Full-Time MBA Program

Student Handbook 2023–24

Regulations, Policies, and Procedures





This handbook complements the university's Student Manual of University Policies and Regulations and provides a statement of policies and academic issues set forth by the deans and faculty that are relevant to students in the Evening MBA, Full-Time MBA, and Weekend MBA Programs of the University of Chicago Booth School of Business.

Knowledge of the policies outlined in all of the above-named publications is every student's responsibility.

^{*}The contents of this publication are subject to change. For the most updated version of the Student Handbook, please refer to the student intranet.

Contents

Standards of Scholarship and	
Professionalism	5
Specific Standards of Scholarship	5
Chicago Booth's Learning Environment	5
Student Responsibilities in Class	6
Plagiarism	6
Examinations and Other Graded Work	6
Examination Policies	6
Harassment, Discrimination, and Sexual Misconduct	7
Civil Behavior in a University Setting	8
Grievance Policy	8
Related University Policies	9
Statement of Non-Retaliation	9
Informal Resolution Options	
Formal Grievance Procedures	.10
Initial Review	.11
Chicago Booth Grievance Committee	.11
Chicago Booth Grievance Committee Process	
Specific Standards of Professionalism	
Alcohol and Other Drugs	
Alumni	
Career Services	
Information Technology	
Information Security	
Interactions with Faculty, Teaching Assistants, and Staff	.14
Honor Code and Discipline	.15
Chicago Booth Honor Code	
University Disciplinary Procedures	
Chicago Booth Disciplinary Procedures	
,	.10
MBA Degree	.17
MBA Length of Study	.17
MBA Degree Requirements	.17
Concentrations	
Accelerated Scholars	.18
MBA Length of Study	.18
Degree Requirements	.18
Registration and Course Credit	.18
Course Bidding System (iBid)	.18
Bid Points	
Transfer of Booth and Non-Booth (UChicago) Courses	.18
Tuition and Fees	
Grading Effects on Tuition	
Additional Policies and Guidelines	.19

Student Status	20
Full-Time Status	20
Student Visas	20
Part-Time Status	20
nactive Status	20
Leave of Absence	21
Student-Initiated Leave of Absence	21
Parental Relief Leave of Absence	
Military Personnel Leave of Absence	
Administrative Leave of Absence	
Policies and Guidelines	22
Resumption of Studies after a Leave of Absence	
Resumption of Study for Military Personnel	
Transfer between Chicago Booth MBA Programs	
Program Withdrawal	
MBA Program Withdrawal	
Joint Degree Program Withdrawal	2/
Registration and Course Credit	25
Registration and Course Credit	25
Registration and Course Credit Course Bidding System (iBid)	25
Registration and Course Credit Course Bidding System (iBid) Bid Points Chicago Booth Course Cancellation	25
Registration and Course Credit Course Bidding System (iBid) Bid Points Chicago Booth Course Cancellation Transfer of Booth and Non-Booth (UChicago) Courses	25
Registration and Course Credit Course Bidding System (iBid)	25
Registration and Course Credit	25 25 25 25 26 26
Registration and Course Credit	25 25 25 25 26 26 26
Registration and Course Credit	25 25 25 25 26 26 26
Registration and Course Credit	25 25 25 25 26 26 26
Registration and Course Credit	25 25 25 26 26 26
Registration and Course Credit	25 25 25 26 26 26 26
Registration and Course Credit	25 25 25 26 26 26 26
Registration and Course Credit	25 25 26 26 26 26 27 27
Registration and Course Credit	25 25 25 26 26 26 27 27 27

Grades and Grading Policies	.29
Chicago Booth Course Grades	.29
Non-Booth (UChicago) Course Grades	.29
Grade Point Average Calculation	.29
Official Audit	.29
Incompletes	.29
Pass/Fail in Chicago Booth Courses	.30
Degree and Concentration Requirements	
Faculty Members' Grading Policies	.30
Deadline for Pass/Fail Grading Election—	
Sunday of Week 4, Current Quarter	
Special Programs/Circumstances	
Dean's Honor List/Graduation with Distinction	
Pass/Fail in Non-Booth (UChicago) Courses	
Chicago Booth Grading Policy	
Official Transcripts	
Grade Appeal Procedures	
Academic Grievances	
Probation	.31
Honors	.32
Dean's Honors List	
Degree with Honors	
Honors Distinction Post-Graduation	
Graduation	.33
Application for Graduation	.33
Concentration Ranking	
Non-Booth (UChicago) Courses	
Graduation Ceremony (Convocation)	
Diploma Mailing	
Booth General Information	
and Guidelines	.34
Confidentiality of Student Records and Information	.34
Electronic Communication.	
Official Name Change	.34
Photo Rights	.34
Privacy and Security	.35
Privacy Display Options	.35
Student Travel	.35
Official Student Travel	.35
Unaffiliated Student Travel	.35
Students with Disabilities	.35
Vendors	.36

Group Study Rooms—Usage Policy	37
Gleacher Center Computer Lab—Usage Policy	37
Appropriate Use of Campus Buildings	37
Campuses	37
Usage of Chicago Booth	

Standards of Scholarship and Professionalism

Achieving the mission and goals of the University of Chicago and Chicago Booth depends on the manner in which each member of our community conducts 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 our community. As members of the Chicago Booth community, students (along with administrators, staff, and faculty) are expected to conduct themselves and communicate in a manner consistent with the values of academic, personal, and professional integrity.

This includes, but is not limited to, professional conduct with faculty, other students, and staff through the completion of course requirements, classroom behavior, and extracurricular activities sponsored by Chicago Booth or Chicago Booth—approved student groups, corporate recruiters, alumni, other constituent groups, and members of the student body.

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

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

Specific Standards of Scholarship

Chicago Booth's Learning Environment

The mission of Chicago Booth is to create enduring knowledge and to educate future business leaders. The ability and willingness to learn reside in the individual, but very high levels of learning can be achieved only if all members of the Chicago Booth community understand and respect their mutual obligations. Each community member defines the quality of this learning environment through 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. Four considerations shape Chicago Booth's perspective of the ideal learning environment:

- Respect for the individual. There is a deep respect
 for the individuality of each student and faculty
 member. Through a wide choice of electives, access
 to detailed course descriptions within the online
 Curriculum Guide, and the bidding system to select
 courses, students can satisfy their particular interests
 and learning styles. Likewise, faculty members each
 have the opportunity to decide what they teach
 and how.
- 2. The classroom as a place of learning. Classrooms at Chicago Booth call for students and faculty to work together to ensure learning. Learning is not a spectator sport; powerful learning experiences require the commitment of both students and teachers. The role of the students is to participate actively in the learning process rather than consume knowledge passively.
- 3. Personal integrity. Both faculty and students are subject to the highest standards of personal integrity in their interactions with Chicago Booth colleagues and with external constituencies. All participants are expected to adhere to the norms established for standards of scholarship.

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

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

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

Student Responsibilities in Class

Academically, each student is responsible for:

- 1. Preparing for class in accordance with the instructor's requests.
- 2. Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.
- 3. Participating fully and constructively in all classroom activities and discussions.
- 4. Displaying appropriate courtesy to all involved in the class sessions. Courteous behavior specifically entails communicating in a manner that respects and is sensitive to the cultural, racial, sexual, and other individual differences in the Chicago Booth community.
- Adhering to deadlines and timetables established by the instructor or study groups.
- 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.
- 7. For remote classes, students are expected to actively participate in class. This includes participating actively in discussions and in breakout groups. If requested by the faculty, cameras should be active and turned on.

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

Plagiarism

Plagiarism is the practice of taking somebody else's written work or ideas and passing it off as one's own. In the preparation of all work, students should distinguish between their own ideas and those that have been derived from other sources. Information and opinions drawn from sources, even one's own writings or research, should be attributed to its original sources. Punishment for plagiarism may include expulsion from the university. Refer to the section covering "Academic Honesty and Plagiarism" in the university's *Student Manual of University Policies and Regulations*.

