

2020-2021 Simon Business School
Student Handbook



SIMON
BUSINESS SCHOOL

UNIVERSITY *of* ROCHESTER

Contents

2020-2021 Simon Business School Student Handbook	0
Simon Leadership Team	7
Departments at Simon	7
Admissions and Registrar	7
The Jay S. and Jeanne Benet Career Management Center	8
Office of Student Engagement (OSE)	8
Simon IT	9
Simon Business School Policies	10
DISABILITY ACCOMMODATIONS	11
DIVERSITY & INCLUSION	12
Religious Observance	12
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	13
ACADEMICS	14
Degree Requirements	14
MBA STUDENTS	15
Internships	15
Transferring Credits from Another Institution	15
Exchange Program	16
MS STUDENTS	16
Program Change Request	16
Internship Track	17
Changing the Internship Track Option	17
Changing from MS to MBA	17
COURSE SUBSTITUTIONS	18
MBA STUDENTS (PT & FT)	18
MS STUDENTS	19
University of Rochester Graduate - MS Substitution Note:	19
COURSE NOTES	20
GBA490A American Business Practice	20
GBA490B American Business Practice	20
GBA491 Master’s Reading Course/GBA591 PhD Reading Course	21
Undergraduate Semester Courses	21

Executive MBA Courses	21
PhD Courses	21
Graduate Courses at the University of Rochester	22
Simon Business School Alumni	22
REGISTRATION POLICIES	23
UR Student	23
Updating Student Information.....	23
Add/Drop Period.....	23
Withdrawing from a Course.....	23
Course Loads and Student Status	24
Extra Courses	24
Course Audits	24
Take 2 Voucher	24
EXAMS.....	26
Scheduling.....	26
Exam Procedures (In Person)	26
Exam Procedures (Online)	26
Regrading	26
GRADING	28
Grade Distribution	28
Grading System	28
Grades of “N”	28
Grades of “E”	28
Incompletes “I”	28
Pass/Fail	29
Repeating a Class	29
Grade Posting.....	29
Grade Changes	29
Transcripts.....	30
Official Transcripts:	30
Unofficial Transcripts:	30
Required GPA.....	30
Dean’s List.....	30

WITHDRAWAL OR LEAVE	31
Withdrawal from Program	31
Leave of Absence (LOA)	31
Medical Leave of Absence	31
TEAM EXPECTATIONS.....	33
Assigned Teams.....	33
Team Projects & Peer Review	33
Coach Program.....	34
ACADEMIC AND NONACADEMIC MISCONDUCT.....	35
ACADEMIC & PROFESSIONAL STANDARDS	35
Academic Standards Policy	35
Governance	35
Sanctions.....	36
Appeals.....	36
Academic Integrity Policy.....	36
Governance	38
Sanctions.....	38
Appeals.....	38
Professional Standards Policy	39
In the Classroom:	39
Outside the Classroom.....	40
Simon Values.....	41
Governance	41
Sanctions.....	42
Appeals.....	42
UNIVERSITY OF ROCHESTER CODE OF CONDUCT	43
University Student Code of Conduct.....	43
Title IX and Student Sexual Misconduct	44
Alcohol Regulations	45
Campus Smoking Policy	45
STUDENT RESOURCES	46
TUITION & FINANCIAL AID	47
Tuition and Fees for 2020-2021	47

Billing Schedule and Online Billing.....	47
Payment Plans.....	47
Employer Sponsored Plan (ESP).....	47
Direct Billing Authorization.....	47
Student Financial Account.....	47
Financial Holds.....	48
Refunds of Excess Funds.....	48
Adjustment of Charges and Aid Due to Withdrawal.....	48
Scholarships.....	48
Loan Funding.....	49
STUDENT EMPLOYMENT.....	50
International Students.....	50
Simon Employment Opportunities.....	50
Contact Information.....	51
STUDENT LEADERSHIP OPPORTUNITIES.....	52
Graduate Business Council (GBC).....	52
Master Advisory Council (MAC).....	52
Part-time Advisory Council (PTAC).....	52
SIMON RESOURCES.....	53
Building Hours.....	53
Business Cards.....	53
Locker Rental.....	53
Lost and Found.....	53
Room Reservations.....	53
Study Spaces at Simon:.....	54
Tutoring.....	54
CAMPUS RESOURCES & STUDENT SUPPORT.....	55
Banking.....	55
Barnes & Noble Bookstore at University of Rochester.....	55
Dining.....	55
University Disability Resources.....	55
Goergen Athletic Center.....	55
Housing.....	56

ID Office	56
Interfaith Chapel	56
International Students Office (ISO).....	56
Curricular Practical Training (CPT)	57
Optional Practical Training (OPT).....	57
Library	58
Mail Services	58
Parking and Transportation	58
Public Safety.....	59
University Counseling Center.....	59
University Health Services	59
University IT Computer Store	60
University Operations in Adverse Weather and Similar Emergencies.....	60
Veteran and Military Family Services.....	60
GRADUATION	62
Application for Graduation	62
Tickets	62
Commencement Rehearsal and Ceremony	62
Cap and Gown.....	62
Beta Gamma Sigma	62
Graduation Week Events	62
Simon Email Forwarding	63
COMMUNICATION & FEEDBACK.....	64
Communication Platforms	64
Blackboard	64
Google Calendar.....	64
Handshake.....	64
Newsletters	64
SimonWorks	64
Slack	65
Feedback Platforms	65
Course Evaluations.....	65
Year End Surveys and Exit Interviews	65

Town Halls.....	65
ADDENDUM: COVID-19.....	66
Academics & Calendar	66
Grading Policy	66
Maximum Class GPA:	66
Pass/Fail Option:	66
Process for electing Pass/Fail:.....	67
Campus	67
Campus Transportation	67
Dining and Eating on Campus	68
Safety Guidelines	68
Building Signage	68
Classrooms	69
Common Areas and Shared Spaces	69
Masks	69
Personal Protective Equipment (PPE) Availability	69
Physical Distancing.....	69
Career Services.....	69
1:1 Meetings with Career Advisors.....	70
Office of Student Engagement:.....	70
Social and Club Activities	70
Experiential Learning Activities.....	70
1:1 Meetings with Academic Advisors.....	70
Program Specific Note: MS Students – Final Class & Exam	70

Simon Leadership Team

Sevin Yeltekin	Dean
Ronald Goettler	Senior Associate Dean of Faculty & Research
Gregory Bauer	Associate Dean of Full-Time MS & MBA Programs
Rebekah Lewin	Assistant Dean of Admissions & Financial Aid
Wendy Clay	Assistant Dean of Students
Angela Petrucco	Assistant Dean of Career Management & Corporate Engagement
James Newton	Assistant Dean of Administration

Departments at Simon

Admissions and Registrar

The MBA/MS Admissions Office oversees recruiting, admission decisions and on-boarding for the Full-time MBA program and the four Full-time MS programs in Accountancy, Business Analytics, Finance, and Marketing Analytics. In coordination with the University Financial Aid Office, the department also oversees an International Student Loan Program for Full-time MBA students and merit-based scholarship decisions for all Full-time programs.

The Admissions office selects 2nd year MBA students and current MS students for a volunteer role as Event Ambassadors who support on-campus recruiting events throughout the year including the annual Diversity Conference, Women’s Conference, Scholarship Weekend, UR Simon Admit Weekend, and Experience Simon Weekend events. Admissions Committee Ambassadors are selected for a paid position (roughly 10 hours per week) with job responsibilities to review applications and interview candidates for admission consideration. The Admissions Office also employs Admissions Ambassadors who engage in 1:1 phone, email and chat conversations with prospective and admitted MBA and MS students across all stages of the recruiting, admissions, and enrollment process.

The Admissions office engages an extensive network of MBA and MS students and alumni to attend on-campus and off-campus recruiting events around the US and around the world. Recent alumni also assist Admissions with individual conversations with prospective and admitted students. For more information on the ways to be involved in recruiting efforts or to refer a prospective student, please contact the Admissions office at:

+1 (585) 275-3533

Admissions@simon.rochester.edu

Office Location: Gleason 245

Office hours: Monday – Friday from 8:30 AM – 5:00 PM

Registrar

The Registrar's Office is housed with Admissions and maintains the official academic records for all current and former students, publishes the graduate schedule of courses, the annual course catalog, assigns classrooms, produces the final exam schedule, conducts registration, records grades, ensures graduates have fulfilled requirements, verifies enrollment and degrees, supplies data in support of the academic decision-making process, issues diplomas, and plans Commencement.

The Jay S. and Jeanne Benet Career Management Center

The mission of the Benet Career Management Center is to create life-long career management skills for graduates of the Simon Business School. Through engagement with the Benet Center career education model and workshops, graduate students have an opportunity to reflect on their personal goals and guide a professional development plan that will lead to long-term professional success. In order to access services, students are required to participate in the career education model within the guidelines of their degree program.

- Services for [FT MS students](#)
- Services for [FT MBA students](#)
- Services for [PT MBA students](#)

For additional information regarding the Benet Center's policies and ethical guidelines please refer to [THE BENET CAREER MANAGEMENT CENTER'S CODE OF ETHICAL AND PROFESSIONAL CONDUCT.](#)

Office of Student Engagement (OSE)

OSE is responsible for academic advising, student life, and experiential learning for all Simon graduate students.

- **Academic Advising:**
Each student is assigned an academic advisor who connects with them every semester to ensure adequate progress towards degree completion. Academic advisors are available to help students choose courses, concentrations, create academic plans, and utilize the resources (tutoring, CPT/OPT, etc.) available to enhance the experience while at Simon. Students must have electives approved by their academic advisor prior to registering for classes.
- **Student Life:**
There are many social activities sponsored by the Office of Student Engagement, Graduate Business Council (GBC), Masters Advisory Council (MAC) and Simon clubs throughout the year. The dates of all School events are published and continuously updated using [Google Calendar](#). Simon Business School students are active in student-run clubs, intramural sports, as well as community and student-sponsored activities. Additional information about the different clubs opportunities can be found [here](#).
- **Experiential Learning:**
Experiential learning opportunities are an important part of professional growth for Simon students. These opportunities include client projects in various courses, clubs, and case competitions. Additional information regarding these opportunities can be found [here](#). International Immersion are also available to students interested in taking courses and traveling as part of their academic experience. In previous years students have gone to Switzerland, Israel, and South Africa.
- **Executive & Professional Programs**
As part of the Office of Student Engagement, this team is responsible for recruiting and admissions of students into Simon's programs (Executive MBA, Part-time MBA, MS in Medical Management, and Online Masters in Business Analytics) aimed at professionals already in the



workforce. This team also coordinates classroom logistics, and social events and activities for professional students in conjunction with the members of the OSE staff.

Simon IT

We have multi-function printers throughout Gleason and Schlegel that can be utilized by swiping your Student ID card, and a Bloomberg terminal lab on the 2nd floor of Gleason Hall (across from the Admissions Office).

- For more information on the services that Simon IT provides please visit your [Admitted Student Portal](#) on the Simon website to view the **Technology Handbook**.
- For software assistance/installation, or other technical and/or audio-visual support, call 585-275-4407, email support@simon.rochester.edu, or visit the Simon IT Help Desk in G335.

Simon Business School Policies

*For additional official policies that apply to the University of Rochester and all of its graduate schools, including the Simon Business School, please refer to the **University of Rochester Graduate Bulletin and Regulations and University Policies Concerning Graduate Studies**. [Click here to view the Graduate Bulletin.](#)

DISABILITY ACCOMMODATIONS

Current and incoming students are welcome to register with Disability Resources if they are interested in accessing disability accommodations, exploring eligibility, or just identifying as a student with a disability. We encourage students to register as early as possible, but you are welcome to submit an application at any point during your time at the University of Rochester.

To register with **Disability Resources**, please complete the following steps:

1. Complete an Application

- [Academic accommodation form](#)
- [Residential accommodation form](#)

Completing an application allows us to learn more about you and help match you with the appropriate access coordinator. Application forms are also available in PDF format upon request.

2. Submit Supporting Documentation

You are able to upload documentation when applying, or it can be emailed, mailed, faxed, or dropped off at our office in Taylor Hall. Our address and contact information can be found below.

Please note, while documentation is required for accommodation requests, students don't need to submit documentation before meeting with an access coordinator. We encourage students to meet with us at any point in the process.

[Read detailed guidelines for documenting a disability, procedures, and policies.](#) Please be aware that UHS and UCC do not provide disability evaluations.

3. Schedule an Intake Meeting with Your [Access Coordinator](#)

During this meeting, your access coordinator will talk with you about barriers you may be experiencing and discuss reasonable accommodations or modifications to address these barriers. The process of determining reasonable accommodations is collaborative among the student, the access coordinator, the qualified professional with knowledge of the student's disability, and the course instructor or program director, if necessary. Intake meetings are generally scheduled in person but can also take place over the phone or via Zoom.

What Happens Next?

If accommodations are granted, a notification of accommodations letter will be issued to the instructors of courses in which accommodations have been requested.

Students are responsible for initiating requests for accommodations in their classes each term.

Students may use the [formal or informal process for dispute resolution](#), if they dispute the decision of the Office of Disability Resources.

Contact Us

Simon Disability Coordinator - TBD

DIVERSITY & INCLUSION

We are committed to creating an equitable and inclusive environment at Simon. We believe that an inclusive atmosphere will benefit all members of the Simon community.

Our educational mission is to prepare leaders equipped to thrive in a globally diverse and inclusive business world. Throughout your student experience, you will study alongside a diverse group of peers with unique and varied perspectives. The curricular experiences offered will be complimented by co-curricular opportunities and events that will enhance learning in this space. A variety of options for getting involved are available, including membership in clubs focused on different aspects of DEI, participation in social entrepreneurship cases, volunteer opportunities in the P.I.E.C.E.S. Rochester City School District educational experience, and many others. The Simon Diversity Council comprises faculty, staff, and students and is led by the Director of Equity and Inclusion.

Religious Observance

As provided in the New York Education Law Section 224-a, students who choose not to register for classes, attend classes or take exams on certain days because of their religious beliefs will be given another opportunity to register for classes or to make up the work requirements or exams they miss, without penalties or additional fees.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Simon Business School, as part of the University of Rochester, complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Under FERPA students have, with certain limited exceptions, the right to inspect and review their educational records and to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Requests to inspect or review records should be addressed to the registrar, or to the appropriate administrator responsible for the record and will be honored within 45 days. Any student questioning the accuracy of any record may state his or her objection in writing to the University administrator responsible for the record, who will notify the student of his or her decision within 45 days of receiving the objection. A student dissatisfied with the administrator's decision may request a hearing pursuant to federal regulations at 34 C.F.R. Part 99. Students concerned with the University's compliance with FERPA have the right to file complaints with the U.S. Department of Education's Family Compliance Office.

FERPA further requires, again with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. One such exception is disclosure to parents of dependent students. Another exception is disclosure to school officials with legitimate educational interests, on a "need-to-know" basis, as determined by the administrator responsible for the file. A "school official" includes anyone employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); any person or company acting on behalf of the University (such as an attorney, auditor, or collection agent); any member of the Board of Trustees or other governance/advisory body; and any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Other exceptions are described in the FERPA statute at 20 U.S.C. 1232g and regulations at 34 C.F.R. Part 99.

The University considers the following to be directory information: name, campus address, e-mail address, home address, telephone number, date and place of birth, academic fields of study, current enrollment (full or part time), dates of attendance, photographs, participation in recognized activities and sports, degrees and awards, weight and height of athletic team members, previous educational agencies or institutions attended, and other similar information. The University may publicize or respond to requests for such information at its discretion. However, the use of the records for commercial or political purposes is prohibited unless approved by the appropriate dean.

