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 your program office’s website.
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Standards of Scholarship and Professionalism

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

Classroom, extracurricular, and professional relationships must be founded on the values and principles of mutual respect, and 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 regardless of sex, race, cultural heritage, religious practice, and/or sexual identity. Each member of our community is responsible for the protection of the dignity and the rights of other members.

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

Specific Standards of Scholarship

Chicago Booth’s Learning Environment

The mission of Chicago Booth is to create enduring knowledge and to educate future business leaders. The ability and willingness to learn reside in the individual, but very high levels of learning can be achieved only if all members of the Chicago Booth community understand and respect their mutual obligations. Each community member defines the quality of this learning environment through his or her daily actions and choices. The learning environment extends beyond the classroom to the myriad interactions and working relationships of the larger community of students, faculty, alumni, and staff.

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

1. Respect for the individual. There is a deep respect for the individuality of each student and faculty member. Through a wide choice of electives, access to detailed course descriptions within the online Curriculum Guide, and the bidding system to select courses, students can satisfy their particular interests and learning styles. Likewise, faculty members each have the opportunity to decide what they teach and how.

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 cutting-edge, evolving knowledge and techniques.

Consistent with Chicago Booth’s long-standing empirical traditions, a commitment to continuous improvement necessitates 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.
5. Adhering to deadlines and timetables established by the instructor or study groups.
6. Providing constructive feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.

The same standards apply to all meetings and communication with University 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 in Plagiarism” in the university’s Student Manual of University Policies and Regulations for more details.

**Examinations and Other Graded Work**

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

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

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

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

**Examination Policies**

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

Students with unavoidable circumstances, such as illness, grave personal difficulty, or a death in the family, should contact 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.

The schedule for final exams is available on the student intranet via the Course-Related Information quick link.

**Harassment, Discrimination, and Sexual Misconduct**

The university is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education and research. The university cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to his or her sex, or, for that matter, any other factor irrelevant to participation in university life.

Sexual harassment including sexual assault by any member of the university community is prohibited. Without feeling constrained by specific definitions, any person who believes that his or her educational or work experience is compromised by sexual harassment or sexual assault should contact an advisor or director in his or her appropriate program office to discuss the situation. A student also may seek assistance from a sexual harassment complaint advisor. A current list of advisors is available online at csl.uchicago.edu/get-help/bias-response-team.

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

The university has a disciplinary process in place to investigate and, when warranted, adjudicate sexual misconduct complaints about students. The associate dean of students in the university for disciplinary affairs, can discuss this process with any person who wishes to make a complaint or is considering making a complaint about faculty, other academic appointees, postdoctoral researchers, and staff members. The associate provost can be reached at 773. 702.5677. Information about this process can be found at provost.uchicago.edu/issues/discrimination-harassment-and-sexual-misconduct. The University of Chicago strictly prohibits retaliation of any kind by either party involved with the reporting and adjudication of incidents.

For the entire Policy on Harassment, Discrimination, and Sexual Misconduct, students should refer to the university’s **Student Manual of University Policies and Regulations** available online at harassmentpolicy.uchicago.edu.
Specific Standards of Professionalism

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

For the entire policy, students should refer to the university’s Student Manual of University Policies and Regulations available online at studentmanual.uchicago.edu.

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

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

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

Career Services
Chicago Booth offers Career Services support to all current and former MBA students 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:

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

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, a detailed request must be made, in writing or email, to the associate dean of Career Services. If a student’s academic program lends itself to participation in internship recruiting twice, that request must be made, in writing or email, to the associate dean of Career Services.

Students who are not enrolled in any Chicago Booth courses are not eligible to participate in campus recruiting. Appeals for exceptions to this policy must be made, in writing or 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 website, intranet.ChicagoBooth.edu/secure/full-time/careers/career-services/engage-with-companies/recruiting-policies, for further details. Students are expected to be familiar with these policies.

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

Eligible 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 the Autumn Quarter of each year. Participation includes attending corporate recruiting events and being invited by companies to interview for full-time, entry-level (MBA/Associate) positions on-campus.

Evening MBA and Weekend MBA students are not eligible to bid for interviews in campus recruiting for full-time positions, nor can they participate in campus recruiting for internships. Evening MBA and Weekend MBA students must meet all eligibility requirements and abide by Career Services’ Campus Recruiting Policies and Procedures available at intranet.ChicagoBooth.edu/secure/evwkd/careers/campus-recruiting/eligibility-for-participation. Any requests for exceptions to these eligibility requirements must be made in writing or email to the associate dean of Career Services.

