

2023-2024 Simon Business School  
Student Handbook



SIMON  
BUSINESS SCHOOL

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UNIVERSITY *of* ROCHESTER

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**Notes:**

*For purposes of this handbook, please note that “ex-officio” refers to non-voting, and “dismissal” refers to the University’s definition of expulsion.*

## Simon Leadership Team

Sevin Yeltekin	Dean
James Brickley	Senior Associate Dean of Faculty & Research
Mitch Lovett	Senior Associate Dean of Education & Innovation
Rebekah Lewin	Senior Assistant Dean, Admissions and Programs
Dennis Proulx	Assistant Dean of Students
LaTanya Johns	Assistant Dean of Career Management & Corporate Engagement
James Newton	Assistant Dean of Administration
Kate Cutaia	Deputy to the Dean

## Departments at Simon Business School

### Admissions

The MBA/MS Admissions Office (Gleason Hall 245) 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 2<sup>nd</sup> 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 Competition, University of Rochester 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:

(585) 275-3533

[Admissions@simon.rochester.edu](mailto:Admissions@simon.rochester.edu)

Office Location: Gleason 245

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

### Registrar

The Registrar's Office (Carol Simon Hall 2-341) 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 (Benet CMC)**

The mission of the Benet CMC 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.**

### **Andrew Ainslie Office of Student Engagement (Ainslie OSE)**

Ainslie 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, the Learning Center, etc.) available to enhance the experience while at Simon Business School. Students should discuss electives with their academic advisor prior to registering for classes.
- **Student Life:**  
There are many social activities sponsored by the Ainslie OSE, Graduate Business Council (GBC), Master's Advisory Council (MAC) and Simon Business School clubs throughout the year. 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, Singapore, and South Africa.

### **Executive and Professional Programs**

This team is responsible for recruiting and admissions of students into Simon's Executive and Professional programs (Executive MBA, Part-time MBA, and MS in Medical Management), aimed at professionals already in the workforce. The team also coordinates classroom logistics, as well as social events and activities for professional students, in conjunction with Ainslie OSE staff members.



## Simon IT

We have multi-function printers throughout Gleason Hall and Schlegel Hall 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 information on services that Simon IT provides, please visit your [Admitted Student Portal](#) on the Simon website to view the **Technology Handbook**. Some topics covered in the Technology Handbook include:

- Software installs
- Wireless access
- Student Printing
- Simon Email access
- Outlook configuration
- VPN

The **Simon IT Help Desk** is available for software assistance/installation, and other technical and/or audio-visual support.

Office: Gleason Hall 335

Phone: 585-275-4407

Email: [support@simon.rochester.edu](mailto:support@simon.rochester.edu)

## Simon Business School Policies

### **Disability Accommodations**

The University of Rochester is committed to fostering a welcoming, inclusive, and empowering environment where students with disabilities can thrive in their studies. The Office of Disability Resources works with students to identify barriers and establish reasonable accommodations in order to ensure students with disabilities have equal access and equal opportunity to fully participate in the University experience. Students who would like to request accommodations, register as a student with a disability, or learn more about available resources are encouraged to submit an application on the [Disability Resources website](#) or contact the office at (585) 276-5075 or [disability@rochester.edu](mailto:disability@rochester.edu). The Office of Disability Resources is located at Taylor Hall, P.O. Box 270195, Rochester, NY 14627.

Once a student is approved for accommodations, the Office of Disability Resources will work directly with Simon Business School faculty to ensure classroom or other approved accommodations are in place.

### **Equity, Diversity, and Inclusion (EDI)**

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

#### **Director of Equity and Inclusion**

Phone: (585) 275-0895

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.

### **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, provided they have notified faculty of this need when the course began and accommodations have been agreed upon by both parties.

### **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 its Policy Against Discrimination, Harassment, and Discriminatory Employment/Service Practices (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.

Julia Green, Assistant Vice President for Civil Rights Compliance and Title IX Coordinator in the Office of Equity and Inclusion (OEI), oversees and provides leadership for the staff members who carry out investigations, compliance-related responsibilities, and reporting of Sexual Misconduct. Clarissa Baston 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 Clarissa Baston at (585) 275-5866 or [cbaston@simon.rochester.edu](mailto:cbaston@simon.rochester.edu) or Julia Green at [TitleIX@Rochester.edu](mailto:TitleIX@Rochester.edu).

### **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 submit an objection in writing to the University administrator responsible for the record, who will notify the student of their 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 their 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.

### **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 Ainslie OSE 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 Hall and across from Schlegel Hall

### **Policy on the use of Generative Artificial Intelligence (AI)**

While generative AI can significantly enhance learning, it should be viewed as a tool to support and enhance human effort, not replace it. Furthermore, the ethical use of AI is critical: This includes recognizing its limitations, avoiding over-reliance, respecting data privacy and copyrights, and disclosing generative AI-assisted work appropriately. This policy applies to the usage of generative AI tools in the context of *student work and exams*. *Student work* refers to any tasks, assignments, or activities that are assessed, graded, or in any manner contribute to earning university credit at Simon. *Exams* refers to mid-terms, finals, and similar evaluations that faculty administer.

This policy applies to current or future generative AI tools such as ChatGPT, Bing AI, Bard, Dall-E, ChatPDF, DaVinci AI, etc. It does not include less impactful forms of AI, such as Grammarly, spell checkers, or the auto-complete features of word processing applications as they don't materially affect the substance of the student work.

Each faculty will disclose in their class syllabus expectations for use in student work and in exams. There are three options that your instructor may choose as the generative AI policy for their course. They will specify in the syllabus which option applies to your course:

1. **Never:** All work submitted in this course must be your own. Generative AI may not be used.

2. **Only When I say Yes:** Students should not use generative AI unless the instructor gives explicit permission for particular student work.
3. **Unless I Say No:** Students are encouraged to use generative AI when helpful unless specifically forbidden for particular student work.

Any generate AI use in student work and exams requires disclosure of the use following the instructor’s direction. **Using generative AI to benefit student work or exams without proper disclosure is a form of academic dishonesty.** If you are unsure about whether something may be a violation of Simon’s Code of Academic Integrity, please contact your instructor to discuss the issue before turning in the work.

Instructors may use any of the following disclosure policies and will indicate that choice in the syllabus:

1. Citation Only: A citation of the generative AI used and a shareable link of the chat(s).
2. Citation + Description: Citation plus a short one to two sentence description of the use.
3. Citation + Description + Reflection: Citation, description plus a reflection paragraph on how challenges related to AI use were addressed and what was learned about AI use.

The following example shows what a student might see in the syllabus for a specific class. In it, the instructor has chosen a course policy (Unless I say no), an exam policy (Never), and a disclosure policy (Citation + Description + Reflection). The actual policy for a given class may vary.

<b>MKT 432: Generative AI Use Policy (EXAMPLE)</b>		
<b>COURSE</b>	<b>EXAM</b>	<b>DISCLOSURE POLICY</b>
<p style="text-align: center;"><b><i>Unless I Say No</i></b></p> <p>Students are encouraged to use generative AI when helpful unless specifically forbidden for particular student work.</p>	<p style="text-align: center;"><b><i>Never</i></b></p> <p>All work related to completing the exam must be your own. Generative AI may not be used.</p>	<p style="text-align: center;"><b><i>Citation + Description + Reflection</i></b></p> <p>Include a citation, description, and a reflection as prompted by the instructor.</p>

### **Attendance Policy**

Attendance in class is expected. Attendance policies are at the discretion of the professor, who will define the weight on attendance. If you find that you must be absent from class, you should notify your professor as soon as possible. Students who need to be absent for any length of time should discuss the absence with both their professors and their academic advisor to ensure appropriate policies are being followed around longer-term absences. Class participation is expected, and some faculty will adjust the grades based on class participation. Students are expected to arrive on time and stay for the duration of the class. Policies that apply to in-person classes also apply to the virtual setting.

Excused absences are generally reserved for demonstrable health situations, university recognized religious observances, and circumstances related to active-duty military service. Excused absences typically do not include interviews, conferences, case competitions, work/internships, and personal

travel.

Regular attendance in class by individuals who are not registered students is prohibited. Occasional attendance by guests (prospective students, children of students, or others) is at the discretion of the faculty. Permission should be obtained prior to the start of class.

### **Graduate Bulletin**

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.](#)

### **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.

## 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
- MBA Specialization and Minor 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

### **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

### **The following requirements must be met to complete the Professional MBA program\***

- Earned at least 50.5 credit hours
- Completion of 9 required core classes
- Completion of the required MGC course
- Completion of 10 elective classes, one of which must be a project class
- Cumulative grade point average of 3.0 or higher

### **The following requirements must be met to complete the Executive MBA program**

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

\*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 advisor and be submitted to the Senior Associate Dean of Faculty and Research; requests should include both an explanation for the delay and a proposal for degree completion.

## **Full-Time MBA Students**

### **Internships**

All MBA students are required to complete an internship as part of their degree requirements. As part of the requirement, MBA students must enroll in a section of GBA490. By default, the course for MBA students to enroll into is GBA490Z, which will be worth 0 credits. If an MBA student needs to have credit attached to their internship (to satisfy employers if unpaid position), then they can enroll in GBA490E. Students who fit this situation need to speak with their academic advisor. All students are required to complete the GBA490 survey and reflection at the end of their internship. A survey will also be sent out to the internship supervisor at the student's employer.

For internships beyond the required first-year summer internship, students would enroll in GBA490A, GBA490B or GBA490C, depending on the term. Any student wishing to have an internship during the academic year should contact their academic advisor prior to securing their internship.

### **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 and a half credit hours, may be approved for transfer into the MBA program. The appropriate Faculty Area Coordinator and the Senior Associate Dean of Education and Innovation must approve all graduate courses taken outside of Simon Business School for transfer credit. Any student seeking to transfer coursework into Simon Business School programs from other schools, or from other divisions of the University, should obtain approval for transfer of course credits before registering for courses or bearing the risk that the course will not be approved for transfer credit.

