goals of the University of Chicago and Chicago Booth depends on the manner in which each member of the community conducts themselves, 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 the community. As members of the Chicago Booth community, students (along with staff, faculty, and alumni) are expected to conduct themselves and communicate in a manner consistent with the values of academic, personal, and professional integrity. This includes, but is not limited to, professional conduct with faculty, other students, and staff through the completion of course requirements, classroom behavior, and extracurricular activities sponsored by Chicago Booth, alumni, other constituent groups, and members of the student body.

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

This section includes, but is not limited to, the Standards of Scholarship and Professionalism to which each Chicago Booth student must adhere. Violation of these standards is cause for disciplinary review.

Specific Standards of Scholarship

Chicago Booth's Learning Environment

The mission of Chicago Booth is to create enduring knowledge and to educate future business leaders. The ability and willingness to learn reside in the individual. However, 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 their daily actions and choices. The learning environment extends beyond the classroom to the myriad interactions and working relationships of the larger community of students, faculty, alumni, and staff.

Fundamentals

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

1. Respect for the Individual

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

2. The Classroom as a Place of Learning

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

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

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

3. Personal Integrity

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

4. Continuous Improvement

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

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

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

Every student, as a member of the Chicago Booth community, is encouraged to consider carefully the ethical consequences that their actions may have upon themselves and others, and to act accordingly. Violations of these norms are not tolerated and are subject to disciplinary proceedings. In addition to the policies outlined below, students should read and understand the policies outlined in the *Student Manual of University Policies and Regulations* at studentmanual.uchicago.edu.

Shared Expectations

Expectations for Students

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

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

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

Expectations for Faculty

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

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

Specific Standards of Professionalism

Sexual and Other Unlawful Harassment

The university is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education and research. The university cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to their gender, or, for that matter, any other factor irrelevant to participation in the life of the university. Members of the university should understand that this standard must shape the interactions regardless of whether it is backed up by the threat of sanctions. Certain types of behavior may be inappropriate. For example, even though speech is not "illegal," it can be offensive and inappropriate.

Sexual harassment, including sexual assault, by any member of the university community is prohibited. Without feeling constrained by specific definitions, any person who believes that their educational or work experience is compromised by sexual harassment or sexual misconduct should contact their Student Life and Program Operations team to discuss the situation. Please note university faculty and staff are considered Individuals with Title IX reporting responsibilities, and will report information disclosed and/or witnessed

to UChicago CARES (The Center for Awareness, Resolution, Education, and Support) for further follow-up. Confidential resources can be found here: voices.uchicago.edu/equity/title-ix/confidential-resources.

Students who have experienced any form of sexual misconduct, including sexual assault, sexual abuse, sexual harassment, dating violence, domestic violence, or stalking may receive support/resources offered by the deputy Title IX coordinator for students. They can be reached at titleix@uchicago.edu or by submitting an **online reporting form**. Support and resources include, but are not limited to, academic accommodations, no-contact directives, referrals to counseling and law enforcement, medical assistance, interim measures, and review of administrative and formal disciplinary processes. Students are not obligated to engage with university offices or respond to institutional outreach regarding any reported matter. However, in some instances, the university may need to move forward based on information already received. If this occurs, the students involved will be notified that a process is proceeding. For more student information, please go to voices.uchicago.edu/equity/educational-materials.

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 or designee can discuss this process with any person who wishes to make a complaint or is considering making a complaint about a student. They can be reached at 773.702.5243. Information about this process can be found at umatter.uchicago.edu. 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 for Equal Opportunity Programs and Title IX coordinator for the university or designee can discuss this process with any person who wishes to make a complaint or is considering making a complaint about faculty, other academic appointees, postdoctoral researchers, or staff members. They can be reached at equalopportunity@uchicago.edu or 773.834.6367.

Further information can be found at equalopportunityprograms.uchicago.edu. The University of Chicago strictly prohibits retaliation of any kind by either party involved with the reporting and adjudication of incidents. For the entire Policy on Harassment, Discrimination, and Sexual Misconduct, students should refer to the university's *Student Manual of University Policies and Regulations* available online at harassmentpolicy.uchicago.edu.

Important note: Students are required to complete an annual mandatory training on sexual misconduct as prescribed by the university. Failure to complete the annual training will result in an enrollment hold.

Civil Behavior in a University Setting

The ideas of different members of the university community will frequently conflict, and the university does not attempt to shield people from ideas that they may find unwelcome, disagreeable, or even offensive. Nor, as a general rule, does the university intervene to enforce social standards of civility. There are, however, some circumstances in which behavior so violates the community's standards that formal university intervention may be appropriate. The university may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the university. This includes inappropriate behavior that takes place on or off campus, online and/or via social media. For the entire *Policy on Civil Behavior in a University Setting*, students should refer to the university's *Student Manual of University Policies and Regulations* available online at: studentmanual.uchicago.edu/university-policies/civil-behavior-in-a-university-setting/.

Additional information regarding the university's commitment to free, robust, and uninhibited debate and deliberation among all members of the university's community can be found in the *Report of the Committee on Freedom of Expression* at: provost.uchicago.edu/sites/default/files/documents/reports/foecommitteereport.pdf.

Access to Alumni

Many alumni are willing to assist current students with informational interviews, with class projects, and/or give an overview of the industry, function, and/or firm in which they work. In structuring access to information on members of the community, Chicago Booth balances accessibility with requests for privacy in its online Student Directory at **appcenter.chicagobooth.edu/apps/studentdirectory/models/studentdirectoryhome.aspx**.

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

Students seeking an introduction to an alum or with questions on alumni-related matters should contact Alumni Relations at **alumni@chicagobooth.edu**, 773.702.7731, or **chicagobooth.edu/alumni**.

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

Alcohol and Other Drugs

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

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

Chicago Booth Honor Code

Chicago Booth Honor Code Principles

The students, faculty, and deans of the University of Chicago Booth School of Business regard honesty and integrity as qualities essential to a successful career.