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

1. Be seeking full-time employment.
2. By the end of the Summer Quarter in the year they are planning to participate in campus recruiting, have successfully completed at least 1200 units of credit that meet Chicago Booth’s degree requirements (Take Three courses count towards eligibility. The LEAD course does not count towards eligibility).
3. Be enrolled in and complete at least 100 units of Chicago Booth course for credit during the Autumn Quarter they are participating in campus recruiting and have not graduated from Chicago Booth.
4. Submit employment status and employer financial support information via the Campus Recruiting Interest and/or Participant Survey.
   a. Submit an employer letter to Career Services if they have indicated in the Campus Recruiting Interest/Participant Survey that they have accepted funding from their current employer towards their MBA in excess of $8,000 in any calendar year as a Booth student.
   b. Update Career Services if their employment status and/or financial support from their current employer changes after submitting the Campus Recruiting Interest/Participation Survey.
5. Have not previously participated in campus recruiting. Participation in campus recruiting is only allowed once.
6. Have participated in all mandatory campus recruiting training sessions and have completed a campus recruiting–specific resume review with a Career Coach.
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 itservices.uchicago.edu/policies/acceptable-use-policy
2. Student Manual of University Policies and Regulations at studentmanual.sites.uchicago.edu/networking
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.

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

Chicago Booth Honor Code
The Chicago Booth community (faculty, students, alumni, and deans) 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 him/herself, his/her experience, or his/her academic record during the admissions process. All offers of admission are contingent upon the applicant’s signature on the application document agreeing to adhere to the Chicago Booth Honor Code.
3. No student shall represent another’s work as his or her own. No person shall receive disallowed assistance of any sort, or provide disallowed assistance to another student, at any time before, during, or after an examination or with respect to other graded work for a course.
4. Each student shall sign the following pledge on each exam: “I pledge my honor that I have not violated the Chicago Booth Honor Code during this examination.” At the discretion of the professor, this pledge may be required on any other graded work for a course.
5. Each professor, in the course 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 course.
6. The principles embodied in the Chicago Booth Honor Code apply to every part of the Chicago Booth community.
7. Violations of the Chicago Booth Honor Code that relate to academic issues will be handled according to 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, Full-Time MBA Program Dean of Students, etc.) in which the violation occurred, but may be referred to a disciplinary committee for further action. Decisions related to nonacademic violations of the Chicago Booth Honor Code or the Standards of Scholarship and Professionalism may be appealed to the deputy dean of the student’s program.


University Disciplinary Procedures

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

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

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

Conduct involving violation of the Policy on Harassment, Discrimination, and Sexual Misconduct is addressed by the university-wide disciplinary system. Reports should be brought promptly to the attention of the associate dean of students in the university for disciplinary affairs in Campus and Student Life for investigation and possible disciplinary action. The associate dean of students in the university for disciplinary affairs may open an investigation based on reports from third parties of arrests, citations, or other conduct from external parties. The university-wide disciplinary system is described in the Student Manual of Policies and Regulations at studentmanual.uchicago.edu/university_dicip_system.

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

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

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

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

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

MBA and IMBA: Length of Study
All MBA and IMBA students have five calendar years (20 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 can complete the program in more or less time, but should be aware that there may be academic and financial implications of pursuing an accelerated or decelerated program of study.

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

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

Any student seeking to extend his or her studies beyond 20 quarters must request an exception, by petition, to the senior director of Academic Services. Exceptions to the degree deadline policy are made in the rarest of cases, and all requests are subject to approval by the deputy dean of the student’s program.

MBA Degree Requirements
1. Satisfactory completion of the LEAD course.
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.
3. Satisfactory completion of the Foundations and Functions, Management, and Business Environment requirements (these must be 900 units of distinct Chicago Booth credits with the exceptions noted on the student intranet via the Course-Related Information quick link), and remaining elective options.
4. A cumulative grade point average of at least C+ (2.33) in all courses counted toward the MBA degree.