Currently enrolled students may request that directory information be withheld from disclosure by making a request, in writing, to the appropriate registrar. The University assumes that failure on the part of the student to specifically request the withholding of any directory information indicates approval of disclosure.

ACADEMICS

To view the current **academic calendar**, please click [here](#).

Degree Requirements

Please refer to the [Course Catalog](#) for:

- Faculty biographies
- Degree requirements for all MBA and MS programs
- Concentration requirements
- Course Descriptions
- Course Prerequisites

The following requirements must be met to receive an MS degree:

- Complete courses in MS study grid (found in Course Catalog)
- Must pass all core classes
- Cumulative grade point average of 3.0 or higher
- Grades of “C” in no more than 20 percent of hours
- No outstanding balance due the University Bursar’s Office

The following requirements must be met to complete the Full-Time MBA program:

- Earned 68 credit hours
- To achieve the STEM Designation 50% of the total credits taken in the program must be STEM certified
- Completion of the MBA core (9 classes)
- Completion of required internship or alternate experience
- The MGC communications sequence
- GBA401 and a project course
- 2 Management Breadth Electives
- Cumulative grade point average of 3.0 or higher
- Grades of “C” in no more than 20 percent of hours
- No outstanding balance due the University Bursar’s Office

The following requirements must be met to complete the MBA for Professionals program*

- Earned at least 50.5 credit hours
- Completion of 9 required core classes
- Completion of 11 elective classes, one of which must be a project class
- Cumulative grade point average of 3.0 or higher
- Grades of “C” in no more than 20 percent of hours
- No outstanding balance due the University Bursar’s Office

The following requirements must be met to complete the MBA for Executives program

- Earned at least 45 credit hours
- Completion of the EMBA course of study
- Cumulative grade point average of 3.0 or higher



- Grades of “C” in no more than 20 percent of hours
- No outstanding balance due the University Bursar’s Office

The following requirements must be met for the PhD degree:**

- Successful completion of 90 credits
- Passing Preliminary and Qualifying Exams
- Passing First Year and Second-Year Research Papers and Presentations
- Approval for Advancement to Candidacy
- Passing a Thesis Proposal
- Passing a Dissertation Defense
- No outstanding balance due the University Bursar’s Office

*Part-time students have seven years from the date they begin their studies at Simon Business School to complete all requirements for graduation. The seven-year period commences during the term when the first class is taken, whether the student has yet matriculated. Extenuating circumstances may prevent a student from completing their studies within seven years (e.g., multi-year overseas assignment). In these rare cases, a student may request an extension beyond seven years. Requests of this nature should be discussed with an academic adviser and be submitted to the Sr. Associate Dean of Faculty and Research; requests should include both an explanation for the delay and a proposal for degree completion.

** For PhD students who receive a grade of “C” in each of two courses, or for eight hours of work toward the degree “will thereby have raised the question of the adequacy of his or her academic performance. In those circumstances the student’s record must be reviewed by the Sr. Associate Dean of Faculty and Research in consultation with the student and the program director.” PhD students should reach out to their adviser within the PhD office to discuss academic concerns and potential impacts.

MBA STUDENTS

Internships

All MBA students are required to complete an internship, as part of their degree requirements. As part of completing their internship, MBA students must enroll in a section of GBA490. The default course for MBA students to enroll into is GBA490A, which will be worth 0 credits. If an MBA student needs to have credit attached to the internship (to satisfy employers if unpaid position) then he/she can enroll in GBA490B. Students who fit this situation need to speak with their OSE advisor.

Transferring Credits from Another Institution

While Full-time and part-time MBA students can petition to transfer credits into their program from another institution, the transfer of core classes is not allowed. A maximum of three courses or seven credit hours may be approved for transfer into the MBA program. The appropriate Faculty Area Coordinator and the Sr. Associate Dean for Faculty and Research must approve all graduate courses taken outside of Simon Business School for transfer credit. Any student seeking to transfer coursework into Simon programs from other schools or from other divisions of the University should obtain approval for transfer of course credits before registering for courses or s/he bears the risk that the course will not be approved for transfer credit.

The procedure is as follows:

1. All requests for transfer of course credit must be made with the student's academic advisor who will verify that the course meets the criteria
2. Obtain a Petition for Transfer Credit form from the [Registrar's Office](#) website under forms
3. Complete the form and attach transcript, catalog description for the transferring course and syllabus or detailed class outline. Using the description of Simon Business School courses found in the current Course Catalog, indicate specifically which Simon course is comparable to the transferring course or whether you are requesting to transfer it in as a general elective
4. Submit completed materials to the student's academic advisor. Those students going on the International Exchange Program should submit their materials to the Office of Student Engagement; Academic Operation will then consult with the Sr. Associate Dean of Faculty and Research and the Area Coordinator, when applicable

Guidelines for transfer credit approval are as follows:

- Courses may not have been used to satisfy the requirements for another degree
- Courses must be at the graduate level
- A grade of "B" or better must be received
- Courses must have been completed within the past three years
- Courses must be from an AACSB accredited university or college

Once approved, students should arrange to have the following forwarded to Simon Business School Registrar's Office by the last day of final exams for the term in which you expect to graduate:

- An official transcript showing the grade and course credits received
- A transfer fee for each course taken outside the University of Rochester

Grades for transferred courses are not calculated in a student's cumulative grade point average. Grades earned as part of an approved University of Rochester/Simon Business School joint degree program are not included in the grade point average.

Exchange Program

Normally offered to Simon students, due to COVID-19 this program will not be offered until further notice.

MS STUDENTS

Program Change Request

Students wishing to switch from their current program to a different MS program are required to meet with their academic advisor to discuss the reason for the change. Students will also be required to meet with a member of the Benet CMC and Admissions to discuss the change.

If it is collectively agreed that the change should be granted, the student is required to complete a petition to change programs form, provided by their advisor. All petitions to change MS programs must be submitted by the last day of the add/drop period of the first term.

Internship Track

All full-time MS programs have the option to choose an internship track. Students are required to choose whether they want the internship track or non-internship track before their program starts. Students who do not choose the internship track will finish their programs in May of that academic year (2 semesters). Students who choose the internship track will finish their program the following December (2.5 semesters). Those on the internship track will take their last class remotely but are required to come back for the final class (3 hours) and final exam (held during Fall B exam week). **All students in the internship track are considered full-time students through the completion of their program.** For international students, I-20s are done based on when they will finish their program.

For additional specifics pertaining to the 2020-2021 academic year, please refer to the [COVID-19 Addendum](#).

Changing the Internship Track Option

Students wishing to change their internship option and shorten or lengthen their program must meet with their academic advisor in OSE. Students should be prepared to discuss the reason for the requested change and the advisor will discuss this and other important information a student should know.

If, after meeting with the advisor, the student still wishes to change, the student will be given a Change of Internship Status form to fill out. This form will be signed by the academic advisor who will submit it to the registrar. For international students, ISO will be notified of the new date of graduation and new I20 will be issued.

All petitions to shorten or lengthen programs must be submitted prior to taking the internship class.

- **MSA** must make changes to their track **before taking ACC436**.
- **MSF, MSBA, MSMA** students must make changes to their track **before taking CIS468**.

If you have questions about changing your track, it is important to talk to your academic advisor right away.

Because specific classes need to be added or dropped, all changes must be made by the deadline. No requests to change will be accepted after the deadline.

Changing from MS to MBA

All MS students can apply as an MS to MBA applicant up to 5 years after their graduation. Therefore, a student can complete the MS program, gain a few years of work experience, return to Simon, and complete the MBA in only 1 additional year. Applications are accepted on a rolling basis and further questions about the application process can be addressed to the Full-time Simon Admissions Office (admissions@simon.rochester.edu). Candidates are considered for admission with all other applicants that year.

COURSE SUBSTITUTIONS

MBA STUDENTS (PT & FT)

All approved core course substitutions will need to be substituted with a more advanced course in the area of the course waiver and must be approved by the area coordinator.

For Full-Time students, no core course substitutions are given for FIN402, STR401, GBA411, or GBA412. Part-Time students seeking substitutions for classes should speak with their advisor to discuss their options.

ACC401

- Upon providing supporting evidence to the Simon School's Registrar's Office, students with a CPA (or foreign equivalent) may waive ACC 401.
- Upon providing supporting evidence to the Simon School's Registrar's Office, students that have passed Level II of the CFA exam may waive ACC 401.
- Students with undergraduate degrees in accounting (or business with an accounting major or concentration), granted within the past 5 years, may petition the accounting Area Coordinator for a waiver of ACC 401. A copy of the degree evidencing the accounting degree, major or concentration, and transcripts reporting the grades for accounting courses must be submitted as part of the waiver request.
- Pass a financial accounting proficiency exam. Students wishing to take the proficiency exam need to send a petition no later than one week before the start of classes to the accounting Area Coordinator for approval to take the exam. Topics to be covered by the proficiency exam may be found by referring to a recent Simon School ACC 401 course outline (available from the Office of Student Services).

OMG402

MBA students can substitute OMG402 either through a petition based on prior schoolwork or by taking a proficiency exam provided by a member of the faculty. Students with undergraduate degrees in industrial engineering, operations research, (or business), granted within the past 5 years, that have taken a number of operations management courses may petition the operations Area Coordinator for a substitution of OMG 402. Transcripts reporting the grades for such courses must be submitted as part of the substitution request. Students must pass an OMG proficiency exam.

CIS401

A student can substitute CIS401 if they have an undergraduate or graduate degree with a major or concentration in an information technology related area and a grade of high pass (B+ or equivalently better grade) in the technology management and information economics related courses and/or have extensive technology management experience. Course substitution requests must be accompanied with relevant transcripts and, if applicable, documentation of prior operations management work experience. A student may substitute for CIS401 with a more advanced course in the same area by petitioning the CIS area coordinator with evidence of proficiency in the area.



MKT402

A student can substitute MKT402 if they have an undergraduate or graduate degree with a major or concentration in Marketing and a grade of high pass (B+ or equivalently better grade) in the marketing courses. Student may substitute for MKT402 with a more advanced Marketing course by passing a proficiency exam.

MS STUDENTS

Substitutions are generally not allowed in the MS programs unless specified below. Even if a student feels they have taken an undergraduate class at an advanced level that might look the same as a core class in their program, substitutions are generally not allowed.

Substitutions are only allowed in each program as follows:

MSBA

There are currently no classes approved for substitution.

MSF

MSF Students can petition to substitute ACC401 (Corporate Financial Accounting). if they have sufficient prior coursework in Accountancy or hold a CPA. The approved substitute class is ACC423 (Financial Reporting I). Students wishing to petition should meet with their advisor who will have further details on the process and paperwork involved. Petitions must be submitted to their advisor by September 2nd.

MSMA

There are currently no classes approved for substitution.

MSA

Any requests outside of the currently approved substitutes should be addressed directly with your academic advisor.

University of Rochester Graduate - MS Substitution Note:

MS students with a University of Rochester undergraduate degree in business may be eligible to substitute a class. This will be decided on a per case basis and should be discussed with your academic advisor.

COURSE NOTES

GBA490A American Business Practice

Designed for all MBAs and is zero (0) credits. If an MBA student needs to have credit attached to the internship (to satisfy employers if unpaid position) then he/she can enroll in GBA490B. Students who fit this situation need to speak with their OSE advisor.

If the MBA student is international, they will need Curricular Practical Training (CPT) approval. After receiving a job offer letter from an employer, international students must apply for work permission from the International Services Office (ISO). CPT authorization for F-1 students requires:

- Full-time enrollment (minimum 10.5 credits per semester) for one academic year (two semesters)
- A detailed offer letter on employer letterhead which includes start and end dates, expected number of hours per week, job title, description of duties, and location of employment.
- A CPT Recommendation form filled out with approval from your academic advisor and Dean
- A GBA490 form filled out and subsequent registration in GBA490

Students should review the [CPT process and guidelines](#) provided by the International Student Office. Students should then take their offer letter and completed CPT form to their academic advisor in OSE. Academic advisors will assist with submitting the paperwork to ISO for processing. Once the proper documentation is received, ISO will authorize employment.

At the end of the Internship/course, students must submit a 1-2 page report in Blackboard. Students can find the report's requirements in Blackboard. The paper will be reviewed by a member from the Experiential Learning team, who will then assign a pass/fail grade for graduation.

GBA490B American Business Practice

International students who wish to participate in a paid internship must have Curricular Practical Training (CPT) approval and are required to be registered for the required GBA490 course, which is one (1) credit. CPT allows F-1 students to participate in paid off-campus employment in their academic field, such as a credit-bearing internship or a job in their field. **It is important that you do NOT begin any off-campus employment without prior authorization.** If a student wants to do an unpaid internship, it is strongly recommended they speak with their OSE advisor about CPT. Students with questions about CPT authorization should contact ISO for further guidance.

After receiving a job offer letter from an employer, students must apply for work permission from the International Services Office (ISO). CPT authorization for F-1 students requires:

- Full-time enrollment (minimum 10.5 credits per semester) for one academic year (three semesters)
- A detailed offer letter on employer letterhead which includes start and end dates, expected number of hours per week, job title, description of duties, and location of employment.
- A CPT Recommendation form filled out with approval from your academic advisor and Dean
- A GBA490 form filled out and subsequent registration in GBA490

Students should review the [CPT process and guidelines](#) provided by the International Student Office. Students should then take their offer letter, completed CPT form, and [GBA490 American Business](#)

[Practice form](#) to their academic advisor in OSE. Academic advisors will assist with GBA490 registration and submitting the paperwork to ISO for processing. Once the proper documentation is received, ISO will authorize employment.

There is no fee for the one credit GBA490B course, however, students will be billed the mandatory activity fee. **At the end of the Internship, students must submit a 1-2 page report in Blackboard.** Students can find the report's requirements in Blackboard. The paper will be reviewed by a member from the Experiential Learning team, who will then assign a pass/fail grade for graduation.

CEIS Internships or those through other affiliated employers with the University are in a special category of "F-1 on campus employment at an off-campus location" and are also authorized by ISO. These internships do not require the academic year in status to be eligible. J-1 and domestic students must use some of their 18 months of academic training to be authorized for an internship. Work permission must be authorized by your J-1 sponsor for all on campus and off campus employment before beginning work. Registering for GBA 490 is optional for J-1 internships.

GBA491 Master's Reading Course/GBA591 PhD Reading Course

Students may register for a Reading Course (Independent Study) by filling out a Master Reading Course GBA491 form or PhD Reading Course GBA 591 form. Forms can be found on the Registrar's Office [website](#). Students must submit a completed GBA491 or 591 form which outlines the complete course synopsis to their advisor. Students should not attempt to register for this class online. Students are still responsible for the activity fee when taking this course and cannot use a paid project or Internship as the proposed curriculum for a Master Reading Course. Master Reading Courses may only be taken as electives and no more than two Reading Courses may be taken as credit toward an MBA degree. Reading courses may be graded on a pass/fail basis or with a letter grade. Pass/fail grades are not considered as part of the student's calculated GPA. The decision for grading rests with the professor overseeing the course.

Undergraduate Semester Courses

Simon Business School offers 100 and 200 level undergraduate courses. These courses are offered in the fall and spring semesters and appear in the University's course schedule. Undergraduate students may register for these classes by following the College's registration procedures. These courses are not available to Simon graduate students.

Executive MBA Courses

Simon Business School offers an Executive MBA program and an International Executive MBA program in Bern, Switzerland. Students who wish to register for these courses should consult with the [Executive MBA Office](#) located in 204 Schlegel Hall or by calling (585) 275-3439.

PhD Courses

Simon Business School offers 500 level PhD (doctoral level) courses. Students who wish to register for these courses should consult with the Simon PhD Office located in 4-345 Carol Simon Hall or by calling (585) 275-2959.