Examinations and Other Graded Work

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

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

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

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

Examination Policies

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

Students with unavoidable circumstances, such as illness, grave personal difficulty, professional conflict,

or a death in the family, should contact Academic Services and a staff member will work with the faculty in appropriate cases to find a resolution.

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

Harassment, Discrimination, and Sexual Misconduct

The University of Chicago is a community of scholars dedicated to research, academic excellence, and the pursuit and cultivation of learning. Members of the university community cannot thrive unless each is accepted as an autonomous individual and is treated without regard to characteristics irrelevant to participation in the life of the university. Freedom of expression is vital to our shared goal of the pursuit of knowledge and should not be restricted by a multitude of rules. At the same time, unlawful discrimination, including harassment, compromises the integrity of the university. The university is committed to taking necessary action to prevent, correct, and, where indicated, discipline unlawful discrimination. Sexual misconduct may violate the law, does violate the standards of our community, and is unacceptable at the University of Chicago. Sexual misconduct can be devastating to the person who experiences it directly and can adversely impact family, friends, and the larger community. Regardless of the definitions provided below, people who believe they have experienced any sexual misconduct are encouraged to report the incident and to seek medical care and support as soon as possible.

Sexual harassment including sexual assault by any member of the university community is prohibited. Specifically, the university maintains a Policy on Title IX Sexual Harassment, which prohibits sexual harassment and conforms to legal requirements under Title IX of the Education Amendments of 1972 ("Title IX"), a civil rights law that prohibits sex discrimination by recipients of federal financial assistance, like the

University of Chicago, and the US Department of Education's implementing regulations for Title IX. In addition, matters that do not constitute sexual harassment under the Policy on Title IX Sexual Harassment may still constitute misconduct that is incompatible with the university's standards and may be subject to the University of Chicago's Policy on Harassment, Discrimination, and Sexual Misconduct.

Without feeling constrained by specific definitions, any person who believes that their educational or work experience is compromised by sexual harassment or sexual assault should contact an advisor or director in their appropriate program office to discuss the situation. A student also may seek assistance from the Sexual Assault Dean-on-Call program or the Title IX coordinator for students at 773.702.0438 or titleix@uchicago.edu.

The university has disciplinary processes in place to investigate and, when warranted, adjudicate sexual misconduct complaints about students. The university's Title IX coordinator can discuss this process with any person who wishes to make a complaint or is considering making a complaint about a student. The Title IX coordinator for the university can be reached at 773.702.5671 or bcollier@uchicago.edu. Information about the formal resolution process is within the Policy on Title IX Sexual Harassment.

Information about the university-wide disciplinary system, which hears complaints, is explained in the Policy on Harassment, Discrimination and Sexual Misconduct.

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

The university 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 Policy on Title IX Sexual Harassment can be found online. The associate provost and Title IX coordinator for the university can discuss this process with any person who wishes to make a complaint or is considering making a complaint about faculty, other academic appointees, postdoctoral researchers, and staff members. The associate provost can be reached at 773. 702.5671. More information on disciplinary procedures under the Title IX policy for faculty, OAAs, and postdocs can be found here. It is also available under the Policy on Harassment, Discrimination and Sexual Misconduct. The University of Chicago strictly prohibits retaliation of any kind by either party involved with the reporting and adjudication of incidents.

For the entire Policy on Harassment,
Discrimination, and Sexual Misconduct, students
should refer to the university's *Student Manual of University Policies and Regulations*. The Policy on Title
IX Sexual Harassment can be found online.

Civil Behavior in a University Setting

At the University of Chicago, freedom of expression is vital to our shared goal of the pursuit of knowledge, as is the right of all members of the community to explore new ideas and learn from one another. To preserve an environment of spirited and open debate, we should all have the opportunity to contribute to intellectual exchanges and participate fully in the life of the university.

The ideas of different members of the university community will frequently conflict, and we do 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 our 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. In addition, the university may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the university.

For additional information regarding the university's commitment to free, robust, and uninhibited debate and deliberation among all members of the university's community, please see the Report of the Committee on Freedom of Expression.

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.

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 Chicago

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.

Booth 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 the 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.

Specific Standards of Professionalism

Alcohol and Other Drugs

Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21, and the supplying of alcohol to any person under the age of 21. Illinois law also prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. All members of the university community should be aware of the requirements of Illinois law concerning the consumption, possession, and sale of alcoholic beverages.

Although recreational marijuana use for adults ages 21 and over is legal in Illinois, federal law prohibits its possession, distribution and use in any form on the university's campus, including University of Chicago owned and operated property and facilities, and during any university function.

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 drug policy by a student will result in appropriate disciplinary

proceedings, as well as possible legal ones. Individuals planning campus events should consult with the student group advisors in Student Life.

For the entire policy, students should refer to the university's *Student Manual of University Policies* and *Regulations*.

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.

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 introduction to an alumnus or with questions on alumni-related matters should contact Alumni Engagement at alumni@chicagobooth.edu, chicagobooth.edu/alumni, or call 773.702.7731.

Career Services

Chicago Booth offers Career Services support to all current MBA students and alumni in a manner consistent with their program. To uphold one's own reputation as well as Booth's brand within the business community, students must adhere to the following policies:

- Students must accurately represent themselves and their experiences in all written and oral communications with companies (e.g., resumes, interviews, etc.).
- 2. After accepting an internship or full-time offer, students may not continue to interview and/or pursue other opportunities that conflict with the accepted offer. In cases where students are pursuing a second internship after accepting a primary internship offer, students must be candid with the firms they are pursuing regarding their commitment to a primary internship. Students are also strongly encouraged to communicate their intent to complete a second internship with their primary internship firm.

- 3. Students may not renege on an accepted offer, verbal or written. Reneging on an offer (withdrawing a commitment to an employer after accepting an offer), damages the brand of the school and the student's professional reputation.
- 4. Students must adhere to the Career Services recruiting processes and procedures outlined in the Career Services pages on the intranet.
- 5. Students are expected to use Career Services resources, including Global Talent Solutions recruiting platform (GTS) and career research databases appropriately. Resources should only be used for personal, career search, or academic research purposes. They are not to be used for commercial purposes (e.g., to benefit your or your employer's business) or transferred to others inside or outside the university community for personal or commercial purposes.

Campus Recruiting Eligibility for Full-Time MBA Students

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

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

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

To participate in campus recruiting, students must be enrolled in Chicago Booth courses that span the entire quarter of the recruiting cycle. Appeals for exceptions to this policy must be made via email to the associate dean of Career Services. Most often, appeals are granted for students in joint degree programs with Chicago Booth but who are not taking courses at Chicago Booth at the time they wish to participate in campus recruiting.

Please see the Career Services Recruiting Policies on the intranet under Careers and the Engage with Career Services subsection for further details. Students are expected to be familiar with these policies.

Campus Recruiting Eligibility and Qualifying for Evening MBA and Weekend MBA Students
Eligible and qualified Evening MBA and Weekend
MBA students may participate in campus recruiting
for full-time positions once during their tenure as
a student. Campus recruiting takes place Autumn
Quarter of each year. Participation includes attending
corporate recruiting events, applying for campus
recruiting jobs, and being invited by companies to
interview for full-time, entry-level (MBA/Associate)
positions on campus.

The school will not facilitate internship networking or interviews through campus recruiting (in-person or virtual) after a student has participated or while a student is participating in campus recruiting for full-time positions.

Evening MBA and Weekend MBA students must meet all eligibility requirements, complete all qualification activities by set deadlines, and abide by Career Services' Campus Recruiting Policies and Procedures available on the intranet under Careers and the Campus Recruiting subsection. Any requests for exceptions to these eligibility requirements must be made via email to the associate dean of Career Services.