IMBA Degree Requirements
1. Satisfactory completion of the LEAD course.
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.
3. Satisfactory completion of the Foundations and Functions, Management and Business Environment requirements (these must be 900 units of distinct Chicago Booth credits with the exceptions noted on the student intranet via the Course-Related Information quick link), and remaining elective options.
4. Satisfactory completion of the international business course requirements: either 33501 or 33502 and an additional 400 units of international business courses (see list on the online curriculum page, on the student intranet via the Course-Related Information quick link). IMBA candidates must complete at least 100 units of international business course(s) in their first year. Students may count up to two 100-unit non-Chicago Booth courses toward their international business requirements. These may include 200 units of credit from IBEP Study Abroad (subject to faculty approval), two 100-unit courses from a University of Chicago division/school other than Chicago Booth (selected from a pre-approved list), or one 100-unit course from each.
5. Implicit in the IMBA degree is expertise in international business. Recognition of an international business concentration would be redundant; therefore, no IMBA student may earn an international business concentration.
6. One quarter of full-term study abroad through the Chicago Booth International Business Exchange Program (IBEP). As participants in IBEP, students may not take any of their other Chicago Booth or non-Chicago Booth courses for pass/fail grading.

7. Declared IMBA students are eligible to study abroad as soon as they have successfully completed a minimum of 700 units of credit and completed the language assessment exam. This is limited to partner schools with spots available only.

8. Advanced proficiency of at least one foreign language demonstrated by achieving an Advanced Low rating on the ACTFL exam no later than Friday, Week 4, of the quarter of graduation.

9. A cumulative grade point average of at least C+ (2.33) in all courses counted toward the IMBA degree.

10. Students unable to fulfill the IMBA degree requirements must petition in writing or email to the associate director of International Programs to withdraw from IMBA status by Friday, Week 1, of the graduating quarter in order to graduate with the MBA degree.

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

Concentrations

In completing degree requirements, students may elect to earn concentrations in certain subject areas. Concentration requirements are outlined on the intranet via Course-Related Information, intranet.ChicagoBooth.edu/secure/Staff/Academics/CDR/CourseRelatedInformation.

To earn a concentration, students must:

1. Complete for a grade of D or better in each required course of the concentration sequence; and

2. Obtain a minimum, cumulative GPA of 2.33 within that course sequence.

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

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 the program office by Friday, Week 3 of the graduating quarter. Students may not petition more than one IBEP or University of Chicago course into any concentration. An area faculty member will evaluate the petition.
Student Status

Full-Time Status
This section clarifies student status and how it relates to a student’s home program. Specifically, a Full-Time MBA Program student does not become an Evening MBA or Weekend MBA student by taking less than 300 units of credit, and an Evening MBA or Weekend MBA student does not become a Full-Time MBA student by taking more than 200 units of credit. Note that the home program is defined as the format of the Chicago Booth MBA program into which a student was admitted.

For Full-Time MBA (including IMBA) students and students in the Evening MBA Increased Course Load (ICL) Program, 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 may live in student housing, 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 their academic advisor.

Full-Time MBA students who plan to take 450 or more units in a quarter must submit a petition to Academic Services for approval.

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 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. Evening MBA and Weekend MBA students who plan to take 450 or more units in a quarter must submit a petition to Academic Services for approval. 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. Inactive students do not have access to the following Chicago Booth and university privileges:

- iBid and other password-protected academic information, such as course evaluations, restricted course materials, and Canvas
- GTS and other password-protected Career Services information
- Community 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
- Chicago Booth and university student events and associated leadership roles
Students’ Chicago Booth email accounts remain active while on inactive status. Students are removed from the administrative email distribution lists. They are automatically added back to these lists upon resuming active status. Access to password-protected information on the intranet is regained upon resuming active status at the start of the quarter.

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

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

**Leave of Absence**

Students may elect to take a leave of absence from their studies. It is the responsibility of the registered student wishing to take a leave of absence to file a Leave of Absence form. These forms are available in the Full-Time MBA Program Office and online for Evening MBA Program and Weekend MBA Program students.

**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 an academic advisor in Academic Services and complete a Leave of Absence form. Students are responsible for contacting 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. Students living in university housing should contact University Housing. Students planning an internship quarter, other than the Summer Quarter, should notify an academic advisor and Career Services to understand the implications of this decision. Students also should be aware that tuition penalties and fees may be assessed.

Evening MBA and Weekend MBA students not planning to register for one or more quarters should meet with an academic advisor in the Evening MBA and Weekend MBA Programs Office. Students are responsible for contacting Chicago Booth Financial Aid. Evening MBA and Weekend MBA students who do not enroll in courses for more than four quarters and do not notify the programs office will be put on leave of absence “unknown” indefinitely until a resumption of study is requested through Academic Services.

**Graduate Student New Parent Policy**

Full-Time MBA Program students who become parents during their studies may take advantage of the UChicago Graduate Student Parent Policy at studentmanual.uchicago.edu/parents. Full-Time MBA students should meet with an academic advisor to discuss their options.