Matriculated MBA/MS Simon students who wish to register for Simon PhD courses must receive permission from both the Area Coordinator and the Senior Associate Dean to attend classes. A

completed Add/Drop form and course substitution form must be submitted to the Simon Registrar's Office for processing. Simon PhD courses will appear on both unofficial and official transcripts.

Graduate Courses at the University of Rochester

Matriculated MBA/MS Simon students who wish to register for graduate courses at the University of Rochester are required to consult with their academic advisor to confirm classes will not interfere with their other classes. These classes **will not count towards degree requirements** and **will incur additional tuition costs**. In rare cases, a graduate course at the University of Rochester could be approved for a substitution. This would have to be approved by the program faculty director. If approved, a course substitution form would have to be completed. In addition, students must complete a Simon Add/Drop form and obtain the instructor's approval to join the class. Both completed forms are then submitted to the Simon Registrar's Office for processing. U of R courses do not appear on Simon unofficial transcripts but will appear on official transcripts.

Simon Business School Alumni

Simon alumni who wish to return to Simon Business School to register for classes are advised to consult with Office of Student Engagement located in 202 Schlegel Hall or by calling (585) 275-8163.

REGISTRATION POLICIES

UR Student

UR Student (Workday) is the school's primary student administration system and supports the processes associated with a student's progression from admission through graduation; including, student records, registration, course rosters, grading, advising, and transcripts. Simon will register for classes using [UR Student](#). Matriculated students, depending on the program, may be pre-registered for classes by the Registrar's Office. First time non-matriculated graduate students are required to attend a non-matriculated student registration session at the beginning of their first term in order to register for classes. These sessions are offered before each term begins; for a specific schedule of session time/dates, please contact the Office of Student Engagement. Additional information, instructions, technical support, and "how to" answers can be found at the [UR Student](#) website.

Updating Student Information

- Domestic students should update their contact information (phone, mailing address, etc.) whenever it changes.
- **International students on F-1 visa must update** their address in UR Student within **10 days of moving to a new address**.
- Students who change their names must complete the [Change of Name Form](#) and submit an acceptable form of proof of the name change to the Registrar's Office. Acceptable forms of proof include an original birth certificate, court order, driver's license, marriage certificate, or passport documents. International students must notify the ISO of the change.

Add/Drop Period

Students can make changes to their schedule during the first week of classes in UR Student. Information on how to add/drop a class in UR Student can be found [here](#). Exact Add/Drop deadlines can be found in the [academic calendar](#). Students **cannot drop** core classes unless extreme circumstances arise. Students should discuss the addition or removal of a class from their schedule with their advisor before processing the change. Schedule changes processed after the one week Add/Drop period require completion of the [Add/Drop form](#) and may have a financial impact on the student.

Withdrawing from a Course

If contemplating withdrawing from a course after the first week, students are required to meet with their academic advisor to discuss the change and to request a Course Withdrawal form. In addition to approval from their advisor, students will need to obtain approval from the Assistant Dean of Students or Admissions if it is after the add/drop period. Students will need to complete the Course Withdrawal form with the instructor's approval signature and return it to the Registrar's Office for processing. All withdrawals submitted after the first week of classes will be refunded based on the current [Refund Schedule](#). Instructors will choose a grade of "W" (withdrew) or "WE" (withdrew while failing) for courses dropped after the first week of classes.

PhD students must submit course change requests to the PhD Office for approval. PhD students who need further information should contact the PhD Office at 275-2959. Students dropping a course after the first week of classes may be responsible for paying a portion of the tuition.

Course Loads and Student Status

Verification of enrollment for matriculated and non-matriculated Simon students is based on the following each semester:

- Full-time = 10.5 or more credit hours
- Part-time = 10 or less credit hours
- Half-time (for financial aid purposes) = at least 6 credit hours

1st Year MBA students cannot overload. Students needing verification or confirmation of their enrollment status for loans, health insurance, or scholarships, **may request an [Enrollment Verification through the National Student Clearinghouse](#)**.

Extra Courses

Students at Simon have predesigned program requirements that they are required to complete in order to graduate. If a student wants to take extra classes beyond their program's requirement, they must meet with their advisor in OSE. These request are not guaranteed to be approved. They are reviewed on a case by case basis.

Course Audits

Generally, students can audit Simon Business School courses outside of program requirements if they do not interfere with required courses and there is space in the classroom. PhD students are not eligible to audit courses. Students must submit a completed Audit form signed by their advisor and the instructor of the course to the Registrar's office to audit a class. **There is a fee for auditing a course and no refund is given for dropping an audited course.** Take-2 vouchers (see below) cannot be used to audit courses. **Course requirements (e.g., assignments, exams and class participation) for an audited course will be determined by the course instructor.** No credit will be awarded for audited courses, and students who successfully complete an audited course will receive a grade of "AU" on their transcript in lieu of a letter grade. If a student drops from an audited course, the course will not appear on the transcript. Should a non-matriculated student auditing a class wish to matriculate, they would be required to repeat the audited course for credit. Students may not change from audit to credit or credit to audit after the second week of classes.

If you choose to audit a course, you should bear in mind the following:

- You are not allowed to take the same course in the future for a grade.
- You are considered as "guests" in the classroom. You should ask questions in class only if you've done all the readings and assignments. Questions should be limited to avoid disrupting the flow of the class.
- You will not be permitted to fill out a course evaluation

If you are unsure about classwork, or taking an exam, you should contact the Professor and politely ask them what they would prefer you do.

Take 2 Voucher

Graduating Simon Business School MBA students are allowed to take up to two courses beyond the required courses needed for degree completion, free of charge, [subject to certain guidelines](#). Students must have met all graduation requirements before this option can be utilized although free classes can be taken in the term a student is attending their last required classes. Any questions regarding enrollment eligibility should be directed to the Registrar.

The course(s) can be taken no earlier than the term prior to graduation and no later than one year (3 semesters) after graduation. Students graduating from the Executive MBA program have slightly different guidelines for Take 2 classes and should discuss the program with their academic adviser. Students completing a STEM designated degree should discuss Take 2 course options with their adviser regarding STEM eligibility. Take 2 vouchers cannot be used to audit a course or retake a course to improve a grade. The grade you receive will be included in the student's cumulative grade point average. If the student withdraws after the drop/add period, a grade of "W" or "WE" will appear on the official transcript. If a course is oversubscribed, students using a Take 2 voucher will have the lowest priority. Students must submit the voucher form before the last day of the drop/add period. Vouchers submitted after that time cannot be considered. Take 2 vouchers are only valid for Simon Business School courses and may be counted toward concentration requirements. Take 2 courses may be used to maintain full-time status but DO NOT count toward financial aid eligibility. Students using loan programs are required to have the Office of Financial Aid sign their Take 2 form to confirm that loan eligibility will not be affected. The financial aid office will forward the completed form to the Simon registrar's office.

EXAMS

Scheduling

All students are required to take course exams when scheduled. **Students should not book flights home before final exams are over and then expect to be accommodated with an alternative exam time.** If a student cannot take an exam on the scheduled day permission must be requested from the instructor to schedule the exam at an alternate time. Failure to discuss any potential conflicts with the instructor before the exam date could result in zero credit (e.g., exam failure). Faculty members are under no obligation to offer midterm and final exams outside scheduled times. In the event a faculty member chooses to allow an exam outside the scheduled time due to extenuating circumstances, the student must notify the Director of Advising who will review the request for an alternative exam time. The only reasons considered for these requests are scheduled job interviews, required job requirements, health concerns, or family emergencies. Students may be asked for proof when requesting this accommodation. The request will then be reviewed by the Associate Dean of Full-Time Programs. The faculty has the final determination.

Exams are administered during pre-determined exam periods. More than two final exams on one day is considered a hardship. Students who find themselves scheduled for more than 2 exams on the same day should contact their advisor to discuss options for alternate exam times.

Exam Procedures (In Person)

- Exams will use randomized seating charts with no adjacent seating.
- One proctor per room is required. Two proctors if the room exceeds 30 students.
- Before the exam students will be asked to place all bags and non-exam materials along the exam room's front wall.
- No student may have their phone on them during the exam.
- Proctors have been instructed to report all suspected violations of the code of academic integrity to the instructor and to both the Chair of the Academic Integrity Committee and the OSE representative immediately after the exam is completed. Students violating the code may be removed from the exam.

Exam Procedures (Online)

- The professor will determine how to give the exam (Blackboard, word document, etc.)
- If taking the exam using Zoom, and unless told otherwise, students' cameras should be on and their microphones should be muted. Names presented should also match the student's name in the class roster.
- Faculty, zoom moderators, and proctors (if helping) have been instructed to report all suspected violations of the code of academic integrity to the instructor and to both the Chair of the Academic Integrity Committee and the OSE representative immediately after the exam is completed. Students violating the code may be removed from the exam.

Regrading

Under certain conditions, some faculty may permit students to submit an examination for re- grading. Faculty are under no obligation to re-grade exams. Exams submitted for re-grading must not be altered in any way from the original examination. Any alteration can result in charges of academic dishonesty, which can bear serious penalties including dismissal from the program. Many faculty members

photocopy exams before returning them to students in order to detect alterations. Keep in mind that faculty may have certain re-grade policies that may include, among other specifics, a time frame for submitting re-grade requests or a point system or other procedure for determining when and if to accept a re-grade request. Additionally, it is important to note that the new grade will supersede the original grade regardless of whether it is higher or lower.

GRADING

Grade Distribution

The Simon Business School requests each faculty member not exceed a 3.5 average GPA for each graduate business course taught in each term. Faculty unable to fulfill this request must seek approval of the Senior Associate Dean of Faculty and Research prior to the grade submission deadline.

Grading System

The University's grading system and grade points for graduate students are listed below:

A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C	2.0	Poor
E	0.0	Failure
I		Incomplete
W		Withdrew
WE		Withdrew while failing
N		No grade reported
S		Satisfactory (courses graded on a pass/fail basis)
AU		Audit

Grades of "N"

An "N" grade may be reported when a professor has no record of a student's attendance, when the student has failed to appear for the final exam or when the student has not turned in required assignments. This is a temporary grade and will be replaced by the appropriate letter grade once calculated.

Grades of "E"

If a student receives a grade of "E" in a course, he or she will not earn credit for that course. The failing grade will be included in the calculation of the GPA until the course is retaken. If the course is retaken, only the second grade will be included in the GPA calculation. Students may retake a course only once. A student cannot graduate if the "E" is received in a core class. A student can graduate if the "E" is received in an elective. Additionally, the failing grade will remain on the student's transcript even when that course is repeated.

Incompletes "I"

A student will be allowed to receive an Incomplete in a course when one or both conditions exist:

- 1) Most of the work in the course has been completed and/or
- 2) The student is unable to complete the course because of circumstances beyond his/her control.

A grade of "I" is granted at the discretion of the instructor and requires the student to complete an [incomplete grade contract](#). If a grade of "I" is denied, the student is still able to withdraw from the course on or before the last day of classes with the approval of the instructor. A grade of "WE" (withdrawal while failing) may be given if a student's performance is unsatisfactory at the time of the withdrawal.

There are two ways to complete an incomplete course:

1. Completing the course by submitting the work to the original instructor on date that has been agreed upon by the instructor and student
2. Completing the course by repeating it within one academic year.

If a student is repeating a course to complete the coursework for their incomplete grade, they should fill out an Incomplete Grade form. These forms are on the [Registrar's Office](#) website. Once the instructor determines that the contract is fulfilled, the instructor submits a Change of Incomplete Grade form to the Registrar's Office to replace the "I" with the grade earned by the student.

If the Simon Business School Registrar's Office does not receive a Change of Incomplete Grade form within one year of the date the Incomplete was assigned, the grade of "I" is changed to "E."

Pass/Fail

The Simon Business School does not normally offer Pass/Fail. If offered, it is because of special circumstance. See the [COVID-19 Addendum](#) for more information.

Repeating a Class

Students may be advised to repeat courses to improve their academic record. Other students may elect to repeat courses to better their understanding and recorded performance in each course. A student who repeats a course should understand that repeating a course replaces the grade but does not increase the total number of credit hours earned; the course is only counted once. In addition, the second grade (not necessarily the better grade) is used in computing the grade point average. Both courses and their respective grades appear on the transcript but only the repeated course is calculated in the grade point average. Students may repeat a course only once and students are responsible for full payment of all repeated courses; scholarship awards and flat rates will not be applied to repeated courses.

Process for Repeating a Course:

1. All students are eligible to repeat a course, however each course can only be repeated once
2. Students wishing to repeat a course should meet with their Academic Advisor
3. A [course repeat form](#) is required to be completed and returned to the student's advisor

Grade Posting

Faculty members are required to submit grades for summer and fall semesters to the Registrar's Office within **four calendar days after the final exam, or four calendar days after the last class if there is no exam**. In the spring semester, faculty must turn in their grades within four calendar days of the exam for cohort courses, and 48 hours for all other courses. Students may not request their grades from Simon staff, faculty or faculty assistants. Students may access their grades through the Student Information System. These links can be found on the Registrar's Office Website.

Grade Changes

If it becomes necessary to change a grade after it has been reported to the Registrar, the instructor can request a Grade Change form and submit the revised grade to the Registrar's Office. The Senior Associate Dean for Faculty must approve the grade change before the new grade can be posted. Requests to change a grade (either for the course or an exam) will not be considered if they are made more than 6 weeks after the instructor submits the final grades to the Registrar's Office.

Transcripts

Official Transcripts:

Must be requested through the University Registrar's Office. Official transcripts do not reflect quarterly grade point average (GPA) or cumulative grade point average (GPA). These transcripts include all courses taken at the University of Rochester.

Unofficial Transcripts:

Can be requested through Simon Exchange (which requires log-in credentials). Please note that your log-in credentials may be deactivated if you are not a currently registered student, in which case you should request an official transcript. Simon School unofficial transcripts do reflect quarterly grade point average (GPA) and cumulative grade point average (GPA). These transcripts include Simon School courses only.

Note: The Simon School will not duplicate transcripts from US or international universities that you attended. You must contact those institutions directly for copies.

Required GPA

Students must earn, and maintain, a cumulative grade point average (GPA) of at least 3.0 in order to graduate from Simon Business School. Failure to achieve a 3.0 GPA by the end of each term will result in the [Academic Standards Committee](#) reviewing your grades and determining requirements for continued enrollment in the program.

Dean's List

Simon Business School maintains a Dean's List for full-time MBA/MS students at the beginning of each semester to recognize students who have achieved academic excellence in the preceding semester in their program.

Eligibility:

- Full-time students taking a minimum of 10.5 credit hours with grade point averages of 3.7 or higher for that term.
- Part-time students, who have completed 7.5 or more credit hours as a matriculated student during the academic year and obtain a cumulative 3.7 or higher, are evaluated once a year. This occurs after the spring semester for the preceding academic year.
- To be eligible for the Dean's List successful completion of all courses taken during the term is required
- No "N" or "I" grades on the student's transcript

All students are notified by letter that they have been placed on the Dean's List.

WITHDRAWAL OR LEAVE

Withdrawal from Program

At Simon, students, faculty and staff work in partnership. When a student contemplates leaving the program for any reason, that departure has an effect on everyone related to that student. Before a student may withdraw from either the MBA or MS program, we require that the student meet with their academic advisor. This person will discuss with the student the reason for the withdrawal and determine if the factors necessitating the withdrawal could be changed. If after discussion, a student still wishes to withdraw from the program, the Change of Status form must be completed and submitted to the student's advisor. Students withdrawing from Simon Business School are subject to the refund policy which is available on the [Registrar's](#) website.

