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 Full-Time MBA, Evening 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.

This publication is available online at programs.ChicagoBooth.edu/handbook.
## Contents

### Standards of Scholarship and Professionalism
- Specific Standards of Scholarship .......................................................... 5
  - Chicago Booth Learning Environment .................................................. 5
  - Plagiarism ...................................................................................... 6
  - Examinations and Other Graded Work ............................................... 6
  - Examination Policies ....................................................................... 7
  - Sexual Harassment .......................................................................... 7
  - Student Consulting Projects .............................................................. 7
- Specific Standards of Professionalism .................................................. 8
  - Alcohol .......................................................................................... 8
  - Alumni .......................................................................................... 9
  - Computing Services ....................................................................... 9
  - Drug Testing by Employers .............................................................. 10
  - Faculty and Staff ........................................................................... 10
  - Housing System ............................................................................ 11
  - Career Services ............................................................................. 11
  - Recruiting Eligibility for Full-Time MBA Program Students ........... 11
  - Recruiting Eligibility for Evening MBA and Weekend MBA Program Students .......................................................... 12
- Trademark and Funds ........................................................................ 12

### Other University Policies and Additional Information
- Confidentiality of Student Records and Information .......................... 12
- Official Name Change ....................................................................... 13
- Electronic Communication ................................................................ 13
- Mailfolders, Bulletin Boards, and Newsletters ................................. 15
- Community Directory ..................................................................... 15
- Privacy and Security ........................................................................ 15
- Guidelines for Proper Use ................................................................ 16
- Liability and Indemnity ................................................................... 16
- Student Contact Information ............................................................. 17
- Privacy Display Options ................................................................... 17
- Student-Owned Equipment or Property for Chicago Booth Activities .................................................................................. 17
- Students with Disabilities ................................................................ 18
- Vendors ......................................................................................... 18
- Permanent Name Badges .................................................................. 18
- Chicago Booth Access Card ............................................................. 18
- Chicago Booth Tent Cards ............................................................... 19
- Student Lockers ............................................................................... 19
- Videotaping Classes ....................................................................... 19
- Photo Rights .................................................................................. 19
- School Closing ............................................................................... 19

### Discipline
- Chicago Booth Honor Code .............................................................. 20
- University Disciplinary Procedures ................................................. 20
- Chicago Booth Disciplinary Procedures ......................................... 21

### MBA and IMBA Degrees
- Length of Study for MBA and IMBA .................................................. 22
- MBA Degree Requirements ................................................................ 22
- IMBA Degree Requirements ............................................................... 22
- Concentrations ................................................................................ 23
- Graduate Program in Health Administration and Policy (GPHAP) ............................................................................... 23

### Special Programs
- Dual Degrees .................................................................................. 24
- Joint Degree Programs ..................................................................... 24
  - Programs Offered ........................................................................... 24
  - Application and Notification of Status .............................................. 24
  - Academic and Residency Requirements ........................................ 24
  - Courses Taken before Matriculation ............................................... 25
  - Joint Degree Programs/Financial Requirements ........................... 25
  - Joint Degree Programs/Access to Booth Student Services and Activities .......................................................... 25
- Chicago Booth and University of Chicago Course Registration When in Chicago Booth Residency .................................................. 25
- Chicago Booth Course Registration When Not in Chicago Booth Residency .......................................................... 25
- Bidding for Chicago Booth Courses and Bid Point Accrual .......... 25
- Career Services for Full-Time MBA Program Students ............... 25
- Grade Point Average for the MBA ..................................................... 26
- Financial Aid/Scholarships ................................................................. 26
- Graduation ..................................................................................... 26
- International Business Exchange Program (IBEP) ......................... 26
  - Chicago Booth Students Outbound on Exchange for One Quarter .......................................................... 26
  - International Students Inbound on Exchange for One Quarter ............................................................................... 27
- Student Status .................................................................................. 28
  - Full-Time Status ............................................................................ 28
  - Part-Time Status ........................................................................... 28
  - Inactive Status .............................................................................. 28
  - Leave of Absence .......................................................................... 29
    - Student-Initiated Leave of Absence ............................................... 29
    - Administrative Leave of Absence ............................................... 29
    - Policies and Guidelines ................................................................. 29
  - Resumption of Studies after Leave of Absence ................................. 30
  - Withdrawal from the MBA or IMBA Program .............................. 31
  - Withdrawal from a Joint Degree Program ....................................... 31
  - Transfer between MBA Programs ................................................ 32
  - Transfers between Evening MBA and Weekend MBA Programs ............................................................................... 32
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 acceptance, and also on the affirmation of the legal rights of all members of our community. As members of the Chicago Booth community, students (along with administrators, staff, and faculty) are expected to conduct themselves and communicate in a manner consistent with the values of academic, personal, and professional integrity. This includes, but is not limited to, professional conduct with faculty, other students, and staff through the completion of course requirements, classroom behavior, and extracurricular activities sponsored by Chicago Booth or Chicago Booth–approved student groups, corporate recruiters, alumni, other constituent groups, and members of the student body.

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

To that end, the highest level of respect is expected of all who are part of the Chicago Booth community. Disrespectful behavior in any form will not be tolerated. Members of the Chicago Booth community should consider carefully the consequences that his/her actions may have on him/herself and others and the reputation of Chicago Booth. Behavior deemed inappropriate may be cause for disciplinary review. 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 may be cause for disciplinary review.

### Specific Standards of Scholarship

#### Chicago Booth’s Learning Environment

The educational mission of Chicago Booth is to prepare 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, 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. There is no official Chicago Booth pedagogy for the classroom. Teachers are encouraged to tap their own individual talents and experiences. Chicago Booth believes students preparing for significant business careers benefit from exposure to different learning approaches.

2. **The classroom is a place of learning.** Classrooms at Chicago Booth are a place for learning rather than teaching. Learning is not a spectator sport;
powerful learning experiences require the commitment of both teachers and students. The role of the faculty is neither to entertain nor to win popularity contests. Their chief aim is to formulate, organize, and communicate knowledge. The role of the students is to participate actively in the learning process rather than consume knowledge passively.

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

4. Continuous improvement. Chicago Booth is committed to continuous improvement of all aspects of the school’s learning environment. Faculty members are encouraged to view the classroom as a laboratory for the testing of cutting-edge, evolving knowledge and techniques. The continuous refinement of important and innovative ideas is preferred over the flawless presentation of outdated material. One way to measure the key elements of the learning environment is through the Course Evaluation Form. Each student completes this form during the tenth week of each quarter. Each student is requested to provide qualitative feedback to the instructor on the back of the form.

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

Excellence in a learning environment is attainable only if faculty and students adhere to the ideals listed above. What follows is a set of specific expectations for both students and faculty that follow directly from those ideals. These mutual expectations are neither trivial nor obvious. They are not trivial because everyone must consistently attend to details and align attitudes with behavior in order to achieve excellence in the learning environment. They are not obvious because of the diversity of cultures and prior experiences among the faculty and students.

**Plagiarism**

Students must not represent another’s work as their own. In the preparation of all papers and other written work, students should carefully distinguish between their own ideas and those that have been derived from other sources. Information and opinions drawn from whatever source are to be attributed specifically to their respective sources. Students should learn the proper forms of citation. Quotations must be properly placed within quotation marks and fully cited. In all cases where material or ideas presented are derived from a student’s reading and research, the source must be indicated. Students who submit work either not their own or without clear attribution to original sources will be subject to disciplinary action. Punishment for plagiarism 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**

Students must not represent another’s work as their own. Communication is not permitted between students during an examination or on an assignment. For examinations, the use of notes and books is not permitted, except when specifically permitted by the faculty member. Use of calculators and other electronic equipment in the classroom and during examinations is entirely at the discretion of the faculty member. Students should inquire specifically as to the appropriateness of a programmable calculator and other electronic equipment during an exam. In the case of take-home examinations and all other graded work, unless otherwise stipulated by the instructor, students may use any written, printed, or otherwise recorded material to find the solution.
A paper may be submitted for one course only. Any exception requires advance approval in writing from all professors concerned. 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**

Chicago Booth has a long standing policy that final exams are to be administered and taken during predetermined finals periods. Periodically students face conflicts between scheduled exams and work-related commitments. For example, an unanticipated business trip or the start of an internship or new job (obtained after the date when it cost less to drop a course). Such an event can create a conflict with pre-announced exam periods. In the event of a conflict, students are directed to speak directly with their faculty regarding the conflict. The resolution of this conflict rests solely with the faculty member.

Students with special circumstances, such as illness or grave personal difficulties such as a death in the family, should contact Academic Services or the Evening MBA and Weekend MBA Programs Office, which will work with the faculty in appropriate cases to find a resolution. Otherwise, students are expected to be available to write examinations during scheduled exam periods and should not approach instructors with requests to reschedule exams or to make special accommodations.

The examination schedule for final exams is online at programs.ChicagoBooth.edu/curriculum. Students should check the examination calendar carefully when scheduling courses to avoid exam time conflicts or enrolling in a schedule in which more than two exams are scheduled on the same day. These policies extend to all graded work (midterms, take-home exams, group projects, cases, etc.) for which a deadline is imposed by the instructor and detailed in his/her course syllabus.

**Sexual Harassment**

The university is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education and research. The university cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to his or her sex, or, for that matter, any other factor irrelevant to participation in the life of the university. Members of the university should understand that this standard must shape our interactions regardless of whether it is backed up by the threat of sanctions. Certain types of behavior may be inappropriate even though not “illegal”; speech can be offensive, even though allowed. Sexual harassment 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 should feel free to contact an advisor or director in his or her appropriate program office to discuss the situation. A student also may seek assistance from a sexual harassment complaint advisor. A current list of advisors is available online at uchicago.edu/sexualharassment. Academic Services in the Full-Time MBA Program Office informal procedures, including advising and mediation, do not preempt formal channels of complaint available within the university. Formal complaints are handled through the appropriate area’s discipline process. For the entire policy, students should refer to the university’s Student Manual of University Policies and Regulations available online at uchicago.edu/docs/studentmanual.

**Student Consulting Projects**

Student work performed for consulting projects using the Chicago Booth name, trademarks, service marks, and logos will be reviewed by the faculty under the following conditions:

1. All such projects must be reviewed, approved, and sponsored by a regularly appointed, full-time Chicago Booth faculty member (i.e., faculty with titles of professor, associate professor, assistant professor, or clinical faculty member) before the projects are undertaken.
2. Proposals must be submitted to the appropriate program office at least six weeks in advance of the beginning of a project.
3. All such projects must include provisions for an ongoing update, review, and approval process by the faculty sponsor, in conjunction with the appropriate program office.

4. Students are expected to act respectfully and with integrity in all interactions with clients and other outside contacts on behalf of the Chicago Booth consulting project.

5. Students are expected to meet client commitments in a thorough and timely manner.

6. Students are expected to honestly represent themselves and their purpose when collecting sensitive data, particularly in competitor contexts, on behalf of a client.

Any fee compensation received for such projects should be paid directly to Chicago Booth, with the amount of fees dependent upon the channel. Students are not permitted to receive fee compensation for such consulting projects. However, they are permitted to receive reimbursement from clients for direct expenses incurred while completing a project. Students conducting outside consulting projects using Chicago Booth names, trademarks, servicemarks, and logos are expected to behave in a professional manner. Students are not permitted to conduct consulting projects using Chicago Booth names, trademarks, servicemarks, and logos outside of these channels.

**Specific Standards of Professionalism**

**Alcohol**

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. 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. Individuals planning campus events should consult with the student group advisors in the Student Programs and Events. For more information on the university drug and alcohol policy, refer to the *Student Manual of University Policies and Regulations*. Listed below are a few of the guidelines that govern events at which alcoholic beverages are served.

- Alcoholic beverages may not be served at any event at which undergraduates are present unless prior written approval has been obtained at least two weeks in advance from the Office of the Reynolds Club and Student Activities, or the appropriate area dean of students.

- All areas of the university that wish to serve alcohol in a university public area (common rooms, lounges, quads, etc.) at an event at which graduate or professional students are likely to be in attendance must, at least one week in advance of the event, consult with the appropriate area dean of students and the unit responsible for the particular space allocation, and must designate a faculty or staff member to be present and responsible for the event. Recognized graduate and professional student organizations must obtain written authorization to hold such events through the Office of the Reynolds Club or their area dean of students.

- Sufficient amounts of nonalcoholic beverages must be available at all functions where alcohol is available. Further, appropriate quantities of non-salty food must be served at all such events. There may be no reference to the availability of alcohol in any publicity, including electronic notices, for a university event.
University officials or agents of the university have the authority to prohibit attendees from bringing alcoholic beverages to a function or into a building, including events held in outdoor areas such as the quads. Such beverages may be confiscated by the official or agent. Other drugs will never be permitted at functions.

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

Alumni

Many alumni are willing to assist current students with informational interviews, with class projects, or to give an overview of the community and corporate culture of their area. Chicago Booth tries very hard to balance accessibility (what the students want), with privacy (what alumni value), in such a way as to create a win-win situation.

The same rules apply whether the contact is made via email, telephone, U.S. mail, or in person. Please remember that access to alumni data is a privilege—not an entitlement. Common sense and courtesy should always prevail when contacting alumni.

1. Students should identify themselves and provide a reason for the contact. Alumni may be offended if a student starts a conversation requesting something without offering anything in return. If it is for a class project, please include the name of the class and the name of the faculty member.

2. Students asking for assistance should be clear on the amount of time and resources required of alumni. Generally, students can expect a positive response by alumni if expectations and objectives are clearly defined.

3. Students should not send mass emails to alumni (i.e., a survey) due to a strict non-solicitation policy enforced by the Office of Alumni Affairs. Instead, students may contact alumni one-on-one and target them with a personal, individual approach.

4. If alumni indicate an unwillingness to communicate, accept this fact graciously and please notify the Office of Alumni Affairs.

Unless specifically asked by alumni, students must not provide a resume. It is considered an immense breach of business etiquette to send out an unsolicited resume or to ask alumni for a job.

Alumni are a great resource and usually willing to be of assistance. This resource should be treated with great respect and courtesy. Students with questions on alumni-related matters should contact the associate director of Student Relations in the Office of Alumni Affairs and Development at 773.834.4346.

Computing Services

Students are expected to know and comply with the university’s computing policies, including but not limited to:

1. Eligibility and Acceptable Use Policy for Information Technology (uchicago.edu/docs/policies/eaup)
2. Student Manual of University Policies and Regulations (uchicago.edu/docs/studentmanual)
3. Policy Guidelines for Publishing Networked Information (nsit.uchicago.edu/policies/publishing-policy)

Students also are expected to be aware of and comply with Chicago Booth’s Computer Use Policy (posted on the Chicago Booth Computing Services website accessed via the Portal, which includes, but is not limited to, the policies and procedures provided below). Disruption of computing through deliberate human action—whether it affects the operation of computing systems or telecommunications, the security of electronically stored information, or the integrity of such information—is a serious academic offense and will be subject to disciplinary action within the university as well as to civil or criminal action. Following are some illustrations of forms of computer abuse that will be subject to punishment:
1. Access, attempted access, or actual theft through use of a computer or attempting to evade, disable, or “crack” passwords or other security provisions.

2. The transfer or sharing of personal computer accounts and passwords with another person.

3. Commercial use or the seeking of personal gain through the use of university computing resources (including the network, databases, and email system) for business not related to the university or through resale of computing resources or equipment.

4. Deliberate distribution of a virus, worm, spam, or other software that may cause harm to other computer systems (within or outside the university).

5. The use of a computer to examine or view without authority any emails, data, text, or software not belonging to the user.

6. Concealing or misrepresenting your identity or affiliation. While some forums may appropriately provide for anonymous contributions, deliberately misrepresenting your identity or using identifiers of others is a serious abuse.

7. Disruptive or other inappropriate use of a computer—for example, to harass or interrupt others.

8. Failing to comply with Computing Services’ guidelines for maintaining the proper level of security on any computer connected to the university’s network (wired or wireless).