**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 an associate dean determines, in consultation with the Student Counseling Services director (or his or her designee), that a student’s continued presence on campus poses a substantial risk to the safety and well-being of others or may cause significant disruption to the functioning of the university, a leave of absence may be indicated. The student may be in a better position to recover from or manage his or her symptoms at home or in a less stressful environment. They 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 associate dean has the authority to restrict or cancel existing and further registration of the student.

**Military Personnel Leave of Absence**

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

1. Students should present official documentation of their status as Armed Forces active personnel or reservist to Academic Services in the Full-Time MBA Program Office or the Evening MBA and Weekend MBA Programs Office.
2. Students receiving VA or military-related benefits should speak with the designated advisor to veterans in the Office of the Registrar for the university.
3. Students called to duty before Week 5 of the quarter will be allowed to drop their courses without tuition penalty.
4. Students called to duty during Week 5 or thereafter will determine appropriate registration/grading options on a per course basis.
Policies and Guidelines

While on a leave of absence, students are placed on inactive status. Students should review the section on Inactive Status and the following policies and guidelines to understand the implications 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 immediately drop all classes in the next phase of bidding. Tuition penalties are incurred for dropping a course after the final phase of bidding. Students receive a percentage of bid points back in Phases 1-4 according to the bid point penalty schedule. Bid points are not refunded if courses are dropped after Phase 4. Access to iBid is restricted during the leave quarter(s).

2. **Tuition**: Students are not charged tuition or fees while on a leave of absence, unless a previous balance remains unpaid and incurs additional late payment fees.

3. **Financial Aid**: Students who receive financial aid and/or loans must inform Chicago Booth Financial Aid of their intention to take a leave of absence.

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

1. **Student Health Insurance**: Students do not maintain health insurance coverage while on a leave of absence. The only exception is for students taking an approved medical leave of absence. In those instances, they may elect to maintain and pay for insurance coverage for the duration of the current plan year (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. Please see an academic advisor in Academic Services for further information.

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. Students may not elect to pay for the activities fee while on leave of absence, nor may they participate in Chicago Booth or university-sponsored events while on inactive status. Please see an academic advisor in Academic Services for further information.

3. **Career Services**: Students should discuss their leave of absence plans with one of the career coaches in Career Services. Leaves of absence affect internship and full-time employment position recruiting cycles and students must understand these implications prior to departure.

4. **International Students**: International students also must complete a Leave of Absence form with the Office of International Affairs and inquire about what documents will be required upon resumption. Taking a leave of absence may affect international students’ eligibility for Curricular Practical Training or Optional Practical Training. Students should inquire about eligibility requirements at the Office of International Affairs.

**Resumption of Studies after a Leave of Absence**

Students should contact the program office at least six weeks prior to their expected return in order to ensure they have the maximum amount of time to bid for courses. Resumption of studies to a student's program is not automatic. 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.

Full-Time MBA students should contact Academic Services no later than six weeks prior to the start of the quarter to request a Resumption of Study form. Academic Services then will notify Chicago Booth Financial Aid, Career Services, and the UChicago Office of International Affairs (international students) to confirm the student's expected return date.

Evening MBA and Weekend MBA students who have been out of residence for more than one quarter and wish to return must complete a Resumption of Studies form, which is available online. Students who return to the program may be required to complete LAUNCH, the LEAD class, and/or other programs as a condition for resumption. Academic Services then will notify Chicago Booth Financial Aid and Career Services.
**Resumption of Study for Military Personnel**

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

**Transfer between 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 once they begin their studies.

Evening MBA and Weekend MBA students may petition online to transfer between the Evening MBA and Weekend MBA Programs. Students must be registered for two quarters before requesting to transfer and may only transfer once during their MBA program. Evening MBA and Weekend MBA students involuntarily terminated while studying on employer-sponsored work authorization may petition to transfer to the Evening MBA Increased Course Load (ICL) Program.

Students must request to transfer, by petition, to the associate dean of the Evening MBA and Weekend MBA Programs. Exceptions to these policies are made in the rarest of cases, and all requests are subject to approval by the deputy dean.