For Evening MBA and Weekend MBA students to be eligible and qualify for campus recruiting, they must:

- 1. Be seeking full-time employment.
- 2. Have completed no less than 1,200 units and no more than 1,900 units toward MBA degree completion by the end of the Summer Quarter preceding the Autumn Quarter in which they wish to participate (Executive MBA electives courses and Leadership in Practice Series modules are not eligible toward the 1,200-unit requirement).
- Be enrolled in University of Chicago courses of at least 100-course units that span the entire Autumn Quarter of recruiting participation and count toward the MBA degree requirements.

 Have successfully completed all required Campus Recruiting qualification activities assigned by Career Services by set deadlines.

Information Technology

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 at its.uchicago.edu/policies/acceptable-use-policy
- 2. Student Manual of University Policies and Regulations at studentmanual.uchicago.edu
- 3. File Sharing Policy at itservices.uchicago.edu/policies/file-sharing-policy

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

Information Security

Booth has a dedicated Information Security team. They monitor IT Security systems and controls and manage security-related incidents. Security concerns or questions should be forwarded to security@lists.chicagobooth.edu or the Help Desk (helpdesk@chicagobooth.edu).

Any students accessing restricted data (such as healthcare PHI or other personal data) either in class or on research projects may be required to take additional Security Awareness training. The need to complete this training will be communicated from faculty, research leaders, or Information Security. Failure to complete any required awareness training will result in access to sensitive data being denied.

Email security is critical to the security of Booth's IT environment as well as the school's reputation. Good email practices are required for everyone that uses a Booth email address. Spamming or malicious emails sent from Booth email systems will result in the account being temporarily disabled during security incident management processes. Do not share your email credentials or allow anyone else access to your Booth email. It is highly recommended that emails from unrecognized senders, emails with hyperlinks, or emails with attachments be carefully scrutinized before being opened.

Interactions with Faculty, Teaching Assistants, and Staff

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

Honor Code and Discipline

Chicago Booth Honor Code

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

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

- 1. Each member of the Chicago Booth community, as a person of integrity, has a personal obligation to the Chicago Booth Honor Code and the Standards of Scholarship and Professionalism to report known violations to the appropriate program office.
- 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 person shall receive disallowed assistance of any sort, or provide disallowed assistance to another student, at any time before, during, or after an examination or with respect to other graded work for a course.
- 4. Each student shall sign the following pledge on each exam: "I pledge my honor that I have not violated the Chicago Booth Honor Code during this examination." At the discretion of the professor, this pledge may be required on any other graded work for a course.
- 5. Each professor, in the course syllabus, shall state that students are required to adhere to the standards of conduct in the Chicago Booth Honor Code and the Standards of Scholarship and Professionalism, and state any additional standards of conduct for
- The principles embodied in the Chicago Booth Honor Code apply to every part of the Booth community.

- 7. Violations of the Chicago Booth Honor Code that relate to academic issues will be handled according to the university and Chicago Booth disciplinary procedures (see below).
- 8. Nonacademic violations of administrative policies (i.e., the administrative policies of Career Services or Information Technology) will be handled procedurally in the forum (Admissions, Career Services, dean of students, etc.) in which the violation occurred, but may be referred to a disciplinary committee for further action. Decisions related to nonacademic violations of the Chicago Booth Honor Code or the Standards of Scholarship and Professionalism may be appealed to the deputy dean of the student's program.
- Purposefully misleading the Chicago Booth Honor Code judicial process is a violation of the Chicago Booth Honor Code.

University Disciplinary Procedures

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

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

University Police), and violation of the terms of imposed disciplinary sanctions.

For the complete text of the university's disciplinary system by each academic unit, please refer to the *Student Manual of University Policies and Regulations*.

Conduct involving violations of the Policy on Title IX Sexual Harassment may be addressed using the informal resolution process or the formal resolution process for Title IX Sexual Harassment. Both the informal resolution process and the formal resolution process are described in the student manual. Disruptive conduct (as defined by University Statute 21) is addressed by the Disciplinary System for Disruptive Conduct. Chicago Booth follows the area disciplinary procedures described in the student manual except as modified below. The area disciplinary systems section of the *Student Manual* can be found here.

Chicago Booth Disciplinary Procedures

Any allegation against a student that is not a matter under the university's policy on Title IX Sexual Harrassmant or Policy on Harrassment, Discrimination, and 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 dean of students for the MBA programs. The student accused of the possible misconduct is contacted by the dean of students and informed of the accusations and relevant details. The student is asked to prepare a written response to the accusation. The dean of students will present the written response and additional information/evidence to the deputy dean (or designee). The deputy dean (or designee), in consultation with the dean of students, 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 designee) will appoint a committee. The committee ordinarily consists of three faculty members, two students, the dean of students (or designee), and a representative from Campus and Student Life (CSL). The dean of students (or designee) and the CSL representative attend the meeting in a non-voting capacity. The dean of students acts as a liaison to the student and assembles any required documentation for the committee. No member of the committee may

engage independent investigations or have contact with any of the parties outside of the scheduled committee meetings while the disciplinary process is pending. If an in-person appearance is not feasible, Chicago Booth will make the appropriate technical arrangements/ accommodations for remote access.

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

Sanctions ranging from a warning to disciplinary suspensions or expulsions, including the revocation of one's degree, may be levied on a student that restrict or deny the rights and privileges accorded a student of the University of Chicago. Sanctions for misconduct of individual students can be found in the Student Manual of University Policies and Regulations. Rights and privileges appertaining to the status of a student include (but are not limited to) registration, participation in classes and other instructional activities of the university, taking of examinations and the satisfaction of any other requirement for a degree, application for and receipt of any degree, participation as a student in student activities and organizations and in university ceremonies or official bodies, and use of university facilities, such as libraries and graduate student housing.

MBA Degree

MBA Length of Study

All MBA students have five years (20 quarters) to complete the degree requirements. Students accepted into the accelerated option track have 25 quarters to complete the degree requirements.

Full-Time MBA students typically complete the degree requirements in six quarters. Most Evening and Weekend MBA students complete the degree in 2.5 to 3 years.

Students who wish to accelerate or decelerate their program of study should meet with Academic Services to learn the implications of this decision.

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

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

Any student seeking to extend their studies beyond 20 quarters must request an exception, by petition, to the dean of students.

MBA Degree Requirements

- 1. Satisfactory completion of the LEAD course. Evening MBA and Weekend MBA Program students will begin their LEAD course by attending an in-person LEAD Kick-Off Day and then complete four more LEAD modules either in-person or remotely. LEAD must be completed concurrently with at least one other credit-bearing course during a student's first quarter at Booth. If LEAD is not offered in a student's first quarter, the student will take LEAD in their second quarter.
- 2. Satisfactory completion of 2,000 units of credit at the University of Chicago, of which at least 1,400 units are from the Chicago Booth curriculum. Students in Joint Degree programs must satisfactorily complete 1,400 units only from the Chicago Booth curriculum and should consult their other department for degree requirements.
- 3. Satisfactory completion of the Foundations and

Functions, Leadership and Management, and Business Environment requirements (these must be 1,000 units of distinct Chicago Booth credits) and remaining elective options. Students approved to satisfy Chicago Booth's pre-Autumn 2021 curriculum must ensure satisfactory completion of the Foundations and Functions, Leadership and Management, and Business Environment requirements (these must be 900 units of distinct Chicago Booth credits) and remaining elective options.

- 4. A cumulative grade point average of at least C+ (2.33) in all courses counted toward the MBA degree.
- 5. Satisfactory completion of qualified work experience for Full-Time MBA students during their program of study. Full-Time MBA students are expected to complete an internship to meet this requirement. Students can petition Academic Services to request a substitution for practical experience gained through select experience-based lab courses, entrepreneurial ventures, and faculty or center-led internships.