9. Disconnecting Chicago Booth–owned computers/devices from the network for the student’s own use or for the use of the network connection.

10. Violation of the Digital Millennium Copyright Act (DMCA) by downloading any type of copyrighted materials using Chicago Booth resources.

The university’s policies and Chicago Booth’s rules also apply to computing systems outside the University of Chicago that are accessed via the university’s facilities (i.e., email or remote logins using the university’s internet connections) and do not supersede other rules of the university applicable to computing, such as rules against theft or damage of physical property. Network or computing providers outside the University of Chicago also may impose their own conditions of appropriate use, for which users at this university are responsible.

When any use of information technology at the university presents an imminent threat to other users or to the university’s technology infrastructure, system operators may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include rendering a student’s account “inactive” if a student fails to comply with proper configuration parameters and sufficient virus protection software, changing passwords, reading or locking files, disabling computers, or disconnecting specific devices or entire subnetworks from university, regional, or national voice and data networks.

**Drug Testing by Employers**

In recent years, many corporations recruiting and hiring MBA students have begun to require drug tests as a condition of employment. Career Services will provide information about corporate testing practices when they are known, but the school will not attempt to interfere in company personnel policies on screening for controlled substances.

**Faculty and Staff**

All communications with faculty and staff should be conducted in a professional manner and limited to academic and professional matters. 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. Academically, each student is responsible for:

1. Preparing thoroughly for each session in accordance with the instructor’s requests.

2. Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.

3. Participating fully and constructively in all classroom activities and 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 and Chicago Booth staff members.

**Housing System**

The university, through the Student Housing Office, has the responsibility for defining the character of life in the house system. The university may take disciplinary measures against residents who violate university regulations, infringe upon the basic rights of other residents, or whose conduct disrupts the general welfare of the houses. The director and staff of the University House System determine when house system discipline is imposed. Further information is available in the university’s *Student Manual of University Policies and Regulations*.

**Career Services**

Chicago Booth offers career services to Full-Time MBA, Evening MBA, Weekend MBA, and Executive MBA students and alumni. To uphold Chicago Booth’s positive reputation within the business community while maintaining the school’s standards of scholarship and professionalism, students must observe the following policies:

1. Students must accurately represent themselves in all written and oral communications with companies (i.e., resumes, interviews, etc.).
2. Students may not continue to interview and/or pursue other offers after accepting an offer. If a student is pursuing a second internship, in addition to an initial internship (not instead of), he/she must be candid with both companies about the initial internship offer/acceptance.
3. Students may not renege on an accepted offer, verbal or written.
4. Students must adhere to the Career Services recruiting processes and procedures.
5. Students are expected to use resources in the Career Resource Centers with respect. Resources are not to be defaced or removed unless specifically identified as loan or give-away materials.

**Recruiting Eligibility for Full-Time MBA Program Students**

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

To be eligible to participate in internship recruiting, students must be graduating 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 their expected graduation.

If a student wishes to diverge from this sequence, a detailed request must be made, in writing, 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, to the associate dean of Career Services.

Students who are not enrolled in any Chicago Booth courses are not eligible to participate in on-campus recruiting. Appeals for exceptions to this policy must be made, in writing, 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 on-campus recruiting.

Please see the Career Services Recruiting Policies website, career.chicagobooth.edu/fulltime/about/policies/index.aspx, for further details on on-campus interviewing policies and procedures, offer response guidelines, the first-year recruiting period policy, and the full disclosure of adverse actions to offers of employment. Students also are expected to be familiar with the policies on late cancellations and missed interviews for on-campus interviewing. These can be found on the same website.
Recruiting Eligibility for Evening MBA and Weekend MBA Program Students

Evening MBA and Weekend MBA Program students who meet the following eligibility requirements may be invited by companies to participate in the Full-Time MBA Program’s on-campus invitational interview recruiting for entry-level full-time employment during the Autumn Quarter of each year. Evening MBA and Weekend MBA Program students are not eligible for participation in on-campus internship recruiting.

Evening MBA and Weekend MBA Program students must abide by Career Services’ On-Campus Recruiting Policies and Procedures available at career.ChicagoBooth.edu/fulltime/about/policies/ocr.aspx, and meet the following eligibility requirements:

1. Be seeking full-time employment.
2. By the end of the Summer Quarter in the year they are planning to participate in on-campus recruiting, have successfully completed at least 12 courses that meet Chicago Booth’s degree requirements.
3. Be enrolled in at least one Chicago Booth course during the Autumn Quarter they are participating in on-campus recruiting.
4. Have the following documentation on file with Career Services:
   a. A completed and signed Eligibility Certification form.
   b. Documentation to prove that they are not employed, or have not received any financial support of reimbursement from their employer (i.e., that they paid 100 percent of all Chicago Booth tuition, fees, and other expenses) or prove, with a statement from their employer on company letterhead, that their participation in on-campus recruiting does not violate corporate policy and that the company is aware that the student may participate in autumn recruiting activities.
5. Have not previously participated in on-campus interviewing. Participation in on-campus recruiting is only allowed once.
6. Have participated in all mandatory recruiting training sessions.

Trademark and Funds

Student use of the name of the school, trademarks, servicemarks, and logos must be in line with the corporate identity standards prescribed in the corporate identity manual for the business school. These standards apply to printed materials, including letterhead, stationary, and brochures, as well as all three-dimensional objects, such as t-shirts, pens, etc. The marketing department of Chicago Booth must authorize all usage. Failure to comply with the appropriate guidelines will lead to forfeiture of the materials.

Individual students and representatives of student groups may, on occasion, need access to Chicago Booth funds. Any misuse of Chicago Booth funds is subject to disciplinary action.

Other University Policies and Additional Information

Confidentiality of Student Records and Information

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

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

**Official Name Change**

Students needing to update their school record due to an official name change may complete a Name Change Form in Academic Services or the Evening MBA and Weekend MBA Programs Office. Students should bring to the office a copy of official documentation of the new name. Acceptable forms of documentation include: marriage license, drivers 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.

**Electronic Communication**

**Individual Chicago Booth Computer Account**

Each student is provided two computer accounts (Chicago Booth and CNetID) that include a username, password, and email address. The assigned usernames are unique identifiers and are tied to students’ university identification numbers (UCIDs); therefore, usernames cannot be changed.

Use of university and Chicago Booth systems is subject to the Privacy and Acceptable Use Policy document, at computing.ChicagoBooth.edu/computing. All users of university and Chicago Booth systems are subject to this policy and should be familiar with its content. The Chicago Booth account provides students’ access to the following resources:

- Chicago Booth computer labs
- Email (mail quota is 1GB)
- Chicago Booth Portal
- Community Directory
- VPN

The CNetID account provides students’ access to the following resources:

- Wireless networking
- Proxy access (reserved library online catalogs)
- cMore, cmore.uchicago.edu (to check grades and bursar account)
- Chalk, chalk.uchicago.edu

**Forwarding CNetID Account Email**

During the admissions process, admitted students will self-claim their CNetID from Chicago Booth. The CNetID email account is set to forward to the Chicago Booth email account. Students who previously attended the university must forward their CNetID email account to their Chicago Booth email account, or regularly check both accounts. Information about forwarding CNetID email can be found at cnet.uchicago.edu/cmail/bind.cgi?to=forwarding.

**Changing the Display Name of Chicago Booth Email Account**

Students’ Outlook display name “From:” appears in the format of last name, first name and middle initial. A display name can be changed in cases involving official name changes, such as marriage or divorce. Students submit appropriate documentation of the name change to an academic advisor or director in their program office, who will request the creation of a new Outlook display name. The new email display name will be created in the same format of last name, first name and middle initial.

**Email Aliases**

An alias (sometimes also called a nickname) is a pointer to your default Booth ID email address (userid@ChicagoBooth.edu). All email addressed to your aliases will arrive in the same inbox as email addressed to your userid@ChicagoBooth.edu address. Students are able
to choose via the Portal up to two aliases in any format as long as the chosen alias is not in use. Please note that some aliases have been restricted for use, i.e., dean@ChicagoBooth.edu. Students will maintain their original Chicago Booth and CNetID usernames for logging into systems. Students are expected to create aliases in keeping with the Chicago Booth standards of professionalism, and ideally, should reflect a student’s first and last name in some combination.

Administrative Email Lists
Administrators communicate program-specific information including deadlines and announcements through official Chicago Booth email distribution lists. Administrative lists include:

- first-year-mba@lists.ChicagoBooth.edu
- second-year-mba@lists.ChicagoBooth.edu
- evening-students@lists.ChicagoBooth.edu
- weekend-students@lists.ChicagoBooth.edu

Students are responsible for information contained in these messages. No student may post to administrative lists unless special permission is granted by Academic Services or the Evening MBA and Weekend MBA Programs Office.

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

Course Email Lists
Each course has a designated email address for enrolled students to communicate. Only students who are officially registered for the course and the instructor are included in the mailing list. Email lists are updated after each phase of registration, then nightly once all phases of registration are complete.

1. Course lists are designed to facilitate and enhance the learning process. Students are expected to use these lists as a means to exchange ideas with one another on course content and to interact with faculty. Students are automatically subscribed and cannot unsubscribe from these lists.
2. Students are prohibited from using Chicago Booth course email lists for nonacademic related issues such as a marketplace (for selling of course textbooks or packets) or a survey tool (student solicitation of unofficial feedback for course evaluations). Students should be aware that course packets are dynamic, as faculty members update their course materials each time they teach. Therefore, course packets should not be resold. Students interested in posting personal messages such as items for sale, lost and found information, non-Chicago Booth sponsored functions, and/or selling textbooks should do so through the marketplace on the Chicago Booth Bulletin Board on the portal at portal.ChicagoBooth.edu. The Chicago Booth Bulletin Boards are password protected and only members of the Chicago Booth community may access them.

Student Email Lists
Chicago Booth student groups may announce official Chicago Booth–related programming through either of the Full-Time MBA Program student lists (fystu-grp-events@lists.ChicagoBooth.edu or systu-grp-events@lists.ChicagoBooth.edu) or the Evening MBA and Weekend MBA programs student list (ptstu-grp-events@lists.ChicagoBooth.edu).

Students also may post to the PhD Program events list at phdstu-grp-events@list.ChicagoBooth.edu. Only officially recognized Chicago Booth student groups may post event/programming messages to the student group lists. All other postings must be sent to Chicago Booth on the Community Groups portal at portal.ChicagoBooth.edu.

1. Each list includes all active students from the appropriate program. Students are automatically subscribed to these lists at the beginning of the academic year and may unsubscribe at any time.
2. The student lists are maintained and moderated by the respective program offices.

3. Moderators read and approve all mail sent to the list. Messages sent to the student lists must include the student group name and the event name in the subject line with the event time and location included in the text of the message. The message must also include whether the group is a registered Full-Time or Part-Time student group, and who may attend the event. If a message does not meet these criteria, it will not be approved.

4. The University of Chicago Alcohol Policy prohibits the advertisement and discussion of alcohol in electronic and written communication. If a message references alcohol, it will not be approved.

5. Messages sent to the Full-Time MBA Program student email list are cleared Monday through Friday during business hours. Messages sent to the Evening MBA and Weekend MBA programs student email list are cleared Monday through Friday during business hours. Student groups should plan accordingly.

Student Group Leader Lists
Each cochair of an official student group in the Full-Time MBA Program is subscribed to student-leaders-09@lists.ChicagoBooth.edu. Each cochair of an official student group in the Evening MBA and Weekend MBA programs is subscribed to pt-student-leaders@lists.ChicagoBooth.edu.

Student group advisors use these lists to communicate student group-specific deadlines and programming to the group leaders. Officially recognized student groups may also request a group email list for their student group. Student group cochairs should meet with an advisor in the appropriate programs office to discuss how to create a group email list.

Mailfolders, Bulletin Boards, and Newsletters
Full-Time MBA Program student mailfolders are provided on the first floor of Harper Center to facilitate communication within Chicago Booth. They are not provided for the receipt of U.S. mail. Students should check their mailfolders frequently as they are responsible for the contents. Mailfolders for student groups and administrative offices are located at the beginning of the student mailfolders.

Academic Services posts important reminders, deadlines, opportunities, and announcements of interest to students on the portal. The Graduate Business Council maintains electronic bulletin boards in three locations in Harper Center, including the Peter May Student Lounge, that provide up-to-date information about ongoing events. The Evening MBA and Weekend MBA Programs Office maintains screens on the lobby level of Gleacher Center with up-to-date information about ongoing events.

Evening MBA and Weekend MBA Program student mailfolders are located on the first floor of Gleacher Center near the computer lab. Mailfolders for the student groups are located at the end of the student mailfolders. Students should check their mailfolders regularly, as they are responsible for the contents. In addition, bulletin boards above the mailfolders contain important notices and announcements. Current Evening MBA and Weekend MBA students may post flyers on the marketplace section of the bulletin boards. A copy of the flyer/advertisement must be stamped and approved by a member of the Evening MBA and Weekend MBA Programs Office staff, Gleacher Center 330, before posting.

Community Directory
The Chicago Booth Community Directory is an online directory provided by the University of Chicago Booth School of Business. The Chicago Booth Community Directory is specifically designed to facilitate communication among students and alumni for personal or Chicago Booth–related purposes.

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. Please note that current students can search for other current students and alumni from all programs.

**Guidelines for Proper Use**

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

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

**Liability and Indemnity**

The reliability of the information available through the Chicago Booth Community Directory website is largely dependent upon the actions of students and alumni. Chicago Booth can make no representations about the accuracy, reliability, completeness, or timeliness of this information. Use of the Chicago Booth Community Directory website is a privilege. By using the system, students agree to:

- Abide by the Chicago Booth Community Directory policies and the policies found in the Chicago Booth Student Handbook; and
- Indemnify, defend, and hold harmless Chicago Booth, the University of Chicago, and their respective agents from and against any and all losses, claims, damages, costs, and expenses that may arise from use of the Chicago Booth Community Directory website or breach of these policies. Chicago Booth will provide notice to any such action or claim, and reserves the right to participate, at the student’s expense, in the investigation, settlement, and defense of any such action or claim.

Chicago Booth reserves the right to drop or prevent delivery of any email violating the above acceptable use policy, including all unsolicited bulk email or email containing a virus. Chicago Booth staff may periodically review email flagged as a violation of the terms of service for the sole purpose of monitoring unsolicited bulk email and virus filtering performance.

Chicago Booth reserves the right to discontinue any or all online services at any time or to revise the terms and policies of this acceptable use agreement. If the policies are revised, the updated policies will be posted on the Chicago Booth Community Directory website. Students should review the policies periodically, particularly after any updates, to ensure that you are familiar with them.

Chicago Booth is not responsible for screening communications/bulletin board postings. Chicago Booth, however, reserves the right to reorganize or delete any postings or message boards and may at its discretion reassign a topic’s ownership. Chicago Booth expects community members to exhibit the same level of respect for others in this forum as in any other Chicago Booth–related venue. If Chicago Booth determines that a user’s participation in the Chicago Booth Community Directory may create a liability for Chicago Booth or that the user has vio-
lated the policies set forth herein, Chicago Booth reserves the right, in its sole discretion, to take actions against the user including expel a user and/or deny a user further access to the Chicago Booth Community Directory.

Student Contact Information
Students maintain their contact information via the Community Directory accessible via the Chicago Booth Portal at portal.ChicagoBooth.edu. The following contact information is required by Chicago Booth and/or the University of Chicago:

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

The following contact information can be maintained, but is not required:

- **Permanent**: a home residence, often the parents’ home address;
- **Business**: contact information at a place of employment.

When maintaining their contact information in the Community Directory, students must designate either the home or business address as the place for school communication to be sent.

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

Privacy Display Options
Students who do not wish for their contact information to be viewed by other 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 cMore, the University of Chicago directory.