The purpose of the student-initiated Chicago Booth Honor Code is to promote these qualities. The Chicago Booth Honor Code requires that each student act with integrity in all Chicago Booth activities and that each student holds their peers to the same standard.

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

1. Each member of the Chicago Booth community, as a person of integrity, has a personal obligation to the Chicago Booth Honor Code and the Standards of Scholarship and Professionalism and to report known violations to the appropriate Student Life and Program Operations team.
2. No student shall misrepresent themselves, their experience, 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 student shall receive disallowed assistance of any sort, or provide disallowed assistance to another student, at any time before, during, or after an examination or with respect to other graded work for a course.
4. Each student shall sign the following pledge on each exam: "I pledge my honor that I have not violated the Chicago Booth Honor Code during this examination." At the discretion of the professor, this pledge may be required on other graded work for a course.
5. Each professor, in the course outline and during the first class meeting, shall state that students are required to adhere to the standards of conduct in the Chicago Booth Honor Code and the Standards of Scholarship and Professionalism, and state any additional standards of conduct for the course. However, the Honor Code will still apply even in the absence of such a declaration.
6. The principles embodied in the Chicago Booth Honor Code apply to every part of the Chicago Booth community. The Chicago Booth Honor Code encompasses Chicago Booth's Standards of Scholarship and Professionalism.
7. Violations of the Chicago Booth Honor Code that relate to academic issues will be handled according to Chicago Booth's disciplinary procedures.
8. Nonacademic violations of administrative policies (i.e., the administrative policies of Booth Career Services, Information Technology, etc.), will be handled procedurally in the forum in which the violation occurred but may be referred to a disciplinary committee for further action. Decisions related to nonacademic violations of the Chicago Booth Honor Code or the Standards of Scholarship and Professionalism may be appealed to the deputy dean of the student's program.
9. Materials posted on Canvas should not be shared on other medium (for example, Google Chat, WhatsApp, WeChat) without explicit permission from the faculty. These materials are distributed to students registered for that class, for use in that class; other medium could have non-class participants. Students may download Canvas material for their own use on multiple personal devices.
10. Purposefully misleading the Chicago Booth Honor Code judicial process is a violation of the Chicago Booth Honor Code.

Plagiarism

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

Examinations and Other Graded Work

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

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

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

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

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

Some Examples of Academic Dishonesty

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

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

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

The student should ask the professor for clarification if they do not understand how the Chicago Booth Honor Code pertains to any given assignment (see Chicago Booth Honor Code, page 7). If a student is found guilty of cheating, ignorance of how the Chicago Booth Honor Code pertained to the assignment will not be a mitigating factor in their defense.

Student Responsibility for Reporting and Preventing Cheating

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

Discipline

University Disciplinary Procedures

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

University students' conduct that involves possible violation of university policies and regulations and other breaches of standards of behavior should be brought promptly to the attention of the dean of students of the accused student's academic area. In the case of the Executive MBA Program, this is the associate dean of the program. 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 drugs policy, physical or verbal abuse that threatens or endangers the health or safety of others, violation of an administrative department's regulations, failure to comply with directives of university officials, and violation of the terms of imposed disciplinary sanctions.

For the complete text of the university's disciplinary system, please refer to the *Student Manual of University Policies and Regulations* available online at studentmanual.uchicago.edu.

Any violations of the Policy on Harassment, Discrimination, and Sexual Misconduct are addressed by the university-wide disciplinary system. Reports should be brought promptly to the attention of the associate dean for investigation and possible disciplinary action. The associate dean may open an investigation based on reports from third parties of arrests, citations, or other conduct from external parties. The university-wide disciplinary system is described in the *Student Manual of Policies and Regulations* at studentmanual.uchicago.edu. Chicago Booth follows the university disciplinary procedures except as modified below.

Chicago Booth Disciplinary Procedures

Any allegation against a student that is not a matter of harassment, discrimination, or sexual misconduct, whether brought by a faculty member, a member of the administration, a student, or other complainant, must be detailed in writing to the associate dean of the program. The student accused of the possible misconduct is contacted by the associate dean and informed of the accusations and relevant details. The student is asked to prepare a written response to the accusation. The associate dean will present the written response and additional information/evidence gathered during the investigation of the complaint to the deputy dean (or their designee). The deputy dean (or their designee), in consultation with the associate dean, has the authority to dismiss the complaint, informally resolve it, or recommend that the matter be brought to a disciplinary committee.

If a committee is to be convened, the deputy dean (or their designee) will serve as committee chair in a nonvoting capacity and will appoint to the committee two tenured faculty members and one or two students chosen in a random-selection process from a pool of students eligible to serve on the committee. In the event of a tie, the chair functions as a tiebreaker. The associate dean acts as a liaison to the student and assembles any required documentation for the committee. All parties involved in the dispute will be invited to appear in person or remotely before the full committee. However, the student will be expected to speak for themselves before the disciplinary committee. No member of the committee may engage in independent investigations or have contact with any of the parties outside the scheduled meetings. In the event that distance precludes a student from appearing in person before a disciplinary committee, Chicago Booth will make the appropriate technical arrangements/accommodations for remote access.

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

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

Academic Policies and Procedures

Degree Requirements

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

Program Requirements

Length of Study

The Executive MBA Program is a seven-quarter program that takes approximately 22 months to complete. Students are allowed no more than five years to complete the MBA degree requirements. The five-year period extends from the date of the first course registration until the date of final course completion. Petitions to extend this five-year period must be made in writing to the associate dean of the program and are approved in only extremely rare circumstances. No course completed more than seven years before graduation can be used to meet the MBA degree requirements.

Course Schedule

A standard Executive MBA Program course consists of class sessions, one midterm examination or midcourse assignment, and one final examination or final assignment. In addition, courses may also include optional review sessions during and in-between sessions. A course offered throughout the quarter earns 100 units of course credit. Each class session will run for approximately three hours per day. The exact timing of classes differs from cohort to cohort and from course to course.

Some courses are only one week long or span only three weekends, which results in meeting for five class sessions and one final exam or assignment. These half classes earn 50 units of course credit. Detailed session schedules can be found on cohorts' canvas information sites.