**Withdrawal from the MBA or IMBA Program**

Students wishing to withdraw from the MBA or the IMBA Programs must submit in writing or email their intention to leave the degree program to the director of the program office. The program office reserves the right to administratively withdraw a student from the program if a student has been marked inactive and it has been determined that he/she can no longer complete the program within the time limit for the completion of the degree. Students who are administratively withdrawn from the program are notified via email sent to the last current email address once the withdrawal takes effect. Once withdrawn from the program, students may only return after reapplying and gaining admission to the Evening MBA, Full-Time MBA, or Weekend MBA Programs. If admitted, students may count previously taken courses following these conditions:

1. A student must present all requests related to transfer of University of Chicago courses in writing or email to an academic advisor in Academic Services for the Full-Time MBA Program or to an academic advisor of the Evening MBA and Weekend MBA Programs by the end of the quarter that the student matriculates at Chicago Booth.

2. The maximum number of course credits accepted to transfer is 300 units. No exceptions to the number of courses permitted for transfer will be made.

3. Transfer courses are applicable toward the MBA or IMBA degree if the student satisfies the degree requirements for the MBA or IMBA within five years. The five-year degree completion deadline begins with the quarter/year of the first course approved for transfer. Courses are conditionally approved for transfer until an application for graduation is submitted.

4. Neither Chicago Booth courses nor University of Chicago courses are approved for transfer toward the MBA or IMBA if:
   a. they have been or will be counted toward other university degrees, or
   b. the coursework was graded pass/fail, R, or any grade lower than C.

5. Students will receive 2,000 bid points per approved course.

If a student withdraws or is administratively withdrawn in the current quarter, the Chicago Booth account and privileges are disabled effective 14 days after the official withdrawal date.
Course Bidding System (iBid)
Registration for continuing students for the next quarter generally begins Monday, Week 8, of the current quarter with the final phase of registration ending Monday, Week 2 of the current quarter. Autumn Quarter registration information is emailed in early August.

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

It is the expectation that students review all course descriptions and syllabi prior to bidding on courses. Moreover, it is the expectation of Booth faculty that students attend, prepare assignments for, and participate in group work for all courses enrolled in and/or on which they are bidding, as well as any courses for which students are waitlisted in Phase 4. 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
Students accrue 2,000 bid points for each completed Chicago Booth and University of Chicago 100-unit course (excluding LEAD). Bid points are paid in the amount of the closing price for each course added in that phase of bidding. Beginning in Phase 3, bid point refunds for dropped courses occur on a penalty schedule; see iBid for details. This includes drops for withdrawals for leaves of absence, schedule adjustments for study abroad and lab courses, and student error.

Joint Degree Student Bidding for Chicago Booth Courses and Bid Point Accrual
All joint degree students begin with 10,000 bid points. Students have access to iBid in all quarters and should always bid for Chicago Booth courses through iBid, per the stated deadlines. Joint degree students earn 2,000 bid points for all Chicago Booth 100-unit courses taken (excluding LEAD), and for all University of Chicago courses taken in Chicago Booth residency; they will not earn bid points for University of Chicago courses taken outside of Chicago Booth residency.

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

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

1. A student must present all requests for a transfer of University of Chicago courses in writing or email to an academic advisor in Academic Services in the Full-Time MBA Program or to one of the directors of the Evening MBA and Weekend MBA Programs by the end of the quarter that the student matriculates in the University of Chicago Booth School of Business.

2. The maximum number of course credits accepted for transfer is 300 units. No exceptions to the number of courses permitted for transfer will be made.

3. Transfer courses are applicable toward the MBA or IMBA degree if the student satisfies the degree requirements for the MBA or IMBA within five years. The five-year degree completion deadline begins with the quarter/year of the first course approved for transfer. Courses are conditionally approved for transfer until an application for graduation is submitted.

4. Neither Chicago Booth courses nor University of Chicago courses are approved for transfer toward the MBA or IMBA if:
   a. they have been or will be counted toward other university degrees, or
   b. the coursework was graded pass/fail, R, or any grade lower than C.

5. Students will receive 2,000 bid points per approved 100-unit course.
Transfer of Courses Earned Elsewhere

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

Taking the Same-Numbered Course Twice

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

1. Repeating a course with the same title and content to improve a grade. Both courses and grades appear chronologically on a student’s official university transcript. Although a course can only count once toward the student’s degree requirements, all grades are included in the student’s cumulative grade point average. A student must obtain faculty consent prior to enrollment and contact an academic advisor or director in the appropriate program office in order to retake a course.

2. Repeating a course with different content and a distinct subtitle. Both courses count toward a student’s degree requirements, with one of the two courses appearing on the student’s official university transcript as an independent study. Both course grades are calculated in a student’s cumulative grade point average. A student should contact an academic advisor in Academic Services and complete the online Business 31301 (Individual Study in Business) form at the time of registration.