Student-Owned Equipment or Property for Chicago Booth Activities
The university’s insurance policy will not, under any circumstances, reimburse or replace the theft of uninsured personal property. Therefore, the use of personal property for Chicago Booth activities must be approved by an authorized Chicago Booth staff member and the items insured under the owner’s insurance policy prior to use.

An authorized Chicago Booth staff member must first approve the use of student equipment or other personal items for Chicago Booth activities. This procedure relates only to items with a single or aggregate value greater than $500. An authorized person is one who has signature authority to issue reimbursements in conjunction with this procedure. Giving approval means that Chicago Booth will take some financial responsibility toward the replacement of the items if stolen. In order to minimize the replacement expense, all approved student property must be insured through a homeowner’s insurance policy or a personal renter’s/homeowner’s insurance policy. Documentation verifying insurance coverage is necessary.

In the event that the student’s property is not covered by an existing insurance policy, the authorized Chicago Booth staff member must request that the student purchase homeowner’s or renter’s insurance. The authorized staff member will then reimburse the student for a portion of the premium—typically the cost of six months’ insurance ($80). If the insured property is stolen, and the theft is not a result of user negligence, the authorized staff member will issue a reimbursement to the student for the amount of the deductible ($250); the student will be responsible for collecting the remainder from the insurance company. All thefts must be reported to the police and copies of police reports provided to both Chicago Booth and the insurance company.

If students who have been informed of the procedures fail to obtain necessary approval and subsequently use their property for Chicago Booth
activities, Chicago Booth is not responsible for reimbursing the replacement cost of the property if stolen. The associate dean of the appropriate program office should review extenuating circumstances. Each department is responsible for establishing the approval guidelines and for communicating this information to the students in their areas.

Students with Disabilities
It is a policy of the University of Chicago to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act as amended. Students with disabilities, including learning-related disabilities 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 a student lists must be used solely for the purpose of contract and cannot be sold to a third party.

Vendors interested in targeting students in the Full-Time MBA Program also may sponsor a Liquidity Preference Function (LPF) through the Graduate Business Council. The director of Student Programs and Events for the Full-Time MBA Program can provide information on sponsorship.

Permanent Name Badges
All Full-Time MBA, Evening MBA, and Weekend MBA Program students officially participating in the on-campus recruiting process are provided with a permanent name badge which includes a student’s preferred first name, last name, and class year. Students are expected to wear their name badge at all Career Services corporate presentations and recruiting events and also are encouraged to wear it at all school-sponsored social events.

To replace or purchase a second name badge for a nominal fee, Full-Time MBA Program students should visit the Full-Time MBA Program Office, located in Harper Center 122. Evening MBA and Weekend MBA Program students should visit the Career Services Office located in Gleacher Center Suite 440.

Evening MBA and Weekend MBA Program students who are not participating in the on-campus recruiting process will be able to order a permanent name badge through an online poll at the beginning of each quarter for a nominal fee. These name badges will include a student’s preferred first name and last name.

Chicago Booth Access Card
Full-Time MBA Program students are provided a photo Booth access card which allows building access during non-public hours as well as access to the Andrew M. and Sharon Sadow Alper Student Study and group study rooms. Students are expected to carry the Booth access card as well as the Chicago Card (UCID) while inside Harper Center as they may be asked to show their card as proof of Chicago Booth student status. To report and replace lost or stolen Booth access cards Full-Time MBA Program students should visit Booth Facilities and Operations Department, Harper Center 114.

Evening MBA and Weekend MBA Program students can request a Harper Center access card through an online poll at the beginning of every quarter. Evening MBA and Weekend MBA Program students should report and replace Booth access cards through the Evening MBA and Weekend MBA Programs Office, Gleacher Center 330.
Chicago Booth Tent Cards
Full-Time MBA, Evening MBA, and Weekend MBA Program students are provided name-specific tent cards for use in the classroom. Full-Time MBA students will receive permanent tent cards in their mailfolder at the start of Autumn Quarter. To replace or purchase a tent card, Full-Time MBA Program students should visit the Full-Time MBA Program Office, located in Harper Center 122. For a nominal fee, students can obtain a temporary paper tent card at the Chicago Booth Business Center located in Harper Center 108A.

Evening MBA and Weekend MBA students receive two tent cards at orientation. Evening MBA and Weekend MBA students will also receive new tent cards in their mailfolder at the start of Autumn and Spring quarters. Tent cards are available at anytime during the quarter in the Evening MBA and Weekend MBA Programs Office for a nominal fee of $2.

Student Lockers
Full-Time MBA Program students are assigned a personal lock and locker located in the locker room on the classroom level, C73 in Harper Center. To report a problem with their locker, lock and/or combination, or any other facility-related problem with the locker room, students should contact the Chicago Booth Facilities and Operations Department, Harper Center 114.

Evening MBA and Weekend MBA students have access to pay lockers located on the lobby level of Gleacher Center. The lockers cost 25 cents (quarters only), which is returned when the items are removed. Thursday through Sunday, items may be left in the lockers overnight. Sunday through Wednesday, the lockers are cleaned of all items at midnight each night. Please direct all inquiries of removed items to the Security Desk located in the lobby of Gleacher Center.

Videotaping Classes
Chicago Booth does not offer videotaping of classes, teleconferencing into class, or any other means of remote communication for real-time student viewing or listening. Attendance at, and uninhibited participa-

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.

School Closing
In the unlikely event that the university is forced to cancel classes because of severe weather, radio stations WBBM 780 AM and WGN 720 AM will broadcast school closing announcements on the day in question.

Classes on the Hyde Park campus at Harper Center—day and evening—will be canceled if and only if the university officially closes. The decision whether to cancel the downtown campus classes at Gleacher Center will be made by 3 p.m. on the day in question.

Full-Time MBA Program students should check for an email message or with the Full-Time MBA Program Office at 773.702.8197 or Faculty Services at 773.702.7114.

Evening MBA and Weekend MBA students should check for an email message or with the Evening MBA and Weekend MBA Programs Office at 312.464.8660 or Faculty Services at 773.702.7114.
Chicago Booth Honor Code

The students, faculty, and deans of the University of Chicago Booth School of Business regard honesty and integrity as qualities essential to a successful career. The purpose of the student-initiated Chicago Booth Honor Code is to promote these qualities. The Chicago Booth Honor Code requires that each student act with integrity in all Chicago Booth activities and that each student holds his/her peers to the same standard.

By not tolerating lapses in honesty and integrity, the Chicago Booth community affirms the importance of these values. Upon admission, each student makes an agreement with fellow students and the Chicago Booth community to abide by the Chicago Booth Honor Code. Students who violate the 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. 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.

2. 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.

3. 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.

4. Each professor, in the course outline and during the first class meeting, shall state that students are required to adhere to the standards of conduct in the Chicago Booth Honor Code and Standards of Scholarship and Professionalism, and state any additional standards of conduct for the course.

5. The principles embodied in the Chicago Booth Honor Code apply to every part of the Chicago Booth community. The Chicago Booth Honor Code encompasses Chicago Booth’s Standards of Scholarship and Professionalism.

6. Violations of the Chicago Booth Honor Code that relate to academic issues will be handled according to Chicago Booth’s disciplinary procedures.

7. Nonacademic violations of administrative policies (for example, the administrative policies of Career Services, the Career Development Office, or Computing Services) 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 program in which the violation occurred.

8. Purposefully misleading the Chicago Booth Honor Code judicial process is a violation of the Chicago Booth Honor Code. Each member of the Chicago Booth community, as a person of integrity, has a personal obligation to report known violations of the Chicago Booth Honor Code.

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
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 or adjudication. For the complete text of the university’s disciplinary system, please refer to the Student Manual of University Policies and Regulations or uchicago.edu/docs/studentmanual.

Chicago Booth Disciplinary Procedures

Any allegation against a student that requires disciplinary action, whether brought by a faculty member, a member of the administration, a student, or other complainant, must be detailed in writing to the associate dean/director of the respective MBA program. The student charged with possible misconduct is contacted by the associate dean/director and informed of the accusations and relevant details. The student is asked to prepare a written response to the accusation. The associate dean/director will then convey the response to the dean’s office who will review the facts to determine if the case should be brought to a faculty disciplinary committee.

If a committee is to be convened, a deputy dean will appoint two tenured faculty members and two students to the committee and will serve as chairperson in a nonvoting capacity. In the event of a tie, the chairperson functions as a tiebreaker. The associate dean/director acts as a liaison to the student and assembles any required documentation for the committee. The associate dean/director and a representative of the university’s Dean of Students Office will attend the disciplinary hearing in a nonvoting, advisory capacity. All parties involved in the dispute will be invited to appear in person before the full committee. In addition, the student may have an advisor present at the disciplinary hearing. However, the student will be expected to speak for him- or herself before the disciplinary committee. No member of the committee may engage in independent investigations or have contact with any of the parties outside of the scheduled meetings. The chairman or the associate dean/director will notify the student of the committee’s decision immediately after the hearing in a manner agreed upon prior to the hearing and later in writing.

A request for a review of the decision may be made in writing to the dean of students of the university. Requests for a review must be received within 15 days of the date when the original decision was rendered. The review is conducted by a review board convened by the dean of students in the university and consists of a representative of the Office of Campus and Student Life at the university, one member of the Chicago Booth faculty, and a Chicago Booth student. This review board, whose decision is final, does not conduct a rehearing of the matter, nor does the student ordinarily appear before the board. The board does reserve the right to ask the student to appear in order to clarify aspects of his/her request. The only grounds for review are that prescribed procedures were not followed, the penalty will have unforeseen consequences for the student that are harsher than intended, or new evidence previously unavailable to the disciplinary committee bears importantly in the student’s favor.
MBA and IMBA Degrees

Length of Study for MBA and IMBA
A Full-Time MBA Program student usually completes the degree requirements in six quarters: four quarters of three courses and two quarters of four courses. Additionally, Full-Time MBA Program students are required to take LEAD in the Autumn Quarter of the first year. Students can complete the program in less time, but because the course of study is demanding and there may be financial implications, a student is encouraged to speak with an academic advisor before pursuing an accelerated program.

An Evening MBA or Weekend MBA Program student may take from two and a half to five years to complete the degree; the average time of completion is three years.

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.

The deadline to complete the degree requirements is five years (20 quarters). Full-Time MBA Program students should petition the director of Academic Services in writing for extensions; Evening MBA and Weekend MBA Program students should petition a academic advisor in the Evening MBA and Weekend MBA programs. No course more than five years old will count toward the degree requirements.

MBA Degree Requirements
1. For Full-Time MBA Program students, satisfactory completion of the noncredit LEAD course, for which no tuition is charged. For Evening MBA and Weekend MBA program students, satisfactory completion of the noncredit Effective Leadership course, for which no tuition is charged.
2. Satisfactory completion of 20 courses at the University of Chicago, of which at least 14 are from the Chicago Booth curriculum, and where one course equals 100 units of credit.
3. Satisfactory completion of the Foundations, Functions, Management, Business Environment requirements (these must be nine distinct Chicago Booth courses with the exceptions noted on the online curriculum page, at programs.ChicagoBooth.edu/curriculum/degree.aspx), and remaining elective options.
4. A cumulative grade point average of at least C+ (2.33) in all courses counted toward the MBA degree for students who matriculate in Autumn 2006 or subsequent quarters. A cumulative grade point average of at least C (2.0) in all courses counted toward the MBA degree for students who matriculated prior to Autumn 2006.

IMBA Degree Requirements
1. Satisfactory completion of the noncredit LEAD or Effective Leadership course, for which no tuition is charged.
2. Satisfactory completion of 20 courses at the University of Chicago, of which at least 14 are from the Chicago Booth curriculum, and where one course equals 100 units of credit.
3. Satisfactory completion of the Foundations, Functions, Management, Business Environment requirements (these must be nine distinct Chicago Booth courses with the exceptions noted on the online curriculum page, at programs.ChicagoBooth.edu/curriculum/degree.aspx), and remaining elective options.
4. Satisfactory completion of the international business course requirements: either 33501 or 33502 and four additional international business courses (see list on the online curriculum page, at programs.ChicagoBooth.edu/curriculum/degree.aspx). IMBA candidates must complete at least one international business course in their first year. Students may count up to two non-Chicago Booth courses toward their international business requirements. These may include two courses from IBEP Study Abroad (subject to
faculty approval), two courses from a University of Chicago division other than Chicago Booth (selected from a pre-approved list), or one 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 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 during Spring Quarter of their first year if they have successfully completed a minimum of seven courses 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 MBA degree for students who matriculate in Autumn 2006 or subsequent quarters. A cumulative grade point average of at least C (2.0) in all courses counted toward the MBA degree for students who matriculated prior to Autumn 2006.

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

Concentrations
In completing degree requirements, students may elect to earn concentrations in certain subject areas. Concentration requirements are outlined online at programs.ChicagoBooth.edu/curriculum/concentration.aspx. 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.

Graduate Program in Health Administration and Policy (GPHAP)
Students may apply to this certificate program in their first year. If accepted, students pursue a course of study by meeting the requirements for the MBA degree, including directed electives in health administration and policy issues. These elective courses are taught in the Harris School of Public Policy Studies and/or the School of Social Service Administration. The program is administered by the GPHAP Program Office. Further information can be found at gphap.uchicago.edu and inquiries can be directed to gphap@chas.uchicago.edu.

Evening MBA and Weekend MBA Program students interested in pursuing the IMBA degree must first petition the associate dean of the Evening MBA and Weekend MBA programs.
Dual Degrees
Students may apply to and be accepted by another degree program at the university with which Chicago Booth does not have a joint degree program. Students who decide to matriculate to the second program take a leave of absence from Chicago Booth in the quarters they will pursue their coursework at the other division. Conditions of the leave of absence and inactive status apply to students pursuing a dual degree. Dual degree students may not participate twice in on-campus interviewing for internships.

Students apply for loans for the second program through the Student Loan Administration. Please contact the Student Loan Administration at 773.702.6061 for information.

Joint Degree Programs
Programs Offered
Chicago Booth offers the following joint degree programs at the University of Chicago:

In the Social Sciences Division (MA):
  Committee on International Relations
  East Asian Studies
  Eastern European/Russian Studies
  Latin American Studies
  Middle Eastern Studies
  South Asian Studies

Professional school programs:
  Harris School of Public Policy Studies (MPP)
  University of Chicago Law School (JD)
  Pritzker School of Medicine (MD)
  School of Social Service Administration (MA)

There are no joint MBA/PhD or MBA/MS programs.

Application and Notification of Status
Chicago Booth students applying to a University of Chicago professional school must be admitted to and begin that program before beginning their second year in the MBA or IMBA program. Full-Time MBA Program students interested in pursuing a joint degree program in the Social Sciences Division must apply to their program of interest by Friday, Week 1, of Winter Quarter of the first year. Evening MBA or Weekend MBA Program students interested in pursuing a joint degree program in the Social Sciences division must apply to their program of interest by Friday, Week 1, of their second quarter. Students accepted by another University of Chicago program must notify Academic Services in the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office to update their status to joint degree.

Students in one of the above University of Chicago divisions must apply to and be accepted by Chicago Booth before beginning their final year in their division or professional school.

Students who previously earned a degree at the university are not considered joint degree; they complete the MBA or IMBA degree requirements in their entirety.

Academic and Residency Requirements
Joint degree students have academic requirements for each degree. The MBA requirements are:

1. Satisfactory completion of the noncredit LEAD course, for which no tuition is paid.
2. Satisfactory completion of 14 Chicago Booth courses, consisting of Foundations®, Functions, Management, and Business Environment requirements, and five electives.
3. A cumulative grade point average of at least C+ (2.33). Please refer to the section Grade Point Average for the MBA for a description of the calculation method.
4. May not take any of the 14 Chicago Booth courses for pass/fail grading.
5. May not take more than 20 Chicago Booth courses.
*Students in the joint degree program with the Harris School of Public Policy Studies may count their two-course Microeconomics and/or two-course Statistics sequence toward their MBA degree requirements. In doing so, MBA/MPP students must then satisfactorily complete six or seven electives from the Chicago Booth curriculum.