Transfer of Credits

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

Student Employment Status

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

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

Course Requirements

Study Groups

Because Chicago Booth values the positive exchange of ideas and collaboration, the Executive MBA Program assigns students to study groups several times throughout the program. Students are responsible for working with their assigned group and following guidelines for deliverables assigned by the professor and/or teaching assistant. Failure to participate actively and professionally in an assigned group may lead to disciplinary review.

Students will also have opportunities to form their own study groups during the program.

The Chicago Booth Honor Code applies to both study groups assigned by the Student Life and Program Operations team or formed by the students.

Leadership Exploration and Development (LEAD)

Graduation from the Executive MBA Program includes completion of the LEAD course (course 31800). In order to receive a Pass in the LEAD course and be eligible for graduation, students must submit pre-work assignments and attend all sessions according to the LEAD curriculum (per syllabus).

In the case of a planned absence from or late arrival to a required LEAD course component, students should advise their local Student Life and Program Operations team and the Global Career and Leadership Development (GCLD) team. The global senior director, GCLD, will determine the makeup policy on a case-by-case basis.

Details surrounding the LEAD course requirements are outlined in the course syllabus.

International Joint Residency Sessions

When conditions allow, each student will be expected to participate in four weeks of international joint residency sessions with students from the other two cohorts.

Foundations Courses

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

Foundations Probation

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

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

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

Grades for courses from a particular quarter are released in the early part of the following quarter. For this reason, decisions regarding Foundations probation and administrative leave of absence are made during the following quarter and the leave of absence may begin immediately. If a student is placed on administrative leave, their course registrations will be dropped.

Students may receive the refund of tuition. (Note that drops with full tuition refunds may not be possible if students have received US federal loans. In these cases, the Student Life and Program Operations team will consult with Financial Aid to determine the appropriate process to follow.)

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

Prerequisites

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

Elective Courses

To complete the MBA degree, students must successfully complete 200 units of electives. The electives are graded and are a required part of the academic program that all students must complete.

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

Program Attendance Policies and Procedures

Class Attendance

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

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

Missing Classes, Assignments, or Examinations

Unavoidable situations may occur that require a student to miss some portion of a particular class or assignment. All matters pertaining to attendance, assignments or exams, should be directed to the local Student Life and Program Operations team.

If this initial communication is in person or over the telephone, it must be followed up as soon as possible in writing.

Once the Student Life and Program Operations team is informed, they will review the situation in consultation with faculty and determine the steps needed for the student to make up the missed classes, assignments or exams. If more than a small part of the course is missed (e.g., an examination or multiple assignments), then the student may need to withdraw from the course. However, if the student is in good standing and has a legitimate reason for missing a minor part of the course, the student may be assigned an Incomplete. Otherwise, the student may be assigned a grade of F for the course (see F Grades and Incompletes, page 18).

Unless otherwise governed by rules established by the professor, students who miss any class sessions in a 50-unit course, and two or more class sessions in a 100-unit course, risk being withdrawn from the course and may be required to retake the course in its entirety.

Under no circumstances may a student complete a course without attending more than half the classes.

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

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

All in-class exams must be taken at the same time and in the same location as the class cohort. If a student temporarily transfers to another cohort, their exam schedule will be determined at the time of approval by their local Student Life and Program Operations team.

Virtual exams may fall outside normal class session time.

Missed Courses and Progression in Program

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

The Student Life and Program Operations team will work closely with the student to develop a completion plan; however, there is no guarantee of an available seat the next time the course is offered, which may result in further delay of graduation.

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

Completing Courses

If a professor determines that an Incomplete grade will be assigned for a course (see Incompletes, page 18), the Student Life and Program Operations team will inform the student about their completion plan. The completion plan establishes requirements for the student to complete the course as agreed with the professor as well as the subsequent courses of the program.

If the student does not meet the plan requirements, the student will not receive a passing grade until they successfully repeat the course. Incomplete grades must be completed the next time the same course is offered in the program.

Seating capacity constraints, course sequencing, curriculum, course prerequisites, and faculty changes are at the student's risk. In exceptional circumstances, the academic coordinator for the Executive MBA Program may approve a substitute course (see Repeating Courses, below).

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

Repeating Courses

A student needing to repeat a course that they have failed, or to improve a grade in order to meet minimum GPA requirements, must petition the Student Life and Program Operations team to register for the course during the quarter prior to when the course is scheduled. In exceptional circumstances, a substitute course may be taken with prior approval.

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

Alternatives to Required Courses

In exceptional circumstances where a student fails to complete a course, the academic coordinator may approve course substitutions for nonelective courses. A student must do the following:

1. Submit a written explanation of why they are missing the course to the associate dean of the program via the Student Life and Program Operations team.
2. Work with the Student Life and Program Operations team of the student's local campus to develop a completion plan for the requirement. There are two options for completing degree requirements, and each requires prior approval. The alternatives are:
 - a. Return the following year to take the course with the next Executive MBA Program cohort—which is the standard and most common route, pending availability.
 - b. With approval of the academic coordinator and associate dean, take an approved substitute course in one of Chicago Booth's other MBA programs. This course would be graded and appear on the student's transcript along with their other courses.

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

Leave of Absence

Voluntary Leave of Absence

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

If a student does not complete one quarter, they will need to make up the missed quarter of classes with a subsequent cohort. If the missed quarter includes Foundations or prerequisite courses, the student will need to file a petition with the academic coordinator for approval in order to continue taking classes (see

Foundations Courses and Prerequisites, both on page 12). All approvals for retaking courses with later cohorts are on a space-available basis. Students are guaranteed a seat in a class only with their initial cohorts.

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

Administrative (Involuntary) Leave of Absence

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

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

Inactive Status

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

1. Password-protected academic information, such as course evaluations or the learning management system, Canvas.
2. Student Directory, except to update personal address information. Address information should be updated in My Profile.
3. Other online university or campus resources.
4. Attendance at select Chicago Booth events.
5. GCLD coaching, programming, GTS, and other GCLD resources.

Exceptions may be made if appealed to the associate dean.