### **The procedure is as follows:**

1. The student contacts their academic advisor to request to transfer course credit. The academic advisor will verify that the course meets the required criteria.
2. The student obtains a Petition for Transfer Credit form from the Registrar's Office website under "Forms".
3. The student completes the form and compiles the 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, the student indicates specifically which Simon Business School course is comparable to the transferring course or whether they are requesting to transfer the course in as a general elective.
4. The student submits all of the completed materials to their academic advisor. Academic Operation will then consult with the Senior Associate Dean of Education and Innovation 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
- Courses must be relevant to the student’s course program of study, and must be similar in academic rigor to that of a Simon Business School course
- Generally, transfer courses are counted only toward program credits, not specializations/minors. In rare cases, counting transfer credits toward specializations/minors is considered, with additional approvals, including from the Faculty Director.

Once transfer credits are approved, students should arrange to have the following items forwarded to the 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 also not included in the cumulative grade point average.

**Exchange Program**

The exchange program will not be offered in 2023-2024.

**Course Modalities**

Simon Business School courses are offered in a variety of modalities: traditional (in-person); hybrid flexible/HyFlex (in-person, live or on-demand online, and asynchronous); asynchronous (all online, not live); synchronous (all online, live).

## MS Students

### Program Change Request

Program change requests are discouraged. A student who wishes to switch from their current program should submit a petition to the Director of Academic Advising who will consult with the Director of MS Admissions and then respond to the student whether the request to change is approved or denied. If approved, a Change of Program form will be submitted to the Registrar's office. Students should continue to attend classes in the program they were admitted to while waiting for the answer to their petition. No requests to change programs will be accepted after the first week of classes in the first term. Students cannot request to change to programs already in progress.

### Internship and Non-Internship Tracks

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 one academic year. Therefore, all programs will conclude in the spring.

Students who choose the internship track will finish their program the December of the following academic year. During the fall semester, students on the internship track will take their last class mostly remotely but are required to come back for the in-person component of the class. **All students in the internship track are considered full-time students through the completion of their program.** For international students, the program completion date determines the end date on the student's I-20.

### Changing the Internship Track Option

Students wishing to change their internship track and shorten or lengthen their program must meet with their academic advisor. Students should be prepared to discuss the reason for the requested change. Requests are considered on a case-by-case basis.

If the change is approved by the Director of Academic Advising in Ainslie OSE, the student's academic advisor will submit a Change of Internship Status form to the Registrar's Office. For international students, the academic advisor will notify ISO of the new program completion date and ISO will issue a new I-20. The deadline for all MS students to change their track is December 15.

If you have questions about changing your track, it is important to talk to your academic advisor right away. Students changing from the non-internship track to the internship track will also incur the MS Internship Track Program Fee in spring 2024. Please see the [Bursar's website](#) for the amount.

If after meeting with their academic advisor, a student wishes to change their internship track option after the deadline, the change must be approved by the Director of Academic Advising in Ainslie OSE. If approved, the student may be charged an administrative fee of \$250 for the change to be processed. A student may also be charged a \$250 administrative fee if they change their track more than once.

### 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 (having met all requirements for the MS degree prior to the start



of the MBA program), gain a few years of work experience, return to Simon Business School, and complete the MBA in only 1 additional year on a full-time basis. Students are also eligible to continue employment and apply to the Part-time MBA program. Applications are accepted on a rolling basis and further questions about the application process can be addressed to the Simon Admissions Office ([admissions@simon.rochester.edu](mailto:admissions@simon.rochester.edu)). Candidates are considered for admission with all other applicants that year.

## COURSE SUBSTITUTIONS

### **MBA Students (Part-Time & Full-Time)**

MBA students requesting to substitute a core course must:

1. Substitute the core course with a more advanced course in the same area, and
2. Receive approval from the Area Coordinator.

Full-Time MBA students cannot substitute the following core courses: FIN402, GBA411, GBA412 or STR401. Part-Time MBA students should contact their academic advisor to discuss their options for substituting core courses.

### **ACC401**

A student can waive ACC401:

1. By providing supporting evidence to Simon Business School's Registrar's Office of that the student has a CPA designation or foreign equivalent.
2. By providing supporting evidence to Simon Business School's Registrar's Office that the student has passed Level II of the CFA exam.
3. If they completed an undergraduate degree in accounting or an undergraduate degree in business with an accounting major or concentration, within the past five years. As part of the waiver request, students must submit:
  - a. A copy of the degree evidencing the accounting degree, major, or concentration; and
  - b. Transcripts reporting the grades for the accounting courses; or
4. By passing a financial accounting proficiency exam. Students must send a petition to the Accounting Area Coordinator requesting approval to take the exam no later than one week before the start of classes. For more information about the exam topics, the student should contact their academic advisor for a recent ACC401 syllabus.

A student can also substitute ACC401 with a more advanced course in accounting by sending a petition to the Accounting Area Coordinator that includes evidence of their proficiency in accounting.

### **OMG402**

A student can substitute OMG402 by sending a petition to the Operations Area Coordinator if the student:

1. Completed an undergraduate degree in industrial engineering, operations research, or business,
  - a. Received this degree within the past five years, and
  - b. Took a number of operations management courses; or
2. Passes an OMG proficiency exam provided by a faculty member.

If the course substitution request is based on their undergraduate schoolwork, the student's petition must include their transcripts reporting the relevant grades.

### **CIS401**

A student can substitute CIS401 by sending a petition to the Computers and Information Systems Area Coordinator if the student:

1. Completed an undergraduate or graduate degree in an information technology-related area,
2. Obtained a grade of high pass (i.e., B+ or equivalently better grade) in technology management and information economics-related courses, and/or

3. Has extensive technology management experience.

A student's petition must include their relevant transcripts and documentation of prior information systems work experience (if applicable).

A student can also substitute CIS401 with a more advanced course in the same area by sending a petition to the Computers and Information System Area Coordinator that includes evidence of proficiency in computers and information systems.

### **MKT402**

A student can substitute MKT402 if they completed an undergraduate or graduate degree with a major or concentration in marketing and obtained a grade of high pass (i.e., B+ or equivalently better grade) in the marketing course(s).

A student can also substitute MKT402 with a more advanced marketing course if they pass a proficiency exam.

## **MS Course Substitution Process**

### **Core Courses**

Substitutions of core courses are generally not allowed in the MS programs, even if a student feels they have taken an undergraduate class at an advanced level that covers the same content as a core class in their program.

There are two common exceptions for core course substitutions.

1. Students who completed their undergraduate degree at the University of Rochester may be eligible for core course substitutions. The student must meet with their academic advisor. The program Faculty Director will decide whether to approve a core course substitution on a case-by-case basis.
2. Students in the MSF program with sufficient accounting background or a CPA can substitute ACC401 for a more advanced accounting course, usually ACC423. The student must meet with their academic advisor and submit their course substitution request no later than one week prior to the start of fall A classes.

### **Electives**

MS students wishing to substitute an elective course for a course not offered in their program must meet with their academic advisor and provide a rationale for the substitution. The program aims to support substitutions that will allow students to pursue their academic or career interests up to enrollment, scheduling, and program or course-specific constraints on student enrollment. The process below must be followed.

- **Eligibility:** Unless previously approved by the administration, all course substitution requests are considered on a case-by-case basis.
- **Deadlines:** Unless prior approval is provided for specific course substitutions by the Senior Associate Dean of Education and Innovation and the Faculty Director, all individual substitution requests must be discussed with the academic advisor well before the last day of the add/drop period in that term so that the substitution can be approved by the last day of the add/drop period in that term. Although substitution approvals can occur within a few days, they can take substantially longer. The onus of responsibility to act early is on the student.



**Process steps**

1. All MS students requesting to substitute a core course can only do so if the student provides sufficient evidence they have taken the same or similar course.
  - a. They must submit their transcript and syllabus for that course to their academic advisor, who will submit the documents to the program Faculty Director.
  - b. The Faculty Director will review the student's documents to determine if the prior course is sufficient to allow a substitution.
  - c. The student will work with their academic advisor to fill out and submit the Course Substitution Form.
2. All MS students requesting to substitute an approved program elective for another elective must first meet with their academic advisor.
  - a. The Faculty Director and the Senior Associate Dean for Education and Innovation must approve the course substitution.
  - b. In some cases, the course instructor may also need to give approval.
  - c. The student will work with their academic advisor to complete the Course Substitution Form.

**University of Rochester Graduate - MS Substitution Note:**

MS students with a University of Rochester undergraduate degree in business may be eligible to substitute a course. Requests will be decided on a case-by-case basis and should be discussed with the student's academic advisor.

## COURSE NOTES

### **GBA490Z American Business Practice**

This course is designed for all MBA students and is zero (0) credits. If an MBA student needs to have credit attached to the internship (for example, to satisfy employers if unpaid position) then the student can enroll in GBA490E. Students in this situation need to speak with their academic advisor.

**At the end of the Internship/course, students are required to complete the GBA490 survey.** This requirement will be due in early fall and will be reviewed by a member from the Experiential Learning team, who will then assign a pass/fail grade. Completing the GBA490 survey is required for graduation.

### **GBA490E American Business Practice**

International students who wish to participate in a paid internship must have CPT authorization and are required to be registered for the required GBA490 course, which is one (1) credit. CPT authorization 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 academic advisor about CPT. Students with questions about CPT authorization should also 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 (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 ISO. Students should then send their offer letter, completed CPT form, and completed GBA490 form to their academic advisor. 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.

Students who have a change in employer, internship location, or job end date must send a new offer letter and a new CPT Recommendation Form to their academic advisor. The student cannot begin to work in their new job or past their previous end date until they receive an updated I-20 from ISO.