Concentrations

In completing degree requirements, students may elect to earn concentrations in certain subject areas. Concentrations are not required for graduation. Concentration requirements are outlined on the intranet under Academics: Course and Degree Requirements subsection.

To earn a concentration, students must:

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

All earned concentrations post to student transcripts by Week 4 of the quarter following graduation. All concentrations are listed in the transcript and include concentration name only, not the cumulative GPA for the course sequence.

If a student intends to take courses that differ from the approved sequence, a petition for a change in a concentration sequence must be submitted to Academic Services no later than Sunday, Week 3, of the graduating quarter. Students may not petition more than one IBEP or Chicago Booth course into any concentration. An area faculty member will evaluate the petition.

Accelerated Scholars

The Accelerated Scholars program allows students to complete nearly a third of the MBA curriculum before they graduate from the college by applying six courses taken while an undergraduate student toward the MBA. Students admitted to the program are eligible to pursue the Full-Time MBA Program after completing the AB degree and two years of pre-college or post-college full-time work experience. Students are eligible to pursue the Evening MBA or Weekend MBA Program after completing the AB degree and two years of pre-college full-time work experience or one year of post-college full-time work experience.

MBA Length of Study

All Accelerated Scholars have 25 quarters to complete MBA degree requirements. Full-Time Accelerated students typically complete the degree requirements in four quarters. Most Evening MBA and Weekend MBA Accelerated students complete the degree in two to two and a half years. Any student seeking to extend their studies beyond 25 quarters must request an exception, by petition, to the director of Joint Degree Programs. For all other MBA Length of Study details, refer to page 17.

Degree Requirements

For MBA degree requirements and concentrations, refer to page 17. There are no degree requirement differences for traditional MBA students and Accelerated Scholars. However, Accelerated Scholars count 600 units taken for their undergraduate degree toward the Booth MBA. These 600 units can complete the Foundations, Functions, Leadership and Management, and Business Environment requirements, and elective MBA requirements. Students can transfer MBA-level Booth classes or Business Economics BUSN undergraduate courses. Students should speak with their undergraduate academic advisor and the Booth Director of Joint Degree Programs on which 600 units are eligible to transfer before enrolling in any courses.

Registration and Course Credit

Refer to Registration and Course Credit for policies on pages 25 and 26. The Course Bidding, Bid Points, and Transfer of Booth and Non-Booth (UChicago) Courses policies below are those that differ for Accelerated Scholars.

Course Bidding System (iBid)

Beginning in year four, students who have met the work experience requirement may use iBid and must follow Booth's enrollment procedures and timelines for Booth classes at the MBA level. Students should follow their other department's enrollment systems, procedures, and timelines for classes in their other program.

Bid Points

Students who have met the work experience requirement will begin the fourth year with 6,000 bid points. Upon matriculation to the Full-Time MBA Program, students will gain an additional 8,000 bid points. Upon matriculation to the Evening or Weekend MBA Programs, students will gain an additional 4,000 bid points.

Full-Time Accelerated Scholars who defer to gain work experience will begin the MBA with 14,000 bid points. New Evening and Weekend MBA Accelerated Scholars who defer to gain work experience will begin with 10,000 bid points.

Transfer of Booth and Non-Booth (UChicago) Courses

Business Economics classes and MBA-level Booth courses taken at the University of Chicago prior to matriculating to Chicago Booth are applicable toward the MBA degree under the following conditions:

- Students must petition their courses for transfer to Academic Services by the end of the first quarter at Chicago Booth.
- 600 Booth units must be completed and are counted toward the total 2,000 required for the degree. No more than 600 units can be transferred.
- 3. Transfer courses are applicable toward the MBA degree if the student satisfies the degree requirements for the MBA within 25 quarters.

The 25-quarter 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 or Business Economics courses are not approved for transfer toward the MBA if the coursework was graded pass/fail, R, or any grade lower than C+
- 5. Students receive 2,000 bid points for three approved courses.
- Transfer courses applied to the degree also count toward the total units earned for the degree and will count toward a student's cumulative GPA.

Tuition and Fees

Students will pay the undergraduate tuition rates and fees until their undergraduate degree is completed. Thereafter, students will pay Booth tuition and fees. Undergraduate and Booth tuition and fees are posted on the bursar's website. Full-Time, Evening and Weekend MBA Accelerated students receive their guaranteed four-year tuition rate at the time they matriculate to Booth.

Students in the Full-Time MBA Program must pay four quarterly installments to Booth before they can complete the MBA degree program. Students in the Evening MBA or Weekend MBA Programs are assessed Booth tuition on a per course basis and must pay for 1,400 units.

Fees mirror those listed on page 27 with the exception of the lifetime transcript fee. Students will have paid this fee while in the AB program and will not need to pay it in the MBA program.

Grading Effects on Tuition

The Grading Effects on Tuition section, outlined on page 28, refers to Booth classes only. Students should follow their undergraduate policies for undergraduate classes. For all Business Economics classes, grading effects on tuition can be found on Booth's Business Economics website and the FAQ page. Please refer to pages 27 and 28 for complete tuition and fees information.

Additional Policies and Guidelines

Standards of Scholarship and Professionalism Refer to pages 5–14

Honor Code and Discipline Refer to pages 15–16

Student Status Refer to pages 20–24

Grades and Grading Policies Refer to pages 29–31

Honors Refer to page 32

Graduation Refer to page 33

Booth General Information and Guidelines Refer to pages 34–36

Usage of Chicago Booth Campuses Refer to page 37

Student Status

This section clarifies student status and how it relates to a student's home program. To be considered a student in the Booth School of Business, a student must be formally admitted to and matriculated to a program. The home program is defined as the Chicago Booth MBA program into which a student was admitted. Specifically, a Full-Time MBA Program student does not become an Evening MBA or Weekend MBA Program student by taking less than 300 units of credit, and an Evening MBA or Weekend MBA Program student does not become a Full-Time MBA Program student by taking more than 200 units of credit.

Full-Time Status

For Full-Time MBA Program students, the University of Chicago defines full-time status as being registered in 300 units of credit or more in a quarter. Full-Time MBA students are eligible for university health insurance and may apply for financial aid through Chicago Booth Financial Aid.

When considering an internship or a change in registration of less than 300 units of credit in a quarter, Full-Time MBA students should investigate the implications carefully with Academic Services.

Full-Time MBA students cannot take more than 500 units per quarter.

Student Visas

Students with F-1 or J-1 visas must enroll in a minimum of 300 units of credit per quarter, except for summer or in their graduating quarter if they do not need 300 units to fulfill their degree requirements. Graduating students with student visas who do not need 300 units of credit to meet degree requirements must submit a petition form to the UChicago Office of International Affairs (OIA). Student visa holders applying for permanent residency or any other visa type that does not require a full-time course load are maintained under student visa status until their change of status is final.

Part-Time Status

For Evening MBA and Weekend MBA Program students, the University of Chicago defines part-time status as being registered for at least 100 units of credit per quarter.

Evening MBA and Weekend MBA students registered in at least 200 units of credit are eligible to apply for federal loans or loan deferments. Part-time students cannot take more than 400 units per quarter. Evening MBA and Weekend MBA students who take more than 200 units per quarter are not considered to have Full-Time MBA Program status.

Inactive Status

Students are placed on inactive status under the following circumstances:

- Leave of absence for any reason
- Have not registered for courses (except Summer Quarter)

Students will be notified by email that they have been placed on inactive status. Students' Chicago Booth email accounts remain active while on inactive status, but are removed from the administrative email distribution lists. Inactive students do not have access to the following Booth and university privileges:

- Password-protected information, such as iBid and other password-protected academic information, such as course evaluations, restricted course materials, and Canvas
- Career Services coaching, programming, GTS, and other Career Services resources
- Student Directory
- Financial aid
- Health insurance, except for Full-Time MBA students taking a leave of absence for medical reasons
- Health services provided to Full-Time MBA students at Student Health Services and Student Counseling Services
- University libraries
- University athletic facilities

- Attending or participating in Chicago Booth or university-sponsored events (unless an event is open to the general public), including virtual programming
- Maintaining student group membership
- BoothGroups
- Maintaining any student group or other Chicago Booth or university leadership roles
- Students' university CNetID becomes dormant for students who are not registered for courses for six or more months.