Courses Taken before Matriculation
Joint degree students may count up to three Chicago Booth courses taken before matriculation to Chicago Booth toward their MBA degree requirements under the following conditions:

1. Courses may not have been graded pass/fail or official audit R.
2. Grades earned may not have been lower than C.
3. Students will receive 2,000 bid points per approved course.

Joint Degree Programs/Financial Requirements
Joint degree students have a financial requirement for each program. The financial requirement for the MBA is to pay tuition at the Chicago Booth rate for 14 courses, where the courses can be from either division. This requirement is typically met by being registered by Chicago Booth during four quarters.

Students in the Social Sciences Division register for all courses through Chicago Booth; a percentage of their tuition is annually transferred to the Social Sciences Division.

Joint Degree Programs/Access to Booth Student Services and Activities
Joint degree students must first matriculate into Chicago Booth and complete Core to receive the student services, bidding privileges, facility access, programs, and event benefits offered to active Booth students. This includes holding leadership positions in official Chicago Booth student organizations. Prior to matriculation, access is restricted to that of non-Chicago Booth student status.

Chicago Booth and University of Chicago Course Registration When in Chicago Booth Residency
Joint degree students bid for Chicago Booth courses through iBid, per the stated deadlines. To enroll in a University of Chicago course, they should complete a University of Chicago course registration form in the appropriate program office. University of Chicago courses are added to students’ schedules administratively; students will be charged Chicago Booth tuition for their University of Chicago courses. Students are subject to the standard tuition penalties for late drops of Chicago Booth or University of Chicago courses when in Chicago Booth residency.

Chicago Booth Course Registration When Not in Booth Residency
Joint degree students bid for Chicago Booth courses through iBid, per the stated deadlines. Students are subject to the other school’s/division’s tuition penalty policies for late drops of Chicago Booth or University of Chicago courses.

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 courses taken (excluding LEAD or Effective Leadership), 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.

Career Services for Full-Time MBA Program Students
Students must matriculate into Chicago Booth and participate in Core and Career Essentials to take part in Chicago Booth recruiting activities. Joint degree students who begin their programs at Chicago Booth may be eligible to participate twice in on-campus recruiting for internship positions, and once in on-campus recruiting for permanent positions. Requests to participate in internship recruiting for a second time must be made in writing to the associate dean of Career Services.
Grade Point Average for the MBA
Joint degree students who matriculated in Autumn Quarter 2006 and subsequent quarters must achieve a C+ (2.33) cumulative GPA in their Chicago Booth courses in order to receive the MBA degree. Joint degree students who matriculated prior to Autumn Quarter 2006 must achieve a C (2.0) average in their Chicago Booth courses in order to receive the MBA degree. Grade point averages for joint degree students are based on all courses counted toward the MBA degree and concentration requirements (excluding LEAD or Effective Leadership). The number of courses used to calculate the grade point average for honors consideration depends on how many courses are taken in the student’s graduation quarter.

Financial Aid/Scholarships
Each school awards financial aid separately, and eligibility is determined by residency. In the event a joint degree student is offered a Chicago Booth scholarship, support will be prorated for 20 courses provided your joint program does not offer you scholarship support. Maximum scholarship support only covers tuition. Contact Chicago Booth’s Office of Financial Aid for complete details.

Graduation
One quarter prior to graduation, students file degree application materials with each school. Students must receive both degrees in the same quarter. The only exception is for students in the joint degree program with the Pritzker School of Medicine; these students may earn their MBA prior to completing the MD.

International Business Exchange Program (IBEP)

Chicago Booth Students Outbound on Exchange for One Quarter

General Information
Chicago Booth students may study abroad at one of Chicago Booth’s recognized partner schools around the world. All Chicago Booth students in the Full-Time MBA, Evening MBA, and Weekend MBA programs and the PhD Program are eligible to participate in the International Business Exchange Program (IBEP). Detailed information about program locations, language of study, and site characteristics and the IBEP application can be found at ChicagoBooth.edu/ibep. Further curricular information and past participant surveys are available in International Programs, Harper Center 122, phone: 773-702-4499.

Academic Requirements
Before studying abroad, students should complete a minimum of 10 Chicago Booth courses, including most Foundations, Functions, Management, Business Environment requirements; however, declared IMBA students who have completed a minimum of seven courses (it is required that at least one is in international business) are eligible to study abroad. Specific language and academic prerequisites vary across IBEP programs.

Chicago Booth students enroll in a full course load at the IBEP schools, as defined in the IBEP Admissions letter. Students must successfully complete all IBEP course work with a grade of D or better (or, for alternative grading scales, as defined by the IBEP Admissions letter) in order to earn three elective credits for study abroad. These course credits are noted on the University of Chicago transcript as MBA Study Away, and are graded internally as pass/fail. These courses also count against the six non-Chicago Booth courses students are permitted to take in their program of study. By participating in an IBEP exchange, students use their two pass/fail grading options. Students who have completed one IBEP experience will not receive any academic credit for additional course work completed abroad.

Chicago Booth students successfully completing coursework through a short-term IBEP exchange earn one elective course credit for their study abroad. This credit is noted on the University of Chicago transcript as MBA Study Away, and is graded internally as pass/fail. By participating in a short-term IBEP exchange, students use one of their two pass/fail grading options. Students are not eligible to participate in more than one short-term IBEP experience.
Joint degree students may participate in IBEP; however, the exchange will not result in elective credit being applied to the Chicago Booth degree requirements. It will help satisfy the financial obligation to Chicago Booth.

Participants in one-quarter exchanges are eligible for financial aid for their study abroad. For transcript verification reasons, students may not graduate in the quarter in which they are abroad.

**Withdrawal**

Students who withdraw from IBEP after the deposit deadline will lose their deposits. Students who withdraw from IBEP after enrolling in courses at the exchange school will be subject to the grading policies (failing, withdrawal, incomplete, or other designations) of the exchange school, and subject to the standard tuition penalty schedule of the University of Chicago.

**International Students Inbound on Exchange for One Quarter**

Exchange students nominated by Chicago Booth partner institutions are welcome in the Autumn, Winter, and Spring quarters. Students may participate on exchange at Chicago Booth for a maximum of two quarters. Students enroll in a full-time load of MBA courses (three or four) at the University of Chicago, choosing from a variety of electives both inside and outside Chicago Booth. Students are not eligible for Dean’s Honor List, nor will they earn concentrations.

Each student’s home institution grants credit for work successfully completed while here on exchange. Students who study at Chicago Booth as an exchange student, and subsequently apply and are accepted to Chicago Booth, may not count any of their previously completed Chicago Booth/University of Chicago course work toward their MBA degree requirements.
Student Status

Full-Time Status
For Full-Time MBA Program (including IMBA) students, the University of Chicago defines full-time status as being registered in three courses or more in a quarter. Full-Time MBA Program students may live in student housing, are eligible for university health insurance, and may apply for financial aid through Chicago Booth’s Financial Aid Office. Students on veterans’ benefits have special registration requirements.

Students with F-1 or J-1 visas must enroll in a minimum of three courses per quarter, except for summer or in their graduating quarter if they do not need three courses to fulfill their degree requirements. Graduating students with student visas who do not need three courses to meet degree requirements must submit a petition form to the Office of International Affairs. 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.

When considering an internship or a change in registration of less than three courses in a quarter, Full-Time MBA Program students should investigate the implications carefully with their academic advisor. Full-Time MBA Program students receiving financial aid (loans or scholarships) who plan to decrease their course load must contact Chicago Booth’s Financial Aid Office before doing so, as eligibility may be affected.

Part-Time Status
For Evening MBA and Weekend MBA Program students, the University of Chicago defines part-time status as being registered for at least one course per quarter. Evening MBA and Weekend MBA Program students registered in at least two courses are eligible to apply for federal loans or loan deferments. Evening MBA and Weekend MBA Program students who plan to take three or more courses in a quarter must consult with one of the academic advisors of the program. Evening MBA and Weekend MBA Program students who take more than two courses 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
- Full-Time MBA Program students who have not registered for courses (except Summer Quarter)
- Evening MBA and Weekend MBA Program students who have not registered for courses for more than three consecutive quarters

Students will be notified by U.S. mail sent to their last current address 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 Chalk
- GTS and other password-protected career services information
- Community Directory, except to update address information
- Financial aid
- Health insurance, except for Full-Time MBA Program students taking a leave of absence for medical reasons
- Health services provided to Full-Time MBA Program students at the Student Care Center and the Student Counseling and Resources 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. After four quarters of 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 Chicago Booth Portal is regained upon resuming active status.

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
Registered students wishing to take a leave of absence during the current quarter should file a Leave of Absence form available at their program office. Tuition penalties and fees are assessed as scheduled.

Student-Initiated Leave of Absence
Full-Time MBA Program students wishing to take a leave of absence may do so only after completing their first quarter of enrollment. Students should meet with, and obtain a Leave of Absence form from an academic advisor in Academic Services. Students are responsible for contacting Chicago Booth’s Financial Aid Office and Career Services. International students also must complete an additional leave of absence form with the Office of International Affairs. Students living in university housing should contact the University Housing Office. 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.

Evening MBA and Weekend MBA students wishing to take a leave of absence may do so only after completing their first quarter of enrollment. Students planning to not register for more than three quarters should meet with and obtain a Leave of Absence form from an academic advisor in the Evening MBA and Weekend MBA Programs Office. Students are responsible for contacting Chicago Booth’s Financial Aid Office.

Administrative Leave of Absence
Chicago Booth reserves the right to place a student on an administrative leave of absence for lack of academic progress or performance, disciplinary sanctions, Category Two restrictions, and other such circumstances. When an associate dean/director determines, in consultation with the Student Counseling and Resource 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 may also benefit from specialized counseling or treatment away from the university. The student will be given the opportunity to take a leave of absence voluntarily. If the student declines to take a voluntary leave of absence, the associate dean/director has the authority to restrict or cancel existing and further registration of the student.

Policies and Guidelines
While on a leave of absence, students are placed on inactive status. Students should review the section on Inactive Status and the following policies and guidelines to understand the implications in 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. By dropping courses according to Phases 1–4, students receive points back. There is no refund of bid points for dropping courses after Phase 4. Access to iBid is restricted during the leave quarter(s).
2. **Tuition:** 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’s Financial Aid Office 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 (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:** Students do not pay these fees while on leave of absence. The only exception is for students taking an approved medical leave of absence. In those instances, if they elect to maintain and pay for health insurance, then they are required to pay for the health services fee in the same quarters. Students may not elect to pay for the activities fee while on leave of absence; they may not 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 management 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 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.

The following are specific considerations for Armed Forces Reservists:

1. Students should present official documentation of their status as an Armed Forces Reservist to Academic Services in the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office.

2. Students receiving VA 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 administratively dropped from their courses without tuition penalty.

4. Students called to duty during Week 5 or thereafter will determine appropriate registration/grading options on a per course basis.

**Resumption of Studies after Leave of Absence**

Students must contact the appropriate 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. Readmission to a student’s program is not automatic. A student with a good record and a good reason for the extended absence is usually permitted to resume, subject to the time limit for completion of the degree.

Full-Time MBA Program students expecting to resume studies in Autumn Quarter should contact Academic Services by mid-June. Full-Time MBA Program students also should contact the Chicago Booth Office of Financial Aid, Career Services, and the Office of International Affairs (international stu-
students) to confirm their expected return date.

Evening MBA and Weekend MBA Program students who have been out of residence for more than three quarters and wish to return should file a Resumption of Studies form. The form is available online or at the Evening MBA and Weekend MBA Programs Office. Students who return to the program may be required to complete Orientation, Effective Leadership, or other programs as condition for readmission.

Withdrawal from the MBA or IMBA Program

Students wishing to withdraw from the MBA or the IMBA programs must submit in writing to a director of the appropriate program office their intention to leave the degree program. 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 U.S. mail sent to the last current address in the quarter prior to the quarter in which the withdrawal will take effect. Once withdrawn from the program, students may only return after reapplying and gaining admission to the Full-Time MBA, Evening 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 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 courses accepted to transfer is three (one course equals 100 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.

Withdrawal from a Joint Degree Program

Students who wish to continue their Chicago Booth tenure, but withdraw from the other University of Chicago degree program, must petition the dean of students for the other program. The student must present to a director of the appropriate Chicago Booth program office written notification from the other dean of students confirming the withdrawal. The student is thereafter responsible for completing the Chicago Booth degree requirements in their entirety (refer to the MBA and IMBA Degree Requirements sections).

The student may petition the appropriate Chicago Booth program office to count other degree coursework completed toward the MBA or IMBA degree requirements under the following conditions:

1. A student must present all requests for transfer of University of Chicago courses in writing to an academic advisor in Academic Services for the Full-Time MBA Program or to an academic advisor in the Evening MBA and Weekend MBA Programs Office no later than the end of the first quarter after withdrawing from the other degree
program. The maximum number of courses accepted to transfer is three (where one course equals 100 units). No exceptions to the number of courses permitted for transfer will be made.

2. Transfer courses are considered 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.

3. Courses will not be counted 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.

Transfer between MBA Programs
Chicago Booth does not allow students to transfer between the Full-Time MBA and Evening MBA or Weekend MBA programs. Exceptions to this policy are made only in the rarest of cases and must be requested, by petition, to the deputy dean of the program in which the student is currently registered. The petition must be approved by the deputy dean of the program to which the student wants to transfer.

Transfers between Evening MBA and Weekend MBA Programs
The deadline for applying to transfer between the Evening MBA and Weekend MBA programs is Saturday of Week 4, one quarter in advance of when a student wishes for the transfer to take effect. Students will be notified of the transfer decision during Week 5 of the quarter. Students must be registered for two (2) quarters before transferring between the programs. Students may transfer between the Evening MBA and Weekend MBA programs once during their MBA program. All transfers are subject to approval by the associate dean of the Evening MBA and Weekend MBA Programs Office and the deans.
Course Bidding System (iBid)
Registration for each quarter generally begins Monday, Week 8, of the previous quarter with the final phase of Registration ending Friday, Week 2 of the current quarter. Autumn Quarter registration information is emailed in early August for Full-Time MBA Program students.

Autumn Quarter registration information is emailed in early August to all Evening MBA and Weekend MBA Program students.

All bids are entered in the online bidding system, iBid. Bidding instructions are available on the Chicago Booth Portal at portal.ChicagoBooth.edu, right-hand toolbar “iBid—bid for classes.” Bid deadlines also appear on this site.

Schedule Adjustments
Students may adjust their course schedule via iBid through the second week of the quarter. The deadline to add an open, non-waitlisted Chicago Booth course is Friday of Week 2 of the quarter. The deadline to add a non-Chicago Booth university course is Friday, Week 3, of the quarter.

Beginning Week 3, late drops are processed by academic advisor in Academic Services, by or academic advisors in the Evening MBA and Weekend MBA Programs Office. Late drops of Chicago Booth or non-Chicago Booth courses result in tuition penalties. See the section on tuition penalties for details. Beginning Week 4, drops receive a grade of W for withdrawal.

Beginning Week 8 through the last day of the quarter, written faculty consent is required to withdraw from a Chicago Booth course.

Bid Points
Students accrue 2,000 bid points for each completed Chicago Booth and University of Chicago course (excluding LEAD and Effective Leadership). Bid points are paid in the amount of the closing price for each course added in that phase of bidding. Bid points are not refunded for drops processed after Phase 4. This includes drops or withdrawals for leaves of absence and schedule adjustments for study abroad and lab courses.

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.

Tuition and Fees
Registration for courses at the university carries the obligation of the student 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 tuition rate for the 2009–10 academic year for the Full-Time MBA Program is based on two-tiers. The per course tuition rate for students entering in Autumn 2009 is $4,902. The per course tuition rate for all other continuing students is $4,820. The per course tuition rate for the 2009–10 academic year for Evening MBA and Weekend MBA Program students is $4,861.