There is no fee for the one credit GBA490 courses. However, students will be billed the mandatory activity fee for each term they are registered for GBA490. This survey will be due in early fall and will be reviewed by a member from the Experiential Learning team, who will then assign a pass/fail grade. Completing the GBA490 survey is required for graduation. Students whose internship extends into fall must register for GBA490A in the fall semester and may be required to complete a second survey at the end of the fall semester.

### **On-Campus Employment at Off-Campus Locations**

Center for Emerging & Innovative Sciences 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 student to have completed one academic year to be eligible.

### **J-1 Students**

J-1 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 GBA490 is optional for J-1 internships.

Students should speak with their academic advisor to ensure that they register for the appropriate course, given their visa status.

### **GBA491 Master Reading Course/GBA591 PhD Reading Course**

Students may register for a Reading Course (Independent Study) by filling out a Master Reading Course GBA491 form. Forms can be found on the Registrar's Office [website](#). MBA and MS students who wish to register for GBA491 must first meet with their academic advisor. Students must submit a completed GBA491 or 591 form which outlines the complete course synopsis to their academic 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 Business School graduate students.

### **Graduate Courses at the University of Rochester**

Matriculated MBA/MS Simon Business School 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 course substitution. This would have to be approved by the program Faculty Director. If approved, the student must complete a Course Substitution Form. In addition, the student must complete a Simon Business School Add/Drop form and obtain the instructor's approval to join the class. Both completed forms are then submitted to the Simon Business School's Registrar's Office for processing. University of Rochester courses outside of Simon Business School do not appear on Simon Business School unofficial transcripts but will appear on official transcripts.



### **Simon Business School Alumni**

Simon Business School alumni who wish to return to Simon Business School to register for classes are advised to consult with the Ainslie OSE 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 Business School students will register for elective 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 to register for classes. These sessions are offered before each term begins; for a specific schedule of session time/dates, please contact the Ainslie OSE. 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 also 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 academic advisor before processing the change. All add/drops should be done by students online, through the Student Information System. To withdraw from a course after the add/drop period, students must use the [Course Withdrawal Form](#).

### 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 academic advisor, students will need to obtain approval from the Assistant Dean of Students if they would like to withdraw from a course 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.

### Course Loads and Student Status

Verification of enrollment for matriculated and non-matriculated Simon Business School students is based on the following credit hours 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

1<sup>st</sup> year MBA students cannot overload their credit hours.

Students needing verification or confirmation of their enrollment status for loans, health insurance, or scholarships, **may request an Enrollment Verification**.

### **Extra Courses**

Students at the Simon Business School 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 academic advisor. These requests 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. Students must submit a completed Audit form signed by their academic 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 after the end of the add/drop period.** 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 add/drop period has ended.

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

- Matriculated students may not 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 class work or taking an exam, you should contact the professor to 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. Full-time students must have met all graduation requirements before this option can be utilized. For part-time students, 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 courses and should discuss the program with their academic advisor. Take 2 vouchers cannot be used to audit a course or retake a course to improve a grade. Courses taken after graduation will be on a separate non-matriculated record and do not count towards GPA,

specializations, or minors.

Students must take the course in the format the course is offered in. Students cannot request online options for courses that are only offered in-person.

**International Student Online Course and Distance Education Policy**

F-1 and J-1 students should refer to the International Services Office’s registration requirements for international students if considering taking a hyflex, hybrid, or online course. International students are also strongly encouraged to speak with their OSE advisor before registering for a course that is not offered in a traditional format.

If a 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 will not be counted toward MBA concentration requirements.

## 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, the student must request permission 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).

**Instructors are under no obligation to offer midterm and final exams outside scheduled times.** 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 two exams on the same day should contact their academic advisor to discuss options for alternate exam times.

### **Exam Procedures (In Person)**

- Exams will use randomized seating charts with no adjacent seating.
- 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, the Chair of the Academic Integrity Committee (AIC), and the Ainslie OSE representative on the AIC immediately after the exam is completed. Students identified as violating the Code of Academic Integrity may be removed from the exam.

### **Exam Procedures (Online)**

- This option is only available to students taking online courses. There are no temporary Zoom allowances for exams in classes that meet in-person.
- 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. Students should change their Zoom names to match the name on the class roster. Instructors, Zoom moderators, and proctors (if available) have been instructed to report all suspected violations of the Code of Academic Integrity to the instructor, the Chair of the AIC, and the Ainslie OSE representative on the AIC immediately after the exam is completed. Students suspected of violating the Code of Academic Integrity may be removed from the exam immediately and/or subject to sanctions deemed appropriate by the AIC.
- Students experiencing any technical difficulties during the exam should notify the instructor or Zoom moderator immediately of any problems. Students should not communicate with their classmates or other students during the exam.
- For exams involving uploaded work, students must upload their exams or worksheets in a timely manner, as outlined by the instructor or as otherwise instructed for students with approved accommodations.
- Students must sign any assignments or exams with an Academic Honesty Pledge. Submissions without a signed pledge will result in a score of zero.

### **Instructor Regrading Policy**

Instructors 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. All re-grade requests should be discussed directly with the instructor. Items submitted for re-grading must not be altered in any way from the original submission. Any alteration can result in charges of academic dishonesty, which can bear serious penalties including dismissal from the program. Many instructors photocopy exams before returning them to students in order to detect alterations.

### **Grade Dispute Policy**

The Simon graduate school considers instructors to have broad authority to assign grades based on the expertise in their subject area and related instructional practices. Instructors should provide a grade dispute process for errors in grading or recording of grades within their course that directs students how to handle concerns.

In rare circumstances, the dean's office will consider grade disputes based on a narrowly defined set of conditions. These conditions are limited to procedural (either a procedural error or the instructor was negligent of their duties) or bias-related (a serious and specific accusation, not a sense of being treated unfairly). Such bias-related disputes will be referred as a Title IX complaint, where appropriate. Grade disputes that justify the dispute based on losing scholarships or being put on probation will not be considered. The Dean's office will also generally not consider the scoring of specific questions unless the concern was procedural or bias related.

A student's first step in a grade appeal is to raise the case to the instructor following the procedure defined in the instructor's syllabus. After the instructor provides the response to a grade dispute or if the instructor fails to respond within a reasonable time, the student can raise the concern to their advisor. If the student deems the case to be a valid appeal after conferring with the advisor, the student needs to write a description of the appeal, the basis of the appeal, and provide evidence or argument for the procedural or bias concern. The advisor advises on whether the write-up is sufficient, and when it is sufficient, the advisor would assist the student to share that with the dean's office.

The two Senior Associate Deans address the dispute. The Senior Associate Deans would first determine whether a case meets the standard for consideration. If a case does not meet the standard, the Deans would notify the instructor, advisor and student(s) involved, possibly through the advisor, and provide at least minimal guidance on why it was not considered for appeal. If the case is considered for dispute resolution, the Deans can choose to consult with the instructor, advisor, and student, but need not consult any of them beyond the initial written complaint by the student. The Senior Associate Deans make the decision together, but in the case of a disagreement or absence, the Dean of the school can be consulted. The Senior Associate Deans provide the final determination in written form back to the student, advisor, and instructor, possibly through the advisors.

## GRADING

### Grade Distribution

The Simon Business School requests each instructor not exceed a 3.5 average GPA for each graduate business course taught in each term. Instructors 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 an instructor 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, or
2. Completing the course by repeating it within one academic year.

If a student is retaking a course to complete the coursework for their incomplete grade, they should fill out an Incomplete Grade Contract. 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, they will change the grade of "I" to "E".

**Pass/Fail**

The Simon Business School does not normally offer Pass/Fail as a grading option.

**Grade Posting**

**Instructors 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 Business School staff, faculty or faculty assistants. Students may access their grades through UR Student.

**Grade Changes**

If it becomes necessary to change a grade after it has been reported to the Registrar, the instructor can submit the revised grade through the UR Student grading portal. The grade change will be sent to the Senior Associate Dean of Faculty and Research for approval 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. Effective January 2021, official transcripts will reflect a quarterly grade point average (GPA) and cumulative grade point average (GPA). These transcripts include all courses taken at the University of Rochester.

**Unofficial Transcripts:**

Can be requested through UR Student. After logging into your UR Student account, transcripts can be accessed in the student dashboard or by typing "generate unofficial transcript" into the search bar. Simon School unofficial transcripts reflect quarterly grade point average (GPA) and cumulative grade point average (GPA). These transcripts include Simon Business School courses only.

**Note:** The Simon Business 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 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 MBA/MS students at the beginning of each term to recognize students who have achieved academic excellence in the preceding term 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 can appear 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 Business School, 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, the student is required to meet with their academic advisor. The advisor 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 academic advisor who will sign it, obtain other required signatures, and submit it to the Registrar's Office. Students withdrawing from Simon Business School are subject to the [Tuition Refund Policy](#) which is available on the Registrar's website.

### **Leave of Absence (LOA)**

Students must maintain continuous enrollment to obtain their degree. Full-time MBA/MS 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 consult with their academic advisor. To apply for a leave of absence, the Change of Status form must be completed. Once the student completes the form, including both the reason for the request and the expected duration of the leave, they should submit it to their academic advisor, who will submit it to the Registrar's Office for processing.

Students may request a leave for up to a maximum of two semesters (one academic year). 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 leave of absence. Students who have not maintained continuous enrollment will not be allowed to apply for Curricular Practical Training authorization 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 meet with the Director of Academic Advising in Ainslie OSE, who will guide a student on the next steps. Medical leave requests are reviewed by University Health Service (UHS), and the Director of UHS will make a recommendation to the Simon Business 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. Simon Business 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 the Director of Academic Advising in Ainslie OSE, 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 necessitated the leave is under sufficient control to allow the student to make a successful return. Simon Business 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 Business School 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.