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

Leave of Absence

Students may elect to take a leave of absence from their studies by completing a Leave of Absence form available on the intranet, under the Academic Forms quick link.

Student-Initiated Leave of Absence

Full-Time MBA students wishing to take a leave of absence may do so only after completing their first quarter of enrollment. Students should meet with Academic Services, complete a Leave of Absence form and be aware that:

- 1. Students must contact both Chicago Booth Financial Aid and Career Services.
- Visa-holding students also must complete an additional Leave of Absence form with the UChicago Office of International Affairs.
- 3. Students planning an internship quarter, other than the Summer Quarter, should notify Academic Services and Career Services to understand the implications of this decision.

Students should also be aware that late fees may be assessed for unpaid balances even during a leave.

Evening MBA and Weekend MBA students not planning to register for one or more quarters should meet with Academic Services.

Students are responsible for contacting Chicago Booth Financial Aid to notify them of the leave. Evening MBA and Weekend MBA students who do not enroll in courses for more than four quarters and do not notify Academic Services will be put on leave of absence "unknown" indefinitely until a resumption of study is requested through Academic Services.

Parental Relief Leave of Absence

A student who becomes a parent during their program may request a one-quarter Parental Relief Leave of Absence to care for the new child, and pregnant students, for whom it is medically necessary, may request a Parental Relief Leave of Absence during pregnancy. Such leaves may be granted by the area dean of students of the student's school or division. Students are still eligible for university privileges during a Parental Leave of Absence. (For more information, refer to the Graduate Student Parent Policy.

Military Personnel Leave of Absence

Military personnel are subject to specific considerations when requesting leave for active duty.

- Students should present official documentation of their status as Armed Forces active personnel or reservist to Academic Services.
- 2. Students receiving VA or military-related benefits should speak with the designated advisor to veterans in the Office of the University Registrar.
- 3. Students called to duty before Week 5 of the quarter will be allowed to drop their courses and will receive a tuition refund if taking a complete leave of absence. Students who request to drop select courses only (without leave), will be subject to regular late drop penalties.
- 4. For students called to duty during Week 5 or thereafter appropriate registration/grading options will be determined on a per course basis.

Administrative Leave of Absence

Chicago Booth reserves the right to place a student on an administrative leave of absence for lack of academic progress or performance, disciplinary sanctions, restrictions (see section on Restricted Registration), and other such circumstances. When the dean of students determines, in consultation with the deputy dean of MBA programs and the student counseling services director (or their designee), that a student's

continued presence on campus poses a substantial risk to the safety and well-being of others or may cause significant disruption to the functioning of the university, a leave of absence may be initiated. The student may be in a better position to recover from or manage their symptoms at home or in a less stressful environment. The student also may benefit from specialized counseling or treatment away from the university. The student will be given the opportunity to take a leave of absence voluntarily. If the student declines to take a voluntary leave of absence, the dean of students has the authority to restrict or cancel existing and further registration of the student.

Policies and Guidelines

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

- 1. **Bidding for Classes:** Students should not bid for classes for the quarter(s) they will be on leave. Students who have bid for classes for the upcoming quarter should drop all classes in the next phase of bidding. Tuition fees are incurred for dropping a course after the final phase of bidding. Students receive a percentage of bid points back according to the bid point penalty schedule. Access to iBid is restricted during the leave quarter(s).
- 2. **Tuition & Fees:** Students are not charged new tuition or fees while on a leave of absence. If a previous balance remains unpaid additional late payment fees may accrue.
- Financial Aid: Students who receive financial aid and/ or loans must inform Chicago Booth Financial Aid of their intention to take a leave of absence.

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

1. **Student Health Insurance:** Students do not maintain health insurance coverage while on a leave of absence. The only exception is for students taking an approved medical leave of absence. In those instances, they may elect to maintain and pay for insurance coverage for the duration of the current plan year (through August 31). In electing a

- continuation of insurance coverage, students are assessed the quarterly university health services fee, unless they will be residing more than 100 miles from campus. For more information, visit UChicago Student Wellness.
- 2. **Health Services and Activities Fees:** Unless on an approved medical leave of absence, students do not pay these fees while on leaves of absence. If students on a medical leave of absence elect to maintain and pay for health insurance, then they are required to pay for the health services fee in the same quarters. Please see detailed information provided by University Heath and Counseling Services.
- 3. Career Services: Students should discuss their leave of absence plans with a career coach in Career Services. Leaves of absence affect internship and full-time employment position recruiting cycles and students must understand these implications prior to departure.
- 4. International Students: International students also must complete a Leave of Absence form with the Office of International Affairs and inquire about what documents will be required upon resumption. Taking a leave of absence may affect international students' eligibility for Curricular Practical Training or Optional Practical Training. Students should inquire about eligibility requirements at the Office of International Affairs or Academic Services.
- Student Employment: Students on a leave of absence cannot hold work-study, be a teaching assistant or maintain university student employment positions.

Resumption of Studies after a Leave of Absence

Students should contact Academic Services prior to their expected return to ensure they have time to bid for courses. Completion of a Resumption of Student Form (available on the intranet, under Academic Forms) is required. A student with a good record and verifiable reason for the extended absence is usually permitted to resume, subject to the time limit for completion of the degree and approval from the deputy dean of MBA programs. Students who return to the program may be subject to conditions of the program. Resumption of studies to a student's program is not automatic.

Resumption of Study for Military Personnel

Military personnel should contact Academic Services at least six weeks prior to their expected return. Students may petition for an extension of the five-year time limit to degree, if applicable. Please also refer to the policy on the Transfer of Course Credit Earned Elsewhere on page 26 of this handbook.

Transfer between Chicago Booth MBA Programs

Chicago Booth does not allow students to transfer from the Full-Time MBA Program into the Evening MBA or Weekend MBA Programs. Similarly, Evening MBA and Weekend MBA Program students cannot transfer into the Full-Time MBA Program.

Evening MBA and Weekend MBA students may petition online to transfer between the Evening MBA and Weekend MBA Programs. Academic Services reviews the student petition with the deputy dean of MBA programs. Students must be registered for two quarters before requesting to transfer and may only transfer once during their MBA program.

Program Withdrawal

MBA Program Withdrawal

Students wishing to withdraw from a MBA program, including students in joint degree programs, must submit in writing or email to the dean of students their intention to leave the degree program. The dean of students reserves the right to administratively withdraw a student from the program if a student has been marked inactive and it has been determined that he/she can no longer complete the program within the time limit for the completion of the degree.

Once withdrawn from the program, students may only return by reapplying and gaining admission to their program of application. If approved to return, students may count previously taken courses following these conditions:

- 1. A student should petition to transfer University of Chicago courses via email to Academic Services by the end of the quarter that the student returns to Chicago Booth.
- 2. The maximum number of course credits accepted is 300 units.
- 3. Courses are applied to 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 to count. Courses are conditionally approved to count until an application for graduation is submitted.
- Neither Chicago Booth courses nor University of Chicago courses are approved to count 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. Students will receive 2,000 bid points per approved course.

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

Joint Degree Program Withdrawal

Students wishing to withdraw from a joint degree program, but remain in the MBA, must email their intention to Academic Services and their other department. Students may count previously taken coursework from their other department using the following guidelines:

- The maximum number of course credits accepted for transfer is 600 units. These units will be counted toward the total 2,000-2,200 units required for the MBA degree.
- Courses are applied to 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 counting for the MBA. Courses are conditionally approved to count until an application for graduation is submitted.
- University of Chicago courses will not count for the MBA if the coursework:
 - Has been or will be counted towards other University degrees, or
 - Was graded Pass/Fail, R, or any grade lower than C.