Students wishing to withdraw should complete the following steps:

1. Meet with their Academic Advisor
2. A [Change of Status Form](#) must be completed
3. Signatures from the student, Academic Advisor, and the Assistant Dean of Students or Admissions are all required
4. If a refund is expected, the Executive Director of Finance will also review and sign the form
5. The completed form is submitted to Registrar

Leave of Absence (LOA)

Students must maintain continuous enrollment to obtain their degree. Full-time MBA/MS and PhD students must register for the fall and spring semesters to maintain continuous enrollment; they need not register for the summer semester. Part-time students must register for at least one course every fall and spring semester to be continuously enrolled. Students must be either continuously enrolled or on a leave of absence to be considered in good standing. MBA/MS students who are unable to maintain continuous enrollment may remain matriculated in the degree program by taking a leave of absence.

Students considering a leave of absence should first consult with their academic advisor. To apply for a leave of absence the Change of Status form must be completed. Once the form is completed, including both the reason for the request and the expected duration of the leave, as well as signatures from their advisor and the Assistant Dean of Students or Admissions it is submitted to the Registrar's Office for processing.

Students may request a leave for up to a maximum of two semesters (one academic year), however only one leave is typically approved during a degree program. Scholarships are typically not impacted if the student is on an approved leave of absence and is expected to return within one academic year.

International students should consult with ISO before requesting a leave of absence to understand all of the potential implications of the LOA. Students who have not maintained continuous enrollment will not be allowed to apply for CPT until the continuous enrollment requirement is satisfied. Students failing to register for three consecutive semesters will be withdrawn from the program.

Medical Leave of Absence

Students requesting a medical leave of absence must submit a request in writing to the Director of Academic Advising in OSE or the PhD office. Medical leave requests are reviewed by University Health Service (UHS), and the Director of UHS will make a recommendation to the Simon School regarding the

appropriateness of the request. The recommendation will be based on the seriousness of the issue and the extent to which the health problem has interfered with the student's coursework.

Contemporaneous evidence of both is required. The School will make the decision concerning the leave request and will inform the student of that decision, including the effective date of the leave and any other conditions that are deemed appropriate to the circumstances. Except in unusual situations, the petition to go on leave for medical reasons must be initiated by the student before the end of the term in question.

Students who wish to return from a medical leave of absence must notify their advisor or the PhD Office who will ask UHS to review relevant health-related information. The Director of UHS will make a recommendation regarding the appropriateness of allowing the student to return from medical leave of absence. The recommendation will be based on evidence that the condition that required the leave is under sufficient control to allow the student to make a successful return. The School will consider the recommendation and whether any conditions imposed on the leave have been met and will inform the student of its decision. Except in unusual situations, the petition to return from medical leave of absence must be initiated by the student at least two and preferably three months before the expected date of return.

TEAM EXPECTATIONS

Teamwork is an integral part of any Simon MS or MBA program. It is expected that students will work in teams in all or most of their courses. Cohorts are based on students' degree programs and each cohort will typically complete core classes together.

Assigned Teams

Each cohort is divided into student teams. Normally assigned in groups of five members, these teams are thoughtfully constructed to include varied skill sets and experiences. It is common for a team to include students with diverse professional experience, varying functional and industry experience, varied academic training and cultural experiences. The fundamental challenge of the team is to build on these experiences and skills and harness the talents of each member of the team as a cohesive unit. In some degree programs, assigned teams may be reconfigured each term. This process allows students the opportunity to have a wider variety of team experiences and teaches more about team process. Operating in a team environment provides a unique opportunity to share experiences, proficiencies and perspectives. Teams provide the framework to hone management skills and to encourage responsibility among team members while building interpersonal and team skills.

The School provides significant support to teams. During Orientation, students are introduced to strategies for working in groups in sessions on teamwork and communication. Teams then create a charter that all team members agree to, which is designed to operationalize how teams will work together, communicate, meet, and submit assignments. Team check-ins will be conducted with the team's coach and/or advisor during the term to provide additional support.

It is only in the most unusual of circumstances that assigned teams are reconfigured. If team problems develop, the following steps are recommended:

- Talk about the problem within the team
- Use teamwork tools provided during Orientation
- Consult with the team's coach (for first year full-time MBA students)
- Give the coach an opportunity to brainstorm with coach leaders
- Discuss the matter with your academic advisor in the Office of Student Engagement

Team Projects & Peer Review

In core courses, students' grades are determined by a combination of individual performance on exams and sometimes homework, joint work with teammates on homework and/or projects and class participation. Individual faculty determines the weighting of these different factors in grades. In many of the core courses, faculty design projects for students to complete as teams. One objective of team projects is to provide substantive assignments that allow for learning about the subject area and learning about the process of collaborative professional teamwork. In order to provide incentives for the entire team to participate and become knowledgeable about the project, project-related questions are often placed on examinations. Team projects/homework should be completed within your assigned team. Collaboration with members of other teams is not allowed unless approved by the professor. Unauthorized collaboration with other students would constitute a breach of Simon Business School Code of Academic Integrity. To provide additional incentives for all team members to participate fully in team assignments, some faculty use peer evaluations as a factor in determining students' grades.

Coach Program

The Simon Coach Program, established in 1996, is one of the first applied leadership programs among nationally ranked business schools. It pairs first-year teams formed at the beginning of the MBA Core program with a second-year student who serves as a mentor and coach. Simon's MBA coaches are nominated by peers and selected by Simon faculty. They are consistently among the top 25% of students in their class.

Coaches collaborate to re-write their charter and refine the coaching program at the beginning of each academic year and receive extensive training in leadership through a 2-term course provided tuition-free by the Simon School.

The coaches' primary roles are twofold. They serve as peer mentors in the job search process, sharing the lessons of their own internship experience, facilitating application of the search strategies provided by Simon's CMC professionals, and lending individual support to 1st-years navigating the process. They are also Simon's key source of feedback and advice on teamwork skills, facilitating the development of each 1st-year's self-awareness as a team member, and helping him or her tackle the challenges of collaboration.

Coaches attend one 1st-year team meeting each week of fall and winter quarters, designating some part of the meeting to student issues ranging from job search strategy to course selection. They also observe team dynamics in each meeting, and twice per term lead a peer-based assessment process, in which 1st years evaluate their own and other team members' contributions to the group effort. Coaches compile the results and provide individual feedback on strengths and areas for improvement, aimed at building each team member's collaborative skill.

The heart of the program lies in the engagement and interaction of the coach with their 1st year team. Coaches build a relationship with their team as a knowledgeable peer and supportive colleague. They become trusted members of their team's professional network and a meaningful part of their career development. The experience provides Coaches with leadership insights and skills that will serve them over the life of their own careers.

ACADEMIC AND NONACADEMIC MISCONDUCT

There is not always a clear distinction between academic and nonacademic misconduct. The fundamental criterion for deciding whether a matter is academic or nonacademic is whether the student was acting in a scholarly or professional capacity. When misconduct involves a student acting in his or her role as a student, teaching assistant, or expert in his or her discipline, then the matter is an academic matter. When the incident involves a student acting as an individual independent of these roles, then the matter is nonacademic. It is possible that a student could be subject to both academic and nonacademic discipline for the same misconduct.

ACADEMIC & PROFESSIONAL STANDARDS

The Simon Business School is a place of learning and as such expects its students to meet its academic and professional standards. Failing to meet these expectations results in a disruption of the learning process and hurts not only the student, but the entire Simon community.

Academic Standards Policy

In order to graduate students at Simon are required to have a cumulative grade point average of 3.0 and less than 20 percent of grades of C or E. A student cannot graduate with an E in a core class.

Governance

The Academic Standards Committee monitors the academic progress of all MBA/MS students each term. The committee is comprised of faculty with ex-officio members (academic advisors from the Office of Student Engagement and representatives from the admissions office). The purpose of the committee is to assist students who are having academic difficulties, and to identify students who have little chance of graduating so that they do not expend their time and resources unnecessarily. To this end, the committee reviews and identifies students each term whose record, up to that point, indicates that they may have difficulty meeting the graduation requirement of a cumulative grade point average of 3.0 and less than 20 percent of grades of C or E, and provides guidance to those students.

Students having academic difficulties will be required to meet with their academic advisor in the Office of Student Engagement, for advice on understanding the problem and developing strategies for improving her or his grades. The Chair of the Academic Standards Committee may provide additional assistance in more serious cases. Students who have under a 3.0 GPA cannot act as a member of the board of a Simon student club and may not participate in exchange programs or international immersion programming. In some cases, scholarships can be impacted.

2020-21 Academic Standards Committee:

Ron Schmidt, Janice M. and Joseph T. Willett Professor of Business Administration for Teaching and Service (Chair)

Delores Conway, Professor of Real Estate Economics and Statistics

Harry Groenevelt, Associate Professor of Operations Management

Dennis Kessler, Edward J. and Agnes V. Ackley Clinical Professor of Entrepreneurship

OSE Academic Advisors (FT, PT, MMM, EMBA)

Sanctions

Students face the possibility of dismissal from the program if their academic performance indicates that they are not likely to satisfy graduation requirements. At least one term prior to dismissal, students who are having academic difficulties are notified in writing that their matriculation is in jeopardy. The letter is written by the Chair of the Academic Standards Committee. While it is the responsibility of the student to improve academic performance, the Office of Student Engagement is available to provide advice on strategies and resources for improving performance.

Appeals

A student who is dismissed from either the MBA or MS program on academic grounds has the right to appeal the decision of the Academic Standards Committee. An appeal is intended to provide an opportunity to consider overlooked, exceptional, or unfair circumstances pertinent to the case. It is not intended to be another review of the facts of the case already considered. The only grounds on which an appeal can be made are: to consider new information sufficient to alter the decision that was not available at the time of the committee's decision, or to determine whether errors substantive enough to affect the decision were made during the committee's review of the case.

Appeals must be initiated by means of a letter written to the Chair within 5 business days of the date of the decision letter. The letter should state the grounds on which an appeal is made and what the student believes supports an appeal on those grounds. In the case where a student returns from a suspension, scholarships will not be reinstated.

- If the appeal is denied, the student can appeal again. The letter, and corresponding evidence, will then be presented to the program dean.
- If the appeal is denied, the student can appeal one last time. The letter, and corresponding evidence, will then be presented to the Dean of the Simon Business School who will have the final decision.

Academic Integrity Policy

As an educational institution, the Simon Business School has a significant commitment to maintain its credibility in the marketplace. Because a graduate degree is an intangible asset, both faculty and students have strong incentives to assure potential employers and prospective students of the quality of the Simon degree. Further, honest behavior enhances the quality and fairness of the educational experience for all of those earning that degree. Therefore, it is both an individual and a collective responsibility of the members of the Simon community to participate actively in maintaining the highest standards of honesty and integrity by promoting adherence to the Code of Academic Integrity.

Every Simon student is expected to be completely honest in all academic matters. Simon students will not in any way misrepresent their academic work or attempt to advance their academic position through fraudulent or unauthorized means. No Simon student will be involved knowingly, or unknowingly yet passively within a team, with another student's violation of this standard of honest behavior.

A violation of the Simon Business School Code of Academic Integrity includes, but is not limited to, the following: cheating, plagiarism, altering work for the purpose of a changed grade, lying to instructors or school administrators, or knowingly permitting dishonest behavior such as plagiarism or copying from another's work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor.

There are many different forms of academic dishonesty. The following is not meant to be exhaustive. Rather, it provides examples of the most common kinds of unacceptable academic conduct by students. Ignorance of the policy does not excuse actions that violate its requirements.

Specifically, a student is in violation of the Simon Code of Academic Integrity if he or she, without explicit instructor approval, and whether in an individual capacity or as part of an instructor-authorized team:

- Uses any part of another team's work on an assignment.
- Provides any part of one team's work on an assignment to a member of another team.
- Receives any part of another team's work on an assignment.
- Asks another student for access or attempts to induce another student to provide access to work done by another team. (Such incidents must be reported by any student asked to grant access; not doing so is a violation itself.)
- Fails to exercise proper precautions to prevent work done by one team from passing into the hands of another team.
- Uses work or concepts contributed by other individuals or sources without proper attribution or citation.
- Uses unauthorized information or materials, including graded work and answer keys from previous courses.
- Fails to adhere to exam procedures and requirements during quizzes, midterms and final exams.
- Students may not audio or video record class lectures or other classroom or laboratory activities without the instructor's permission. The sharing of course materials on an individual level for educational purposes (e.g., working with groups or with a tutor) is permitted, provided that it has not been prohibited by the instructor. Students may not publish, distribute, or sell—electronically or otherwise—any course materials that the instructor has developed in any course of instruction in the University (e.g., presentation slides, lecture aids, video or audio recordings of lectures, and exams) without the explicit permission of the instructor. The sharing or distribution of course materials for purposes of giving or gaining unfair advantage in a course is prohibited. Students must further respect the requirements of copyright protection for materials that are made available for instructional purposes. Students may not provide or share Zoom Links or classroom materials to students not enrolled in the appropriate courses.
- Finally, under certain circumstances, failure to report a suspected violation may also constitute a violation in and of itself.

Maintaining academic integrity is a joint responsibility of students, faculty, and staff. Failure to report direct knowledge or evidence of a suspected violation injures the entire Simon community. Negative consequences of known but unreported violations include lower class morale, lower school reputation, and lower degree value. Thus, all members of the Simon community have an obligation to one another to report Code violations.

Procedures for dealing with allegations of these violations are detailed [here](#).

Ignorance of these standards is not considered a valid excuse or defense.

Governance

The Simon Business School shall have a standing Academic Integrity Committee. The committee shall hear and review cases involving alleged breaches in the student academic integrity policy. Should any questions arise to the nature of an allegation or the committee to hear a specified case, the Office of Student Engagement Liaison shall be consulted.

The Academic Integrity Committee will consist of 3 voting members and 2 non-voting members. The 3 voting members will be a rotating set of professors serving a specified term limit, while the 2 non-voting members will be comprised of the Dean Designee to the Academic Integrity Committee, and the OSE Liaison.

2020-21 Academic Integrity Committee:

David Oliveiri, Executive Professor of Business Administration (Chair)

Paul Shanahan, Executive Professor

Gerard Wedig, Associate Professor

Wendy Clay (Dean Designee)

Brad Rosenbaum (OSE Liaison)

Sanctions

A proven violation of the Code can lead to a failing grade on an assignment or project, reduction in a course final grade, course failure, suspension and/or dismissal from the program. Additional sanctions will include ineligibility to serve in student leadership positions, and may impact scholarship, and/or participation in international exchange programs.

Appeals

The instructor or the student may appeal the findings of the Academic Integrity Committee to the Dean within 5 business days of the mailing of the decision to the Dean. The decision of the Dean is final.

An **appeal shall be limited** to a review of the recording of the initial hearing, supporting documentation, and/or the finding on the following grounds:

- Procedural error (if the error is enough to alter the decision)
- Determining whether the decision was appropriate based on the violation.
- New information exists that was not available at the time of the hearing where this information is sufficient to alter the decision.

If new information is provided to the Dean that s/he determines is sufficient for a reconsideration of the case, the case will be referred back to the Academic Integrity Committee for a further meeting with the student and determination of a finding. If the Dean determines that referring the case back to the Academic Integrity Committee will cause an undue delay in the resolution of the case, or is otherwise inadvisable, s/he will reconsider the case in consultation with one member of the Board on Academic Honesty.

Students may [appeal](#) the board's decision to the University Provost. Appeals must be initiated by means of a letter written to the Provost within one week of the date of the decision letter.

Board files on all individual cases remain in the possession of the secretary to the board for a period of seven years, after which they are destroyed. The reporting person (usually an instructor) is required to keep the information confidential. Students applying for awards and fellowships or employment may be asked to sign a waiver revealing whether they have been found responsible of academic dishonesty as part of the application process. No information about a student's academic honesty record will be shared without a signed waiver, unless required by law.