### **Cohort Teams**

Each cohort is divided into teams, typically comprised of five members, and constructed to include varied skill sets and experiences. The membership of each team reflects diverse professional experiences, academic training, and cultural backgrounds. The fundamental goal is to tap these varied experiences and skills, harnessing the talents of each member to accomplish team-based coursework. Teams also function as learning lab for best practices in collaborative work and professional relationship building.

Simon provides significant support to all student teams. Orientation includes sessions on team building, communication, and effective teamwork. Each team creates a charter, agreed to by all members, that describes how they will communicate, meet, produce work, and solve problems. Advising, mentoring and conflict mediation is available to teams throughout the academic year.

If team problems develop, the following steps are recommended:

- Talk about the problem within the team
- Use teamwork tools provided at Orientation and conflict resolution training.
- Consult with the team's coach (first year full-time MBAs) or MS Mentors (MS students)
- Discuss the matter with academic advisors in Ainslie OSE
- If the issue remains unresolved after taking these steps, bring it to the attention of the course professor.

***Cohort teams are reconfigured only in exceptional circumstances.***

### **Team Projects & Peer Review**

In core courses, students' grades are determined by a combination of components: individual performance on exams and homework; team-based effort on homework and/or projects; and class participation. Individual instructors determine the weighting of these different factors. In most core courses, instructors require a number of team-based assignments. Every team assignment has a two-fold objective: to provide substantive tasks that foster learning in a subject area, and to increase experience in collaborative professional work.

Team homework and projects are expected to be completed within assigned teams. Collaboration with members of other teams is by professor direction only. Unauthorized collaboration with students outside the teams constitutes a breach of the Simon Business School Code of Academic Integrity.

To provide incentives for each team member to participate and become knowledgeable about the project, project-related questions are often placed on individually taken exams. Most instructors offer additional participation incentives for all team members by using peer evaluations as a factor in determining final grades.

### **The Simon Coach Program**

The Simon Coach Program, established in 1996, is among the first applied leadership initiatives in nationally ranked business schools. It pairs first-year teams formed at the start of the MBA Core program with a second-year peer whose purpose is to be a source of support for individual members and a force for enhancing the team experience.

Simon's MBA coaches are competitively selected by Simon faculty and peers and are among the top 25% of students in their class. They receive training in cultivating shared leadership in self-managing teams through a 2-term, credit-bearing course whose tuition is paid by the school.

The coach role is multi-dimensional, influenced by the unique needs and preferences of each first-year team. Teams and coaches have a standing weekly meeting, shaped by the needs of the team. Every year for example, coaches are resources in the internship search, sharing the lessons of their own experience and acting as a sounding board for members' search strategies. They also share perspectives and general advice on questions about navigating coursework and faculty relationships, on taking advantage of Simon programs, from experiential learning to social events, and on leadership opportunities in the second year.

Three formal responsibilities define the role. Coaches support their teams' productive capacity, keeping work processes and the interpersonal environment a focus of the group's attention as they adapt to changing circumstances over the year. They lead team performance reviews, increasing each member's self-awareness – how they are experienced as a collaborator and a colleague -- via feedback from their peers. And coaches help nurture the interpersonal relationships and psychological safety that “grease the wheels” of teamwork, hosting team building games, “kick-back” coffee breaks, working lunches and two dinners out at a “great” Rochester restaurant, one in Fall and another in Spring terms.

Ultimately, the success of the Coach Program lies in the relationships developed between each coach and their team, individually and as a group. Coaches connect with their teams as a knowledgeable peer and a supportive colleague. They become trusted members of their team's professional network and a meaningful part of the Simon first-year experience. In turn, Coaches get a hands-on leadership experience in building influence without power-based authority. They develop insights and skills to the human side of business that serve them throughout their careers.

## Academic Probation Policy

Amended by Academic Standards Task Force

Faculty Approved Policy: July 14, 2022

### Governance

The Academic Standards Committee (ASC) monitors the academic progress of all Simon MBA/MS students. The purpose of the committee is to oversee processes related to monitoring and retaining students who are struggling academically. The committee is comprised of faculty along with ex-officio members that include academic advisors from the Ainslie Office of Student Engagement (OSE).

### 2023-2024 Academic Standards Committee

Avery Haviv, Associate Professor of Marketing (Chair)

Zach Roth, Clinical Assistant Professor

Dennis Kessler, Clinical Professor

Ex Officio Members: Ainslie OSE Academic Advisors (FT, PT, MMM, EMBA), Simon Admissions Financial Aid Officer

\*Committee membership is subject to change at any time.

### Covered Under the Policy

All Simon full-time and part-time MS and MBA students, as well as any other student enrolled in an MS or MBA course at Simon, matriculated or non-matriculated.

### Academic Probation

- A. To graduate, students at Simon must complete the required number of credit hours for the program in which they are enrolled while achieving a cumulative grade point average (CGPA) of 3.0 or higher. In addition, the student must earn passing grades in all core courses. A student who falls below a CGPA of 3.0 enters **Academic Probation** in the mini term following the term in which the CGPA falls below 3.0.
- B. Students who enter academic probation are required to meet with their academic advisor within 5 business days of being notified. Working together, the advisor and student develop an **Academic Recovery Plan (ARP)**, described in more detail below. Although the student and advisor work together to develop a recovery plan, achieving the plan's requirements is solely the student's responsibility. If the student and advisor cannot agree on an ARP, then the student will be referred to the Academic Standards Committee (ASC).
- C. Once a student is on academic probation, the student may be subject to additional consequences and limitations imposed by the ASC. When considering such consequences and limitations, the ASC will take into consideration the student's situation, compliance with their academic recovery plan, and the entire academic history of the student at the Simon School. Such consequences are not limited to, but may include the following:
  - a. Participation limitations: These can include limitations on the student's employment status, the number of courses taken per term, and participation in Simon activities, including not being permitted to act as a member of the board of a Simon student organization, participate in exchange programs, or participate in international immersion programming.



Whether these limitations are imposed and at what time they are imposed will depend on the context of the ARP and the student's academic difficulties. Because the ARP is tailored to the student's situation, limitations will not necessarily uniformly apply to all students.

- b. Suspension and Dismissal: Failing to meet the requirements of the student's ARP may lead to more serious consequences including suspension and dismissal. If after one full mini-term after entering probation, a student's academic performance does not meet the requirements of their ARP, the students may face the possibility of suspension or dismissal from the program. Such suspension or dismissal is preceded by notification by the Chair of the ASC that the student's matriculation is in jeopardy and the conditions to avoid suspension or dismissal.
- D. Note that some scholarships may also be impacted by a student's academic performance, which are beyond the consequences and limitations imposed by the ASC.

### **Academic Recovery Plan**

- A. An ARP details the causes of academic difficulty and a plan for how the student can improve their academic performance to ultimately meet graduation requirements. With the advisor's help, the student identifies steps to improve their academic performance and the relevant resources available to the student to help them succeed.
- B. The ARP also includes a set of requirements that the student must fulfill that demonstrate their commitment to improving their academic performance. Such requirements can be specific actions (e.g., meet with the advisor weekly, attend tutoring or office hours) or performance in future classes (achieve a 3.0 next term).
- C. The ARP will typically include, but is not limited to, required meetings with the student's academic advisor, a list of resources available to the student, and a timeframe in which specific academic accomplishments must be achieved. The ARP may also include limits on participation in non-academic activities that help to ensure focus on the student's academic performance, such as limiting employment status, involvement in Simon organizations, or the number of courses taken per term.
- D. The ARP will serve as an agreement between the student and the ASC. The student will be required to sign the ARP (electronic signatures are allowed) within 5 business days of the required advisor meeting. A copy will be shared with the ASC and be kept in the student's academic file. If the ASC finds an ARP too harsh or lenient it can require the advisor to revise the ARP and obtain the student's signature. Such a revision needs to be returned to the ASC Chair within 5 business days.
- E. If a student fails to comply with the requirements of the ARP within a term, the advisor may be required to take further action (e.g., escalating the case within the advising organization or referring the case back to the Academic Standards Committee).
- F. After each term that the student remains on academic probation, the advisor and ASC will review the student's academic performance and compliance with the ARP. With the approval of the ASC, the ARP may be updated to reflect the new situation (e.g., academic probation may be ended, new or different conditions may be imposed). As described above, the ASC may also suspend or dismiss a student if they fail to comply with their ARP. The required timelines for such revisions to the ARP should follow those specified in D.

### **Appeals**

- A. A student who faces sanctions, including suspension or dismissal, due to academic probation has the right to appeal the decision of the ASC. The first appeal is to the ASC and 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.

- B. 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. The letter should be emailed to the Ainslie OSE advisor, who will send the letter to the Chair on the student's behalf. The Chair, or if necessary, another member of the ASC, provides a written appeal response letter within 5 business days of receiving the Ainslie OSE advisor letter, indicating whether the appeal succeeds.
- C. If the first appeal is denied, the student can appeal to the Dean of the Simon Business School by providing a second written letter of appeal within 5 business days of the date of the ASC's appeal response letter. This letter, along with the ARP, notes the student's progress toward the ARP. The student's transcript will also be provided to the Dean. The Dean's decision about the appeal will be final.