Registration and Course Credit

Course Bidding System (iBid)

Registration for continuing students for the next quarter generally begins Monday, Week 7, of the current quarter with the final phase of registration ending Monday, Week 2. Autumn Quarter registration information is emailed in early August.

All bids are entered in the online bidding system, iBid. Bidding instructions and deadlines are available on the Chicago Booth student intranet via the iBid quick link.

Students in joint degree programs use iBid and follow Booth's enrollment procedures and timelines for Booth classes. Joint Degree students follow their other department's enrollment systems, procedures, and timelines for classes in their other program.

It is the expectation that students review all course descriptions and syllabi prior to bidding on courses. Moreover, it is the expectation of Booth faculty that students attend, prepare assignments for, and participate in group work for all courses enrolled in and/or on which they are bidding, as well as any courses for which students are waitlisted in Phase 3. Failure to do so may result in the student being administratively dropped from the course per the faculty's request. Syllabi should be considered "contracts" between faculty and students that detail course expectations.

Bid Points

New Full-Time MBA Program students begin their course of study with 8,000 bid points. New Evening MBA and Weekend MBA students begin with 4,000 bid points. New Full-Time Joint Degree students begin their Booth course of study with 10,000 bid points and new Evening and Weekend Joint Degree students begin their Booth course of study with 6,000 bid points. All students accrue 2,000 bid points for each 100-unit course (excluding LEAD) and 1,000 bid points for each 50-unit course. Bid points are paid in the amount of the closing price for each course added in that phase of bidding. Point refunds for dropped courses occur based on the bid point penalty schedule posted in iBid. This includes drops for withdrawals for leaves of absence, schedule adjustments for study abroad and lab courses, and student error.

Chicago Booth Course Cancellation

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

Transfer of Booth and Non-Booth (UChicago) Courses

Courses taken at the University of Chicago prior to matriculating to Chicago Booth are applicable toward the MBA degree under the following conditions.

- Course transfer requests must be submitted using the Petition for Prior UC Course Credit form.
 Forms are due to Academic Services by the end of the first quarter at Chicago Booth.
- 2. The maximum number of course credits accepted for transfer is 300 units, which are counted toward the total 2,000 2,200 units required for the degree.
- 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. Neither Chicago Booth courses nor University of Chicago courses are 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. Students receive 2,000 bid points per approved 100-unit course.
- 6. Transfer courses applied to the degree also count toward the total units earned for the degree and will count toward a student's cumulative GPA.

Transfer of Courses Earned Elsewhere

Coursework taken at institutions other than the University of Chicago cannot be transferred to count toward the MBA degree requirements.

Coursework taken as part of the International Business Exchange Program (IBEP) will count as general elective credit. More information on IBEP guidelines and policies can be found on the student intranet in the Student Life section.

Taking the Same Course Twice

Students wishing to repeat a course for either of the reasons outlined below must obtain faculty consent prior to enrollment and contact Academic Services.

- 1. Repeating a course with the same title and content.
- 2. Repeating a course with a different course number, but with similar content.

Repeated courses would count only once toward the student's degree requirements, whether taken as a Booth student, or prior to becoming a Booth student. If the repeated course was taken prior to becoming a Booth student and was not petitioned to transfer into Booth, the previously taken course would not be calculated in their Booth cumulative grade point average.

Business 31301—Individual Study in Business

Students wishing to investigate a topic not covered in regularly offered courses can enroll in Individual Study in Business by registering for Business 31301. Students should contact Academic Services as Business 31301 is subject to specific guidelines.

Remote Courses

The value of the Chicago Booth MBA program is rooted in relationships between the students and the faculty and among students. As a result, the program is designed as an in-person experience. Options for remote classes are provided to give students added flexibility. Students should anticipate taking no more than 25 percent of their coursework remotely.

Tuition and Fees

Tuition and Fees

Registration for courses at the university carries with it the student obligation to pay tuition and fees. The university academic year begins Summer Quarter and ends Spring Quarter. Note that new tuition rates are set each year in the Summer Quarter. Full-Time, Evening, and Weekend MBA students receive their guaranteed four-year tuition rate at the time they start the program.

Students in the Full-Time MBA Program must pay six quarterly tuition installments before they can complete the degree program. Students in the Evening MBA and Weekend MBA programs are assessed tuition on a per course basis and must pay for 2,000 units. Joint Degree programs vary in the number of quarterly installments owed. Students should consult with the director of Joint Degree Programs regarding their tuition obligation. Students can find tuition costs on the University of Chicago Office of the Bursar website.

Fees include the following:

- Lifetime transcript fee paid in their first quarter of study;
- Course material fee for each Booth course enrollment. The fee is for cases, articles, and simulations delivered electronically through Canvas, faculty course web pages, or hard-copy in class. Students may be required to purchase a textbook in addition to this expense;
- An administrative service fee that entering Full-Time MBA Program students pay over three quarters beginning in their first quarter of study;
- University Student Life fee for Full-Time MBA students during quarters of registration; and
- One-time student activity and administrative fees for Evening MBA and Weekend MBA students in their first quarter of study.

Health Insurance Premiums

Health insurance coverage is mandatory for Full-Time MBA Program students. Students must complete the enrollment or waiver process annually. Students can fulfill the insurance requirement by:

- 1. Confirming enrollment in the university's United Health Care plan (U-SHIP); or
- Waiving enrollment by affirming proof of alternate insurance that meets the university's comparable coverage requirements.

Unless a student waives U-SHIP during the enrollment period, the student will remain enrolled in U-SHIP and billed for the annual payment for the entire plan year. The coverage dates of the U-SHIP plan are September 1 through August 31. Insurance premiums are assessed over a three–quarter span.

Evening MBA and Weekend MBA students are exempt from the health insurance requirement.

Tuition and Fee Payments

Tuition and fees (and insurance premiums for Full-Time MBA students who elect the U-SHIP plan) are assessed to students' bursar accounts. The Office of the University Bursar issues bills and payment is expected by the stated due dates. Please refer to the billing schedule at bursar.uchicago.edu. An employer's reimbursement policy or other personal events are not excuses for late payment. Students who do not pay their bills on time are assessed late-payment penalties and may have their university account and privileges restricted.

Grading Effects on Tuition

Beginning Week 3, students will not receive a refund for late drops. A grade of W will also be issued for all drops beginning Week 3. Beginning Week 8, withdrawal from a Chicago Booth course requires written faculty consent. Students cannot drop a course after a final exam has been conducted or released.

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

Restricted Registration

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

If a restriction is unresolved, the student is prohibited from bidding for courses for the upcoming quarter. Additionally, restrictions will prohibit university privileges and services. Prohibitions include the inability to:

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

Once the restriction is resolved, the student regains privileges for course bidding. If the restriction is not cleared by Week 1 of the subsequent quarter, the student is not able to maintain enrollment in courses. Therefore, a student would be placed on leave of absence/inactive status for that quarter and all enrolled courses will be dropped from the student's term record. Please see the section on Inactive Status on page 20 for further implications.

In accordance with University of Chicago policy, the dean of students also may place a student on restricted status for noncompliance in any administrative area given advance written warning.

Grades and Grading Policies

Chicago Booth Course Grades

Chicago Booth adheres to a plus/minus grading policy. The following course grades are used: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, P (pass), F (fail), I (incomplete), R (registered), and W (withdrawal). The grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, and P are passing grades used for students who desire course credit. The grade F (fail) indicates unsatisfactory work. An F grade in a student's final quarter will delay degree completion and distribution of diploma. The student will be required to complete the degree requirements before officially graduating. The grade W (withdrawal) indicates that the student has withdrawn from the course after the third week of the quarter.