Business 31301—Individual Study in Business

Students wishing to investigate a topic not covered in regularly offered courses can enroll in Individual Study in Business by registering for Business 31301. Business 31301 is subject to specific guidelines. Students should contact their program office for guidelines and registration.

Take Three (Free) for Graduating Students

Students are permitted to enroll in up to 300 units of Take Three (Free) credits in Chicago Booth courses concurrent with the final course(s) that meet the degree requirements. Take Three courses can be used to satisfy concentration requirements, and grades for these courses are included in the term and cumulative grade point averages. The Take Three (Free) offer is subject to the terms and conditions found at intranet.ChicagoBooth.edu/secure/full-time/academics/as/academic-services/advising-and-course-management/course-options/take-three-free-option for Full-Time MBA Program students and at intranet.ChicagoBooth.edu/secure/evewkd/academics/graduation/take-three-program for Evening MBA and Weekend MBA students.
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. Therefore, annual tuition and fee increases take effect Summer Quarter.

The university assesses a lifetime transcript fee to new students in their first quarter of study. Chicago Booth assesses a one-time administrative fee for entering Full-Time MBA students paid over three quarters beginning in their first quarter of study, and one-time student activity and LEAD programming fees for Evening MBA and Weekend MBA students in their first quarter of study. Chicago Booth assesses a:
- One-time administrative fee for entering Full-Time MBA students paid over three quarters beginning in their first quarter of study;
- One-time student activity and administrative fee for Evening MBA and Weekend MBA students in their first quarter of study;
- Book 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, as this fee replaces only the custom course pack; and
- Student Life fee for Full-Time MBA students during quarters of registration.

Health Insurance Premiums
Health insurance coverage is mandatory for Full-Time MBA Program students. Coverage must be maintained annually, and students must complete the enrollment process annually. Students can fulfill the insurance requirement by:
1. Confirming enrollment in the university’s United Health Care plan (U-SHIP); or
2. 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. Students must confirm or waive by the first Friday of their first quarter enrolled at the university. 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, but are eligible to elect coverage through the university. Interested students should read the Opt-In Enrollment information at wellness.uchicago.edu/page/u-ship-overview and fill out the form.

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 university Bursar’s Office issues bills and payment is expected by the stated due dates. Please refer to the billing schedule at bursar.uchicago.edu/page/billing-dates-and-information. An employer’s reimbursement policy or other events such as failure to receive a bill are not excuses for late payment. Students who do not pay their bills on time are assessed late-payment penalties and may have their university account and privileges restricted. Students should maintain their current mailing address via the Community Directory, accessible through the Chicago Booth student intranet.

Billing questions should be directed to the Bursar’s Office at 773.702.7086.

Students may pay their tuition and fees by any of the following options. Visit the Bursar’s Office website for further information: bursar.uchicago.edu/students.
1. Enroll online to receive tuition bills electronically and have charges automatically withdrawn from a US checking or savings account.
2. Pay with MasterCard, Visa, or American Express credit card. Note: a transaction fee will be charged for the convenience of using a credit card. The fee is not refundable, even when a course is dropped and tuition is refunded.
3. Mail a check or money order in the return envelope enclosed with the bill. Please include your Student ID number on your check.

4. Pay by check or money order in person at the Maroon Financial Credit Union. Please include your Student ID number on your check.

**Tuition Penalties**

After the Add/Drop phase, tuition penalties are assessed for late drops or withdrawal from Chicago Booth and University of Chicago courses. The appropriate program office must process late drops. Late drops receive a grade of W for withdrawal plus a change-in-registration penalty fee. Withdrawal from a Chicago Booth course in the final weeks of the course requires written faculty consent.

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.

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

If a restriction is unresolved by Friday of Week 7 of the quarter, 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
- Access university housing
- 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 enroll in courses due to the Chicago Booth deadline of all course enrollments being complete by that time. Therefore, a student would be placed on leave of absence/inactive status. Please see the section on Inactive Status for further implications.