### **Contact for Clarification or Information**

Assistant Dean of Students, Dennis Proulx

## Repeating a Class and Course Retake Limits

Policy amended by Academic Standards Task Force

Faculty Approved Policy: July 14, 2022

- A. As part of an Academic Recovery Plan (ARP) students may be advised to retake a course to improve their academic record. Other students may elect to repeat courses to better their understanding and recorded performance in each course. Students may repeat/retake a given course only once. To apply to retake a course, the student must meet with their advisor and complete the course retake form, which requires Advisor approval.
- B. When a course is taken for a second time, the credits earned in the second attempt will replace the previous credits earned; the course credits are only counted once. Both courses and their respective grades appear on the transcript, but the second grade (not necessarily the better grade) replaces the original grade in computing the cumulative grade point average (CGPA); the original grade is no longer counted in the CGPA.
- C. For elective courses, a student has an additional option beyond repeating the course when they receive a lower grade than desired. The student may choose to substitute another elective available in their program for the original elective and use the grade from the substitute course to replace the grade in the original elective for CGPA calculations. So-called substitution retakes have the same effect as repeating a course (does not increase the total credits, replaces the grade for CGPA purposes, and both course grades are retained on the transcript). Substituting an elective requires appropriate approval from the Faculty Area Coordinator and the Senior Associate Dean of Education and Innovation, in addition to the Advisor approval required through the course retake form. Students may not use a substitution retake for core courses; to replace a grade in a core course the student must repeat the course.
- D. Course retakes are limited. The maximum total courses a student can apply to retake, either as a repeat or substitution retake, is three. If a student repeats or retakes a course and does not receive a grade of B or above, the student is no longer eligible to retake or repeat any further courses.



- E. Students will be charged per credit hour and are responsible for full payment of all course retakes. Scholarship awards and flat rates will not generally be applied to course retakes. Before the term begins, students can petition the Assistant Dean of Students to lower the cost of the retake within 3 business days of registering for the course. Petitions should include your name, URID, and reasoning for request.
- F. The Assistant Dean of Students will consult with the Financial Aid Officer and will respond before the last day to Add/Drop with a written statement of the tuition reduction that is granted, if any.
- G. Whether a petition succeeds in lowering the cost of the retake depends on the merit of the student's case, the financial impact on the student, and the source of the academic difficulty, including academic integrity violations. Petitions to lower the cost of a course retake involving sanctions for academic integrity violations generally do not succeed.

**Contact for Clarification or Information**

Assistant Dean of Students, Dennis Proulx

## Academic Integrity Policy

Amended by Academic Integrity Task Force

Faculty Approved Policy July 14, 2022, with minor amendments by Academic Integrity Committee approved July 2023

### Introduction

As an educational institution, the Simon Business School's commitment to academic integrity ensures respect for the reputation of the school, its students, faculty and staff, and the degrees it confers.

For all those earning a degree, academic honesty enhances the quality and fairness of the educational experience and enriches the learning environment. Cultivating high expectations for professional conduct amplifies the skills of analysis and judgment that distinguish a Simon education.

All members of the Simon community are responsible for upholding high standards of honesty and adhering to the Code of Academic Integrity. Every Simon student, as a member of the community, is responsible for pursuing their learning with honesty, by avoiding misrepresentation of their academic work or attempting to advance their academic standing through fraudulent or unauthorized means. Students are also responsible for avoiding knowing involvement with any other student's violation of this standard of honest behavior.

## **Covered Under the Policy**

All Simon full-time and part-time MS and MBA students, as well as any other student enrolled in an MS or MBA course at Simon, matriculated or non-matriculated.

## **Governance**

### **2023-2024 Academic Integrity Committee**

**(AIC)** David Oliveiri, Executive Professor

(Chair) Paul Shanahan, Executive Professor

Gerard Wedig, Associate Professor

Dennis Proulx, Assistant Dean of Students (ex officio)

Clarissa Baston, Academic Integrity Committee (AIC) Liaison, Ainslie Office of Student Engagement (ex officio)

\*Committee membership is subject to change at any time.

## **Violations of Academic Integrity**

Examples of violations of academic integrity include, but are not limited to:

1. Unauthorized collaboration (e.g., working with others after the professor indicated an assignment was to be independent work)
2. Plagiarizing words or ideas
3. Failure to provide attribution of the appropriate source (improper citations of work or improper disclosure of AI use)
4. Receiving unauthorized aid (e.g., using unauthorized resources such as prior year submission, or Chegg, or using AI on student work or an exam section where it is not specifically authorized)
5. Fabrication or falsification of information (e.g., fabricating data or analysis tables)
6. Providing unauthorized aid (e.g., knowingly allowing others to copy or use completed assignments or parts thereof, not taking reasonable steps to protect work from attempts to copy)

## **Procedures for Handling Suspected Academic Integrity Violations**

### **Requirements for Reporting**

- A. Anyone, including staff, student, or faculty, who is made aware of an incident of a suspected breach to the academic integrity policy, is responsible for alerting at least one of the following: the professor/instructor, an Ainslie Office of Student Engagement (OSE) advisor, an Academic Integrity Committee (AIC) member, or the Assistant Dean of Students. These individuals will forward the concern to the AIC Chair, who will work with the instructor to address the incident.
- B. Course instructors may not come to a private agreement with a student in a case of suspected academic dishonesty. Course instructors may not ask or allow a student to drop or withdraw from a course or impose a penalty of any kind on a student through any means that fall outside of the procedures outlined below.

### **Initiation of Matter**

- A. When an academic integrity matter is discovered by the instructor or reported to the instructor, the instructor will write up the suspected infraction using the appropriate template and submit this to the AIC Chair. As part of this submission, the instructor will indicate their preference on whether to use the instructor or committee resolution process.
  - a. When an academic integrity matter is reported or discovered, the instructor has two choices. The first is to handle the matter through the instructor resolution process. The



- second is to forward this to the committee resolution process, which can replace the instructor resolution process. The instructor resolution process is intended to allow expeditious resolution of matters that the instructor feels comfortable directly addressing with the assistance of the AIC Chair. The committee resolution process is for cases when the instructor is unwilling or unable to use the instructor resolution process.
- B. Once a matter is initiated and until resolved, the student may not drop or withdraw from the relevant course during this process. If the student drops or withdraws, s/he will be reinstated in the course.
  - C. If course grades are due, and there is a pending case(s) in a course, the instructor should submit a grade of “N” for the student(s). “N” is a temporary grade which will be replaced by the appropriate letter grade (which may include grade sanctions) once the case is resolved.

### **Instructor Resolution Process**

- A. The AIC Chair checks whether the case is severe enough to warrant sanctions greater than course failure and whether the student(s) involved has(have) a prior violation. In either circumstance, the AIC Chair forwards the case to the Review Panel Process, notifying the instructor of the change in process.
- B. If the case continues in the instructor resolution process, the instructor will send the proposed instructor resolution form to the student, thereby notifying the student(s) in writing of his/her suspicion of academic misconduct, outlining the facts and circumstances supporting the suspicion. The instructor should meet with the student to discuss the alleged misconduct and the proposed instructor resolution.
- C. If, after meeting with the student(s), the instructor determines that a violation of academic integrity has occurred he/she will propose a resolution, including a sanction, and document this in the AIC resolution form. As indicated in the form, instructor resolutions can impose sanctions ranging between lowered grades on an assignment to course failure, but these recommended sanctions must follow AIC guidelines.
- D. If, after meeting with the student(s), the instructor determines that a violation of academic integrity has not occurred he/she will pass the information to the AIC Chair and the matter will be considered closed.
- E. To ensure sanctions match guidelines, the instructor will forward the resolution form including the proposed resolution and sanction to the AIC Chair. AIC Chair reviews/verifies the consistency of enforcement and sanctions, and checks whether the student has prior violations.
  - a. If the student has prior violations or the matter is severe enough that it could lead to a sanction more severe than course failure, then the AIC Chair will forward the matter directly to the Review Panel Process, notifying the instructor of this change in process.
  - b. If the AIC’s records do not reveal the student has a prior academic integrity violation, and the proposed instructor resolution is determined satisfactory by the Chair (consistent with enforcement and sanctioning standards), the instructor will be notified and the instructor will send the approved instructor resolution form to the student.
  - c. If the AIC’s records do not reveal the student has a prior academic integrity violation, but the resolution is determined not aligned with sanction guidelines the Chair works in consultation with the faculty member to modify the sanctions to align the sanction with guidelines and precedent. The instructor will then send the approved instructor resolution form to the student.
- F. The student will have up to five business days to consider the instructor’s resolution and to sign or decline the resolution.

- G. If the student(s) sign(s) the form, the instructor will notify the AIC Chair and AIC Liaison. The matter will be documented via the appropriate AIC/Ainslie OSE Assistant Dean of Students letter to the student(s) and to the AIC record.
- H. If any student(s) in the matter disagree with the instructor resolution or fail to sign the form within the allotted time frame, the case(s) will be directed to AIC Chair to form a Review Panel.

### **Academic Integrity Committee Resolution Process**

The committee resolution process may only be introduced if the instructor is unwilling or unable to use the instructor resolution process. This may happen if the reporting person is not an instructor, and the matter is not relevant to a single course or instructor.

The intention of the committee resolution process is to provide an expeditious resolution of matters for cases that are not handled by instructor resolution yet will not necessarily rise to the level of the review and hearing process. The committee resolution process follows a similar procedure to the instructor resolution process.

The committee resolution involves exactly two members of the AIC with one held out from the resolution process in case the matter rises to a hearing. The two members involved are referred to as the AIC resolution team.

- A. The AIC resolution team checks whether the case is severe enough to warrant sanctions greater than course failure and whether the student(s) involved has(have) a prior violation. In either circumstance, the AIC resolution team forwards the case to the Review Panel Process, notifying the instructor of the change in process.
- B. If the case continues in the committee resolution process, the AIC resolution team will communicate with the instructor or other relevant parties regarding the suspicion of academic misconduct, outlining the facts and circumstances supporting the suspicion in writing on the resolution form.
- C. If, after reviewing the evidence provided by the instructor, the AIC resolution team agrees that a violation of academic integrity has occurred, the committee will propose a resolution, including a sanction. As indicated in the form, committee resolutions can impose sanctions ranging between lowered grades on an assignment to course failure, however, these recommended sanctions must follow AIC guidelines. If at this time the AIC resolution team deems the matter severe enough that it could lead to a sanction more severe than course failure, then the AIC resolution team forwards the case to the Review Panel Process. Otherwise, the AIC resolution team forwards the resolution form to the AIC Liaison to share with the student.
- D. The student will have up to five business days to consider the AIC resolution and decide whether to sign or decline to sign the resolution.
- E. If the student signs the form, the matter will be documented via the appropriate AIC/Ainslie OSE Assistant Dean of Students letter to the student(s) and to the AIC record.
- F. If any student(s) in the matter disagree with the AIC resolution or fail to sign the form within the allotted time period, the process will continue to the Review Panel stage. The AIC resolution team will transition to be the Review Panel.