Non-Booth (UChicago) Course Grades

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

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

Grade Point Average Calculation

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

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

Official Audit

Students admitted to the University of Chicago who are on active status may audit courses at Chicago Booth. A grade of R (registered) signifies that no credit has been earned and that the student has submitted no evidence for grading of the work. As such, the grade of R may not later be changed to any other grade,

nor may any other grade be changed retroactively to R. Tuition rate applies to officially audited courses, though they do not count toward degree requirements. Bid points are granted for these courses. To request a grade of R, students must:

- Successfully bid for the course, including paying bid points if the course closes for a price in that phase of bidding.
- 2. Obtain written permission from the instructor to officially audit the course.
- 3. Forward the written consent to Academic Services by Friday, Week 2 of the quarter.

Incompletes

An Incomplete signifies that a portion of the required work for a course is or will be outstanding at the time the faculty member submits final grades for that quarter. It is not a remedy for poor performance in a course. If schedule conflicts, workload, recruiting, or other factors have affected a student's ability to keep up in a particular course, a student should withdraw from the course. If a student needs to repeat a course in order to satisfactorily complete it, the student should not request an Incomplete; the student must register and pay for the course again. Please note the following:

- 1. Contact Academic Services to obtain the Incomplete form, which also requires faculty approval.
- Incomplete forms are accepted between Monday of Week 6 and the last day of classes prior to final exams and only forms that are approved by the faculty will be accepted.
- 3. Incompletes are given at the discretion of the instructor. The manner of and time period for completion of the work is agreed on by the instructor and the student, subject to the guidelines noted here. If the instructor is unwilling to give an Incomplete, the student should withdraw from the course.
- 4. Students may make up an Incomplete only with the instructor who granted it unless otherwise agreed upon by the faculty member.
- If a student is graduating and has a mark of Incomplete from a prior quarter, work must be submitted to the instructor (as required by the

instructor), with a final grade posted by the grade submission deadline for the graduating quarter. If a grade is not posted by this deadline, the student will be removed by the Registrar's Office from the list of degree candidates and graduation will be postponed for one quarter or until a grade has been posted. To be eligible for Honors/Wallman Scholars consideration, Incompletes must be satisfied by Friday of Week 2 of the quarter of graduation.

- Students are not eligible for graduation if an Incomplete is approved for a course in the graduating quarter.
- 7. Students may not carry more than two Incompletes at a time to ensure academic progress.
- 8. The grade of I will be posted on the student's university transcript until the final grade is posted. Once the final grade has been posted, the grade of I will be replaced with just the final grade.

Pass/Fail in Chicago Booth Courses

Pass/Fail forms are available on the intranet via the Academic Forms quick link.

Students in Joint Degree programs should consult with their other program regarding taking pass/fail for any coursework offered by their other department.

Degree and Concentration Requirements

- Up to 200 of the 1,000 elective units of credit may be taken for pass/fail grading.
- Students may elect two pass/fail grading options in the same quarter, including the graduating quarter.
- Courses counting for Foundations and Functions, Leadership and Management, and Business Environment requirements may not be taken for pass/fail grading.
- Courses counting toward concentrations and 50unit courses may not be taken for pass/fail grading.
- PhD workshops (course numbers xx6xx) are graded only pass/fail; in taking a PhD workshop, students use one of two pass/fail grading elections.

Faculty Members' Grading Policies

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

Deadline for Pass/Fail Grading Election— Sunday of Week 4, Current Quarter

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

Special Programs/Circumstances

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

Dean's Honor List/Graduation with Distinction

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

Pass/Fail in Non-Booth (UChicago) Courses

Students taking a course outside Chicago Booth who wish to register to take a course pass/fail should obtain permission from the instructor at the time they request enrollment in the course. In some divisions, students must register for pass/fail grading through a department or division office; in most divisions, however, pass/fail grading is managed by the instructor. Students should follow the grading guidelines of the department or division in which the course is taught. It is the responsibility of the student to ensure that the instructor is reminded of the agreement to take the course pass/fail prior to the time the grade is issued. Non-Booth courses taken for pass/fail credit count against the overall number of pass/fail units allowed.

Chicago Booth Grading Policy

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

Official Transcripts

All entering students pay a lifetime transcript fee in their first year of study. This one-time lifetime transcript fee allows students to request an unlimited number of official transcripts, now and in the future, whenever they need them, at no additional cost. Transcripts may be ordered via secured internet transaction at registrar.uchicago.edu/transcripts.

Grade Appeal Procedures

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

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

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

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

Academic Grievances

Students are encouraged to raise issues and concerns in email regarding academic matters with the faculty, when appropriate, to the associate dean of faculty and academic services. Academic grievances not related to a grade change may be brought, in email, directly to the dean of students. Issues that cannot be resolved by the dean of students or associate dean of faculty and academic services 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.

Probation

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

A student is placed on quarter probation if their grade point average (GPA) for the quarter is less than C+ (2.33) and is placed on cumulative probation if their cumulative GPA is less than C+ (2.33).

If a course is repeated, both grades are included in the calculation.

In the event that a student is placed on quarter or cumulative probation, he or she will receive official notification from Academic Services, and is required to meet with Academic Services. In the case of cumulative probation, restrictions will be placed on grading options and registration; in the case of quarter probation, restrictions may be placed on grading options and registration, and involvement in student activities and/or leadership positions.

Any student placed on probation for two consecutive quarters or who fails to meet the conditions of probation, will have strict enrollment limits placed on their subsequent quarter(s), may be placed on administrative leave of absence, and/or may be dismissed from the school by the dean of students.

Honors

Dean's Honors List

Students are named to the quarterly Dean's Honor List based on performance and the courses-completed conditions set forth by their academic program. Only Chicago Booth courses are considered in the criteria for Dean's Honor List. Nondegree-seeking exchange students are not eligible for Dean's Honor List.

Full-Time MBA students registered for 300 to 500 units of Chicago Booth credits in a quarter will be named to the Dean's Honor List for that quarter if the following conditions are met. The student:

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

Evening MBA or Weekend MBA students registered for 300 to 400 units of coursework in a single quarter*; or 300 to 500 units of coursework over the current and previous quarter* will be named to the Dean's Honor List if the following conditions are met. The student:

- 1. Achieves a 3.5 or higher GPA in the Chicago Booth course(s) taken during the qualifying period.
- 2. Earns no grade lower than B in the Chicago Booth course(s) in the qualifying period.
- Receives no pass/fail grades, with the following exception—if a student has taken at least 300 units of Chicago Booth coursework for a letter grade in the qualifying period.
- 4. Receives no Incompletes in any coursework in the qualifying period (Dean's Honor List may not be retroactively named after a student completes a course previously taken for Incomplete).

- 5. Receives no grade of Withdrawal in any coursework in the qualifying period.
- 6. Courses have not previously counted toward Dean's Honor List distinction.

Degree with Honors

Chicago Booth offers two honors distinctions, Wallman Scholars and Honors. The Wallman Scholar distinction is assigned to the top five percent of the graduating class who are recognized in honor of the gift made in 2017 by Amy Wallman, '75, and Richard F. Wallman, '74. The Honors distinction is assigned to the next 15 percent. The calculation is based on GPA averages of all MBA graduates from the preceding academic year. Chicago Booth does not release the specific GPA cutoff information to students. The distinctions are based upon the following conditions:

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

The distinction is noted on a student's diploma and official transcript. Students receiving the distinction are notified by email in Week 6 of the graduating quarter.

Honors Distinction Post-Graduation

Chicago Booth grants Wallman Scholars and Honors distinctions post-graduation to alumni who qualify based on grades in their last quarter. Following the receipt of final grades, the Booth Registrar's Office will compile graduate's GPA information from all programs and all quarters for the previous academic year to determine who achieved distinction post-graduation. The University of Chicago official transcript and diploma will reflect this distinction.