Professional Standards Policy

Students are expected to demonstrate the same professional behavior that they would in a business setting. Disruptions to the learning process (where expectations have been clearly set by the faculty or administration) may result in disciplinary actions. Students should review the course syllabus for a professor's specific class policies.

In the Classroom:

This includes, but is not limited to:

- *Prompt and Present*
Students are expected to arrive to class on time and stay for the duration of the class. Students who arrive late or need to leave and re-enter the classroom should exit and re-enter quietly to cause the least amount of disruption as possible.
- *Use of Electronics in the Classroom*
Students should not be on their cell phones or using their laptops while in class or attending presentations unless use of a laptop or cell phone is required. Students are expected to either turn off cellular phones or turn their devices to a non-audible notification when in class or attending presentations
- *Name Tents*
It is expected that students will display a name tent during class to identify themselves and facilitate discussion. The name tents assist the professors and students in learning students' names.
- *Attendance*
Attendance in class is expected. Attendance policies are at the discretion of the professor. If you find that you must be absent from class, you should notify your professor as soon as possible. Students who needs to be absent for any length of time should discuss the absence with both their professors and their advisor in the Office of Student Engagement to ensure appropriate policies are being followed around longer-term absences. Class participation is expected, and some faculty will adjust grades based on class participation.
- *Dress Code*
Proper attire is expected in the classroom. Simon Business School sponsors many functions that require business attire. Students will be notified in advance if business attire is required. Business attire normally means suits for the men and suits or professional dresses for women. Other functions might indicate business casual attire. Overly casual clothes such as jeans, shorts,



sweatpants, leggings, and sandals are discouraged for business casual functions. For in-class presentations, business attire is expected.

- *Copyright*

It is a violation of copyright law to copy copyrighted material, such as Harvard Business School cases or computer software, without permission and payment of associated fees. Cases and software used in the MBA or MS classes will be sold to the students by the UR Bookstore, and it is the responsibility of the University Bookstore to ensure that adequate supplies of these materials are available for sale to Simon students.

- *Class Recording*

If you will be missing a class and would like to have it recorded, students must make the request ahead of time with reasonable notice to the professor. Recordings are at the discretion of the professor and may not be available in all classes or situations.

- **Unauthorized Recording, Distribution or Publication of Course-Related Materials:** Students may not audio or video record class lectures or other classroom or laboratory activities without the instructor's permission. The sharing of course materials on an individual level for educational purposes (e.g., working with groups or with a tutor) is permitted, provided that it has not been prohibited by the instructor. Students may not publish, distribute, or sell--electronically or otherwise--any course materials that the instructor has developed in any course of instruction in the University (e.g., presentation slides, lecture aids, video or audio recordings of lectures, and exams) without the explicit permission of the instructor. The sharing or distribution of course materials for purposes of giving or gaining unfair advantage in a course is prohibited. Students must further respect the requirements of copyright protection for materials that are made available for instructional purposes.

Outside the Classroom

Professional courtesies extend to your interactions outside the classroom.

- It is expected that you will be on time to team meetings and notify your teammates if you plan to be away.
- Timely arrival at other scheduled Simon activities, especially those involving guest speakers, is expected.
- Students should reply to invitations from faculty, deans and staff when requested.
- Change of intent to attend or not attend an event to which an RSVP has already been given, should be done in as timely notice as possible to the group or office sponsoring the event.

In the best interest of the Simon Community, the following behaviors will not be tolerated:

- Verbal or physical harassment or abuse of faculty, students, administrators, or other community members
- Inappropriate or disruptive use of technology either during class (such as the unauthorized use of computers or phones) or outside of class (such as email spamming or social media harassment)
- Actions or activities that embarrass the school to its outside constituencies

Simon Values

Simon is committed to maintaining a professional atmosphere in the classroom, at school-related activities, beyond campus, and online. Through #SimonStrong Values we strive to respect one another, show humility, support each other, act with integrity, and be professional. It is up to everyone to bring these five values to life.

#SimonStrong Value	As Members of the Simon Community We:	In the Classroom We:
Respect One Another	<ul style="list-style-type: none"> Respectfully engage with our peers, faculty, and staff Value or differences as much as our similarities 	<ul style="list-style-type: none"> Provide thoughtful and timely input Create a safe and welcoming learning environment Value the diverse viewpoints, experiences, and styles of our faculty and classmates Keep the classroom clean and orderly
Show Humility	<ul style="list-style-type: none"> Support each other and celebrate our accomplishments Strive to do what is in the best interest of others Leverage our education in ways that support others 	<ul style="list-style-type: none"> Are excited to learn from peers, faculty, and staff Welcome and provide honest and well-intentioned feedback
Support Each Other	<ul style="list-style-type: none"> Recognize we are more powerful as a community than as individuals Seek opportunities to collaborate with one another Make a difference within our community Participate and support one another's clubs, organizations, and community events Encourage one another's success 	<ul style="list-style-type: none"> Emphasize each other's strengths Provide constructive feedback Honor our team charters
Act With Integrity	<ul style="list-style-type: none"> Act on behalf of our community Lead by example Hold one another accountable for our actions 	<ul style="list-style-type: none"> Hold ourselves and one another accountable to Simon's Code of Academic Integrity
We Are Professional	<ul style="list-style-type: none"> Honor commitments Are on time Represent the Simon brand Act as in a business 	<ul style="list-style-type: none"> Limit electronics Arrive on time and prepared to participate at a high level Remain present Display name tents Dress appropriately

Governance

The Simon Business School shall have a standing Professional Standards Committee. The committee shall hear and review cases involving alleged breaches in the student professional standards policy.

Should any questions arise to the nature of an allegation, or the committee to hear a specified case, the Office of Student Engagement Liaison shall be consulted. Students have a right to an advocate should they want one.

2020-21 Professional Standards Committee:

Paul Shanahan, Executive Professor (Chair)

Glenn Huels, Clinical Associate Professor

Angela Petrucco, Assistant Dean of Career Management & Corporate Engagement

Wendy Clay, Assistant Dean of Students

Karen Mach, Director MS & MBA Advising (OSE Liaison)

Sanctions

Failure to uphold these expectations has an impact on learning and the Simon Business School community. Depending on the severity, students could be referred to the OSE and/or the professional standards committee, and could result in disciplinary actions. Possible disciplinary actions could include but are not limited to those listed below:

- Letter of apology to the various parties involved
- Loss of leadership positions in clubs and events
- Access to clubs and events removed
- Access to Simon resources removed
- Removal from campus (suspension)
- Removal from the program (expulsion)

Appeals

The instructor or the student may appeal the findings of the Professional Standards Committee to the Dean within 5 business days of the mailing of the decision to the Dean. The decision of the Dean is final.

An **appeal shall be limited** to a review of the recording of the initial hearing, supporting documentation, and/or the finding on the following grounds:

- Procedural error (if the error is enough to alter the decision)
- Determining whether the decision was appropriate based on the violation.
- New information exists that was not available at the time of the hearing where this information is sufficient to alter the decision.

If new information is provided to the Dean that s/he determines is sufficient for a reconsideration of the case, the case will be referred back to the Professional Standards Committee for a further meeting with the student and determination of a finding. If the Dean determines that referring the case back to the Professional Standards Committee will cause an undue delay in the resolution of the case, or is otherwise inadvisable, s/he will reconsider the case in consultation with one member of the Board.

Students may appeal the board's decision to the University Provost. Appeals must be initiated by means of a letter written to the Provost within one week of the date of the decision letter.

UNIVERSITY OF ROCHESTER CODE OF CONDUCT

All Simon Business School, University of Rochester students are expected to abide by Simon's Professional Standards Policy and the requirements of the University of Rochester as represented in the [Standards of Student Conduct Processes and Policies](#) and all applicable laws and regulations, both on and off campus. The Simon Business School's Assistant Dean of Students office reserves the right to refer cases to other University of Rochester offices or procedures as it deems appropriate in its discretion.

University Student Code of Conduct

Students are expected to conduct themselves in a way that respects the cooperative standards of our community and accords with the University's educational mission. This includes obeying federal, state and local laws as well as the policies listed below. Not knowing or understanding these standards and policies is not a defense or excuse. Possible violations of University standards or policies include:

1. Disorderly conduct is any actual or attempted conduct that threatens the health or safety of oneself or others. This includes, but is not limited to, fighting, threats, assault, or harassment. Harassment consists of any unwanted conduct that is intended to cause, or could reasonably be expected to cause, an individual or group to feel intimidated, demeaned or abused, or to fear or have concern for their personal safety where this conduct could reasonably be regarded as so severe, persistent, or pervasive as to disrupt the living, learning, and/or working environment of the individual or group.
2. Possession, distribution or use of weapons of any kind, including but not limited to firearms, BB or pellet guns, knives, bows and arrows, stun guns, paintball guns, and anything else that counts as a weapon as defined in the [Weapons Policy](#).
3. Possession, distribution or use of any other items presenting an actual or potential threat to the safety and well-being of others (including combustible materials or other items in violation of the Fire Safety Code, available at <http://www.safety.rochester.edu/homepages/fsu/homepage.html>), or tampering with fire safety apparatus or operating it for any purpose other than its intended use.
4. Any act that constitutes harassment or discrimination under federal or state laws or regulations or any violation of our [Sexual Misconduct Policy](#) or [Policy Against Discrimination and Harassment](#).
5. Any actions (whether on or off University premises) that relate to joining, or ongoing membership in, any group and that intentionally or recklessly create a situation that could reasonably be expected to cause physical or psychological discomfort, embarrassment, or degradation, regardless of a student's willingness to participate in the activity, as described in the [University Hazing Policy](#).
6. Any alcohol-related violation of the University [Alcohol and Other Drugs Policy](#).
7. Any (non-alcohol) drug-related violation of the University [Alcohol and Other Drugs Policy](#).
8. Actual or Attempted: (a) theft of the property of the University or others, and/or (b) damage to the property of the University or others.
9. Unauthorized use or misuse of or entry into property or facilities.
10. Misuse of University computers and computing systems, including copyright infringement violations, as specified in the [Computer Use Policies](#).



11. Fraud; misrepresentation; forgery; falsification or misuse of documents, records or identification cards; or intentionally providing incomplete information in connection with an investigation into alleged policy infractions.
12. Non-cooperation with any part of the process related to addressing student misconduct, including dishonesty or failure to comply with a directive of a conduct officer or body.
13. Failure to comply with any reasonable request of a University official acting within the scope of his/her/their duties.
14. Any act of intimidation or retaliation intended or likely to dissuade a reasonable person from making a complaint, furnishing information, or participating in a conduct process.
15. Complicity in misconduct. Students are expected to disengage themselves from all acts of misconduct, and are expected to report serious code violations to appropriate authorities.
16. Failure to take reasonable steps to prevent a guest from violating the code of conduct.
17. Behavior that negatively impacts the normal pursuit of academic, administrative, extracurricular or personal activities, or that violates any University policies or rules.

Violators of any of these standards are subject to disciplinary action. The University also reserves the right to discipline unlawful or disruptive conduct that occurs off campus if the conduct is associated with a University activity or raises considerable concerns of a threat to the safety or welfare of the University community. Refer to the [Standards of Student Conduct Processes and Policies](#) for full information on all policies and the conduct process.

Title IX and Student Sexual Misconduct

Sexual Misconduct, including sexual assault and other forms of discrimination on the basis of sex, is unacceptable behavior and is subject to discipline by the University of Rochester. Examples of sexual misconduct include sexual harassment, pregnancy discrimination, sexual assault, dating and domestic violence and stalking. Retaliation for complaining about sexual misconduct or participating in an investigation or a hearing involving a complaint of sexual misconduct is also prohibited, and will be considered a violation of (and adjudicated pursuant to) this policy if perpetrated by a student. Sexual misconduct also includes discrimination based on sex, sexual orientation, and gender identity or expression in compliance with Title IX of the Education Amendments of 1972 and other laws and policies. The University of Rochester takes all complaints of this nature very seriously. Please refer to [Standards of Student Conduct Processes and Policies](#) for the detailed policy describing prohibited behaviors, procedures for addressing complaints, possible sanctions, and information about the rights of, and the resources available to support individuals who believe that a University of Rochester student has engaged in clear definitions of behaviors prohibited by this policy. This policy is focused on misconduct committed by students, but it is recognized that all members of our community including faculty, staff and others could engage in sexual misconduct or harassment. The University addresses non-student sexual misconduct (as well as harassment on the basis of race, religion, disability, etc.) through University policy 106. Reports of students engaging in harassment and discrimination not related to sex will be addressed pursuant to the Standards of Student Conduct procedures.

Morgan Levy, University Title IX Coordinator and Manager of University Student Services Coordination, oversees and provides leadership for the staff members who carry out investigations, compliance-related responsibilities and reporting of Sexual Misconduct. Karen Mach is the deputy Title IX Coordinator for Simon Business School. Any student, applicant, faculty or staff member who has concerns about Sexual Misconduct or sexual discrimination is encouraged to seek the assistance of

Karen Mach at 585-275-8041 or karen.mach@simon.rochester.edu or Morgan Levy at 585-275-7814 or TitleX@Rochester.edu

Alcohol Regulations

The University of Rochester abides by all local, state, and federal laws regarding alcohol and other drug use. New York State law prohibits the serving of alcohol to individuals under the age of 21, to intoxicated individuals or to individuals who are known to become habitually intoxicated. It is illegal for individuals under the age of 21 to possess alcoholic beverages with the intent to consume such beverages.

Serving of alcoholic beverages at a campus event must be coordinated through University-approved caterers only. Clubs interested in having alcohol served at an event should discuss their needs with the Office of Student Engagement well in advance of the anticipated event.

Campus Smoking Policy

All of the University's campuses are tobacco-free, both inside and outside campus buildings. The use of tobacco, including the use of electronic smoking devices, is not permitted on any University property except in designated areas as follows:

- The south side of Rush Rhees Library, between the library and Meliora Hall
- Next to Wilson Commons, under the bridge to Morey Hall
- Next to Carol Simon and across from Schlegel Hall

STUDENT RESOURCES

TUITION & FINANCIAL AID

Tuition and Fees for 2020-2021

Students can view a list of tuition and fees online [here](#). The Activity Fee covers a variety of expenses related to a diverse set of student activities. These include support for the Graduate Business Council, the Master Advisory Council, student clubs, photocopying of course material, software licenses, university charges for student activities, etc. Full-time students are charged \$300 per semester in which they are registered, even if they do not reside in Rochester. (Examples include: GBA 490 American Business Practice, GBA 491 Reading Course and GBA 492/493 International Exchange Programs).

Billing Schedule and Online Billing

All students are required to submit a Financial Responsibility Agreement prior to registration for classes. The agreement is submitted during the UR Student onboarding process. The student is responsible for notifying the Bursar's Office if their billing address changes. Students are responsible for viewing their student financial account in UR Student at least once every 30 days. Electronic billing is the official method of billing for the University, and students will not receive a paper bill by mail. For billing-specific questions, students are encouraged to contact the University [Bursar's Office](#).

Payment Plans

The University offers Graduate students payment plans for payment of tuition and fees for each semester. Payment plan selections do not automatically roll from semester to semester. Payment plans must be re-established by the student every semester online through UR Student. Payment is due in full unless a payment plan is selected before the due date. Payment plans for a semester will not be available until your charges for that semester have been assessed. Any payment plan would require the payment of the balance in full before registration for a future term. Past due payments will result in holds on registration, drop/add, transcripts, and/or diplomas until all past due amounts are paid in full.