The university assesses a $45 Life Time Credentials Fee to new students in their first quarter of study. Chicago Booth assesses a one-time $1,500 Administrative Fee for entering Full-Time MBA Program students in their first quarter of study and a one-time $1,000 Student Activity fee for Evening MBA and Weekend MBA Program students prior to their first quarter of study. The following fees are assessed to Full-Time MBA Program students during quarters of registration, excluding summer:

- **Student Life Fee**: $238/quarter (and $189 if enrolled during Summer Quarter)
- **Graduate Student Activities Fee**: $51/quarter
Health Insurance Premiums
The university requires Full-Time MBA Program students to maintain health insurance coverage. Coverage must be annually maintained by enrolling in one of two university United HealthCare (U-SHIP) plans or waiving enrollment by documenting comparable coverage through another source. The coverage dates of the U-SHIP plans are September 1, 2009, through August 31, 2010. Insurance premiums are assessed over three quarters:

- **Basic Plan**: $675/quarter
- **Prescription Advantage Plan**: $1,030/quarter

Evening MBA and Weekend MBA Program students are exempt from the health insurance requirement as they are not eligible to elect coverage through the university.

Tuition and Fee Payments
Tuition and fees (and insurance premiums for Full-Time MBA Program students who elect one of the U-SHIP plans) are assessed to students’ bursar accounts. The university Bursar’s Office sends bills; payment is expected by the stated due dates. An employer’s reimbursement policy or failure to receive a bill, for example, 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 via the Chicago Booth Portal at portal.ChicagoBooth.edu. Bills are mailed Week 2 of every quarter and tuition is due Week 4 of every quarter.

Students who do not receive a bill should contact the Bursar’s Office at 773.702.7086. Students paying tuition after the deadline date should include a $100 penalty with the payment.

Full-Time MBA Program students may pay their tuition and fees by any of the options listed next. They may not pay tuition by credit card at Gleacher Center.

1. Mail a check or money order in the return envelope enclosed with the bill. Please include your UCID number on your check.
2. Pay by check or money order in person at the Office of the Bursar, Administration Building, Room 101.
3. Enroll online to receive tuition bills electronically and have charges automatically withdrawn from a U.S. checking or savings account. Visit the Bursar’s Office website for further information: bursar.uchicago.edu/students.html.
4. The university also offers eight-month and ten-month payment plans. Students should contact the Office of the Bursar for more information on the monthly payment plans.

Evening MBA and Weekend MBA Program students may pay tuition in one of three ways:

1. Mail a check or money order with the bill you receive to the address on the statement. Please include your UCID number on your check.
2. Pay by check or money order in person at the Office of the Bursar, Administration Building, Room 101.
3. Enroll online to receive tuition bills electronically and either have charges automatically withdrawn from a U.S. checking or savings account or pay with Master Card, Visa, or American Express credit card. For information, visit the Bursar’s Office website at bursar.uchicago.edu.

Tuition Penalties
After the final phase of bidding, tuition penalties are assessed for late drops or withdrawal from Chicago Booth and University of Chicago courses per the schedule below. The appropriate program office must process late drops. Courses dropped after the close of Phase 6 through:

- **Week 3**: 35 percent tuition penalty
- **Week 4**: 50 percent tuition penalty
- **Week 5**: 70 percent tuition penalty
- **Weeks 6–11**: 100 percent tuition penalty
Health Insurance Premiums
The university requires Full-Time MBA Program students to maintain health insurance coverage.
Coverage must be annually maintained by enrolling in one of two university United HealthCare (U-SHIP) plans or waiving enrollment by documenting comparable coverage through another source. The coverage dates of the U-SHIP plans are September 1, 2009, through August 31, 2010. Insurance premiums are assessed over three quarters:

- **Basic Plan:** $625/quarter
- **Prescription Advantage Plan:** $1,030/quarter

Evening MBA and Weekend MBA Program students are exempt from the health insurance requirement as they are not eligible to elect coverage through the university.

Tuition and Fee Payments
Tuition and fees (and insurance premiums for Full-Time MBA Program students who elect one of the U-SHIP plans) are assessed to students’ bursar accounts. The university Bursar’s Office sends bills; payment is expected by the stated due dates. An employer’s reimbursement policy or failure to receive a bill, for example, 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 via the Chicago Booth Portal at portal.ChicagoBooth.edu. Bills are mailed Week 2 of every quarter and tuition is due Week 4 of every quarter.

Students who do not receive a bill should contact the Bursar’s Office at 773.702.7086. Students paying tuition after the due date should include a $100 penalty with the payment.

1. Full-Time MBA Program students may pay their tuition and fees by any of the options listed next. They may not pay tuition by credit card at Gleacher Center.

2. Pay by check or money order in person at the Office of the Bursar, Administration Building, Room 101.
3. Enroll online to receive tuition billings electronically and have charges automatically withdrawn from a U.S. checking or savings account. Visit the Bursar’s Office website for further information: bursar.uchicago.edu/students.html.
4. The university also offers eight-month and 10-month payment plans. Students should contact the Office of the Bursar for more information on the monthly payment plans.

Evening MBA and Weekend MBA Program students may pay tuition in one of three ways:

1. Mail a check or money order with the bill you receive to the address on the statement. Please include your UCID number on your check.
2. Pay by check or money order in person at the Office of the Bursar, Administration Building, Room 101.
3. Enroll online to receive tuition billings electronically and have charges automatically withdrawn from a U.S. checking or savings account. Visit the Bursar’s Office website for further information: bursar.uchicago.edu.

The university requires Full-Time MBA Program students to maintain health insurance coverage. Coverage must be annually maintained by enrolling in one of two university United HealthCare (U-SHIP) plans or waiving enrollment by documenting comparable coverage through another source. The coverage dates of the U-SHIP plans are September 1, 2009, through August 31, 2010. Insurance premiums are assessed over three quarters:

- **Basic Plan:** $625/quarter
- **Prescription Advantage Plan:** $1,030/quarter

Evening MBA and Weekend MBA Program students are exempt from the health insurance requirement as they are not eligible to elect coverage through the university.

Tuition Penalties
After the final phase of billing, tuition penalties are assessed for late drops or withdrawal from Chicago Booth and University of Chicago courses per the schedule below. The appropriate program office must process late drops. Courses dropped after the close of Phase 6 through:

- **Week 3:** 35 percent tuition penalty
- **Week 4:** 50 percent tuition penalty
- **Weeks 6–11:** 100 percent tuition penalty

Beginning Week 4, late drops receive a grade of W for withdrawal plus a $50 change-in-registration penalty. Beginning Week 8 through the last day of the quarter, written faculty consent is required for withdrawal from a Chicago Booth course.

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 in two categories.

**Category One:** Penalties are applied locally to students’ accounts by the restricting office. Restrictions in this category include:

<table>
<thead>
<tr>
<th>Office Placing Restriction</th>
<th>Reason for Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>unpaid fines</td>
</tr>
<tr>
<td>Bursar</td>
<td>returned checks</td>
</tr>
</tbody>
</table>

The Registrar’s Office notifies students of the penalty and its consequences. Category One restrictions will not interfere with the student’s continuing registered status and enrollment in courses.

**Category Two:** Penalties deny registration privileges and are imposed for three types of reasons: academic, financial, or noncompliance with federal or state regulations. Restrictions in this category include:

<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>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>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>

The restricting office, the University Registrar, and either Student Records and Systems in the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office will communicate the restrictions to the student.

If a Category Two restriction is unresolved by Friday of Week 7 of the quarter, the student is placed on inactive status for the upcoming quarter and is prohibited from bidding for courses for the upcoming quarter. Additionally, Category Two 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
- 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

Please see the section on Inactive Status for further implications.

Once the Category Two restriction is resolved, the student’s status is changed back to active for the upcoming quarter, and the student regains privileges for course bidding. If the restriction is not cleared by Friday of Week 2 of the subsequent quarter, the student is not able to enroll in courses due to the Chicago Booth deadline of all course enrollments being complete by that time. Therefore, a student’s status would remain as inactive. For example, if a Category Two restriction is imposed in Autumn Quarter, and it is cleared after Friday of Week 2 of Winter Quarter, the earliest a student may enroll in courses is Spring Quarter.
Course Credit

Transfer of University of Chicago 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 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 courses accepted to transfer is three (where one course equals 100 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.

Transfer of Courses Earned Elsewhere
Course work taken at other institutions may not apply toward the MBA degree.

Basic Courses and Approved Substitutes
Each subject area requirement can be satisfied by taking either the basic course or an approved substitute found in the program outline at programs.ChicagoBooth.edu/curriculum/degree.aspx.

Basic courses are suggested for students with little or no previous background in an area. Approved substitutes may be taken by students with prior knowledge in a field. Faculty approval via a substitution petition is required to substitute any other Chicago Booth course. Whether requirements are satisfied by basic courses, approved substitutes, or petitioned courses, no course may be used to satisfy more than one area requirement.

Substitution Petitions for Required Areas
Students with previous background in a required area may consider substituting a Chicago Booth course in the subject area. Substitutions require faculty permission via a substitution petition available in Academic Services in the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office. An area faculty member evaluates the petition, and the student is notified of the decision. Students may not petition University of Chicago courses for required areas (foundations, breadth, or general management).

The substitution petition process usually requires at least two weeks, but can take up to one quarter. For planning purposes, students are advised to submit substitution requests in their first or second quarter. Students planning to petition an IBEP course toward an IMBA International Business degree requirement should submit petitions prior to departing for the quarter abroad. The deadline for students to submit substitution petitions is the last day of the quarter prior to the one in which they plan to graduate.
Substitution Petitions for Concentrations

If a student intends to take courses that differ from the approved sequence listed online at programs.ChicagoBooth.edu/curriculum/concentration.aspx, a petition for a change in a concentration sequence must be submitted to the appropriate program office. Students may not petition more than one IBEP or University of Chicago course into any concentration. An area faculty member evaluates the petition, and the student is notified of the decision.

The substitution petition process usually requires at least two weeks, but can take up to one quarter. For planning purposes, students are advised to submit substitution requests in their first or second quarter, or prior to studying abroad for IBEP petitions. The deadline for students to submit substitution petitions is the last day of the quarter prior to the one in which they plan to graduate.

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; however, the course only counts once toward the student’s degree requirements. The lower grade is excluded from 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, a different faculty member, and a distinct subtitle. Both courses count towards 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 or director in the appropriate program office and complete a 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 through their program office. Business 31301 is subject to the following rules:

1. Business 31301 may be sponsored by a regularly appointed, full-time Chicago Booth faculty members (i.e., faculty with titles of professor, associate professor, assistant professor, or clinical faculty members).

2. Complete the Business 31301 form (available in Academic Services and Evening MBA and Weekend MBA Programs Office) and obtain the faculty sponsor’s signature. Submit the completed forms to the appropriate program office by Friday of Week 2 of the quarter for registration.

3. Business 31301 may not substitute for a foundations, breadth, or general management requirement.

4. Business 31301 may be taken up to two times.

5. Students on probation may not register for Business 31301.

6. Business 31301 may not be used to register for a closed course.

7. Students enrolling in Business 31301 in the quarter of graduation must submit their completed projects to their faculty sponsors by Week 8 so a grade may be received by Week 9. If a grade is not received by Week 9, the student is removed from the graduation list and needs to reapply to graduate in the subsequent quarter.

Business 31303—Field Research

Students needing to earn academic credit for their United States-based internship, including Full-Time MBA Program international students for Curricular Practical Training (CPT), may do so by registering for Business 31303 through Academic Services in the Full-Time MBA Program or Evening MBA and Weekend MBA Programs Office. Business 31303 is subject to the following registration and grading policies:
1. Complete the Business 31303 form and submit along with the internship offer letter to the appropriate program office at least one week prior to the start of the internship. The internship offer letter must be on company letterhead, and state the location, hours per week, and start/end dates of the internship. Note to first-year international students: in compliance with federal guidelines, the university cannot authorize CPT to begin prior to the last day of Spring Quarter. In addition, the end date may not be after the start of Autumn Quarter.

2. Business 31303 will not satisfy foundations, breadth, general management, or elective requirements for the MBA/IMBA degree requirements.

3. Business 31303 carries zero units of credit and no tuition is incurred.

4. Students are registered administratively for Business 31303.

5. Students complete and submit to their program office a three- to five-page paper upon the completion of the internship. The paper must cover the responsibilities the student managed, how his/her coursework helped with preparation for the work, and how the experience will benefit future career plans. The deadline to submit the paper is Friday of Week 4 of the quarter following their enrollment in Business 31303.

6. Business 31303 is graded on a pass/fail basis, determined on the content and quality of the paper submitted. International students needing this course for Curricular Practical Training must pass.

Five-Week Chicago Booth Courses
During Summer Quarter, Chicago Booth offers several five-week courses typically in the first five weeks of the quarter. The classes meet twice a week (Mondays and Thursdays) from 6–9 p.m. at Gleacher Center, for a total of 10 sessions.

Registration for five-week courses takes place during the standard phases of bidding; however, five-week courses are subject to the following conditions:

1. No waitlists are maintained.
2. Students may not add a five-week course after the Phase 6 deadline.
3. Drops conducted after Phase 6 are subject to the standard tuition penalties for a Late Drop.
4. In addition to a tuition penalty, five-week courses dropped after beginning Week 4, receive a grade of W (withdrawal).
5. May not be taken for Pass/Fail grading.
6. Graduating students may not select a five-week course through the Take Three (Free) offer.
7. Alumni may not select a five-week course through the post-graduate enrollment offer.

Official grades for these courses will be posted to CMore with all other Summer Quarter grades after the conclusion of the Summer Quarter.

University of Chicago Courses
Students may take up to six of their electives from other departments or divisions of the university (where one course equals 100 units). Chicago Booth tuition is charged for University of Chicago courses. While students do not bid for University of Chicago courses, they earn the standard 2,000 bid points for each course taken.

1. Students should check with the appropriate department or online for course descriptions and make sure that all prerequisites have been met.
2. Students complete a University of Chicago course registration form in Academic Services in the Full-Time MBA Program or Evening MBA and Weekend MBA Programs Office. University of Chicago courses are added administratively to students’ schedules. While these registrations are not viewable via MyCourses in the Chicago Booth Portal, they are viewable via CMore, at cmore.uchicago.edu.
3. University of Chicago courses may not be petitioned to substitute for a foundations or additional requirements (other than exceptions noted online at programs.ChicagoBooth.edu/curriculum/degree.aspx).
4. Students are subject to the grading policies of that department.
5. University of Chicago courses may be taken pass/fail with instructor consent. The pass/fail grade counts toward the two maximum electives students can take as pass/fail.

6. Students wishing to drop a University of Chicago course after phases of bidding have ended must do so with the appropriate program office and are subject to the standard tuition penalty policy.

7. Graduating students must earn provisional grades from their faculty or complete coursework early, including taking final exams scheduled for graduating students. The department or division determines whether graduates must earn provisional grades or complete coursework early so final grades can be submitted. Students should review the course syllabus and/or check with the instructor about grading policies/procedures for graduating students.

**LEAD Facilitator Extra Course Option**

In their graduating quarter, LEAD facilitators are eligible to enroll in an additional (12th) elective course at no charge. Facilitators bid for and enroll in this 12th elective. If not exercised, this offer expires at the time of graduation. Below are policies governing the extra course offer.

**Registration/Drops/Withdrawals**

- Students must bid and pay points for the additional course, per the stated bidding schedule.
- The tuition penalty schedule for late drops/withdrawals applies to this course, even if the course had seat availability throughout/after bidding.
- The final day to add an open, non-waitlisted Chicago Booth course is Friday, Week 2, of the quarter.
- Students may not use the extra course offer to repeat a course previously taken.
- Students may not use the extra course offer to compensate for a degree deficiency due to previous poor performance (failing grade) or withdrawal.