^{*}This will be known as the qualifying period.

Graduation

Application for Graduation

One quarter prior to graduation, students must complete the online Graduation Application. Students in a joint degree program must submit two graduation applications, one through Booth and one through their other program.

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

If, after applying to graduate, a student must delay graduation, the student must reapply for graduation and pay a reapplication fee to the university.

All graduating students must:

- 1. Successfully complete 2,000 units of coursework with a grade of D (or P) or higher.
- Complete all outstanding Incompletes by Friday of Week 8 of the quarter of graduation (Week 8 in a 10-week quarter);
- 3. Satisfy all financial obligations to the university by Friday of Week 8 of the quarter of graduation (Week 8 in a 10-week quarter).
- 4. Maintain a minimum 2.33 GPA in courses counting toward the degree and concentration requirements.
- Joint degree program students may need early and/ or provisional grades for their final quarter courses. Individual communications will be sent.
- 6. Joint degree program students must graduate from their other program in the same quarter as Booth.

Concentration Ranking

Chicago Booth recognizes all concentrations earned. Students may order these concentrations for official documentation by Friday, Week 9 of the quarter of graduation through the online Graduation Application.

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

Non-Booth (UChicago) Courses

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

Graduation Ceremony (Convocation)

Every quarter, Chicago Booth confers degrees. Each Spring Quarter, the University of Chicago holds a ceremony for the graduates of all academic units officiated by the president of the university. Also in Spring Quarter, Chicago Booth hosts a ceremony for all graduates of the Full-Time MBA Program, Evening MBA Program, Weekend MBA Program, Executive MBA Programs, and PhD Program officiated by the dean of Chicago Booth.

Diploma Mailing

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

Booth General Information and Guidelines

Confidentiality of Student Records and Information

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

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

For a full listing of FERPA guidelines, students should refer to registrar.uchicago.edu/records/ferpa/

Electronic Communication

Each student is provided a Booth email address and a CNetID user account with a unique password. The assigned user names are unique identifiers and are tied to students' university identification numbers (Student IDs); therefore, user names cannot be changed. It is the responsibility of all students to monitor correspondence sent to their Chicago Booth email address.

Use of University of Chicago and Chicago Booth systems is subject to the Privacy and Acceptable Use Policy. All users of University of Chicago and Chicago Booth systems should be familiar with its content. The CNetID provides access to a variety of resources, including:

- Chicago Booth intranet at intranet. Chicago Booth.edu
- Chicago Booth email
- Chicago Booth computer labs
- Student Directory
- UChicago Virtual Private Network (CVPN)
- Canvas LMS at canvas.uchicago.edu
- Wireless networking
- Proxy access (reserved library online catalogs)
- my.uchicago

Booth IT policies are posted on the intranet under Technology; Frequently Accessed Resources subsection.

Official Name Change

Students needing to update their school record due to an official name change may complete a Name Change, found within My Profile.

Students must provide official documentation of the new name. Acceptable forms of documentation include: a marriage license, driver's license/state identification, or passport.

General Risk Waivers

All students sign a general risk waiver upon accepting their offer at Chicago Booth. Students may be required to sign additional risk waivers during their time for certain activities in order to participate.

Photo Rights

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

Privacy and Security

Chicago Booth has taken precautions to secure the personal information available through the Chicago Booth Student Directory. The Student Directory is password protected to allow access by Chicago Booth students and alumni only. Although these precautions should effectively protect any personal information available through the Chicago Booth 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.

Privacy Display Options

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

Student Travel

During the period when students are studying for their MBA, it is common for colleagues to travel together both for official and unaffiliated purposes. This section clarifies the resources available to students for planning and contracting purposes.

Official Student Travel

Travel directly related to coursework in a degree program or travel that is funded and/or sponsored by Chicago Booth is deemed "official travel." Some official travel may require waivers. Students participating in official travel are strongly encouraged to register their international travel plans and contact information with the University of Chicago at traveler. uchicago.edu. The University of Chicago does not have medical payment insurance that would cover student expenses in the event of an injury or illness during participation in these events.

Unaffiliated Student Travel

"Unaffiliated" travel refers to student travel that is neither funded nor sponsored by Booth, or any other academic unit at the University of Chicago. Limitations related to unaffiliated travel include:

- Participants and/or organizers may not use the Chicago Booth name, trademark logos, facilities, or listservs to market their programs; make travel reservations; sign contracts; negotiate group deals; or arrange meetings or other activities by implying that the travel has any relationship to Chicago Booth or UChicago.
- Participants and/or organizers who wish to engage alumni during any unaffiliated travel must seek approval of the deputy dean.
- Access to UChicago and Chicago Booth facilities abroad is not guaranteed.

If you are unsure of the disposition of your event, official versus unofficial, you must consult with the dean of students.

Students with Disabilities

The University of Chicago fully embraces its responsibility to provide reasonable accommodations to qualified individuals with disabilities according to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act as amended. Students must self-identify as an individual with a disability to the Student Disability Services (SDS) to receive reasonable accommodations. SDS staff will engage students in an interactive process to identify necessary services and accommodations to ensure equitable access to university programs and services.

Students are responsible for following the procedures outlined on the SDS website for registering and using disability services and accommodations. All requests for an accommodation must be submitted via the online Student Disability Services Request Form. When access needs are not obvious or visible, disability documentation that meets SDS guidelines will be requested to establish eligibility and reasonable accommodations. SDS staff make accommodation decisions on a weekly basis once all supporting documentation and information has been

submitted to SDS. Student eligibility is initially shared with the Booth disability liaison(s). and approved accommodations are implemented by Academic Services. For more information, you may contact SDS at 773.702.6000 or a Booth disability liaison. You may also refer to the following sites based on your Booth program.

- Full-Time MBA Program Accommodations
- Evening and Weekend MBA Program Accommodations

Vendors

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

Usage of Chicago Booth Campuses

Appropriate Use of Campus Buildings

Specific areas within Gleacher and Harper Centers and Booth 455 are designated for the exclusive use of Chicago Booth students, staff, faculty, and guests of the school's administration. Examples of these areas are: classrooms, internet stations, student group study rooms, student lounges, and quiet study areas. Any use of Chicago Booth campuses not directly related to the academic mission of the school must be approved by the deans or designated staff.

Harper Center and Gleacher Center are to be utilized by Booth students, faculty, and staff to participate in the school's academic and community programs. Social and nonacademic events held in either center should support Chicago Booth's educational and community aims. Harper Center and Gleacher Center are not a substitute for other venues that support social activities inappropriate for an educational facility such as bars, clubs, or gambling establishments. The building hours for Chicago Booth students with authorized UChicago Cards is Monday—Sunday 7 a.m. until 11 p.m. Gleacher Center and Booth 455 are closed for events on Sundays.

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

Gleacher Center Computer Lab— Usage Policy

All current, registered Chicago Booth students may access Gleacher Center's computer lab during normal building hours. Chicago Booth alumni may access Gleacher Center's computer lab Monday–Friday, except from 4:30 to 6:30 p.m. Alumni use is not permitted on Saturday or Sunday.

Group Study Rooms—Usage Policy

All students registered for a Chicago Booth class in the Evening MBA, Executive MBA, Full-Time MBA, PhD, or Weekend MBA Programs can reserve group study rooms in Booth 455, Gleacher Center, and Harper Center. Group study rooms are reserved online via the online reservation tool through the intranet.

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

Students using group study rooms must hang their UCID in the window so Security can verify the students' reservation.

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

Notes

Notes

CHICAGO BOOTH

The University of Chicago Booth School of Business

Harper Center 5807 South Woodlawn Avenue Chicago, Illinois 60637

Gleacher Center 450 North Cityfront Plaza Drive Chicago, Illinois 60611