Resumption of Studies

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

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

5. If on leave for more than one year or if there is reason for inquiry, a returning student may have to undergo a background verification check, following the same criteria as all newly admitted students. Any information discovered during the background verification check that is in conflict with the Chicago Booth Honor Code, Standards of Scholarship and Professionalism, or values of the school may result in the petition being denied.
6. Outstanding tuition invoices must be paid in full. In the case of a student leaving partway through a quarter with unpaid tuition, the student must pay the upcoming quarter's tuition at least two weeks prior to the start of classes.

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

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

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

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

Dismissal

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

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

Program Withdrawal

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

The Student Life and Program Operations team reserve the right to process administrative withdrawals if students do not request a resumption of studies within the five-year program length requirement.

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

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

1. A student must present all requests related to transfer of Chicago Booth courses in writing or by email to the associate dean of the program four weeks prior to matriculation at Chicago Booth.
2. The maximum number of course credits accepted to transfer is 300 units. No exceptions to the number of courses permitted for transfer will be made.
3. Transfer courses are applicable toward the MBA degree if the student satisfies the degree requirements for the MBA within five years. The five-year degree completion deadline begins with the quarter/year of the first course approved for transfer. Courses are conditionally approved for transfer until an application for graduation is submitted.
4. Chicago Booth courses are not approved for transfer toward the MBA if:
 - a. They have been or will be counted toward other university degrees; or
 - b. The coursework was graded pass/fail, R, or any grade lower than C.
5. Decision on the allowable transfer of credits is at the sole discretion of the deputy dean.

Tuition, Grades, and Transfers

Tuition

All Executive MBA students are required to submit a nonrefundable tuition deposit before beginning the program to secure a place in that cohort. Tuition and fees are payable in seven quarterly installments to the University of Chicago. The tuition deposit is applied to the first quarterly tuition installment.

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

If a student permanently transfers during their first academic year (Autumn to Spring Quarters), they will pay the remainder of their tuition at the new cohort's rate. If a student permanently transfers during their second academic year (Summer to Spring Quarters), they will pay the remainder of their tuition fees at their original cohort's rate.

Extended Curriculum

When a student resumes studies after a leave of absence, the Student Life and Program Operations team carefully manages their degree completion plan. As noted in the Leave of Absence and Resumption of Studies sections, the curricular offerings and seat capacities can vary from year to year, resulting in occasional situations in which students take a fewer number of courses than in a typical quarter. For example, a student may be enrolled in only 50 or 100 units of course work, rather than 200–300 units. Being enrolled to less than 200 units, may impact loan and US visa requirements. Students are required to pay the current tuition and fee installment in full for the new cohort they are joining.

Restricted Registration

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

1. The student will not be provided with course materials nor permitted to attend classes.
2. The student will not be entered on any official class list, and no grades will be recorded.
3. Online transcripts will not be accessible.
4. No transcripts or diplomas will be given.
5. No loan funds will be disbursed.
6. The university will assess a late payment fee to a student any time the student's tuition installment

is late and a late registration fee once registration is reinstated.

Once the student pays their financial obligation to the university in full, the Student Life and Program Operations team will petition the university to have the student's registration and record reinstated.

Loans

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

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

Financial Aid Eligibility

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

Appeals may be granted to students who fail this standard due to personal injury or illness, the death of a relative, or other exceptional or mitigating circumstances. Appeals must be sent in writing to Financial Aid at financial.aid@chicagobooth.edu. Students whose appeals are approved will be granted a one-quarter financial aid probation during which they will be eligible for federal aid. A student whose academic performance remains below the SAP standards at the end of the financial aid probation period may submit an appeal indicating why their progress remains unsatisfactory and include an academic plan endorsed by the Student Life and Program Operations team. Ineligible students who do not appeal may regain their eligibility for federal student aid by meeting the cumulative SAP requirements listed above.

Please note: Financial aid lenders (including federal loans) typically require that students are enrolled in 200 units per quarter. Failure to comply may make the student ineligible for a loan. If a student intends to drop or does drop below 200 units, please contact Financial Aid at financial.aid@chicagobooth.edu for guidance.

Grades and Grading Policies

Chicago Booth Grading Policy

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

Obtaining Grades

Once professors submit grades, students can check their grades via the Booth intranet by clicking **Check Grades / Create Letter** link.

Transcripts/Lifetime Transcript Fee

Official transcripts may be ordered through the university's registrar at registrar.uchicago.edu/transcripts.

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

Course Grades

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

R Grades

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

F Grades

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

Students should be aware that the course sequence or curriculum may change from year to year, which could delay graduation. Occasionally, it may happen that the required course is no longer offered. In such cases, the student must petition the associate dean to request a substitute. Petitions are reviewed with the academic coordinator on a case-by-case basis, and if approved, the student must take and successfully complete the approved substitute course in the following year. Factors affecting petition decisions include: cumulative GPA and capacity in the substitute course. Note that the original F grade will remain on the student's transcript and cannot be changed, and will be included in the computation of the student's GPA.

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

Incompletes

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

A student who needs to retake the entire class and complete all assignments will not receive an Incomplete. Instead, they will be withdrawn from the classes and will be reregistered when the class is repeated. A “W” will be recorded on the student’s transcript.

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

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

Repeated Course Grades

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

Academic Probation

Students encountering academic difficulties at any time are encouraged to speak with their professors and teaching assistants.

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

If a student fails to meet the minimum grade point average of 2.33 in two or more quarters once the quarter grades are posted (typically in the middle of the following quarter), the student may be placed on administrative leave of absence. If a student is

placed on administrative leave, they have the option of completing that quarter, dropping the courses, and receiving a refund of tuition or withdrawing from the course. (Note that drops with full refunds may not be possible if students have received US federal loans. In these cases, the Student Life and Program Operations team will consult with Financial Aid to determine the appropriate process to follow.) Completing the quarter may require students to return to campus the following quarter for final exams. This is at the student’s own expense.