**Grading**

1. The additional course may be taken for a letter grade or pass/fail grading, following all standard pass/fail grading policies.

2. Certain courses may not be taken pass/fail per the course instructor. Students should refer to the syllabi and online course descriptions to determine if a course may not be taken pass/fail.

3. Students may not request official audit (R) for this course.

**Take Three (Free) for Graduating Students**

Students are permitted to enroll in up to three Chicago Booth courses concurrent with their 20th (non-LEAD) class or in the subsequent quarter before graduation through the Take Three (Free) offer. The benefit of taking these classes before graduation is that they can be used to satisfy concentration requirements and are included in the term and final grade point averages. The Take Three (Free) offer is subject to the following terms and conditions:

- Courses must be taken for a grade (neither pass/fail grading nor an official audit R is allowed).
- Grades for the Take Three course(s) will appear on the official University of Chicago transcript.
- Drops of courses after Friday, Week 3, of the quarter result in a grade W (withdrawal) and post on the University of Chicago transcript; however, no tuition penalty is assessed.
- Students need to be enrolled in their 20th course and meet the degree requirements before being eligible to participate in the Take Three offer.
- Take Three option is in addition to the Post-Graduate Chicago Booth Course Registration offer and expires upon graduation.

In addition, students may not:

- Take more than five total courses, including Take Three in their graduating quarter.
- Secure Take Three courses during any phase of bidding.
Register for cohorted, five-week, or non-Booth courses.

Use the Take Three offer to repeat a course previously taken.

Use the Take Three to compensate for a degree deficiency due to previous poor performance (failing grade, incomplete, or withdrawal).

Take advantage of the Take Three offer to ensure provisional grades are met in order to graduate if they are on probation.

Registration

- Students are enrolled in open, non-waitlisted courses only.
- Program advisors review students’ programs of study to confirm eligibility.
- An email is then sent to eligible students providing the Take Three link to the registration interface.
- Registrations are processed beginning Monday, Week 2, through Friday, Week 2, of the quarter.

Tuition/Financial Aid

- Students who register, during any phase of bidding, 21 or more courses (open or closed), pay tuition for all courses.
- Students receiving loans should contact the Financial Aid Office to avoid being adversely impacted by taking additional courses.

Scholarship Awards

Student scholarship awards are applicable for the academic year(s) and dollar amount(s) specified in their individual scholarship notification letters. In signing the scholarship award acceptance letter, students agree to the following conditions as it related to the maintenance of University of Chicago Booth School of Business Scholarship Award.

Student Status

1. You must maintain full-time status (three or more courses) each quarter. This requirement also applies if you choose to enroll in the Summer Quarter.

2. If you withdraw from classes and there is a reduction in your tuition for the quarter, your award may be reduced.

3. If you completely withdraw from the Chicago Booth, or take a leave of absence, you will forfeit your award. Should you return to school at a later date, your award will not be reinstated.

4. If you are enrolled in a joint degree program at the University of Chicago, scholarship support will be prorated for 20 courses provided your joint program does not offer you scholarship support. Maximum scholarship support only covers tuition.

Grades/GPA

1. Students must receive a passing grade for each course taken.

2. If you have been awarded a two-year scholarship you must be in good academic standing which equates to a cumulative grade point average of 2.33 after your first year of attendance to maintain your scholarship award for your second year.

Tuition

1. Scholarship awards are applied only to tuition charges.

2. If you have been awarded a full-tuition scholarship for two years the award will pay for a maximum of 20 courses, excluding Leadership Effectiveness and Development (LEAD).

3. The total sum of all scholarship awards from all sources cannot exceed tuition charges for any quarter.

4. Recipients may only receive one Chicago Booth scholarship or fellowship per year. If you receive:
   a) A Chicago Booth scholarship and an additional outside scholarship the combination of the awards cannot exceed tuition.
   b) A Chicago Booth scholarship and an outside scholarship that requires Chicago Booth to match the award, the Chicago Booth scholarship will be increased only if it does not already meet the amount necessary to match the outside scholarship. Total awards cannot exceed tuition.
c) A Chicago Booth scholarship and a Chicago Booth or external fellowship for a greater amount, the higher fellowship will replace the Chicago Booth scholarship you were previously awarded.

**Course Credit Conversions**
In the context of U.S. institutions of higher education, the following is the standard for course credit conversions: a 100 unit course is equal to five quarter hours is equal to 3.33 semester hours.

**Illinois Certified Public Accountant (CPA) Courses**
The Illinois Committee on Accountancy has approved the following Chicago Booth courses as meeting the requirements for the State of Illinois CPA examination: 30000, 30001, 30116, 30117, 30118, 30130, and 42200. Students interested in taking the Illinois CPA examination should reference the educational requirements described on the Illinois Board of Examiners website, illinois-cpa-exam.com/files/edreq.pdf.
Course Grades

Effective Autumn 2006, Chicago Booth instituted a plus/minus grading policy. Students who matriculated in Autumn 2006 and in subsequent quarters are subject to the plus/minus grading scheme. Students admitted to Chicago Booth prior to Autumn 2006 remain under the standard letter-grading practice. They had a one-time opportunity during Autumn 2006 to opt-in to the plus/minus grading scheme and are bound by their elected grading scheme for the duration of their program of study.

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.

University of Chicago Course Grades

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

Students admitted to Chicago Booth prior to Autumn 2006 who elected to remain on the standard letter-grading practice and who take a University of Chicago course that uses plus/minus grading will have the plus or minus grade reflected on their official University of Chicago transcript, though the standard grade will be calculated in the their grade point average.

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 not repeated counts in the GPA calculation even though the course does not count 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:

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. Bring the written consent to either Academic Services for the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office by Friday, Week 2 of the quarter.

Incompletes

Students may obtain an Incomplete form from an academic advisor in Academic Services for the Full-Time MBA Program, or from the Evening MBA and Weekend MBA Programs Office. Please note these policies carefully:
1. Incomplete forms are accepted between Monday of Week 6 and the last day of classes prior to final exams.
2. 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 request an Incomplete; the student must register and pay for the course again.
3. 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.
4. Students may make up an Incomplete only with the instructor who granted it.
5. 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.
6. 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.
7. Students are not eligible for graduation if an Incomplete is approved for a course in the graduating quarter.
8. Students may not carry more than two Incompletes at a time to ensure academic progress.
9. 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 in Academic Services for the Full-Time MBA Program or the Evening MBA and Weekend MBA Programs Office. Instructors are not informed that students are taking their course pass/fail until the time of submission of final grades. Students may elect to take two of their elective courses pass/fail, subject to the following guidelines:

Degree and Concentration Requirements
- Up to two of the 11 electives 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, Functions, Management, Business Environment requirements may not be taken for pass/fail grading.
- Courses counting toward concentration requirements—five-week or 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—Friday 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 Other University of Chicago 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 first class meeting. 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. Grades of P, I, R, and W do not count in grade-point calculations.

Obtaining Grades

At the end of each quarter, students may check their grades via CMore at cmore.uchicago.edu. Students use their university CNet ID and password. If Full-Time MBA Program students wish to be mailed a grade report at the end of each quarter, they may complete a Grade Request form in the Registrar’s Office.

Only one form needs to be filled out to receive grades every quarter. Full-Time MBA Program students should consider this option for Spring Quarter grades when most students are not on campus. Evening MBA and Weekend MBA Program students are automatically mailed a grade report each quarter. 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 of $45 in their first year of study. The lifetime transcript fee allows students to request an unlimited number of official transcripts, now and in the future, whenever they need it, at no additional cost. Transcripts may be ordered in one of three ways:

1. by a secured internet transaction via registrar, uchicago.edu/transcripts.html
2. in person at the Office of the University Registrar, or
3. by mail, sending a signed request to the Office of the Registrar, 5801 South Ellis Avenue, Room 103, Chicago, IL 60637.

Grade Appeal Procedures

A student who believes that he or she has 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, the student should use the following process:

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. In both the discussion and the written appeal the student should state clearly and in detail which part of the graded material has a potential grading error, why the student believes there is an error, and what the correct grade would be. The professor will review and re-grade all of the material and decide whether or not the grade should be changed. If the professor decides that a grading error was made, it is the obligation of the faculty to correct that error and increase or decrease the grade accordingly. The final decision rests with the faculty member and only he or she can change the grade.

If the faculty member does not respond in a timely manner and the student wishes to pursue the appeal further, he or she may submit a written request along with copies of correspondence with the faculty member to an academic advisor in Academic Services for the Full-Time MBA Program or one of the directors of the Evening MBA and Weekend MBA Programs Office. The academic advisor or director will review the process with the student. If the academic advisor or associate director, in conjunction with the director or associate dean of the appropriate program office, concludes that a student request did not get a complete review by the professor, he or she will contact the professor to discuss the re-grade and ensure that the student’s request received a fair review. Appeals are limited to a review of the re-grade process and do not include a review of the professor’s evaluation of the re-grade.

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

**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. 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 in Autumn Quarter 2006 or thereafter is placed on quarter probation if his or her grade point average (GPA) for the quarter is less than C+ (2.33) and placed on cumulative probation if his or her cumulative GPA is less than C+ (2.33). A student who matriculated prior to Autumn Quarter 2006 is placed on quarter or cumulative probation if his or her GPA for the quarter or cumulative GPA is less than C (2.0).

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, only the higher grade is 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. These restrictions will be detailed in a probation letter 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 the student may be dismissed from the school. Full-Time MBA Program students denied further registration must petition the associate dean and dean of students for reinstatement; Evening MBA and Weekend MBA program students must petition the associate dean of the Evening MBA and Weekend MBA Programs Office.
Honors and Awards

Degree with Honors
Chicago Booth offers two honors designations, High Honors and Honors. The High Honors designation is assigned to the top 5 percent of the graduating class and the Honors designation 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 designations 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, according to the guideline in (3) below.
3. A grade of F in a course not repeated counts in the GPA calculation for High Honors and Honors consideration, even though the course is not counted toward the degree requirements.

The distinction is noted on a student’s diploma and official transcript. Students receiving the distinction are notified by 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.

Dean’s Honor List
A Full-Time MBA Program student registered for three or more Chicago Booth courses in a quarter will be named to the Dean’s Honor List for that quarter if the following conditions are met:

1. Achieves 3.5 or higher grade point average 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 three Chicago Booth courses for a letter grade in that quarter;
4. Receives no Incompletes in any coursework in the given quarter (Dean’s Honor List may not be retroactively named after a student completes a course previously taken for Incomplete).

Honors Designation Post-Graduation
The Deans’ Office will grant honors designation post graduation to alumni who qualify based on grades in their last quarter. Only students who did not previously receive honors will be considered. No adjustments will be made from honors to high honors. The Registrar’s Office will update the transcript and have the diploma reprinted to reflect the distinction. Reprints of the diploma will be produced once the original diploma is returned.

Three weeks following Spring Quarter graduation, Student Records and Systems will compile all GPA information of the graduates from all programs and all quarters from the previous academic year and determine who has achieved honors post graduation. The Office of Student Records and Systems will notify alumni of their distinction via a letter from the Deputy Dean of the appropriate program and enclose the “Honors Notification/Diploma Reprint Form” requesting mailing information and the return of the diploma by a set date.

Student Records and Systems also will distribute the alumni names to Academic Services for the Full-Time Program and the Evening MBA and Weekend MBA Programs Office for their information.
5. Receives no grades of Withdrawal in any coursework in the given quarter.

Joint degree students are eligible for consideration in quarters of residence in Chicago Booth. Non-degree-seeking exchange students are not eligible for Dean’s Honor List.

For Evening MBA and Weekend MBA Program students who take one or two Chicago Booth courses in a quarter, the Dean’s Honor designation is based on the courses taken that quarter and in the previous quarter if the student
a) took fewer than three Chicago Booth courses in the previous quarter,
b) completes a total of three or four Chicago Booth courses over the current and previous quarters, and
c) was not awarded Dean’s Honor in the previous quarter.

The conditions for Dean’s Honor for Full-Time MBA Program students apply.

For Evening MBA and Weekend MBA Program students who take three or more classes in a quarter, the Dean’s Honor designation is based on the courses taken in that quarter only. The conditions for Dean’s Honor for Full-Time MBA Program students apply. Regardless of whether or not a student is awarded Dean’s Honor for a quarter in which he/she took three or more courses, the courses in that quarter are ineligible for consideration for Dean’s Honor distinction in any future quarter.

The Dean’s Honor List is considered a part of the IMBA/MBA 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 each quarter.

**Academic and Service Awards for Full-Time MBA Program Students**

Full-Time students are eligible for the following academic and leadership awards. Students do not apply for these awards; selection is based on academic records or nominations. Academic and leadership award distinction is considered a part of the IMBA/MBA degrees and is therefore public information. Students found in violation of the Standards of Scholarship and Professionalism may be considered ineligible for academic and service awards.

**The Bain & Company MBA Award for Strategy** is awarded annually to a graduating Full-Time MBA Program student with the best scholastic record in strategy. Candidates must have a minimum cumulative GPA of 3.5 (based on all courses completed through the second week of the quarter in which the student graduates), a concentration in strategy, community involvement, Chicago Booth involvement, and leadership qualities. The Faculty Awards Committee selects the recipient based on eligibility criteria and student resumes.

**The Irwin J. Biederman Award** is awarded annually to a second-year Full-Time MBA Program student who has demonstrated outstanding leadership in student life and activities within the Chicago Booth community and outside Chicago during the first year of study. Candidates must be nominated by second-year students and have completed at least nine courses in their program of study. The Deans’ Awards Committee selects the recipient based on eligibility criteria, the number of nominations, and qualitative comments.

**The George Hay Brown Marketing Prize** is awarded annually to a graduating Full-Time MBA Program student with the best scholastic record in marketing. Candidates must have a minimum cumulative GPA of 3.5 (based on all courses completed through the second week of the quarter in which the student graduates) and have taken or enrolled in at least five marketing classes, where one is 37000. The Faculty Awards Committee selects the recipient based on eligibility criteria.

**The Center for Research in Security Prices Award for Excellence in Finance** is awarded annually to a graduating Full-Time MBA Program student having the best scholastic record in finance. Candidates must have a minimum cumulative GPA of 3.94 (based on all courses completed through the second week
of the quarter in which the student graduates) and a concentration in finance and/or analytic finance. The Faculty Awards Committee selects the recipient based on eligibility criteria.

**Chicago Booth Leadership Award of Distinction** recognizes students graduating from the Full-Time MBA Program who have made exceptional contributions while at Chicago Booth in the areas of community service, leadership, and student life. The recipient is determined by the Deans’ Award Committee based on Full-Time MBA Program student, faculty, and staff nominations and feedback.

**The Harry L. Davis Award** is awarded annually to a graduating Full-Time MBA Program student who has most exhibited creativity, a willingness to take risks, and a strong commitment to Chicago Booth during his or her years in the MBA program. Candidates are nominated by first- and second-year Full-Time MBA Program students, faculty, and staff. The Deans’ Awards Committee selects the award recipient based on eligibility criteria, the number of nominations, and qualitative comments.

**The Dean’s Prize for Best Educational Programming** recognizes a student program that has successfully addressed an area of growth within the community and demonstrated a commitment to embracing and improving the Chicago Booth community. The recipient is determined by the Deans’ Award Committee based on Full-Time MBA Program student, faculty, and staff nominations and feedback.

**The Dean’s Prize for Building the Chicago Booth Brand** recognizes a collaborative effort on behalf of Chicago Booth students, groups, or program committees that benefits the building of the Chicago Booth brand to the external campus, city, national, or international community. The recipient is determined by the Deans’ Award Committee based on Full-Time MBA Program student, faculty, and staff nominations and feedback.

**The Dean’s Prize for Service to the Community** recognizes a group of students whose collaborative effort on behalf of Chicago Booth students has made a significant impact on the internal Booth community. The recipient is determined by the Deans’ Award Committee based on Full-Time MBA Program student, faculty, and staff nominations and feedback.