Employer Sponsored Plan (ESP)

If a student's employer will reimburse the student for a portion of their bill, the student must submit a completed [ESP form](#) each semester to the Bursar's Office by the end of first week of class. Payment for the amount to be reimbursed would not be due until the end of the semester. When the completed ESP form is received the Bursar's Office will update the due dates on the charges for that semester to the new, deferred date.

Direct Billing Authorization

If a student's employer will be making a payment to the University on their behalf, the students must submit a completed [direct billing authorization form](#) for each semester of attendance to the Bursar's Office, by the end of the first week of class. This will allow the student to not be billed for the portion that their employer is paying on their behalf.

Student Financial Account

The student financial account can be viewed online through UR Student. Log in and navigate to the upper right-hand corner and click on either your picture or the cloud icon. From there select "Student Financials" from the menu on the left. The "Student Financials" option will only appear if you have had a credit or charge applied to your account. You should review your student financials information in UR Student at least once every 30 days. You will also receive notifications reminding you when upcoming payments are due. Students are encouraged to pay their charges online through UR Student. [Flywire \(a](#)

[trusted source for sending wire transfers](#)) is available for international students. Direct wire payments cannot be accepted. All check payments must be in U.S. dollars and drawn on a U.S. bank. For more details visit the Bursar's Office [webpage](#).

Financial Holds

University policy requires that students be current in payment of all tuition and fees prior to registration for each academic term. Simon students who have a past due balance will not be pre-registered for the next term or allowed to register online. Students graduating with a hold will not receive their diploma until it is resolved. If students have a past due balance, they should reach out to the Bursar's Office by phone at 585-275-3931, or via email: bursar@admin.rochester.edu, or by using the walk-up window located on the ground floor of Meliora Hall, Room 330.

Refunds of Excess Funds

If a student expects to receive a refund for the proceeds of their student loan(s), they should make sure the "Student Refund Election Rule" information in the "Payment Election" task in UR Student is up to date. Refunds will be issued by check by default unless you choose the "Direct Deposit" option for the "Student Refund Election Rule," provide your banking information, and complete the payment election process. Students will not be eligible to receive a refund until they have completed the promissory note(s), entrance counseling and have submitted all documents required by the Financial Aid Office. Please be advised that refunds are not issued until the start of classes each term, and the processing time for direct deposit refunds is 5-7 business days. Further details on the Student Refund process can be found [here](#).

Adjustment of Charges and Aid Due to Withdrawal

Students who withdraw or take a leave from Simon Business School, voluntarily or involuntarily, after the first day of classes but before the time when s/he has completed 60 percent of the period of enrollment, will have their institutional charges and institutional aid adjusted based on a daily proration of attendance. For information on the University policy covering withdrawal or leave of absence, click [here](#).

Scholarships

Simon Business School awards and administers merit-based financial aid in the form of scholarships and fellowships to full-time MBA and MS students. Merit-based scholarships are available to part-time students studying in the Professional MBA program (PMBA). Scholarships are determined during the admission process, and students will be notified if they have been awarded scholarship funding as part of their acceptance to their program and communicated by a scholarship offer letter.

A scholarship is applied on a pro-rated basis (refer to your scholarship offer letter for details on the allocation of the award) and no increases in scholarships are made after a student has enrolled. Additionally, no new scholarships are awarded once a student has enrolled. Students should consider scholarships as a partial credit of tuition charges each term. Scholarships are not increased or re-allocated across terms for those who extend or decrease the time required to complete their degree and they do not apply to review courses or courses that must be retaken, fees, or audited courses. Scholarships awarded to entering MBA students are automatically renewed at the same level for the second year if the student has achieved a GPA of 3.0 or better in the first year of the program. Students

with a GPA of less than 3.0 will have their scholarship reduced, completely or in part, depending on the level of aid and the student's academic performance.

Once aid is decreased, it remains at that level for the duration of the second year of the program. Scholarships only apply to courses taken at Simon Business School. They do not cover the expense of courses taken at other colleges within the University or at other universities for transfer credit. In cases where the Simon administration determines academic honesty was violated (e.g. plagiarism, cheating, etc.), scholarship and fellowships will be removed entirely and the student will no longer be eligible effective the term the academic dishonesty took place, as concluded by the Simon administration.

Loan Funding

The Financial Aid Office aids graduate students who are interested in obtaining federal and/or alternative loans to help fund their education. To be eligible for federal loans, students must be either a U.S. citizen or a permanent resident, matriculated into a degree-seeking program, and enrolled for at least 6 credit hours per term. Students who are not eligible US citizens or equivalent, are registered for less than 6 credit hours, or are non- matriculated should contact the Financial Aid Office to discuss alternative loan options with their financial aid counselor. Graduate students who are applying for federal aid must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The University of Rochester's school code is 002894. Students must complete all application materials for both federal and alternative loans each academic year.

- **Federal Direct Unsubsidized Loans:** Graduate students may borrow up to a maximum of \$20,500 per academic year through the Federal Direct Unsubsidized loan program. Further details on federal loans is available [here](#). Interest will begin to accrue on the loan once it has disbursed to the student's account. The actual amount a student is eligible to borrow cannot exceed the University of Rochester's cost of attendance minus any other assistance received (including departmental awards and/or employer benefits).
- **Federal Direct Graduate PLUS Loans:** The Graduate PLUS loan is based on creditworthiness, which is determined by the federal government. For further information or to apply, click [here](#). Students may defer payments while they are enrolled at least half-time (defined as 6-credit hours per term at the University of Rochester). Students must apply for the federal direct unsubsidized loan first before applying for the Graduate PLUS loan.
- **Private Loans:** Students may opt for a private loan instead of the suggested federal loans. Please be aware that private loans are based upon creditworthiness and may have a variable interest rate, as determined by the individual lender. Students must complete an application and be approved by the lender before funds will disburse to their student account. Please be aware that a co-borrower may be required for some students.
- **Additional Information:** Visit the Financial Aid Office's [website](#) or www.elmselect.com for examples of private lending options.

STUDENT EMPLOYMENT

While Simon Business School cannot prohibit full-time students from working part-time to offset their expenses, students are discouraged from such activities in their first year of the MBA/MS and PhD programs. The curriculum is designed to include substantial teamwork and the workload is heavy. Simon Business School offers employment opportunities for matriculated students across several departments. Students can find open positions by logging onto JobX, the University's online student employment system. All new incoming students will be granted access to JobX a week before the start of their first semester. JobX allows students to search and apply for open positions. If a student accepts a job, they must be officially hired by the Student Employment Office (located in Wallis Hall) before beginning any work. The Simon Human Resources Office, located in Carol Simon Hall, will assist students in compiling the required paperwork to complete the hiring process.

International Students

International students are permitted to work in the United States only with specific permission. Students on an F-1 visa are authorized to work on-campus while maintaining valid status. This benefit is available immediately and the position or type of employment does not need to be related to your field of study. Students on a J- visa may be eligible to work on-campus while maintaining valid status. However, specific permission and additional documents are required. International students are limited to 20 work hours per week across all jobs during academic terms. Working over 20 hours a week could negatively impact your visa status. Employment information, instructions and immigration advising on employment issues are available at the International Services Office (ISO). Before accepting any position, international students must contact ISO to determine eligibility and conditions for employment.

Simon Employment Opportunities

All current job openings and employer contact information can be found on JobX. To access JobX, log into Blackboard, click on the tab for services, then jobs and internships. On the jobs and internships page, students will find the link to log in.

- **S22790 – Admissions Ambassadors:** Open to full-time 2nd year MBA or Simon MS students with a proven track record of success. Candidates must be in good academic standing.
- **S24173 – Benet Career Peer (BCP):** Open to second year full-time MBA students. At least one year of experience tutoring, teaching, customer service, peer mentoring, coaching, human resources experience or similar relevant work experience is required.
- **S22013 – Computing Support Consultant:** Open to all students enrolled in any degree program. At least one year of previous customer service experience. Ability to install, troubleshoot and answer technical questions required.
- **S23649 – Exam Proctor:** Open to students who have completed a bachelor's degree and are currently enrolled in a graduate degree program. Previous proctoring experience or comparable experience is required.
- **S23254 – Grading & Tutoring (Master Level):** Open to students enrolled in a graduate degree program. Students must have completed and excelled in the course they will be assisting with.
- **S23253 – Grading & Tutoring (PhD Level):** Open to students enrolled in a PhD program. Must have training and experience in the higher-level courses as defined by the Faculty member associated with the course.



- **S22951 – Student Engagement Assistant:** Open to students who have completed a bachelor’s degree. Must have two years even management experience and one year of marketing/communications experience.

Contact Information

International Services Office 40 Celebration Drive, Suite 100 Phone: 1 (585) 275-2866 Fax: 1 (585) 276-2943 questions@iso.rochester.edu	Payroll and Tax Compliance Office 175 Corporate Woods, Suite 100 Phone: 1 (585) 275-2040 Fax: 1 (585) 427-7188 payroll@ur.rochester.edu
Student Employment Office Wallis Hall, River Campus Phone: 1 (585) 275-3226 Fax: 1 (585) 756-7664 seo@rochester.edu	Simon Human Resources Office 2-333 Carol Simon Hall, River Campus Stacy Celata, HR Operations Stacy.Celata@simon.rochester.edu

STUDENT LEADERSHIP OPPORTUNITIES

There are many social activities sponsored by the Office of Student Engagement, student councils, and Simon clubs throughout the year. The dates of all School events will be published and continuously updated using [Google Calendar](#). Simon Business School students are active in student-run clubs, intramural sports, as well as community and student-sponsored activities.

Through their representatives on the various councils, students work with faculty and administration to shape the future of Simon programs. **Students who wish to hold leadership positions in Simon clubs and organizations must be matriculated and in good academic standing with a GPA of 3.0 or higher.** Students found guilty of Academic Integrity violation are not allowed to hold a leadership position. If already in the position, he or she will be asked to step down. However, membership in clubs is not dependent upon GPA or matriculation status.

Graduate Business Council (GBC)

Simon students automatically become members of the GBC through their payment of the activity fee each term. The GBC offers a variety of activities for all students, including picnics, parties, Rochester-area sporting events and a fall ball. Through its Executive Council, the GBC serves as a liaison between students, faculty, and administration.

Students are encouraged to take part in GBC events. The activities provide avenues outside the classroom to meet fellow students, socialize, and develop relationships in a collegial atmosphere. Students are also encouraged to attend weekly GBC meetings or meet with GBC officers for input on School issues.

Master Advisory Council (MAC)

The Master's Advisory Council (MAC) is an organization of full-time MS students committed to maintaining communication between the students and administration. The committee strives to contribute positive change to the MS programs and the Simon community.

Part-time Advisory Council (PTAC)

These student organizations advocate on behalf of their student body and help the administration improve services and the overall student experience for MBA students who attend part-time.

SIMON RESOURCES

Building Hours

Exterior building entrances are open daily between the hours of 6:00 a.m. to 9:00 p.m. during normal academic semesters. Hours are reduced during Winter break. After-hours access (9:00 p.m. to 6:00 a.m.) is available to the Simon community with a University ID card only. For safety reasons, please do not prop open any exterior or interior doors. Unauthorized individuals are not permitted to enter the building with you when you use your ID card to enter the building. For Carol G. Simon Hall, exterior building entrances are open weekdays between the hours of 8:00 a.m. to 5:00 p.m. and locked during the weekend.

Business Cards

On Demand Print Services can provide you with professional quality business cards. 250 cards now cost \$24.95 plus tax. Orders for 500 are available from \$29.95. Student business cards are very high quality, printed on the same paper and use the same color as University of Rochester faculty and staff cards. In order to begin the ordering process, you must first create an account on the [business card page](#). Due to identification requirements, student business cards must be approved by an administrator prior to print production. After the order is placed your card will go through an approval process before the project is printed. Payments can be made using your credit card. All part-time and full-time students of the University of Rochester's Simon Business School are eligible to order cards using the standard Simon card template. Business cards take 4-6 business days to produce. Cards will be shipped right to the address you designate. We do offer 2-day service if the 4 -6 business days doesn't meet your needs. Additional shipping cost will apply based on your designated shipping preference upon checkout.

Locker Rental

As an enrolled full-time student, you can obtain a locker in the 1st floor of Gleason/Schlegel which you may use to store your personal items. Please monitor your Simon email for your locker signup invitation. Lockers are selected on a first come first serve basis. You will need to complete the online-registration form and choose a locker. Once assigned, that locker will be yours until Commencement in June unless you will not be on campus for a semester or more. If you will not be on campus for a semester or more, you will need to notify simon.locker@simon.rochester.edu to relinquish your locker. If you fail to provide notification of your absence from the school, your items will be removed and donated to charity. We will not store your items for any reason. Further information will follow as you proceed through the registration process. If you experience any problems in the registration process, please email support@simon.rochester.edu.

Lost and Found

Lost and found is located in two places; outside of Schlegel 210 and in Schlegel 202 (OSE). Inquiries can also be made by sending an email to AJ Warner. Students who have lost their property on campus should also check with the Wilson Commons Information Desk at 585-275-5911 and University Security at 585-275-3333.

Room Reservations

Students may reserve Schlegel and Gleason Hall classrooms and conference rooms for organization meetings when they are not otherwise in use by working with the Office of Student Engagement to submit a request. Room fees only apply to events not associated with the School. However, fees will be

charged for events that require furniture moves and/or set ups (tables, chairs, etc.) and clean up. When not in use, students may use unoccupied classrooms for quiet individual study.

Study Spaces at Simon:

Simon has study spaces available for student use in Schlegel and Gleason Halls. Rooms can be reserved through our <https://simon.rochester.edu/studyspaces> online reservation system, by scanning the QR code on the door of any study space, or via strategically placed iPads. Booking limits are currently set for 3 hours' maximum per reservation, with 10 maximum hours per week, per student. Only Simon students can reserve rooms through this system. Anyone may use unoccupied rooms but must vacate if a reservation is made.

Tutoring

Tutoring is free for all students and students can login to the [tutoring portal](#) to reserve a time to meet with the tutor. If there isn't a tutor assigned for the class, OSE advisors can also help find someone.

CAMPUS RESOURCES & STUDENT SUPPORT

Banking

Branches of JPMorgan Chase Bank are located on the River Campus in Todd Union and at the Medical Center. Each provides full-service banking. Check cashing is provided for students who have JPMorgan Chase accounts. Such service also may be provided, up to a \$100 maximum, at nominal charge for others with a University identification card. Additionally, ATMs are located throughout the campuses.

Branch of Advantage Federal Credit Union is located at the Medical Center. The branch provides full-service banking. ATMs are located throughout River Campus. The ATMs are as follows: JPMorgan Chase Bank in Todd Union and Rush Rhees Library Road, and Advantage Federal Credit Union in Wilson Commons.

Barnes & Noble Bookstore at University of Rochester

Required and recommended materials for Simon Business School courses are available at the Barnes & Noble bookstore at 1305 Mt. Hope Avenue. Textbooks may be available to purchase or rent as either printed books or digital content. Detailed course booklists, including options and prices, can be found through the “textbooks” link on the bookstore [website](#).

Dining

Dining options for students are abundant on campus. More than 10 eateries—from a full-service restaurant to a smoothie bar and pizza place—provide food that is not only fresh and tasty but, whenever possible, locally grown. Visit the [Dining Services website](#) for more information, including menus and hours of operation.

University Disability Resources

The Office of Disability Resources offers a variety of services for University of Rochester students, faculty, and staff. These services aim to provide an inclusive experience and equal access for students to academic content and program requirements. Our approach relies on collaboration among students, staff, and instructors.

If you are a student considering whether to pursue disability accommodations, we encourage you to set up a meeting with an [access coordinator](#). Students are not considered to have self-identified a disability until they specifically express a desire to do so through an individual interview and by submitting the [application form](#).