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

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

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

Grade Appeal Procedure

A student who believes that an error occurred in the grading of any material in a course (e.g., homework assignment, paper, project, examination) should follow the guidelines provided by the professor for a grade appeal. If the professor does not provide specific guidelines, the student should first submit a written request for a review to the professor. In the written request, the student should state clearly and in detail which part of the graded material has a potential error, why the student believes there is an error, and what the correct grade would be. The professor will review and regrade all of the relevant material that they deem appropriate, including material other than the material in the request, and will decide whether or not the grade should be changed.

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

If the student believes that the professor did not provide adequate feedback, the grade review process was not followed, or an error in the grade calculation still exists—and the student wishes to pursue the appeal further—they should submit a written request along

with copies of correspondence with the professor to the associate dean. The associate dean will review the process with the student. If the associate dean concludes that a student request did not receive an adequate review by the professor, the associate dean will contact the deputy dean, who will discuss the appeal request with the professor and ensure that the student's request receives an adequate review. Unless a professor informs their students otherwise, a grade appeal must be initiated no later than the quarter after the course is completed. The associate dean and the deputy dean will ensure that each grade appeal is reviewed carefully and follows the above process. However, neither the associate dean nor the deputy dean can change a grade. Only the professor has the authority to assign or change grades.

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 associate dean. Issues that cannot be resolved by the associate dean will be taken to the Deans' Office for further review. An academic grievance appeal must be initiated no later than the quarter after the course is completed. The university's Office of the Student Ombudsperson is also available to provide resources and support at ombudsperson.uchicago.edu.

Formal grievance policies and procedures alleging abuse of authority against faculty, staff, postdoctoral researchers, or other academic appointees are detailed on pages 28 to 31.

Program Feedback and Complaints

Chicago Booth is committed to providing students with the most rigorous and top quality Executive MBA Program available. Chicago Booth regularly reviews the program. An open dialogue on all aspects of the program (between students, staff, and faculty) is viewed as an integral part of the review process. If students have any comments, suggestions, or complaints about the program, they should feel free to approach a member of the Student Life and Program Operations team or the associate dean to discuss. These administrators are always available to hear and discuss whatever type of feedback students may have about the program at any time.

Suggestions, comments, and complaints can also be raised by phone or by email and will be responded to as quickly as possible. If students feel a complaint has not been responded to or they wish to have a further review of the response, they need to contact the deputy dean.

Cohort Transfers

Temporary Transfers between Cohorts

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

1. The ability to transfer temporarily (one or two quarters only) to another cohort is on a space-available basis. For transfer requests for more than two quarters, please see the section on Permanent Transfers between Cohorts (page 21).
2. Requests should be made, in writing, to the Student Life and Program Operations team.
3. Transfer requests are recorded on a first-come, first-served basis. However, in most quarters, there will be multiple requests and limited seat availability. Priority will always be given to students who have legitimate and documented business needs for attending class sessions with another cohort. Students need to provide a letter from their company supporting the request and the necessary business reason(s).
4. In order to accommodate students appropriately, the Student Life and Program Operations team, in most cases, will wait to provide final approval confirmation until four weeks prior to the start of the first class session in the original or new cohort, whichever comes first. No transfer is guaranteed or approved until students have been officially notified by the Student Life and Program Operations team. Until students have final approval, students should assume they will be attending their normal class session and prepare accordingly for assignments and exams.
5. While the Student Life and Program Operations team will try to accommodate these requests, there is always a possibility that accommodations may not be possible due to space restrictions in another cohort. This is regardless of when the request is made or if the request is made for documented business reasons. This is especially true, however, when requests are made at the last minute (i.e., less than four weeks before the start of the class session in the new cohort).
6. In cases where a request cannot be accommodated and students are unable to attend their scheduled class session, they will be required to take a leave of

absence for that quarter. Student Life and Program Operations teams will work with students on a plan for completing their degree by taking the missed courses at a later date. All students have five years in which to complete the degree. See the sections on Missing Classes, Assignments, or Examinations (page 13) and Leave of Absence (page 14).

Important Note About Exam and Assignment Preparation

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

Permanent Transfers between Cohorts

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

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

If approved, the student will be required to complete all course work for the class, including any preliminary assignments, for the new cohort. The student might have to return all class materials received from the original cohort, if already received.

Important note: Please refer to the tuition section, page 17, regarding any tuition changes for permanent transfers.

Graduation

Application for Graduation

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

Graduation Ceremony

For students completing the program on schedule, graduation is held in Chicago in the seventh quarter of the program (Spring Quarter). Graduation is a formal academic ceremony officiated by Chicago Booth deans and professors. Traditional academic attire is worn.

Diplomas will be mailed to all students after the graduation ceremony, regardless of attendance.

Off-Cycle Graduation

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

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

Degree with Honors

Chicago Booth offers two distinction:

- Amy and Richard F. Wallman Scholars: High Honors
- Honors

Approximately the top 5 percent of the Chicago Booth graduating class are named Wallman Scholars, and approximately the next 15 percent receive honors. The distinction is noted on a student's diploma and transcript. These designations are based on a student's cumulative grade point average in all courses for which grades have been submitted through Week Six of the graduation quarter. Chicago Booth bases the grade point average cutoffs for these designations on the

distribution of the grade point averages of students who graduated in the previous academic year. Graduating students who have an Incomplete in any course at the time when high honors and honors are determined are not eligible for this distinction. Additionally, graduating students who committed academic misconduct are not eligible for this distinction.

Postgraduation Honors Designation

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

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

Beta Gamma Sigma Society

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

Taking Classes after Graduation

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

1. Alumni may register for open seats in the electives courses offered each August. Alumni will be expected to cover course registration, course materials, some meals, and activities. Schedules, registration instructions, and fee information will be sent via email in the spring prior to Electives Weeks. Alumni will be registered as students with no grades, but will receive credit as the course appears on the transcript.
2. Alumni may take up to three courses in any Full-Time, Evening or Weekend Chicago Booth MBA programs. These courses are tuition free, but alumni must purchase their course materials. Alumni are eligible to register for open seats after all current students have registered for the class. Alumni will be registered for these courses as regular students. The courses will be graded (but may be taken pass/fail), and they will appear on the University of Chicago transcript. Registration for these courses is through Alumni Relations. More information can be found at: chicagobooth.edu/offerings/taking-booth-classes. For alumni interested in taking courses in London or Hong Kong, requests are evaluated on a case-by-case basis, since all courses in those locations are cohorted. Contact the campus Student Life and Program Operations team for more information.