In accordance with University of Chicago policy, the Full-Time MBA Program Office and the Evening MBA and Weekend MBA Programs Office also may place a student on restricted status for noncompliance in any administrative area given advance written warning.
Grades and Grading Policies

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

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

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

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

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

Official Audit
Students admitted to the University of Chicago who are on active status may audit courses at Chicago Booth. A grade of R (registered) signifies that no credit has been earned and that the student has submitted no evidence for grading of the work. As such, the grade of R may not later be changed to any other grade, nor may any other grade be changed retroactively to R. The per-course tuition rate applies to officially audited courses, though they do not count toward degree requirements. Bid points are granted for these courses. To request a grade of R, students must:
1. Successfully bid for the course, including paying bid points if the course closes for a price in that phase of bidding.
2. Obtain written permission from the instructor to officially audit the course.
3. 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. Incomplete forms are accepted between Monday of Week 6 and the last day of classes prior to final exams.
2. Incompletes are given at the discretion of the instructor. The manner of, and time period for, completion of the work are agreed on by the instructor and the student, subject to the guidelines noted here. If the instructor is unwilling to give an Incomplete, the student should withdraw from the course.
3. Students may make up an Incomplete only with the instructor who granted it unless otherwise agreed upon by the faculty member.
4. Students should complete their portion of the Incomplete form and obtain faculty approval for the Incomplete. Return the approved form to Academic Services for the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office.
5. Students planning to graduate must have final grades for prior quarter Incompletes recorded by
Friday of Week 9 of the quarter of graduation. To be eligible for Honors/High Honors consideration, Incompletes must be satisfied by Friday of Week 2 of the quarter of graduation.

6. 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, in addition to the final grade, will remain on the student's university transcript.

**Pass/Fail in Chicago Booth Courses**

Pass/Fail forms are available online for Full-Time MBA, Evening MBA, and Weekend MBA Program students.

**Degree and Concentration Requirements**

- Up to 200 of the 1,100 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, Management, and Business Environment requirements may not be taken for pass/fail grading.
- Courses counting toward concentration requirements—five-week and Take Three courses—may not be taken for pass/fail grading.
- PhD workshops (course numbers xx6xx) are graded only pass/fail; in taking a PhD workshop, students use one of two pass/fail grading elections.

**Faculty Members’ Grading Policies**

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

**Deadline for Pass/Fail Grading Election—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**

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

**Dean’s Honor List/Graduation with Distinction**

- Pass/fail grading may affect eligibility for Dean’s Honor List for the quarter. Please consult the Dean’s Honor List section for details.
- Pass/fail grading does not affect eligibility for graduation with Honors or High Honors.
Pass/Fail in Non-Booth (UChicago) Courses

Students taking a course outside Chicago Booth who wish to register to take a course pass/fail should obtain permission from the instructor at the 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.

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.

Obtaining Grades

At the end of each quarter, students may check their grades via the Booth intranet at intranet.ChicagoBooth.edu, using either the Program of Study Audit or the Letter Request tool. Due to security concerns, no grades may be given out over the telephone or by email.

Official Transcripts

The University of Chicago transcript is a record of a student’s progress and performance while enrolled at the university. All courses completed or withdrawn from for a grade of W appear on the official student transcript with the grade received. All entering students pay a lifetime transcript fee 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 regarding academic matters with the faculty when appropriate. Academic grievances not related to a grade change may be brought, in writing or email, directly to the associate dean in the student’s respective degree program. Issues that cannot be resolved by the associate dean will be taken to the Deans’ Office for review.

An academic grievance appeal must be initiated no later than the quarter after the course is completed. The university’s Office of the Student Ombudsperson is also available to provide resources and support at ombudsperson.uchicago.edu.

Probation

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

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

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

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

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

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

Full-Time MBA students registered for 300 or more 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;
3. 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 given quarter (Dean's Honor List may not be retroactively named after a student completes a course previously taken for Incomplete);
5. Receives no grades of Withdrawal in any coursework in the given quarter.

Evening MBA or Weekend MBA students registered for:

1. 300 to 500 units of coursework in a single quarter*; or
2. 300 to 500 units of coursework over the current and previous quarter*

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**Degree with Honors**

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

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

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

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

**Honors Distinction Post-Graduation**

Chicago Booth grants Honors and High Honors distinctions post-graduation to alumni who qualify based on grades in their last quarter. Following the receipt of Spring Quarter 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 Honors post-graduation.

The University of Chicago official transcript and diploma will reflect this distinction. For eligible graduates from the previous Summer, Autumn, and Winter Quarters, information is provided about returning the original diploma in order for the diploma to be reprinted. For eligible Spring Quarter graduates, the original diploma will be printed with distinction.