- Office of Disability Resources, University of Rochester
Taylor Hall, P.O. Box 270195
Rochester, NY 14627
- Phone: (585) 276-5075
- Email: disability@rochester.edu

Goergen Athletic Center

The Department of Athletics and Recreation believes that your Rochester experience should include many opportunities for you to develop a healthy lifestyle, exercise, have fun, socialize, be a member of a team, and foster school spirit. We invite the student body to take part in our programming opportunities, to cheer on your varsity teams, or simply to find time to shoot some hoops, run on the

treadmill, or swim a few laps in the pool. Whether you participate in intramural or recreational sports, the resources are available. More information is available [here](#).

A membership is included for Full-time Simon Students, and they need only show their valid UR ID to enter the Athletic Center; Part-time students wishing to use the facilities can purchase a reduced-price membership. Interested part-time students can contact the athletic center directly for further details. It is recommended that students leave their valuables in their room/home, however day-use lockers are available. Lockers are also available to rent for a nominal fee. Locker rentals are available at the Athletics and Recreation Information Desk; A guest of a UR student is welcome to visit the athletic center by purchasing a \$3.00 guest pass. UR students must accompany their guest at all times; To reserve the indoor tennis, squash, or racquetball courts you will need to call Athletics and Recreation between the hours of 9:30 a.m. and 6:30 p.m. at 275-7643 and select Option 2 or by requesting an on-line reservation account by emailing rclub@sports.rochester.edu.

Housing

Graduate students may have several housing options, including University graduate student housing, mixed student/employee housing or off-campus housing. The [University Apartments Office](#) can help students locate on-campus housing. The Office for Off Campus Living (located in the Office for Residential Life and Housing Services) helps with off campus housing, including helping students to locate suitable rental property in the Rochester area. The office has local maps, university shuttle and Rochester Transit bus schedules, and telephones for inquiring about properties. The City of Rochester has a wide range of rental housing types in many price ranges throughout Rochester neighborhoods.

ID Office

To verify that a student ID is readable after hours, students can swipe it slowly through the card reader at any of the card access locations. If the green light comes on, the card is working. The door will unlock, and students will be able to enter the building. If a student ID card does not work to unlock doors, please contact A.J. Warner by email at aj.warner@simon.rochester.edu. ID cards for non-matriculated Simon Students will be encoded into the building card access system approximately one week after registration of courses. More information is available [here](#).

Interfaith Chapel

The University does not have one religious affiliation, but many and has made a commitment to religious diversity dating back to the founding of the Interfaith Chapel in 1970. The chaplains' offices, located in the chapel, offer students a variety of opportunities for religious worship, meditation, study, social service, personal counseling, and cultural and social events. Roman Catholic, Protestant, Jewish and Muslim clergy are available to work with all students. In addition, there are resource people available from the Buddhist, Jain, Hindu, Sikh, Universalist Unitarian and Latter Day Saints traditions among others. For more information about the Interfaith Chapel, including information about service schedules, visit the chapel page [here](#).

International Students Office (ISO)

The International Services Office staff administers the F-1 Student Visa Program governed by the U.S. Department of Homeland Security (DHS) and the J-1 Exchange Visitor Program governed by the U.S. Department of State. ISO issues all UR-sponsored international student and scholar visa forms through SEVIS, the Student Exchange Visitor Information System. ***All questions concerning your immigration***

status must be directed to the ISO. ISO staff interacts with U.S. government agencies, foreign consular locations, international organizations and various community groups in their efforts to advocate for and provide support services to prospective and ongoing students enrolled at the University.

International students are required to enroll full-time each term, excluding the summer or another eligible vacation term. Any request for less than full-time enrollment must be approved by ISO in advance and is only granted under specific conditions. Immigration regulations may allow for a reduced course load for certain academic reasons (only once), during the last term if full-time study is not necessary to complete requirements, or as needed for medical reasons documented by the University Health Service.

To maintain legal status in the U.S., students must also adhere to strict work permission eligibility and authorization procedures (CPT/OPT). F-1 and J-1 students are able work at the University while they are enrolled. However, international students must NOT work off-campus without specific written authorization in advance! Unauthorized employment is viewed as a serious violation of immigration status and can be very difficult to overcome.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) allows F-1 students to participate in paid off-campus employment in their academic field, such as a credit-bearing internship or research job. CPT is defined as employment which is related to your studies and is an integral or important part of your curriculum, including: “alternate work/study, internship, cooperative education, or any other type of internship or practicum which is offered by sponsoring employers through cooperative agreements with the school” [8 CFR 214.2(f)(10)(i)]. For additional information, please refer to the [ISO website](#) and [GBA490 American Business Practice](#).

Optional Practical Training (OPT)

Eligible students may apply for Optional Practical Training (OPT) with a recommendation from their current institution. No job offer or registration in a course is required to apply and the work permission may be used at different employers during the authorized employment period. In order to apply, you must:

- Maintain valid F-1 status and normal progress toward your degree requirements
- Have been enrolled in a full-time course of study for **at least one academic year**
- Not have been previously authorized for 12 months of OPT at the current or higher degree level
- Not have been authorized for more than 12 months of full-time Curricular Practical Training (CPT)

Students wishing to apply for OPT should take the OPT recommendation form [OPTRecommendation.pdf](#) to their academic advisor in OSE for signature and guidance on submitting the form to ISO for approval. Students with questions about OPT should contact ISO for further guidance.

The [ISO Website](#) hosts extensive information for current and prospective students, including ISO Forms, immigration details related to SEVIS reporting and employment options, support for U.S. tax requirements, travel information and links to U.S. and foreign Consulates, cultural adjustment techniques, and more.

Individual appointments can be made with ISO Student Advisors for immigration advising and cross-cultural counseling to assist students in effectively coping with personal adjustment; work authorizations for all types of F-1 and J-1 employment, including off-campus summer internships and practical training opportunities. ISO offers walk-in hours or, for better service, students can call ahead and schedule an appointment with an advisor. Email advising (questions@iso.rochester.edu)

Library

The River Campus Libraries provide access to thousands of online journals and hundreds of online databases; these subscription-based resources provide an efficient way to get authoritative information you can use with confidence in your work. (That is, there is more to research than Google, believe it or not!) Personal assistance in using these resources is a top priority: email or phone the Outreach Librarian for Business to ask for assistance, or use the Schedule an Appointment link on the Business Resources [page](#) to set up an appointment for yourself or your team. For the Do-It-Yourselfers among you, the Business Resources guide also provides access to all the subscription databases organized by topic or material type, such as: company information, industry information, market research reports, analysts' reports, and corporate financial data.

If you are looking for spaces to think or work beyond the space available within the Simon School buildings, there are two study lounges specifically for graduate students on the 2nd floor of the Rush Rhees Library on the Eastman Quadrangle, plus an array of other spaces throughout the library. If students have questions on the library, spaces or services, they can direct questions to the friendly staff are stationed at the Q&I desk.

Mail Services

The [Campus Mail Center](#), located in the basement of Todd Union, provides full domestic and international mail service thru USPS, UPS, Fed Ex and DHL. Students may send outbound mail and packages by visiting one of our customer service windows. Our professionally trained staff will guide you in finding the best rate and delivery times available using our automated comparison software. The Campus Mail Center sells postage, including rolls/book of stamps, cardboard/flat rate shipping boxes, as well as, common mailing services such as Insured, Certified, Priority, and Overnight. The Campus Mail Center only accepts cash, UROs and checks for payment on all services. Please be aware that credit cards are not accepted for payment.

In order to receive mail and packages while living on campus, a student must have his/her own campus mailbox (CMC box). **Students living off campus, or in graduate housing (UPK, Goler, Whipple), do not need to open a campus mailbox as their mail and packages will be delivered to their apartment building.** Additional information can be found [here](#).

Parking and Transportation

Parking for motor vehicles on the River Campus is by permit only. The fees vary from \$5 (\$3 after 4 p.m.) for daily permits to \$28.00/month for lots at the perimeter of the River Campus. Free shuttle buses run on routes in and around the River Campus, South Campus and the Medical Center. Graduate students who attend only evening classes (after 4pm) may obtain a permit for more central lots on the River Campus for a reduced fee. Permits for peripheral lots are valid in core parking areas of River Campus after 4:00 p.m. A permit is not required for University lots from 7:00 p.m. till 7:30 a.m. weekdays and on weekends. Parking office hours are Monday through Friday, 7:45 a.m. – 4:30 p.m. You must register your

vehicle with the Department of Transportation and Parking before parking on the River Campus or in Medical Center lots. Vehicle registration can be completed online. [My Parking Online](#) offers personalized and secure online services without the need to mail in forms or make a trip to the Parking Management Center. Any questions should be directed to the River Campus Parking Office, 70 Goler House, at 585-275-3983.

Public Safety

The Department of Public Safety is comprised of approximately 150 full-time staff that provides uniformed patrol, investigative, crime prevention, victim assistance, and workplace violence services, and specialized programs tailored to specific campus needs. They respond to calls of any nature, including all campus emergencies -- fire, accidents, physical crimes and disturbances. Public Safety is a mixed force of sworn peace officers and public safety officers. Peace officers can make arrests due to the commission of a felony, misdemeanor, or other breach of peace based on probable cause, and can make mental health arrests - an authority that allows peace officers to intervene promptly in mental health emergencies. University peace officers carry batons and pepper foam as defensive weapons when dealing with potentially dangerous situations. You can report an incident in person at any University Public Safety office. "Blue Light" emergency telephones, which are connected directly to the Public Safety Dispatcher, are located throughout the University. You may contact an on-duty supervisor 24 hours a day by calling 275-3333.

University Public Safety can arrange for an escort to and from University locations. We will choose the most efficient way to provide you with an escort, based on our activity levels at the time. We acknowledge emergencies and other high priority non-emergency calls for service first, so there may be some delay in our response to your request. We do not provide escorts to off-campus locations. To request an escort, call 585-275-3333 or pick up a Blue Light Emergency Phone.

University Counseling Center

The University Counseling Center (UCC) provides a comprehensive initial assessment and an individualized treatment plan to full-time students who have paid the mandatory health fee. Based on the initial assessment, a treatment plan is developed by the clinician that addresses the client's unique needs and concerns. Services include Individual/Couples Psychotherapy, Therapist Assisted On-Line Therapy (TAO), Group Therapy, Light Therapy, and Programs/Consultation. To learn more, please visit [their website](#).

University Health Services

The University Health Service (UHS) provides a full range of primary health care services, including preventive medical care, treatment for illnesses and injuries, management of ongoing medical problems, gynecological care, allergy injections and immunizations, and advice for any health concern. For the convenience of students, UHS has offices on the River Campus, in the Medical Center, and at the Eastman School of Music. Visits to UHS are by appointment. Students can schedule appointments with UHS by calling 585-275-2662. The UHS clinical staff includes physicians who are specialists in internal and family medicine, nurse practitioners, and registered nurses. Students are assigned a UHS physician or nurse practitioner as their primary health care provider (PCP) upon entering the university. Students are asked to schedule appointments with their PCP whenever possible.

All visits to UHS are confidential. UHS will not share information about the fact or nature of a student's visit to UHS without the student's permission. Notification of others, including parents, friends, faculty members, is considered the student's responsibility unless is unable to assume responsibility for informing others. For specific hours, check the [UHS web site](#).

Health History Form: Students will not be allowed to register for classes if they have not submitted a complete [Health History Form](#) to the University Health Service and proof that they have received the required immunizations. New York State law requires college students to be immunized against measles, mumps, and rubella. The law applies to all full and part-time students born on or after January 1, 1957. Students will be withdrawn from classes if immunization requirements are not met.

Health Insurance: In addition to the mandatory health fee, all full-time students must have health insurance. Students must enroll in the University-sponsored health insurance offered through UHS or file a waiver of university coverage. This can be done in several ways just as remaining on their own insurance or their parent's or spouse's insurance if their plan meets all of the University criteria for health insurance. The criteria are available on the [UHS web site](#). Health insurance generally covers services such as hospitalization, surgical procedures, and diagnostic laboratory tests and x-rays; these services are not covered by the mandatory health fee. The specific benefits will depend on a student's insurance plan. If you have questions about health insurance, students can contact the UHS Insurance Advisors at insurance@uhs.rochester.edu.

University IT Computer Store

University owned and operated since 1987, University IT Computer Sales is the University of Rochester's technology store. They offer educationally discounted computer hardware and software, as well as an extensive line of computer accessories, audio/video equipment, video gaming products, dorm supplies and more. University IT Computer Sales has two store locations, on the River Campus at Rush Rhees Library (next to the University IT Center), and in the Medical Center (Room G7220B). For additional information and pricing, visit their [website](#) or call 585-275-8353.

University Operations in Adverse Weather and Similar Emergencies

The presumption is always that University/School activities and services will go forward on schedule. It is the policy of the University, in general, to remain in operation despite adverse weather conditions, transportation or utility problems or similar interruptions. If extremely severe weather forces the cancellation of classes and/or the closing of the School, make-up classes will usually be scheduled for the first Saturday after such closing/cancellation. Recorded announcements will be available and updated frequently on the University of Rochester Information Line where they may be heard any time by dialing 275-6111. In addition, Simon Business School has an information line in place to notify those interested in specific Simon emergency closing information. Call 275-5082 when you are unsure about how the weather or another emergency may affect Simon Business School schedule. Further information, including condition reports for parking lots of university roadways, is available [here](#).

Veteran and Military Family Services

The [Veteran and Military Family Services Office](#) serves as a resource to prospective and current veteran students across Rochester's main campus. The office works with student veterans and military

dependents attending classes at Simon Business School, the School of Nursing, Warner School of Education, and students enrolled at the College. The office counsels students on using VA educational benefits and assists those seeking help in connecting with offices across campus. The Veteran and Military Family Services Office is located in Wallis Hall. For more information or to contact VMFSO staff, call (585) 275-3221 or email veteranservices@ur.rochester.edu. For more information see [Admissions' veteran resources page](#).

GRADUATION

Application for Graduation

Students who expect to complete degree requirements for the MBA or MS degree must complete the [Application for Graduation](#) on Simon Exchange. Please ensure your address is up to date on this application so that your diploma is sent to the correct address.

Tickets

Students attending graduation will receive three tickets for the Commencement ceremony. Students do not need a ticket nor do children who will not need a seat of their own. Tickets will be distributed by the Office of Student Engagement during the spring semester. Students will also receive an email allowing them to identify that they would like to be placed on a waitlist for additional tickets. If tickets become available, students will be contacted based on their place in the waitlist, and additional tickets will be provided based on availability.

Commencement Rehearsal and Ceremony

Rehearsal for commencement is typically held a few days prior to commencement. The date and time for commencement rehearsal will be communicated to graduating students. It is very important that students attend this rehearsal in order to ensure that everyone is familiar with the process that will take place at Commencement. Rehearsal typically lasts approximately one hour, and during rehearsal students will receive important details concerning the procedures regarding the robing and line-up process, the seating arrangement for the ceremony, and the process for receiving the diploma.

For further information on graduation times, dates and processes, please view the [online commencement page](#).

Cap and Gown

The Office of Student Engagement will email eligible students information about commencement, including instructions on ordering graduation regalia. Students must order their cap and gown online. Individuals placing orders after the deadline provided cannot be guaranteed proper regalia size. Caps, gowns, and tassels will be individually packaged and available for distribution at the Barnes and Noble at University of Rochester. In case students are unable to pick up their cap and gown during the times noted above, Bookstore personnel will be available the day of Commencement to distribute any unclaimed regalia.