For lifelong learning opportunities at Chicago Booth, please check out the website chicagobooth.edu/alumni/back-to-booth. This page provides resources for Booth alumni to continue to engage with Booth's esteemed faculty, research centers, and thought leadership through access to Back to Booth sessions, event takeaways, news, events, and more.

Global Career and Leadership Development (GCLD)

Chicago Booth offers lifetime access to a wealth of career and leadership development resources and support, upon request. GCLD coaches students and alumni on better achieving career and leadership growth.

University Facilities and Resources

Information Technology

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

1. Acceptable Use Policy for Information Technology (its.uchicago.edu/acceptable-use-policy)
2. *Student Manual of University Policies and Regulations* (studentmanual.uchicago.edu/)
3. File Sharing Policy (its.uchicago.edu/file-sharing-policy)

Disruption of IT resources through deliberate human action—whether it affects the operation of computing systems or telecommunications, the security of electronically stored information, or the integrity of such information—is a serious academic offense and may be subject to disciplinary action within the university as well as to civil and/or criminal action.

Chicago Booth Trademark and Logo Usage

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

Appropriate Use of Chicago Booth Resources and Facilities

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

Campus Guests

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

Usage Policy for Group Study Rooms

During class sessions in Chicago, study groups will be assigned group study rooms in the evenings. Students can reserve additional study rooms at Gleacher/Booth 455/Harper, using "Reserved Space" on the intranet.

During the class sessions in London and Hong Kong, study group rooms will be assigned to study groups for the duration of the class week. Students should contact their Student Life and Program Operations teams for additional study room bookings during or outside of class sessions.

General Information and Guidelines

Teaching Assistants (TAs)

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

Course Evaluations

Faculty and TA course evaluations are administrated virtually at the end of the course. The faculty evaluation asks questions related to the professor's performance as well as the course content. Results are summarized and posted on the intranet at intranet.chicagobooth.edu/secure/execmba/academics/cdr/course-evaluations. Teaching assistants are evaluated on a separate online form.

Learning Management System

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

Important Note: Course materials on Canvas will be removed after a period of time. Students are encouraged to save relevant course materials if appropriate. Students are recommended to download and save all the course materials during course periods.

Student Partnership Council (SPC)

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

- Promote a conducive learning environment of engaged students, ethical decision-making, and principled leadership;
- Help shape and instill class values and leadership, aligning with the Chicago Booth Honor Code and university standards;

- Elicit ideas and provide student perspectives, insights, and visions to program leadership;
- Provide input on such topics as program culture, activities, closing events, and other needs; and
- Encourage, engage and work together with classmates and the Student Life and Program Operations team to create social and networking opportunities.

Recording Classes and Sessions

Faculty in the Executive MBA Program are given the option to record their lectures and provide only registered students access to the recorded media using a secure, online streaming system. The decision to record classes and access to those recordings is completely at the faculty member's direction. Not all faculty will allow recording of their lectures. Students will be informed at the start of the quarter which classes will be recorded and the policy for accessing those recordings.

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

Classroom Guests

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

Photo Rights

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

Official Name Change

Students needing to update their school record due to an official name change may submit their request via My Profile. Students must provide official documentation of the new name. Acceptable forms of documentations include: a marriage certificate, driver's license/state identification, or passport.

Mailfolders and Electronic Information

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

Program administration maintains official distribution lists for use by program staff and faculty to communicate official Booth announcements.

- axp23official@lists.chicagobooth.edu
- exp29official@lists.chicagobooth.edu
- xp93official@lists.chicagobooth.edu
- axp22official@lists.chicagobooth.edu
- exp28official@lists.chicagobooth.edu
- xp92official@lists.chicagobooth.edu

The following distribution lists will be used to communicate official Booth events.

- axp23events@lists.chicagobooth.edu
- exp29events@lists.chicagobooth.edu
- xp93events@lists.chicagobooth.edu
- axp22events@lists.chicagobooth.edu
- exp28events@lists.chicagobooth.edu
- xp92events@lists.chicagobooth.edu

Booth email lists are moderated during regular business hours to reduce the potential for spam. A short delay may be experienced in releasing approved messages (see Information Technology, page 24).

Confidentiality of Student Records and Information

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

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

Privacy and Security

Chicago Booth has taken precautions to secure the personal information available through the Chicago Booth Student Directory at **appcenter.chicagobooth.edu/apps/studentdirectory/models/studentdirectoryhome.aspx**. The Student Directory is password protected to allow access by Chicago Booth students, faculty, staff, and alumni only. Although these precautions should effectively protect any personal information available through the Student Directory from abuse or outside interference, a certain degree of privacy risk is faced any time information is shared over the internet. Through viewing options provided to students, the Chicago Booth My Profile tool allows students to control personal information available to one another.

Guidelines for Proper Use

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

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

Liability and Indemnity

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

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

1. Abide by the Student Directory policies and the policies found within the Chicago Booth Policy Handbook.
2. Indemnify, defend, and hold harmless Chicago Booth, the University of Chicago, and their respective agents from and against any and all losses, claims, damages, costs, and expenses that may arise from use of the Student Directory or

breach of these policies. Chicago Booth will provide notice to any such action or claim and reserves the right to participate, at the student's expense, in the investigation, settlement, and defense of any such action or claim. Chicago Booth reserves the right to drop or prevent delivery of any email violating the above acceptable use policy, including all unsolicited bulk email or email containing a virus.