**The Oscar G. and Elsa S. Mayer Prize** is awarded annually to the graduating Full-Time MBA Program student with the most outstanding scholastic record. Candidates must have a minimum cumulative GPA of 3.81 (based on all courses completed through the second week of the quarter in which the student graduates). The Faculty Awards Committee selects the recipient based on eligibility criteria.

**The Henry Ford II Scholar Award** is awarded annually to a second-year Full-Time MBA Program student who, after the first year of study at Chicago Booth, has an outstanding scholastic record. Candidates must have completed at least nine courses and have a minimum cumulative GPA of 3.78. The Faculty Awards Committee selects the recipient based on eligibility criteria and student resumes.

**The Oscar G. and Elsa S. Mayer Prize** is awarded annually to the graduating Full-Time MBA Program student with the most outstanding scholastic record. Candidates must have a minimum cumulative GPA of 3.94 (based on all courses completed through the second week of the quarter in which the student graduates). The Faculty Awards Committee selects the recipient based on eligibility criteria.

**The Vijay and Sita Vashee Promising Entrepreneur Award** is awarded annually to the graduating Full-Time MBA, Evening MBA, or Weekend MBA Program student with the best scholastic record in entrepreneurship. Candidates must have a minimum cumulative GPA of 3.5 (based on all courses completed through the second week of the quarter in which the student graduates), taken at least three courses in the entrepreneurship curriculum, and demonstrated leadership and interest in entrepreneurship through the courses they have taken and their participation in entrepreneurial initiatives. An entrepreneurship faculty committee and the Vashee family select the award recipient based on eligibility criteria and nominations from entrepreneurship faculty and Polsky Center staff.
Academic and Service Awards for Evening MBA and Weekend MBA Program Students

Evening MBA and Weekend MBA Program students are eligible for the following academic and leadership awards. Students do not apply for these awards; selection is based on academic records or nominations. Academic and leadership award distinction is considered a part of the IMBA/MBA degrees and is therefore public information. Students found in violation of the Standards of Scholarship and Professionalism may be considered ineligible for academic and service awards.

The Ambassador Award is given for outstanding contributions to promoting Chicago Booth. Students are nominated based on their participation in recruiting events, orientation, admissions interviews, and student activities.

The Award for Strategy is awarded annually to a graduating Evening MBA or Weekend MBA Program student with the best scholastic record in strategy.

The Award for Finance is awarded annually to a graduating Evening MBA or Weekend MBA Program student with the best scholastic record in finance.

The Award for General Management is awarded annually to a graduating Evening MBA or Weekend MBA Program student with the most outstanding academic record and demonstrated interest in the field of general management.

The Award for Marketing is awarded annually to a graduating Evening MBA or Weekend MBA Program student with the best scholastic record in marketing.

Beta Gamma Sigma is a national honorary society that encourages and recognizes scholarship and professional accomplishment in business. Students achieving honors/high honors distinction at graduation are nominated to Beta Gamma Sigma. Unlike post graduation honors designation, there is no post graduation GPA review for additional Beta Gamma Sigma nominations.

Dean’s Award of Distinction is awarded annually to graduating Evening MBA and Weekend MBA Program students who have made exceptional contributions while at Chicago Booth in the areas of community service, leadership, and student life.

The Commuter Award is awarded annually to an Evening MBA or Weekend MBA Program student who flies the greatest distance on a weekly basis for class while also playing an active role in the Booth community.

The Dean’s Prize for Best Educational Programming recognizes a student program that has successfully addressed an area of growth within the community and demonstrated through the program a commitment to embracing and improving the Chicago Booth community.

The Dean’s Prize for Building the Chicago Booth Brand recognizes a collaborative effort on behalf of Chicago Booth students, groups, or program committees that benefits the building of the Chicago Booth brand to the external campus, city, national, or international community.

Commitment to Community Award serves to recognize students who excel in their efforts to increase the morale and sense of community at Chicago Booth and encourage other community members to engage in activities that improve or promote the extended Chicago Booth community.

The Dean’s Service Award is presented annually to the outgoing SAC officers in recognition of their services and commitments to Chicago Booth.

The Diversity Award is awarded in recognition of outstanding effort to celebrate diversity in the Booth community as well as active involvement and significant contributions to Chicago Booth’s ongoing diversity efforts.

The Global Awareness Award is presented to one Evening MBA or Weekend MBA Program student in recognition of exceptional contributions made while at Chicago Booth to initiatives that enhance the school’s reputation and brand internationally. This award is funded in honor of Yuji Goya, who lost his life in the collapse of the World Trade Center on September 11, 2001.

The KPMG Award for Leadership and Scholarship recognizes academic achievement and outstanding involvement in student life and activities. This annual award has been sponsored by KPMG since 1994.

The Road Warrior Award is given to the student or students who drive the greatest distance on a
weekly basis for class while also playing an active role in the Booth community.

The Outstanding Academic Award is given annually to the students with the highest GPA among Evening MBA or Weekend MBA Program students graduating in each quarter of the academic year.

The Vijay and Sita Vashee Promising Entrepreneur Award is awarded annually to the graduating Full-Time MBA, Evening MBA, or Weekend MBA Program student with the best scholastic record in entrepreneurship. Candidates must have a minimum cumulative GPA of 3.5 (based on all courses completed through the second week of the quarter in which the student graduates), taken at least three courses in the entrepreneurship curriculum, and demonstrated leadership and interest in entrepreneurship through the courses they have taken and their participation in entrepreneurial initiatives. An entrepreneurship faculty committee and the Vashee family select the award recipient based on eligibility criteria and nominations from entrepreneurship faculty and Polsky Center staff.
**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 $50 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. Receive provisional grades in the courses for which they are registered in their final quarter (unless they will not be counted toward the MBA or IMBA degree);
3. Satisfy all financial obligations to the university by Friday of Week 9 of the quarter of graduation (Week 8 in a 10-week quarter).

**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.

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**Provisional Grades**

**Provisional Grade Policy**

Graduating students must earn provisional grades for all Chicago Booth courses in the quarter in which they are graduating. The Office of Student Records and Systems will request provisional grades from faculty on behalf of students graduating from all programs. Below is information about provisional grades; please read this information carefully.

**Registration/Review of Syllabi**

- Some professors may not give provisional grades. For example, provisional grades are not given in Business 30000. Students enrolled in those courses must defer graduation to the following quarter.
- Students should familiarize themselves with professors’ provisional grade policies by reviewing the online course descriptions, syllabi, and the quarterly Supplement to the Curriculum Guide prior to bidding.
- If a faculty member does not have written specifications regarding his/her provisional grades policies, it is the responsibility of the student to inquire directly.

**Academic Performance**

- Faculty are asked to confirm that based upon course work to date, the student will complete the course and earn a passing final grade.
- A provisional grade is not a final grade.
- The receipt of provisional grades does not mean a student should stop attending classes. Students must complete all course work, per professors’ requirements outlined in the syllabi.

If a student receives a passing provisional grade and subsequently earns a final grade of F in any course, Chicago Booth will request that the student’s degree be revoked and a hold placed on the student’s transcript. The student must enroll in, pay for, and satisfactorily complete an additional course.
Failure to Receive a Provisional Grade
If a professor is unable to submit a provisional grade, the student will have to delay graduation by one quarter and complete the degree requirements in one of two ways:

1. Complete the course and earn a final passing grade; no further course registration is necessary.
2. Complete the course. If a failing grade is earned, the student must enroll in, pay for, and satisfactorily complete another course in the subsequent quarter.

Posting Provisional Grades
Provisional grades do not appear on a student’s official transcript, nor are they viewable online.

University of Chicago Courses
Students taking University of Chicago classes should familiarize themselves with the professor’s grading policy. Other divisions require current quarter graduates to complete their course work early so that a final grade may be submitted prior to graduation. Policies that govern early course completion requirements upheld by other divisions are non-negotiable.

Graduation Ceremony (Convocation)
In Summer, Autumn, and Winter Quarters, the graduation ceremony is held in Rockefeller Chapel. In Spring Quarter, the ceremony is held on Harper Quadrangle. Convocation is a formal academic ceremony officiated by the university president along with the deans and the faculty. Traditional academic attire is worn. While this is a day of celebration for graduates, students are expected to comport themselves in a professional and respectful manner.

All students are encouraged to attend convocation. If a student is unable to attend, arrangements will be made to have the diploma mailed after the ceremony.

Taking Classes after Graduation
Graduates from Chicago Booth’s MBA programs who wish to continue their education may enroll in additional Booth courses free of tuition charges, subject to the following conditions:

1. Up to three noncohorted Chicago Booth courses may be taken through this program.
2. Alumni will not be charged tuition for these three classes, but are responsible for the costs of all course materials.
3. Course registration requests are made through the Office of Alumni Affairs and Development no later than the first day of the quarter in which the class meets. Requests are processed in the order in which they are received.
4. Registrations for alumni are processed after current students are registered, at the end of Friday, Week 2 of the quarter.
5. Courses may be taken for a letter grade or for pass/fail grading, if the professor permits pass/fail grading. Grades for these classes will appear on the official University of Chicago transcript.
6. Alumni may not select a five-week course through this offer.
7. The University of Chicago does not change concentrations on transcripts once a student graduates; therefore, these courses may not apply toward concentrations.
8. If the alumnus/alumna drops a course, it will count toward the three-course maximum.

The Post-Graduate Booth Course Registration form is available from the Office of Alumni Affairs and Development and online at ChicagoBooth.edu/alumni/learning/post-grad-courses.aspx. An enrollment confirmation is sent once registration is finalized.

Beyond the first three Chicago Booth courses taken post-graduation, alumni can register for classes at current tuition rates through the Graham School of General Studies.

Chicago Booth reserves the right to withdraw an alumnus/alumna from a class at any time and to adjust or cancel this program.
The University of Chicago and Chicago Booth offer many opportunities for extracurricular involvement in professional, athletic, and social student groups and clubs. Leadership roles within Chicago Booth range from opportunities specific to the Full-Time MBA Program (such as the Dean’s Student Admissions Committee, LEAD Facilitators, Dean’s Marketing Advisory Committee, and Career Advisors) to student group cochair opportunities available in both the Full-Time MBA Program and the Evening MBA and Weekend MBA programs.

Students in the Evening MBA and Weekend MBA programs also have the opportunity to participate in the Admissions Committee, Student Advisory Council, and in the Dean’s Marketing Advisory Group.

Student Programs and Events in the Full-Time MBA Program oversees the operation of all Full-Time MBA Program student groups as well as the DisOrientation and the Full-Time MBA leadership award events, while the Evening MBA and Weekend MBA Programs Office oversees the operation of all Evening MBA and Weekend MBA Program student groups and the Evening MBA and Weekend MBA leadership award events.

Students holding leadership roles are expected to represent themselves and Chicago Booth well at all times by upholding the school’s standards of scholarship and professionalism and adhering to the specific policies and guidelines outlined in this section. Violation of these policies and guidelines may be cause for disciplinary review.

**Student Group Advisor**

The Full-Time MBA Program Office of Student Programs and Events and the Evening MBA and Weekend MBA Programs Office assign each student group an advisor from the appropriate program office. The student group advisor assists with the coordination of student planned activities and events; acts as the principle liaison with other departments of Chicago Booth, the university, and outside agencies and vendors; monitors budgets and expenditures; communicates procedures; and upholds Chicago Booth and university policies. As a Chicago Booth administrator, a student group advisor is expected to:

- Act as the group’s principle liaison with other departments at Chicago Booth;
- Ensure each group is compliant with Chicago Booth/university procedures;
- Be directly responsible for all group finances, regardless of support or involvement of other Chicago Booth departments;
- Approve/deny the method and amount of all expenditures;
- Approve all room reservations on behalf of the group;
- Advise the planning of group events, as needed;
- Help to ensure that large-scale Chicago Booth events do not overlap;
- Sign all contracts for each group;
- Incorporate approved new student groups into the Chicago Booth community;
- Respond to email and voice mail within 24 hours during the business week.

Each student group leader is expected to:

- Involve his/her student group advisor in the planning of all group activities, regardless of the support or involvement of other Chicago Booth departments;
- Check with his/her student group advisor before spending money or allowing others to spend money on behalf of their group;
- Follow the proposal process for major group conferences and events;
- Perform all administrative tasks that may arise as a result of event planning and organization or other student group functions;
- Follow the policies and procedures outlined in the Chicago Booth Student Handbook.
Standards for Student Groups and Leaders

Alcohol
It is the intent of the university, through its alcohol policy, to provide for the legal, safe, and responsible consumption of alcoholic beverages at student-sponsored events. In addition to the alcohol policy outlined in the Standards of Scholarship and Professionalism section, the following criteria must be met if a student group intends to serve alcohol:

1. A student group advisor must be present at events held on campus.
2. There may be no mention of alcohol or consumption or the service of alcohol on publicity items such as posters, flyers, or email.
3. All guests must have valid identification showing proof of age.
4. Students responsible for the event are responsible for checking the Chicago Card (UCID) or Chicago Booth access card and issuing wristbands to designated event guests.
5. Alcoholic beverages served on campus are limited to beer, wine, and champagne.
6. The consumption of alcohol shall not be the focal point of the event.
7. Adequate amounts of nonalcoholic beverages and food must be available.
8. Consumption of alcohol will be limited to one closed room or other approved area. Alcohol may not be taken beyond designated areas.
9. A designated student group cochair will take responsibility for the enforcement of all building and university regulations.
10. No guests may be served alcohol to the point of intoxication and no intoxicated guests shall be allowed to enter.
11. Events in Harper Center at which more than 50 guests will be present must engage a licensed vendor to serve alcohol. For events of 50 or fewer, one certified UCARE volunteer per 25 guests must be present. Learn more about UCARE at scc.uchicago.edu/health_101_ucare.html.
12. Designated cochairs will remain sober and are responsible for monitoring guests and ensuring problems do not arise.
13. Campus security is required for large events held on campus at which alcohol is served and the event’s duration is more than two hours. Campus security must be present at events of 100 guests or more.
14. The sponsoring group may be required to pay for additional staff/security for a given event or to provide faculty/staff oversight.
15. If during the course of an event, the responsible students cannot or will not abide by agreed upon regulations, Chicago Booth or the university may bring the event to an immediate close.
16. Failure to fulfill the responsibilities outlined here may result in a refusal of permission for future events.

Corporate Sponsorship and Fundraising
All Full-Time MBA, Evening MBA, and Weekend MBA program student leaders are expected to contact their advisor (Chicago Booth Office of Alumni Affairs and Development) prior to soliciting companies for sponsorship. When fundraising, leaders should recognize that, as representatives of Chicago Booth, behaving in an unprofessional manner when asking for a donation can damage future relationships between Chicago Booth and the corporate community. All student groups are expected to disclose in all written and verbal communication the program with which they are affiliated when soliciting for sponsorship.

If successful in securing a commitment from a company, the student leaders should notify their advisor. This will allow Chicago Booth to maintain an accurate listing of corporate friends and ensure the donor is properly thanked for the donation.

Group Funds
Chicago Booth expects that student groups will manage their funds prudently and for the benefit of the entire group and student body at large. Student group funds are not to be used for personal items or meals. Student group meals are not to exceed $50 per student at any student group outing. It is the responsibility of the group’s leadership, in particular the
group treasurer, to ensure that the group account is current and has sufficient funds to cover any and all expenditures. Student group leaders are responsible for submitting paperwork to their advisor in a timely manner in order to ensure proper processing. For a complete guide on the University of Chicago accounting and purchasing policies, please visit the Office of Student Programs and Events.

Student groups may work with service providers that require a signed contract for services such as web service/development, performers or entertainment, caterers, speakers, hotels, restaurants, or museums. These services are not reimbursable expenses and therefore should not be paid for out of pocket. Contracts for these services may only be signed by Chicago Booth’s contract attorney.