### **Review Panel and Investigation**

If the matter cannot be handled by instructor or committee resolution, the AIC Chair will determine which two AIC members will sit on the review panel (this is automatically the AIC resolution team if committee resolution was used). The Review Panel will consist of two AIC members and the Assistant

Dean of Students. The AIC members involved in the review panel will not be involved in the hearing panel. The Chair will ensure that AIC members rotate between the review panel and hearing panels.

The review panel will review the documentation and evidence from the earlier steps and potentially solicit additional information of the Assistant Dean of Students or AIC Liaison or require them to solicit additional information or further investigate specific aspects of the case.

After the review and any further investigation concludes, the panel will either 1) determine there is sufficient evidence that a violation occurred and the case will proceed to a hearing, or 2) dismiss the case based on a lack of evidence.

### **Academic Integrity Hearing**

Hearings are used to adjudicate cases under any of the following circumstances:

- A. The student disagrees that a violation has occurred and/or declines to accept the proposed instructor or committee resolution.
- B. The student has a prior academic integrity violation on record.
- C. The suspected violation would be severe enough that according to the sanctioning guidelines, if the student is found responsible, a more severe sanction than course failure may be appropriate.

In incidences involving more than one student, the Academic Integrity Chair, in consultation with the Academic Integrity Committee, may permit hearings concerning each student to be conducted separately or together.

### **Notification of Academic Integrity Hearing**

At least 5 business days prior to the hearing, the student, instructor, and hearing panel must be provided written notification (email is acceptable) of the date, time, and location of the hearing. Hearings may take place remotely, when appropriate.

The notification will also include a description of the alleged breach of academic integrity code, as well as the names of individuals expected to be present at the hearing. If, when the student is made aware of the members on their hearing panel there is a conflict of interest, the student should immediately report the concern to the AIC Liaison. The AIC Chair, in consultation with the AIC Liaison and Assistant Dean of Students, shall determine whether a conflict exists and, if so, how to address or manage the conflict, which may include substituting the conflicted member with another person.

Prior to the hearing, the accused student is encouraged to meet with the AIC Liaison and will be able to view all evidence that will be considered by the hearing panel, including any evidence uncovered during the review panel's investigation and the witness list, if any witnesses are to be called, at least two days before the hearing. Prior to the hearing, the accused student is not to discuss the case with any witnesses that are not called by the accused student.

### **Hearing Panel**

The hearing panel will consist of one voting AIC member who did not serve on the initial review panel, an additional faculty member not part of the AIC, and two student representatives. Students who are to serve on a hearing panel must disclose any potential conflicts of interest with the case including relationship with the accused student(s). The voting AIC member will serve as the hearing panel facilitator.

All faculty and students serving on the hearing panels will have completed appropriate training for hearing academic integrity cases and must maintain strict confidentiality about the matter.

### **Hearing Attendees**

In addition to the accused student, only the hearing panel, instructor, and an Academic Integrity Advisor may be present for the entire hearing. The only other people who may be allowed for the full hearing are those who may be providing access services. Witnesses can be called and participate in part of the hearing.

**Witnesses:** Witnesses may speak to any relevant matter in the case, including speaking for either the student or the instructor. Names and contact information for anyone presenting relevant information must be submitted at least two business days in advance of the meeting to the hearing panel. Written statements are allowed to be presented to the panel instead of physical attendance at the meeting. Written statements must be read aloud for the purposes of recording the content and getting relevant information on the record. The accused student shall be permitted to respond to the written statement.

**Academic Integrity Advisor:** The accused student may bring an advisor for moral support. The advisor must be a University of Rochester employee, may not be acting as the student's attorney, and may not be involved in the case. The advisor may not question witnesses or speak to the panel on student's behalf but may speak to the student during the hearing.

If the accused student chooses not to attend the hearing, after being duly notified of the convening of the hearing, the hearing will proceed in the student's absence.

### **Hearing Process**

- A. The AIC faculty member on the hearing panel will facilitate the hearing.
- B. Every hearing panel participant (student and instructor) will describe their situation, and their individual perspectives of the alleged incident(s). The individual who brought the charges will present first, followed by the accused student.
- C. Witnesses will be called by the hearing facilitator.
- D. Only the panel members will be allowed to ask questions.
- E. The accused student may suggest questions for the panel to ask; the panel has the discretion whether and how to pose such questions (may, e.g., decline to ask questions that are abusive, duplicative, irrelevant, etc.).
- F. Each party will have an opportunity for closing remarks after the panel has finished with their questions.
- G. Following conclusion of all testimony, questions and final statements, all participants (except hearing panel members) will be dismissed, and the panel will deliberate privately.
- H. The Academic Integrity hearing process is not a legal procedure, and therefore the rules of court of law do not apply. The hearing panel facilitator will determine the range of testimony permitted by witnesses and items of information that will be considered. The hearing panel facilitator shall otherwise have discretion to modify these procedures as necessary to meet the needs of the Simon School and hearing participants.

## Hearing Recordings

All hearings will be recorded, prior to deliberations. There will be a single record of the hearing, and this record shall be the property of the Simon Business School and kept secure by the Ainslie OSE.

In the event the student requests an appeal the recording of all testimony will be submitted to the University Provost for use during the appeal process. The recordings will be destroyed after the appeal has been complete.

## Deliberations and Decision

At the conclusion of the Academic Integrity hearing, the committee will determine by a simple majority vote if a preponderance of the evidence indicates that a breach of the Academic Integrity policy occurred.

- A. If the student is found responsible:
  - a. The AIC panel member will contact the AIC Liaison to see if the student has had any prior finding of violation. If there has been a prior finding of violation, the hearing panel will have the opportunity to review the file of the prior case(s) to determine the appropriate sanction.
  - b. The finding and the sanction decided upon are forwarded by the Assistant Dean of Students to University Dean of Graduate Studies, as per the University “Judicial Process for Academic Misconduct by Graduate Students.” The University Dean of Graduate Studies will issue the final decision letter to the student and reporting person within 5 business days.
  - c. The student may submit an appeal (see appeal procedures below).
- B. If the student is found to not be responsible for an infraction, the AIC panel member will send a letter of exoneration to the student, copying the instructor, the AIC Liaison, and AIC Chair (if necessary). For a case when the student is exonerated, documents concerning the charge of misconduct will not be retained as part of the student’s AIC record.
- C. If the panel is unable to come to a decision (two members of the hearing panel vote to exonerate the student and two members vote to find the student responsible for an infraction), the case is referred to the Review Panel. The Review Panel will review the evidence, watch the recording of the hearing, and, when necessary, speak with the hearing panel members. Following this, the Review Panel will determine whether a violation has occurred and forward the sanction within 5 business days. The Review panel then forwards the decision to the Assistant Dean of Students who follows the standard process in A.2-3 or B.

## Responsible Findings: Sanctioning Guidelines

The severity of sanctions for a finding that a student violated the academic integrity code, depends on the number of offenses and the nature of the violation. Guidelines are provided for typical cases and a range of sanctions based on the number of offenses. Second offenses normally face more severe sanctions than first offenses. In any finding of responsibility for an academic integrity violation, the offense requires education and a statement written by the student that expresses efforts taken, new thinking about integrity and its importance, and confirmation that the student will not engage in academically dishonest behavior again. In addition, the following sanction guidelines depict typical variation across severity of offenses. These are sanction **guidelines** and even similar first offenses with a responsible finding can have different sanctions due to the exact circumstances of the cases. To reflect this variation in sanctions, the example cases have a range of potential sanctions.

### **Guidelines for First Offenses**

For any assignment and mid-term exams, and regardless of whether aiming to raise one's own grade or helping to raise another students' grade, the standard sanction includes a zero on the assignment and between a half-step and full-step letter grade reduction in the final grade.

Cheating on a final exam or major project worth more than 30% of the grade, the sanction may range from zero on the exam/project plus a full-step letter grade reduction to a failing grade in the course.

While cheating benefiting one student or a single team will be in line with the above, sharing answers or information that allows a larger number of students to commit an academic integrity violation will be regarded as a more severe violation than either of the above cases, and more severe sanctions may be imposed, even for first offenses.

### **Range of Sanctions for First Offense**

- A. Education requirement (e.g., tutorial)
- B. Statement that expresses efforts, new thinking about integrity and its importance, and confirmation that they will not engage in academically dishonest behavior again.
- C. Zero on assignment or exam + 1/3 – one or two full letter grade step reductions in the course.
- D. Assigned failing grade of E or F ("F" in the case of a course offered for all students on the P/F basis)
- E. Assigned failing grade of XE/XF (only in rare, severe cases will XE/XF be imposed for a first infraction)
- F. Suspension or expulsion from the University (only in rare, severe cases will suspension or expulsion be imposed for a first infraction)

### **Range of Sanctions for Second Offense**

- A. Assigned failing grade of E or F ("F" in the case of a course offered for all students on the P/F basis).
- B. Assigned a failing grade of XE/XF
- C. Suspension from the University
- D. Expulsion from the University (dismissal)

### **Sanction for Third Offense**

Expulsion from the University (dismissal)

Simultaneous Offenses: If a student is found responsible for multiple simultaneous offenses (committed before the offense was adjudicated), the penalties are cumulative, but generally not treated as second offenses for sanctions. However, extensive offenses, even simultaneously identified, may be treated more severely. The determination of whether to treat more severely needs to balance between the opportunity for education/remediation and the damage to the academic community, and therefore, the need for a hearing and additional penalties are at the discretion of the Chair of the AIC.