Beta Gamma Sigma

Beta Gamma Sigma is a national honor society in business and management. Membership is limited to those in the upper 20 percent of the MBA class of institutions accredited by the Association to Advance Collegiate Schools of Business International. Those admitted are recognized formally at the Commencement Ceremonies. If elected, students will be notified the week before Commencement by the Dean's Office.

Graduation Week Events

Several signature events will take place the week leading up to graduation including:

- Toast to the Grads hosted by Simon Advancement to welcome students as alumnae
- Beta Gamma Sigma Luncheon for those elected
- Several social celebrations hosted by the GBC



- Dean's Picnic where graduating students can invite their friends and family to attend

Simon Email Forwarding

Students' Simon email address can be permanently assigned and is "for life." On or about 120 days after graduation the account no longer accommodates mail storage; the address simply becomes a forwarding address to the personal account provided by the alum. Instructions on how to turn on e-mail forwarding can be found here. Students should also provide their advisor with a personal email address upon graduation if they wish to be contacted moving forward.

COMMUNICATION & FEEDBACK

Communication Platforms

Blackboard

[Blackboard](#), a web-based course management system, is used at the Simon Business School to provide online access to course work materials. Blackboard accounts will be created, and an email sent to students' Simon email address once a student is registered for classes. This email will contain the student's NetID and Net Password which are used to access Blackboard. Not every Simon Business School course will use Blackboard, and the course instructor will inform students if Blackboard is used and how it will be used. Course web sites can be accessed by the course instructor and students enrolled in the class. If a student needs to access UR ePay, the bursar's system used to manage and arrange payment methods for billing statements, then a student's Blackboard account may be created prior to registration. The Benet Career Center and OSE also use Blackboard to post updates and information.

Google Calendar

Our Google calendars list all Simon events, final exams and other academic timelines, and other activities of interest to our students. We have calendars for each program, club events, and Simon-wide events. Students are expected to follow the calendars to be informed of events to attend. Students should check the calendar when planning activities to avoid conflicts. To have an event posted, contact the [Office of Student Engagement](#). Instructions for adding Google Calendars **can be found [here](#)**.

Handshake

In partnership with the University of Rochester, the center uses the job posting system called **Handshake**. This software allows you to create a professional profile that engages corporations with your interests. In addition, the Benet Center corporate engagement team guides employers to post positions on the website for review by Simon Business School candidates.

Newsletters

Email newsletters are sent out on a regular basis to students including special announcements, career workshops and information, club events, weekend highlights, and more. All newsletters are sent to the student's Simon email account.

SimonWorks

SimonWorks, powered by Symplicity, is our comprehensive, online recruitment and research system that gives students the ability to stay informed and connected to many Career Management Center (CMC) services. Students should use SimonWorks regularly to:

- Register to attend on-campus recruiting events including company information sessions and executive chats.
- View our events calendar of workshops and register to attend.
- Schedule appointments with the Benet Center staff and advisors.
- Access important forms and documents, as well as our online resource library.
- View and search job opportunities.
- Upload your resume to apply for jobs you qualify for.

Slack

Slack is our communications platform for students, events, and clubs. There are public channels for each program, club, and more. Students are encouraged to create private channels for their class teams, special project teams, club boards, and other relevant groups in which they participate.

[Learn more about the guidelines and policies for Slack at Simon.](#)

Feedback Platforms

At Simon, communication is a two-way street and while the staff at Simon are always available for feedback from student, there are also structured platforms designed to hear what students think.

Course Evaluations

Students can provide feedback on teaching and curriculum through class evaluations administered prior to final exams. These evaluations are reviewed by the Senior Associate Dean for Faculty and Research and are shared with faculty after grades are submitted. Professors may also provide mid-term evaluations to students in their classes for their own use in charting progress of the course. Students who have issues/concerns about a course or a professor are encouraged to discuss the matter with Office of Student Engagement or the Sr. Associate Dean of Faculty and Research prior to the evaluation process.

Year End Surveys and Exit Interviews

The Simon Business School encourages student feedback to continue to improve academics, co-curricular, and the student experience. To this end, several processes have been established to ensure that student feedback is received. Year-end satisfaction surveys allow for systematic analysis of student sentiment and enable the School's administration to benchmark Simon programs with MB and MS programs at other competitor schools.

Full-time MBA students are surveyed during their first year and exit interviews with senior staff are conducted at graduation. Part-time students are surveyed each year as well for feedback on their experiences and satisfaction with the program. MS Students are also surveyed at the end of the academic year as a measure of student satisfaction.

Town Halls

Open forums are sponsored periodically by the Graduate Business Council or by one or more of Simon Business School Deans, to discuss topics of interest with students. Very often, Town Hall style meetings are held when issues affecting students have been raised or when policies proposed might greatly impact students in the School. These meetings enhance communication between members of the administration and the student body.

ADDENDUM: COVID-19

Updated 8/28/2020

Simon offers a hybrid program – a combination of both online (“asynchronous content”) and in-person (“synchronous content”) classes – to accommodate each student’s unique situation. For the synchronous content, participation during class times is expected. Students may participate either by being in the physical classroom or attending via zoom. We recommend that you speak with your OSE Advisor or the ISO if you have questions about your F1 visa status. All classes will be recorded in case an underlying health issue, sickness, or a personal emergency arises. If you feel like you can’t or shouldn’t come to class for any reason, we encourage you to prioritize your health (and the health of others) and stay home.

As guidelines from the CDC and New York State evolve, so will our plans. We will always comply with the latest state and federal guidelines to ensure we are doing everything we can to keep our community safe. We appreciate your continued flexibility and patience as we navigate this unprecedented time together.

Academics & Calendar

We are **not** following the university’s undergraduate academic calendar. Please refer to the Fall A and Fall B published [Simon academic calendar](#) for planning purposes. We will provide you with updates about health codes of conduct, protocols to be observed, and any training sessions you must attend, as part of your student experience at Simon. The university, and Simon Business School, have suspended school-sponsored travel until the end of the year. If you choose to travel, it is critical you follow CDC and New York prevention guidelines, but we strongly suggest that if students are based in Rochester, they not travel (domestic or international) for the combined Fall A and B mini semesters.

Grading Policy

Maximum Class GPA:

The maximum average grade for each class has been raised from 3.5 to 3.6.

Pass/Fail Option:

Simon full time MBA and MS students will have the option to elect the Pass/Fail option for **1** course per mini-term, conditional on their cumulative GPA exceeding 3.0 prior to converting any current term grade to Pass/Fail.

For students electing Pass/Fail, the decision may be made up to 3 business days after grades are posted (i.e., in Fall A for example, until 11:59 pm on October 29). If a student is happy with their grades in the mini-term, then they may elect to keep them; otherwise, they can elect to have a passing grade of C or better converted to “S” (for Satisfactory) in one course. As a reminder, for all S grades, the credits will be counted toward graduation, but will not affect the student’s GPA. For all “E” grades, the credits will not be counted toward graduation and will affect the student’s GPA. If a student receives an “E” in a core class, they will be required to repeat the class.

Please note-- any violation of the Academic Integrity Code may also impact your ability to choose the Pass/Fail option.

There are many things to consider **before** deciding to convert your grade to P/F. **We strongly encourage you to talk to your academic and career advisors before making the decision to convert your grade.** Grade point average is important to some employers who may also request transcripts.

Students who have not maintained a 3.0 cumulative grade point average or have an “E” in any class are **required** to meet with their academic advisor.

Process for electing Pass/Fail:

Prior to end of the mini-term, your advisor will email a form to you to request a letter grade of “C” or better be converted to an “S” for one class. At the end of the three day period, all requests will be forwarded to Dean Bauer for appropriate sign off and then to the Registrar to make the change.

Campus

All students, staff, and faculty are required to complete **mandatory COVID-19 safety training**. You should have received notification of the training through Blackboard. We will be following up to ensure completion. The University has also deployed a daily symptom check using the **Dr. Chat Bot** tool for all University students, faculty, and staff. **Dr. Chat Bot** is an online tool that was implemented by the University’s Medical Center to screen Medical Center faculty, staff, and trainees for COVID-19 symptoms before reporting to work. The back-end feeds to University Health Services (UHS), and UHS staff follows-up with anyone who reports symptoms each morning to assess whether testing is needed. Dr. Chat Bot is a daily screening process required to be taken by any staff, faculty or student coming to campus each day. It takes less than two minutes and can be completed on a computer, tablet, or smartphone with internet access. For the latest on the University of Rochester’s guidelines regarding COVID-19, visit the University’s [dedicated website](#).

The University of Rochester has also created the COVID-19 Community Commitment, [#URCommitment](#). The University of Rochester is asking students to act in the best interests of the community’s collective health and safety, in accordance with public health guidelines and directives from our state and local officials. To read more and make the commitment check out the document found [here](#).

[New York State guidelines](#) currently require a 14-day self-quarantine period from many states and from any country outside of the United States. Please take this into consideration as you return to Rochester. Travel remains complex due to various federal and NYS travel restrictions and quarantines. While all school-sponsored travel has been suspended for the fall term, if students choose to travel within the United States or internationally, they will have to follow the minimum 14-day quarantine.

Campus Transportation

To promote safety for riders and drivers, shuttle bus capacity has been reduced initially to 50% capacity. Standing is prohibited. Every other seat has been taped off to easily identify whether capacity remains. Shuttle bus routes have been adapted in order to accommodate greater physical distancing with available resources. Extra buses have been added to the heavily utilized shuttle lines to spread out rider capacity and service hours have been expanded to accommodate a greater number of shuttles. Passengers and drivers are required to wear masks. Sanitizer stations are located at each bus point of entrance/exit. Shuttles will be wiped down after each route. Shuttle operations will end between midnight and 5am in order to have proper sanitization and deep cleaning time.



Dining and Eating on Campus

The Brew (café at Simon) opened August 17, 2020. Its hours are 10:30am – 7:00pm EST, Monday through Thursday. They offer Glen Edith coffee, sandwiches, salads, soup, bagels and pastries. In addition, Campus Dining has a wide variety of dining options on campus that are open for the fall. The University of Rochester’s dining experience is regularly ranked among the best in the nation.

The following are the modifications made to both facilities and service designed to keep people safe.

Facilities modifications

Dining Services developed a plan adhering to NYS guidance for dining/restaurants and the following principles: Occupancies for dining should not exceed approximately 50% of the posted occupancy, and occupants should observe physical distancing guidelines and wear masks while waiting in line. Markings on the floor will indicate where people should stand to maintain correct physical distancing. **No food is allowed in classrooms, general common areas not designated for dining, or libraries due to masking requirements.**

Service modifications

All managers and employees of Dining Services have gone through University mandatory training as well as dining-services-specific training. Health checks will be completed at the beginning of all shifts and face masks will be worn by employees at all times. Dining Services have removed all self-service options and will use disposables for utensils, plates, and trays to limit the spread of germs. We redesigned our staffing and menus to maintain our commitment to local purchasing and our commitment to serving our diverse community while also being mindful of the need to simplify choices to minimize transaction times and maximize throughput.

Safety Guidelines

Below is clarification on the various protocols Simon is following in order to provide a safe space for students, faculty, and staff. If you have questions, or concerns, regarding these guidelines please [email the Simon COVID-19 hotline](#). To report a violation of the COVID-19 safety guidelines, students can submit an [Incident Report](#) (this report is also used for Bias-Related and CARE reporting).

You are expected to wear a mask and will be directed to a pickup location if you are without one. If you refuse to comply with the PPE rules in the commitment, the sanctions will range from removal from classroom/in-person activity for that day to revocation of access to in-person on campus activity for the remainder of the semester or year, as well as other sanctions such as fees and suspension.

Building Signage

The buildings contain signs which set forth room occupancies, where individuals should not gather, where individuals should stand to wait for service in various offices, prohibited areas, directional signage, as well as signage regarding masks, hand washing, and physical distancing.



Classrooms

Classroom capacity has been reduced due to CDC and New York State guidelines. Chair have been removed from each classroom to maintain physical distancing. **Masks must always be worn in the classroom and around the building to maintain the health and safety of everyone.** Hand sanitizer stations are available in every building. In addition to enhanced cleaning protocols, sanitation wipes are available at the entrances to all classrooms so that you can wipe down your area upon arrival. Classrooms with two doors are utilizing one for an entrance and the other for an exit, which has been clearly marked. Classrooms with one door are utilizing a process similar to airlines: back to front for entrance; front to back for exiting. **No eating is allowed in the classroom.**

Common Areas and Shared Spaces

We prepared all Simon buildings to allow for as many places for study or relaxing as possible, while adhering to the following guidelines: smaller areas used for breaks, common areas or study areas will be limited to one person in the space or no less than 40 square feet per person. While we enjoy good weather, we hope that students will also utilize the patio outside The Brew, as well as the outdoor patio on the 4th floor of Gleason Hall.

Masks

Masks must be worn in the classroom and around the building to maintain the health and safety of everyone.

Personal Protective Equipment (PPE) Availability

Masks are available to all students and employees. You can pick up a mask from two locations: either at the Office of Student Engagement (2nd floor of Schlegel Hall near the spiral staircase) or at the IT Help Desk (3rd Floor of Gleason Hall). Hand sanitizer is available in building entryways and common areas. Disinfecting wipes are available outside of all classrooms so that you can wipe down your area upon arrival.

Physical Distancing

All individuals on campus (students, faculty, staff, visitors, and guests) should always remain physically separated from others by at least 6 feet, acknowledging that hallways as well as exits to rooms and buildings will not accommodate a 6 foot separation. When with other people, masks should be worn in addition to distancing measures. Masking exceptions include:

- Being outside with more than six feet away from others, or
- While eating using physical distancing guidelines.

Career Services

The Benet Career Management Center team continues to be available to students. SimonWorks will continue to house information about upcoming professional development activities including Career Action Teams schedules. All Benet Career Management Center activities are offered virtually and in-person, and in compliance with guidance from the university, the CDC, state, and federal regulations.



1:1 Meetings with Career Advisors

Career Advisors maintain a schedule for 1:1 meetings, and students should register through the SimonWorks system. The 1:1 meeting will be hosted through Zoom, or in-person in a space where physical distancing guidelines can be followed.

Office of Student Engagement:

All Office of Student Engagement activities including club activities and experiential learning opportunities are offered in virtual formats – the latter in accordance with state and federal guidelines and where appropriate physical distancing and safety protocols can be followed.

Social and Club Activities

Clubs have submitted business plans that include both in-person and virtual events. Any in-person events will need University of Rochester approval in advance of being held. In the meantime, events will be held virtually.

Experiential Learning Activities

The Experiential Learning team is identifying external case competitions at other schools and internal (Simon-only) case competitions for the academic year that will more than likely be virtual. They will also be providing training on team formation, teamwork and problem solving to support the participants in these competitions virtually and in-person where possible. The student-led Vision Consulting Club is sourcing projects for MS and MBA students that will most likely be virtual this academic year. The Simon School Venture Fund is sourcing companies for Fall reviews. To comply with health guidelines international immersions are suspended through at least the Fall 2020 semester.

1:1 Meetings with Academic Advisors

Academic advisors are available to meet via zoom and appointments can be scheduled via email. Advisors are offering weekly open hours in larger classrooms where physical distancing can be practiced for in-person appointments.

CPT: If you are currently employed and working under CPT you can continue. If you are not employed but find a job or internship, you can apply for CPT. Eligibility for CPT continues through December 18, 2020. If you have questions about this, please contact your academic advisor.

Program Specific Note: MS Students – Final Class & Exam

If you plan to apply for OPT, you must return to the United States to mail the application package. Due to COVID-19 you are not required to attend the last three of hours of course instruction or take the final exam in-person. You can do both online.

If you return to your home country, and do not intend to apply for OPT, you can finish the course online and take the final exam.