Contracts for large-scale student group events must be brought to a student group advisor at least three months in advance of the scheduled event, as it is the policy of the university that both the Office of Risk Management and Legal Counsel must review contracts prior to signing.

Identity and Trademark
The names and/or logos of the University of Chicago and Chicago Booth may only be used for official student group or student committee purposes. It is expected that the Chicago Booth logo will be included when printing promotional/advertising items on behalf of a student group or committee. All group or committee logos, websites, and use of the Chicago Booth wordmark must be in compliance with the University of Chicago Booth School of Business Identification and Graphic Standards available at staff.ChicagoBooth.edu/marketing.

Under no circumstances is the use of the name or logo, including letterhead stationery, permitted for personal profit or in connection with an outside organization that has been established by group members.

Investments
Student groups are not permitted to hold outside bank accounts or invest group funds. The following is the university’s policy on investment management.

1. The vice president for investments shall be the chief investment officer of the university and, subject to the Board and the Investment Committee and under the supervision of the president of the university, shall have charge of the investment of the university’s funds; the purchase, management, and sale or other disposition of its investment properties, including real estate; and insurance, taxes, and legal matters, including collections, relating to investment property; and the management of the Investment Office.

2. The vice president for investments shall receive, and is the custodian of, all securities of the university and of the legal documents relating to invested funds, and shall promptly turn over all securities to the trust company or trust companies designated by the Board as depositaries thereof.

3. Associate vice presidents and assistant vice presidents for investments are empowered to act on investment matters with the concurrence of the Investment Committee of the Board of Trustees.

Websites
Student groups are responsible for adhering to Chicago Booth and university policies on appropriate content and use of technical resources. (Please see computing.ChicagoBooth.edu/computing/student.asp.) University policy does not allow use of technical resources for commercial purposes, prohibiting student groups from advertising student businesses or corporate sponsors. Student group websites must adhere to the policies listed in the Computing Services section found in the Standards of Scholarship and Professionalism section of this handbook. The Chicago Booth web editor and student group advisor reserve the right to take down any website that is not compliant with these policies. Websites must clearly indicate the program with which the group is affiliated (i.e. Full-Time MBA, Evening MBA, or Weekend MBA programs). Websites also must state the group’s qualifications for membership.
Specific Standards for Full-Time MBA Program Student Groups

Graduate Business Council Executive Board Roles

In order to best serve the needs of the student community and allow each student the opportunity to dedicate needed time to academic and career pursuits, the following polices have been adopted related to the Graduate Business Council executive roles:

1. Graduate Business Council executive officers may not hold a cochair position with any Full-Time MBA, Evening MBA, or Weekend MBA Program student group.
2. The President of the Graduate Business Council may not be a LEAD Facilitator.
3. Graduate Business Council executive officers may not participate in the International Business Exchange Program (IBEP) in any term of their elected year (Spring through Winter Quarter).

Recognition and Maintaining Status

Students interested in forming a recognized student group must be in their second year of study. They may submit a proposal to Student Programs and Events that includes:

1. A petition signed by 50 Chicago Booth students who support the formation of the group;
2. A mission statement, which includes why the group fulfills a unique need not addressed by current Chicago Booth groups;
3. A budget that states how the group will generate revenue as well as projected expenses; and
4. A calendar of events for the first year of operation.

Proposals are accepted and reviewed by the Office of Student Programs and Events and the Graduate Business Council. All approved student groups are required to meet the following criteria in order to remain officially recognized as a student group:

1. Maintain at least one but no more than seven cochairs (of which all must be Booth students and one of which must be a Full-Time MBA Program student);
2. Require new cochairs to attend student group leader training sessions scheduled throughout the Winter Quarter;
3. Participate in the activities fairs during Admit Weekend I and II and Core;
4. Hold an introductory meeting on the weekend that classes begin in Autumn Quarter;
5. Hold an election/application process for selecting new leaders and transition group leadership before the last Monday in February of the Winter Quarter;
6. Provide leadership turnover and cochair selection process to their student group advisor and all current group members; and
7. Maintain a cochair leadership structure within the student group. Student groups should be governed equally by all cochairs as student group cochair positions are designed to allow each student equal leadership opportunity and responsibility.

Full-Time MBA Program student leaders should refer to Student Programs and Events for a complete overview of student group leader resources.

Leadership Turnover

Official student groups are expected to participate in all organized leadership turnover and training activities. While there is not an official process for selecting new cochairs, each group is responsible for executing its own application/interview process. Each individual group may institute a process that is most appropriate for that group. This process must be completed by the last Monday in February of Winter Quarter.

All newly elected cochairs are required to participate in mandatory student group leader training sessions organized by the student group advising team in the Office of Student Programs and Events. These training sessions will begin Week 9 of Winter Quarter and be completed by Week 5 of Spring Quarter.

Training includes explanation of the procedures for successfully obtaining student group benefits, finalizing event dates for the following year, and
Introduction to various Chicago Booth departments and staff with whom the groups will work in the upcoming year. Student group advisors also will hold individual meetings with each group to discuss the group’s goals, budget, and calendar.

Conference and Event Planning
Only recognized Chicago Booth student groups may organize school-wide events and conferences in the name of the University of Chicago Booth School of Business. Recognized student groups may have access to and support from Chicago Booth departments such as the Office of Alumni Affairs and Development and Career Services in the organization and execution of these events and must meet the following criteria:

1. Student group events and programs are not permitted to conflict with company presentations or other Career Services recruiting efforts.
2. Times reserved for student group events and programs are Wednesdays and Fridays from 11:45 a.m. to 1:15 p.m. and on weekends during Autumn and Winter Quarters as available during Spring. If exceptions are needed, please check with student group advisors.
3. Student group leaders must participate in the conference planning approval process in order to gain approval for major conferences or events.
4. Approved conferences will be placed on the calendar in Spring Quarter proceeding the academic year in which the event will be held. Once this calendar is completed, student groups are not permitted to plan, organize, or hold events not approved on the calendar.
5. Student Programs and Events reserves the right to cancel any event six weeks prior to the event if proper steps have not been taken to fund, organize, or otherwise execute the event.
6. All conferences should be self-supporting, in that sponsorship funds and admission charges that are raised for the conference or event should cover all costs.

Speakers
Student groups intending to bring a distinguished speaker to campus must notify their student group advisor immediately in order to maximize the experience for both the speaker and the Chicago Booth student body. Advisor notification enables the appropriate arrangements to be made to ensure a representative of the Deans’ Office or other appropriate administrative offices are available to greet each speaker.

In some cases, it may be appropriate to link the speaker with the Graduate Business Council’s Distinguished Speakers Series. The series hosts a maximum of six speakers per year, ranging from distinguished alumni to corporate CEOs.

Space Rental
Only official student groups may reserve Chicago Booth classrooms or other campus space for group meetings or programs. Only official student groups and affiliated University of Chicago groups may reserve a table in Harper Center. Classrooms and conference rooms in Harper Center are available for student group use at no charge Monday through Friday during building hours. The Rothman Winter Garden is available for student group conferences only on Saturday and Sunday with approval from the Office of Student Programs and Events.

All events and activities planned to take place on the Quadrangle must be approved by the Office of the Reynolds Club and Student Activities. The Quadrangle encompasses the area between 59th Street, 57th Street, University Avenue and Ellis Avenue, and may also include the areas in front of Crerar Library and Regenstein Library. The grassy area on the Midway Plaisance is Chicago Park District property. All space must be reserved through the student group’s advisor.
Specific Standards for Evening MBA and Weekend MBA Program Student Groups

Recognition and Maintaining Status
Students interested in forming a recognized student group must submit a proposal to the Evening MBA and Weekend MBA Programs Office that includes:

1. A petition signed by 20 Chicago Booth students who support the formation of the group;
2. A mission statement, which includes why the group fulfills a unique need not addressed by current Chicago Booth groups;
3. A budget that states how the group will generate revenue as well as projected expenses; and
4. A calendar of events for the first year of operation.

The Evening MBA and Weekend MBA Programs Office will review each proposal. All approved student groups will be on a probationary period for two quarters. Once the probationary period is complete, all part-time program student groups will receive a one-time group account deposit of $250 (nontransferable) and are required to meet the following criteria in order to remain officially recognized as a student group:

1. Maintain at least one, but no more than seven, co-chairs;
2. New co-chairs must attend student group leader training session scheduled in early spring;
3. Participate in the Evening MBA and Weekend MBA Programs Student Organization Fairs throughout the year and quarterly Student Leader Meetings;
4. Maintain a minimum group membership of 20;
5. Hold one event per quarter; and
6. Hold an election/application process for selecting new co-chairs, each group is responsible for executing its own application/interview process. Each individual group may institute a process that is most appropriate for the group. This process must be completed by the last day of Winter Quarter.

All newly elected co-chairs are required to participate in a mandatory student group leader training session organized by the Evening MBA and Weekend MBA Programs Office. The training session will be held on a Saturday in the beginning of Spring Quarter.

Training includes explanation of the procedures for successfully obtaining student group benefits, finalizing event dates for the following year, and introduction to various Chicago Booth departments and staff with whom the groups will work with in the upcoming year. Student group advisors will be available to hold individual meetings with each group to discuss the group’s goals, budget, and calendar.

Conference and Event Planning
Only recognized Chicago Booth student groups may organize school-wide events and conferences in the name of the University of Chicago Booth School of Business. Recognized student groups may have access to and support from Chicago Booth departments such as the Career Services Office and the Office of Alumni Affairs and Development in the organization and execution of these events and must meet the following criteria:

1. Student group events and programs are not permitted to conflict with company presentations or other Career Development Office recruiting efforts.
2. To prevent overlap of major events and ensure the success and support of each, student group leaders must work with their group advisor in order to gain approval for major conferences or events.
3. The Evening MBA and Weekend MBA Programs Office reserves the right to cancel any event six weeks prior to the event if proper steps have not been taken to fund, organize, or otherwise execute the event.
4. All conferences should be self-supporting: sponsorship funds and admission charges raised for the conference or event should cover all costs.

Leadership Turnover
Official student groups are expected to participate in all organized leadership turnover and training activities. While there is not an official process for selecting new co-chairs, each group is responsible for executing its own application/interview process. Each individual group may institute a process that is most appropriate for the group. This process must be completed by the last day of Winter Quarter.

All newly elected co-chairs are required to participate in a mandatory student group leader training session organized by the Evening MBA and Weekend MBA Programs Office. The training session will be held on a Saturday in the beginning of Spring Quarter.

Training includes explanation of the procedures for successfully obtaining student group benefits, finalizing event dates for the following year, and introduction to various Chicago Booth departments and staff with whom the groups will work with in the upcoming year. Student group advisors will be available to hold individual meetings with each group to discuss the group’s goals, budget, and calendar.

Conference and Event Planning
Only recognized Chicago Booth student groups may organize school-wide events and conferences in the name of the University of Chicago Booth School of Business. Recognized student groups may have access to and support from Chicago Booth departments such as the Career Services Office and the Office of Alumni Affairs and Development in the organization and execution of these events and must meet the following criteria:

1. Student group events and programs are not permitted to conflict with company presentations or other Career Development Office recruiting efforts.
2. To prevent overlap of major events and ensure the success and support of each, student group leaders must work with their group advisor in order to gain approval for major conferences or events.
3. The Evening MBA and Weekend MBA Programs Office reserves the right to cancel any event six weeks prior to the event if proper steps have not been taken to fund, organize, or otherwise execute the event.
4. All conferences should be self-supporting; sponsorship funds and admission charges raised for the conference or event should cover all costs.

Space Rental
Only official student groups may reserve Chicago Booth classrooms or other Gleece Center space for group meetings or programs. Space must be reserved through the student group’s advisor.

Additional Student Leader Resources
While the student group advisor is the primary resource for all groups, the following forms and resources are also available to student leaders.

Full-Time MBA Program student leader resources can be found at programs.chicagobooth.edu/spe under Student Group Leader Resources:

- Conference/Event Proposal form
- Intention to Serve Alcohol form
- Reimbursement Request form
- Deposit Spreadsheet
- Use of Chicago Booth mail list policy
- University of Chicago Alcohol Policy
- Guidelines on spending group funds and the University of Chicago policies on accounting and purchasing
- Office of the Reynolds Club and Student Activities (ORSCA), studentactivities.uchicago.edu
- Chicago Booth Campus Facilities, facilities.chicagobooth.edu

Evening MBA and Weekend MBA student leader resources can be found at programs.chicagobooth.edu/parttime/LeaderResources including:

- Event Planning Information
- Student Group Funding Proposal
- Deposit and Reimbursement forms
- Student Leader Handbook
- Request for Dean or Faculty
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Usage of Gleacher and Harper Centers

Appropriate Use of Chicago Booth Campuses
Specific areas within Gleacher and Harper centers are designated for the exclusive use of Chicago Booth students, staff, faculty, and guests of the school’s administration. Examples of these areas are: computing services/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 (for example, equipment, facilities, confidential information, internet 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 Student Handbook.

Appropriate Use of Harper Center
Harper Center is the focal point of Chicago Booth’s academic and social community and it is to be utilized by Booth students, faculty, and staff to participate in the school’s academic and community programs. Social and nonacademic events held 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.

Group Study Rooms—Usage Policy
All students registered for a Chicago Booth class who are matriculated into the Evening, Executive, Full-Time, PhD, or Weekend programs can reserve group study rooms in Gleacher Center and in Harper Center. Group study rooms are reserved online via MRM reservation tool through the student portal.

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 in Harper Center, and Evening MBA, Weekend MBA, and Executive MBA are based at Gleacher Center). Priority access means students can reserve group study rooms located in their home campus (e.g., Harper Center for Full-Time and PhD, Gleacher Center for Evening, Executive, and Weekend) up to seven days in advance. All others can make reservations one day in advance (e.g., reservations for Friday can be made beginning 12:00 a.m. 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 Gleacher Center group study rooms and two hours for Harper Center group study rooms. Consecutive reservations are not permitted and a minimum of two hours between reserved rooms is required. Since Gleacher Center group study rooms must remain locked at all times, students with reservations may pick up the group study room key from the Security Desk located on the Gleacher Center Lobby in exchange for their UCID.

Additionally, a reservation in Gleacher Center group study rooms will be considered a “no-show” and canceled if the student does not arrive within 10 minutes of reservation start time. Repeated no-shows are considered a violation of group study room policies and can result in suspension of study room privileges.

Students found in violation, such as abuse of privileges or not returning the key to a Gleacher Center group study room, will be contacted by the appropriate program office and informed of violation. Subsequent violations will result in their privilege to reserve group study rooms online being revoked.
Chicago Business Center

The Chicago Booth Business Center, located in room Harper Center 108A, is open to all members of the Booth community from 8:30 a.m. to 5 p.m., Monday through Friday. The Business Center offers:

- Walkup service for FedEx and other overnight service providers
- Mailing supplies and postage for U.S. mail
- Professional photocopying and binding services
- Tent card replacement (temporary)
- A limited variety of office supplies
- Display poster production
- Fax service

Payment for Business Center services can be made by providing either a valid Chicago Booth student group account number or by Chicago Card (UCID). Funds may be added to the card at an add value machine (located in the vending machine room across from the Everett Kovler Café or in the Career Resource Library, Harper Center 225).

Lost and Found

Lost and Found in Harper Center is located at the main reception/security desk. Students may call the front desk at 773.702.1311 or visit between 7 a.m. and midnight to claim or report lost items. All items found will be turned in and recorded in a Lost and Found Log. When inquiring about a lost item, the guard will ask for a description of the item and approximate date it was lost, and then check the log for matching description and date in order to verify ownership of the lost item. All unclaimed items will be donated to a local nonprofit charity on approximately the second week into the following quarter.

Lost and Found in Gleacher Center is located at the security desk. Students may call the security desk at 312.464.8777 or visit between 6 a.m. and midnight to claim or report lost items.