Staff may periodically review email flagged as a violation of the terms of service for the sole purpose of monitoring unsolicited bulk email and virus-filtering performance. Chicago Booth reserves the right to discontinue any or all online services at any time or to revise the terms and policies of this acceptable use agreement. If the policies are revised, the updated policies will be posted on the Student Directory. Students should review the policies periodically, particularly after any updates, to ensure that they are familiar with them. Chicago Booth is not responsible for screening communications/bulletin board postings; however, it reserves the right to reorganize or delete any postings or message boards and may at its discretion reassign a topic's ownership.

Chicago Booth expects community members to exhibit the same level of respect for others in this forum as in any other school-related venue. If Chicago Booth determines that a user's participation in the Student Directory may create a liability for Chicago Booth or that the user has violated the policies set forth herein, the school reserves the right, in its sole discretion, to take actions against the user, including expelling a user or denying a user further access to the Student Directory.

Student Contact Information

Students maintain their contact information via the My Profile link on the Executive MBA Program page at intranet.chicagobooth.edu.

Students must provide a home address and, if required, a permanent non-US address.

Privacy Display Options

Students can control their privacy display options through the FERPA flagging checkbox on My Profile.

If students have any security related issues contact security@lists.chicagobooth.edu.

Grievance Policy

Chicago Booth is committed to maintaining a climate that supports robust education and research, allowing every student to maximize learning. Respect, civility, and professionalism are essential to the university's mission and are crucial to ensuring the university's commitment to free expression principles and academic freedom.

Abuse of authority is the arbitrary or capricious exercise of authority for purposes inconsistent with the university's educational and research mission. Expression occurring in an academic, educational, or research context is considered a special case and is broadly protected by academic freedom. Such expression will not constitute abuse of authority unless (in addition to satisfying the above definition) it is targeted at a specific person or persons and serves no bona fide academic purpose. Such behavior is unacceptable and counters the principles expressed in the *Booth Standards of Scholarship and Professionalism*.

Current students and those on approved leaves of absence are eligible to file formal grievances alleging abuse of authority against faculty, staff, postdoctoral researchers, or other academic appointees. Formal grievances will be reviewed and resolved by a small committee of faculty, staff, and students per the procedures below. However, an informal resolution should be the primary method for addressing complaints and concerns. Those options are detailed in this policy, and Booth expects students to attempt informal resolution before filing a formal grievance.

Disputes about grades or other performance metrics should adhere to Booth's Grade Appeal Procedures unless the concern involves a question of abuse of authority. An example of the potential abuse of authority and grading is outlined below.

In extraordinary circumstances, students may request that a grievance case be handled by the Office of the Provost. If a student wishes to submit a grievance case to be handled by the Provost's Office, they must provide a supporting rationale for why their case cannot be fairly heard within Booth. Please consult the **University Grievance Policy for Graduate Students** for more information.

Not an Abuse of Authority	Potential Abuse of Authority
---------------------------	------------------------------

A student receives a lower-than-expected score on an exam.

A student has been assisting one of their instructors by grading in another course the faculty member teaches. During this time, they have received high grades and positive feedback on coursework. After informing the instructor that they can no longer assist with grading, the student receives an atypically low score on an exam.

An instructor disagrees with a claim made by a student during class and corrects the student in front of the entire class.

An instructor negatively responds to a student's comment in class, berates the student publicly, and suggests they will contact potential employers to warn them against hiring the student.

Related University Policies

Allegation of sexual harassment, misconduct and unlawful discrimination are addressed exclusively under the university's **Policy on Harassment, Discrimination, and Sexual Misconduct** and **Policy on Title IX Sexual Harassment**. More information about these policies and options for reporting and support are available through the **Office of Equal Opportunity Programs**.

Complaints about student conduct involving possible violation of university policies and regulations and other breaches of standards of behavior should always be brought to the attention of the dean of students. For more information, please see **University Disciplinary Systems** and **Disciplinary System for Disruptive Conduct**.

Allegations of academic fraud (e.g., plagiarism; fabrication or falsification of evidence, data, or results; the suppression of relevant evidence or data; the conscious misrepresentation of sources; the theft of ideas; or the intentional misappropriation of the research work or data of others) should also be brought forward in accordance with procedures established in the university's **Policy on Academic Fraud**.

Issues related to the conduct of members of the University of Chicago Police Department should always be directed to the university's **Safety & Security Complaint Process**.

Statement of Non-Retaliation

All members of the community should be able to bring forward conflicts, concerns, and possible grievances in a respectful environment and are expected to do so in good faith. The university prohibits retaliation against any person who exercises any rights or responsibilities under this policy. Any act of retaliation may be a separate violation of this policy.

Informal Resolution Options

Recognizing that all situations are unique, Chicago Booth seeks to present students with a number of options and approaches toward addressing conflict and reporting concerns. While formal grievance resolution is only applicable to cases involving an allegation of abuse of authority, the options presented in this section are available to all students regardless of the specific nature of their complaint or concern.

As appropriate, students can raise a concern with the associate dean of faculty and academic services or their dean of students. These individuals are able to provide assistance in finding possible informal resolutions. Potential approaches to informal resolutions are outlined below.

Shuttle Diplomacy

The associate dean will speak with the individual or individuals with whom there is conflict, convey concerns on the student's behalf, and report back about the conversation to the student.

Facilitated Conversation

Students experiencing conflict or any challenging interpersonal situation may benefit from requesting a facilitated conversation. The associate dean or designee can arrange a meeting to be attended by both the student and the individual or individuals with whom there is conflict in order to discuss the source of the conflict and collectively address possible solutions.

Reports for Informational Purposes

A student may find themselves in a situation where they want to report a complaint or concern but do not wish to have their individual case acted upon. Students have the option to report concerns or potential abuses of authority for informational purposes. This would be an option for students who are not seeking individual

redress for their situation, but who wish to inform the administration of troubling behavior for the purposes of addressing systemic issues.

Complaints or concerns not related to a grade change may be brought in an email to or a meeting with the associate dean of faculty and academic services. Students can also report concerns or possible abuses of authority to an academic advisor, dean of students, or another staff person who will share the report with the associate dean of faculty and academic services.

Students should be aware that information about these reports may be shared with other university officials without prior consent in the following situations:

- There is a concern about abuse or other possible misconduct that rises to the level of requiring immediate action.
- There is a concern about the student's or another person's health and safety.