The AIC reserves the right to conduct an investigation to discover whether cheating occurred in other courses, including previous courses.

### **Appeal Procedures**

A student may appeal the decision of the University Dean of Graduate Education 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.



A student may appeal based on:

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

Letters of appeal should be submitted to the AIC Liaison, who will send the letter, the recording of the hearing, and all evidence to the Assistant Dean of Students, who will submit the appeal on behalf of the student to the Provost's office.

### **Confidentiality and Records**

Hearing Panel members, parties, witnesses, and all those present or participating in the hearing process shall keep all information about the matter strictly confidential and may be required to sign a confidentiality document agreement.

In the case of a responsible finding, upon conclusion of the hearing, all documentation regarding the hearing will be submitted to the Academic Integrity Chair and added to the academic integrity record of the student to be maintained for a period of 7 years. Depending on the outcome of the hearing and sanction(s), a student's transcript may indicate an academic integrity infraction occurred (e.g., an XE grade will note course failure was due to an academic integrity infraction).

All persons privy to information related to the case are required to keep the information confidential. No information about a student's academic integrity record will be shared without a signed waiver by the student, unless required by law.

### **Contact for Clarification or Information**

Assistant Dean of Students, Dennis Proulx

## Professional Standards Policy and Procedures

Amended by Professional Standards Task Force  
Faculty Approved Policy July 14, 2022

### **Introduction**

An important component of a Simon Business School education is learning and practicing professional behavior that can serve students well in their careers. To support this learning process, Simon articulates a set of values and a code of professional conduct that guides Simon students and provides a foundation for future professional conduct.

Students who disrupt the community by displaying behavior not matching Simon's values, or by breaking the specified code of professional conduct, may become part of a professional standards matter.

The values that govern the Simon community's professional standards code of conduct, as well as how this conduct specifically applies to academics at Simon and the procedures and sanctions for violating the conduct policy, is described below.

### **Covered Under the Policy**

All Simon full-time and part-time MS and MBA students, as well as any other student enrolled in an MS or MBA course at Simon, matriculated or non-matriculated.

### **Governance**

The Simon Business School shall have a standing Professional Standards Committee. The committee shall hear and review cases involving alleged breaches of the professional standards policy. Should any questions arise to the nature of an allegation, or the committee to hear a specified case, the Ainslie Office of Student Engagement (OSE) Liaison for Professional Standards cases shall be consulted.

### **2023-24 Professional Standards Committee (PSC)\***

Paul Shanahan, Executive Professor (Chair)

Glenn Huels, Clinical Associate Professor

Thom Shaw, Executive Professor

LaTanya Johns, Assistant Dean of Career Management & Corporate Engagement

Dennis Proulx, Assistant Dean of Students (ex officio)

Nathan Kadar, Director of Student Life and PSC OSE Liaison (ex officio)

\*Committee membership is subject to change at any time.

### **#SimonStrong 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.

### **Students are expected to:**

A. Respect One Another

Respectfully engage with peers, faculty, and staff, and value differences as much as similarities. In the classroom, students are expected to provide thoughtful and timely input; create a safe and welcoming learning environment; value the diverse viewpoints, experiences, and styles of faculty and classmates; and keep the classroom clean and orderly.

B. Show Humility

Support each other and celebrate accomplishments, strive to do what is in the best interest of others, and leverage their education in ways that support others. In the classroom, students are expected to be excited to learn from peers, faculty, and staff, and welcome and provide honest and well-intentioned feedback.

C. Support Each Other

Recognize we are more powerful as a community than as individuals, seek opportunities to collaborate with one another, strive to make a difference within our community, participate and support one another's clubs, organizations, and community events, and encourage one another's success. In the classroom, students are expected to emphasize each other's strengths, provide constructive feedback, and honor team charters.

D. Act with Integrity

Act on behalf of our community, lead by example, and hold one another accountable for our actions. In the classroom, students are expected to hold themselves and one another accountable to Simon's Code of Academic Integrity.

E. Be Professional

Honor commitments, be on time, represent the Simon brand, and act as in a business. In the classroom, students are expected to limit electronics, arrive on time, and be prepared to participate at a high level, remain present, display name tents, and dress appropriately.

### **Code of Conduct**

Students are expected to demonstrate the same professional behavior that they would in a business setting. Disruptions to the learning process may result in disciplinary actions. Students should review the course syllabus for a professor's specific class policies.

### **In the Physical Classroom**

This includes, but is not limited to:

A. 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.

B. 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 appropriate for classroom learning. Students are expected to either turn off cellular phones or turn their devices to a non-audible notification when in class or attending presentations

C. 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.

D. Attendance

Attendance in class is expected. Attendance policies are at the discretion of the professor, who will define the grade weight on attendance. If you find that you must be absent from class, you should notify your professor as soon as possible. Students who need to be absent for any length of time should discuss the absence with both their professors and their OSE advisor 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.

E. 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 unless specific directions are given otherwise.

F. Copyright

It is a violation of copyright law to use copyrighted material, such as Harvard Business School cases or computer software, without permission and payment of associated fees. Some class materials for purchase (textbooks, cases, and software) used in the MBA or MS classes will be sold to the students by the UR Bookstore; however, unavailability of copyrighted materials at the UR Bookstore does not allow students to violate copyright. The University's River Campus Libraries maintains a web page on copyright and fair use, at [Copyright Policy | River Campus Libraries \(rochester.edu\)](http://Copyright Policy | River Campus Libraries (rochester.edu)).

**G. Class Recording**

All MBA and MS classes in the academic year 2023-2024 will be set to record automatically with the intention to make these recordings available to students. However, if a student is perceived to be absent too frequently, they may lose the privilege of viewing the recorded class session material.

**H. 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.

**In the Virtual Classroom**

Policies that apply to in-person classes also apply in the virtual setting aside from use of name tents. When joining a class via zoom, students are also expected to arrive on time and participate in class, appropriately dressed with cameras on. Some professors may prohibit or discourage the use of the zoom chat function if it is deemed disruptive or distracting to learning. Some professors may require the student to login to or use other technology while participating in class, such as Poll Everywhere, Blackboard, or other software. The following is etiquette students should follow in the virtual classroom.

A. PLEASE MUTE! Remote attendees joining the room should ensure their microphones are muted and camera/video is on. (This may happen by default.) Please also remember to mute after speaking.

B. Questions from remote attendees should be asked by one of the following methods (in order of preference – unless otherwise noted by your instructor)

- Using the “*RaiseHand*” feature and waiting until you are called on.
- Typing short questions into the Zoom Group *Chat*.
- *Unmuting* your microphone and stating, “*I have a question; this is {NAME}*”.

C. Ensuring Success

- Headsets are highly recommended.
- Please join the Zoom room prior to class to ensure everything is ready.
- Please use the strongest internet connection possible. A wired connection is always preferred!

**Outside the Classroom**

Professional courtesies extend to your interactions outside the classroom including during team meetings, Simon organization meetings, school sponsored events, and anywhere the student may be viewed as representing Simon. This also may include venues and events outside the University, such as professional conferences, recruiting events, and the like.

A. It is expected that you will be on time to team meetings and notify your teammates if you plan to be away.

B. Timely arrival at other scheduled Simon activities, especially those involving guest speakers, is expected.

C. Students should reply to invitations from faculty, deans, and staff when requested.

D. 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:

- A. Verbal or physical harassment or abuse of faculty, students, administrators, or other community members
- B. 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)
- C. Actions or activities that embarrass the school to its outside constituencies

## **Procedures for Handling Alleged Breaches of Simon Professional Standards**

### **Initiation of Matter**

- A. Staff, student, alumni, or faculty, who are made aware of an incident of a suspected breach of the Simon Professional Standards by a student(s) should alert the OSE Liaison who in turn will alert the Assistant Dean of Students.
- B. The Assistant Dean of Students will receive the report of potential professional standards misconduct and review the alleged conduct to determine whether the matter qualifies as a professional standards matter or needs to be addressed through other channels (e.g., sexual misconduct, Title IX, or sufficiently non-academic/severe enough to reach university conduct).
- C. For matters that are professional standards cases, the Assistant Dean of Students determines whether the matter appears minor or requires further investigation and serious attention. Minor matters generally are early interventions and do not involve students with prior repeated violations or more serious disruption of the community and professional standards. Minor matters can include situations that would be unlikely to ever rise to the level of a hearing.
- D. If the Assistant Dean of Students deems the matter minor, then the Assistant Dean of Students can use administrative resolution without involving a full investigation or hearing. Administrative resolution often involves a conversation with the students involved in the alleged conduct and documented warnings/reminders of the importance of professional standards. For administrative resolutions, the matter and its resolution will be documented and will be considered closed. During this stage, the Assistant Dean of Students may consult with faculty or staff that he/she deems appropriate in order to make an informed decision. In this case, the findings will be sent to the Professional Standards Committee.
- E. If the Assistant Dean of Students determines the matter does not qualify for administrative resolution, the Assistant Dean of Students initiates a formal professional standards misconduct process. The OSE Liaison (on behalf of the Assistant Dean of Students) will notify the student(s) in writing of suspicion of professional misconduct and request a meeting within 5 business days from the incident identification.
- F. Within 5 business days of the meeting(s) with the student(s), on behalf of the Assistant Dean of Students, the OSE Liaison will notify the accused student(s) in writing with a statement of the allegations relating to the breach of the professional standards policy (email is acceptable), and a copy of the message will be provided electronically to the PSC Chair.

### **Professional Standards Committee Process and Early Resolution**

- A. After sending the written notification, the OSE liaison will coordinate a meeting with the Assistant Dean of Students and the student(s) and the person to whom the unprofessional conduct was directed towards (complainant) to discuss the allegation(s) and will seek student and witness statements about the alleged incident. Once all statements are obtained, the Assistant Dean of Students will document the matter in writing.