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

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

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

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

All graduating students must:
1. Complete all outstanding Incompletes by Friday of Week 9 of the quarter of graduation (Week 8 in a 10-week quarter);
2. Satisfy all financial obligations to the university by Friday of Week 9 of the quarter of graduation (Week 8 in a 10-week quarter).
3. Maintain a minimum 2.33 GPA in courses counting toward the degree and concentration requirements.
4. Joint degree program students may need early and/or provisional grades for their final quarter courses. Individual communications will be sent.

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

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

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.

To ensure a grade will post in time, students should:
1. Review the professor’s grading policies as they relate to graduating students prior to enrolling in the courses.
2. Inform their non-Booth faculty they are graduating at the end of the quarter.

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

Graduation Ceremony (Convocation)
Every quarter, Chicago Booth confers degrees. Each Spring Quarter, UChicago 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, and Weekend MBA Programs, IMBA Program and PhD Program officiated by the dean of Chicago Booth. All students are encouraged to participate in these festivities. Students will be notified of their eligibility to participate in the graduation ceremony by their program office.

Graduation ceremonies at UChicago are called convocations as they celebrate a new beginning. Convocations are formal, academic ceremonies in which traditional academic regalia is worn. While these are celebratory events, students (and their guests) are expected to behave in a respectful manner.

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.
**Taking Classes after Graduation**

Graduates from Chicago Booth’s MBA programs who wish to continue their education may enroll in three additional Booth courses free of tuition charges. Alumni must purchase books and pay the per course Booth book fee.

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

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

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

Booth IT policies are posted on the intranet for Full-Time MBA students at intranet.ChicagoBooth.edu/secure/full-time/booth-it/it-helpdesk/it-policies and for Evening MBA and Weekend MBA students at intranet.ChicagoBooth.edu/secure/evewkd/booth-it/it-helpdesk/it-policies.

Official Name Change

Students needing to update their school record due to an official name change may complete an online Name Change form on either the Full-Time MBA Program Academic Services website or the Evening MBA and Weekend MBA Programs Office website. Students should bring to the office a copy of official documentation of the new name. Acceptable forms of documentation include: a marriage license, driver’s license/state identification, or passport.

The program office may request, on behalf of the student, a new Chicago Booth display name to be created. The display name will not replace the Chicago Booth email address account assigned at the time of admission; however, an email alias can be created to reflect the new name.
Photo Rights
The University of Chicago and Chicago Booth reserves the right to use photos taken during class, programs, and events for promotional purposes. Students who do not wish to have their photo used in promotional materials should submit a written statement indicating such to the appropriate program office.

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

Privacy Display Options
Students who do not wish for their contact information to be viewed by other Chicago Booth students have the option when updating their address records in the Community Directory to check boxes to suppress information. By checking any of the boxes in your home or business address records, your entire address record also will not be viewable to other student users of my.uchicago.edu, 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 “approved” official travel, which allows students to register their international travel plans and contact information with the University of Chicago at traveler.uchicago.edu.

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 of their program.
- Access to UChicago and Chicago Booth facilities abroad is not guaranteed.

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

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

Appropriate Use of Campuses
Specific areas within the 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, Information Technologies/labs, internet stations, student group study rooms, student lounges, and quiet study areas. Any use of Chicago Booth campuses not directly related to the academic mission of the school must be approved by the deans or designated staff.

Commercial use or the seeking of personal gain through use of any and all University of Chicago assets or resources (i.e., equipment, facilities, confidential information, internet 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.

Appropriate Use of Harper Center
Harper Center is to be utilized by Booth students, faculty, and staff to participate in the school’s academic and community programs. Social and nonacademic events held in Harper Center should support Chicago Booth’s educational and community aims. Harper Center is not a substitute for other venues that support social activities inappropriate for an educational facility such as bars, clubs, or gambling establishments. The building hours for Chicago Booth students with authorized UChicago Cards is Monday–Sunday 6 a.m. until 1 a.m.

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 who are matriculated into the Evening MBA, Executive MBA, Full-Time MBA, PhD, or Weekend MBA Programs can reserve group study rooms in Booth 455, Gleacher Center, and Harper Center. Group study rooms are reserved online via the MRM reservation tool through the intranet or by going to reserve.ChicagoBooth.edu/mrm8.

A student will have priority access to space in the building where his or her program is based. For example, the Full-Time MBA and PhD Programs are based at Harper Center; and Evening MBA, Executive MBA, and Weekend MBA Programs are based at Booth 455 and Gleacher Center. Priority access means students can reserve group study rooms located in their home campus (i.e., Harper Center for Full-Time MBA and PhD 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).

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