Anonymous reports may be made directly to the Office of the Provost through [this form](#). Anonymous reports will be reviewed by the Office of the Provost and shared with academic units and other university officials as appropriate.

Campus-Wide Resources for Informal Resolution and Support

- The **Student Ombuds Office** serves as a peer resource to assist students in the resolution of conflicts, concerns, and other problems that they may encounter through the course of university life. Ombuds staff provide individual consultation and **write reports** to the campus community identifying recurring student concerns.
- The associate director for Graduate Student Affairs in UChicagoGRAD is an administrator who serves as a campus-wide resource for students on issues around graduate student grievance policy and procedures. The associate director can meet with students to discuss individual situations and provide information about options for resolution. Email gradgrievance@uchicago.edu for assistance.

Formal Grievance Procedures

While the informal resolution is available for students to address many conflicts and complaints, the formal resolution process is applicable to instances where there is an allegation of abuse of authority and where attempts at informal resolution have been ineffective.

Timelines are specified for all stages in the formal grievance process. If necessary, specific deadlines may be extended with notice to the student and respondent(s).

Role of Support Person

Both the student and respondent(s) may bring a support person of their choice to any meeting conducted as part of the formal grievance process. However, they must notify the individual or individuals with whom they are meeting of the identity of their support person in advance. If the support person is a lawyer, a representative of the university's Office of Legal Counsel may also attend the meeting. The support person does not function as an advocate or participate directly in any way during the meeting. Both the student and respondent(s) are expected to speak for themselves and submit their own written statements.

Submitting a Formal Grievance

Students wishing to file a formal grievance are required to submit a complaint using [this online form](#).

Initial Review

The form and any provided written documentation will be reviewed by the associate dean of faculty and academic services or the designee will determine if:

- The case is appropriate for formal resolution pursuant to the grievance policy (i.e., it alleges abuse of authority as defined above and is not covered by another policy); and
- The case cannot be resolved by informal means.

The associate dean or designee will receive and review the complaint to determine if it meets the above-stated criteria for formal resolution. As part of this initial review, the associate dean or designee may request a meeting with the student to discuss the complaint. At this meeting, there will be discussion of any supportive resources that the student may find helpful.

The student will receive written notification of whether the case meets the criteria for formal resolution within 30 calendar days of submitting the formal grievance complaint.

If the associate dean or designee decides the complaint is appropriate for resolution, the respondent(s) will be provided with written notice and a copy of the complaint within seven calendar days of the notice to the student.

Chicago Booth Grievance Committee

The deputy dean of faculty will convene a grievance committee to consider the case. The committee is charged with reviewing all information about the case and making a recommendation to the deputy dean.

The committee will generally be composed of three faculty members, one student, associate dean of faculty and academic services, and the dean of students.

All members of the committee are expected to maintain independent judgment and open-mindedness about the alleged grievance, free from material bias and conflicts of interest, or they should recuse themselves.

The student and respondent(s) will be notified of the composition of the committee as soon as practicable before the committee begins their review. Either party may request a substitution if the participation of any individual on the committee poses a conflict of interest. Such requests must be made to the associate dean within two business days of receiving notice of the members of the committee. Requests must identify with specificity the alleged nature of the conflict of interest. Using reasoned judgment, the associate dean will decide whether the alleged conflict is genuine and material and, if so, whether it compels the committee member's replacement.

Chicago Booth Grievance Committee Process

The committee will designate a member or members to:

- Interview, as necessary, individuals who may have relevant knowledge;
- Collect materials, as necessary, including relevant documents.

The complainant and respondent(s) will be given the opportunity to provide relevant documentation, provide names of relevant individuals, and meet with the committee or a designated representative of the committee.

The committee will apply a preponderance of evidence standard in making its recommendation to the deputy dean. Namely, the committee will decide whether, in consideration of all the information before it, it is more likely than not that an abuse of authority occurred.

Grievance processes and outcomes are intended to create a more respectful and inclusive university environment in which every student has the opportunity to maximize their potential, to provide remedies for students in need of support, and to facilitate productive conversations about challenging issues. In considering appropriate resolutions to grievance cases, Chicago Booth will be guided by the principle that outcomes should focus on addressing harm to the student and preventing its recurrence.

The range of possible outcomes will vary according to the role of the individual found responsible for violating the policy and the severity of the violation. If any individual is found to have abused their authority as defined in this policy, at minimum the dean and/or other supervisor will meet with the respondent to discuss the finding and expectations regarding future conduct, and a notation regarding the finding and expectations may be made in the personnel record. Other possible outcomes include, but are not limited to, required training, amendments to teaching and advising assignments, removal from leadership positions or committee assignments, ineligibility for annual pay increases, and referral to applicable processes if further action is recommended. Outcomes will be based on the specific nature of the conduct, the particulars of the situation, and a pattern of violations if such exists.

The student and the respondent(s) shall be notified formally, in writing, of the deputy dean's decision no more than 90 calendar days after the case was initially submitted.

Notifications will also provide both parties with information about how to request a review of the outcome by the Office of the Provost under the **Graduate Student Grievance Review Process**.

US Military Personnel

Admissions Policies Relevant to US Military Personnel

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

Military Personnel Leave of Absence

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

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

Resumption of Study for Military Personnel

Military personnel should contact the appropriate Student Life and Program Operations team at least eight weeks prior to their expected return.

Chicago

The University of Chicago Booth School of Business
Gleacher Center
450 N. Cityfront Plaza Dr.
Chicago, IL 60611
USA
Phone: +1. 312.464.8750
Email: xppo@chicagobooth.edu

London

One Bartholomew Close
Barts Square
London EC1A 7BL
United Kingdom
Phone: +44.(0)20.7070.2200
Email: exp@chicagobooth.edu

Hong Kong

The University of Chicago Booth School of Business
168 Victoria Road
Mount Davis
Hong Kong
Phone: +852.2533.9500
Email: xp@chicagobooth.edu

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

This publication is available online via the Chicago Booth intranet.