- B. After documentation of the matter, the Assistant Dean of Students will attempt to resolve the matter before it proceeds to a Hearing. If all parties agree to a satisfactory resolution, the agreed finding and any sanction will be documented and signed by the Complainant, the Assistant Dean of Students, the OSE Liaison, and the accused student. The writing and/or signatures may be electronic. The Professional Standards Committee shall be notified, and the matter will be considered closed.
- C. If the allegation is disputed or the matter remains unresolved, the Assistant Dean of Students will convene the Professional Standards Hearing Committee at the request of the complainant, student, or OSE Liaison.

### **Professional Standards Committee Hearing, Generally**

- A. Hearing Panel: The Hearing Panel shall consist of the three voting members of the Professional Standards Committee and two current Simon students. All faculty and students serving on the hearing panels will have completed appropriate training for hearing professional standards cases and must maintain strict confidentiality about the matter. The students will be chosen from the panel list on a rotating basis.
- B. Notification of Professional Standards Committee Hearing: At least 7 business days prior to the scheduled hearing the Assistant Dean of Students, Professional Standards Hearing Panel, the Accused, and the Complainant, will be provided written notification (email is acceptable) of the date, place, and time that the Hearing will take place, which can be held remotely.
- C. Notice of Allegations: At least 5 business days prior to the scheduled hearing, the parties and the Hearing Panel will be sent written notice (email is acceptable) of the allegations of the breach of the Professional Standards policy. The notice will include:
  - A description of the alleged breach of the Simon Professional Standards Policy
  - The names of individuals expected to be present at the hearing.
  - The accused shall have access to any documents that will be presented at the hearing.
- D. If, when the accused student is made aware of the members on their hearing panel there is a conflict of interest, the student should immediately report the concern to the OSE Liaison. The Chair of the PSC, in consultation with the OSE Liaison and Assistant Dean of Students, will decide whether a conflict of interest exists and will determine how to address or manage the conflict, which may include substituting the conflicted participant with another.
- E. Witnesses: Names and contact information for anyone presenting relevant information must be submitted two days in advance of the hearing to the Hearing Panel. Written statements are allowed to be submitted to the committee instead of physical attendance at the Hearing. Written statements must be read aloud for the purposes of recording the content and getting relevant information on the record. The student is permitted to comment on/respond to such written statements at the hearing, in a time and manner as directed by the hearing facilitator.
- F. Participants: All Hearings will be closed. The Professional Standards Committee chair will facilitate the hearing process and only the student, complainant, members of the hearing panel, the Professional Standards Advisor, and witnesses with relevant information may be present. The only other people who may be allowed in the hearing are those who may be providing access or translation services.
- G. Professional Standards Advisor: The accused student may bring an advisor or other person for moral support. Such person must be a University of Rochester employee, may not be acting as the student's attorney, and may not be involved in the case as a complainant or witness. The advisor may speak to the student during the hearing but may not speak to the panel on student's behalf or question witnesses.

- H. The Professional Standards hearing process is not an official legal proceeding, and therefore the rules of a court of law do not apply. The Chair of the Professional Standards Committee will determine the range of testimony permitted by witnesses and the information that will be considered by the Hearing Panel.
- I. The Chair of the PSC shall otherwise have discretion to modify these procedures as necessary to meet the needs of the Simon School and hearing participants.

### **Hearing Recordings**

All Panel Hearings will be recorded. There will be a single record of the Hearing and this record shall be the property of the Simon Business School and kept secure by the OSE.

In the event the student requests an appeal the recording will be submitted by the OSE Liaison to the Dean for use during the appeal process. The recordings will be destroyed after the appeal has been complete.

### **The Hearing Procedure**

- A. Each Hearing participant (student(s) and complainant) will describe their situation, and their individual perspectives of the alleged incident(s). The complainant who brought the charges will present first followed by each accused student.
- B. The Hearing Panel members will be allowed to ask questions after the student(s) and complainant are finished speaking. Witnesses shall present in such order as determined by the Committee Chair. Witnesses may be asked questions by the student(s), complainant, and the members of the hearing panel. The hearing facilitator may direct these questions of witnesses to pass through the hearing panel, rather than be directly asked by the student and complainant.
- C. The Hearing Panel may attend remotely if otherwise occupied (conference call, zoom, skype).
- D. Each Complainant and accused student(s) will have an opportunity for closing remarks after all evidence is presented.
- E. In matters involving more than one student, the Professional Standards Chair, in consultation with the Hearing Panel, may permit hearings concerning each student to be conducted separately or together.

### **Deliberations and Decision**

Following the conclusion of all testimony, questions and final statements, all participants and parties will be dismissed, the recording will be suspended, and the Hearing Panel will deliberate privately. At the conclusion of deliberations, the Hearing Panel will determine by a simple majority vote based on a preponderance of the evidence if a breach of the Simon Professional Standards policy did or did not occur.

- A. If the Hearing Panel finds no violation, the student will be notified of the finding by the OSE Liaison and the matter will be closed.
- B. If the Hearing Panel finds a student violated professional standards, the Panel's finding and the sanction decided upon by the Panel is presented to the Assistant Dean of Students. The Assistant Dean of Students either approves the Panel's recommended sanction or determines an alternative sanction. In approving and determining the appropriate sanction, the Assistant Dean of Students shall consider any record of prior professional misconduct by the student.
- C. The Assistant Dean of Students, or OSE Liaison will notify the student of the Panel's decision and the final approved sanction.

### **Professional Standards Hearing Appeals**

The student may file an appeal of the Hearing Panel's findings or imposed sanction. An appeal must be filed in writing and sent to the Simon Dean within 5 business days from receipt of the Panel's decision. The student will indicate in writing whether the appeal concerns the Panel's finding of a violation, the sanction imposed, or both the finding and the sanction.

- A. The student appeal will be decided by the Dean of the Simon School. The OSE Liaison shall provide the Hearing Record to the Dean and the appeal shall be decided by the Dean based on the grounds stated below. The decision of the Dean is final.
- B. An **appeal shall be limited** to a review of the full record of the case (which includes the recording, all evidence and testimony, and notice of prior infractions) and the appealed matter on the following grounds:
  - Procedural error (if the error is enough to alter the decision)
  - Whether the sanction 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 to, if possible, the same Professional Standards Hearing Panel that heard the matter for a further meeting with the student and determination of a finding. If the Dean determines that referring the case back to the Hearing Panel will cause an undue delay in the resolution of the case, or is otherwise inadvisable, s/he will reconsider the case in consultation with the Committee Chair.

### **Confidentiality and Records**

Hearing Panel members, parties, witnesses, and all those present or participating in the hearing process shall keep all information about the matter strictly confidential and may be required to sign a confidentiality document agreement.

If a student accused of a professional standards violation is found not responsible, then the matter shall be expunged from their permanent record. Otherwise, records on all professional standards matters shall remain in the possession of the OSE for a period of seven years or the student's last day of attendance, after which they are destroyed unless the records are subject to a legal hold notice.

All persons privy to information related to the case are required to keep the information confidential. No information about a student's professional standards record will be shared without a signed waiver by the student, unless required by law.

### **Contact for Clarification or Information**

Assistant Dean of Students, Dennis Proulx



## TUITION & FINANCIAL AID

### **Tuition and Fees for 2023-2024**

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's Advisory Council, student clubs, photocopying of course material, software licenses, university charges for student activities, etc. Full-time students are charged \$350 per semester in fall and spring only (not summer).

### **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 updating their address information in UR Student if it changes. International students must report changes to their address within 10 days. Students are also 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. As of 2023-24, credit card payments will be accepted. 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 and/or drop/add until all past due amounts are paid in full.

### **Employer Sponsored Plan (ESP)**

If a student's employer will reimburse the student for any portion of their bill, the student must submit a completed [ESP form](#) each semester to the Bursar's Office by the end of the first week of classes. Payment for the amount to be reimbursed will be due at 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 classes. This will allow the student to defer payment 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 click on the Finances icon. The menu on the left displays options for viewing your account activity, making a payment, selecting a payment plan and more. You should review your student financial 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. Credit card payments are accepted via UR Student. However, the student will be responsible for paying the credit card fee. For more details about payment methods, please 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 Business School students who have a past due balance will not be pre-registered for the next term or allowed to register online. If students have a past due balance, they should reach out to the Bursar's Office as noted on the [contact page](#).

### **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. Students are encouraged to monitor their account in UR Student and may request their refund by contacting the Bursar's Office once classes have begun for the term.

### **Adjustment of Charges and Aid Due to Withdrawal**

Students who cancel admission, withdraw, or take a leave of absence from Simon Business School, voluntarily or involuntarily, before the first day of classes will receive a full tuition and fee refund (100%). These students are not included in Simon Business School records as registered for the term. All disbursed Title IV, institutional, state, and other aid will be returned to the appropriate account by the Financial Aid Office. *Note: Non-refundable application and enrollment fees will be forfeited.*

Students who withdraw or take a leave from Simon Business School, voluntarily or involuntarily, after the first day of classes but before completing 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 awards and administers scholarships to full-time and part-time students at the time of admission, and students will be notified of funding as part of their acceptance to their program through 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. 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, fees, or audited courses. Scholarships awarded to entering full-time MBA and MS students are automatically renewed at the same level for the second half of the program if the student has achieved a GPA of 3.0 or better in the first half 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 half 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. Full-time students who are partially or fully sponsored by their company, government, or the military (including the Yellow Ribbon program), may have their sponsorship partially or fully end during the completion of the degree program. In such instances, Simon Business School will review the candidate for school-based scholarships and loans on an exception basis, as long as appropriate documentation is provided to substantiate the change in sponsorship.

## 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 U.S. citizens or equivalent, are registered for less than 6 credit hours, or are non-matriculated are generally only eligible for alternative (private) loan options. Graduate students who are applying for federal aid must complete a Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>. 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 are available at: <https://studentaid.gov/understand-aid/types/loans/interest-rates> 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, and requires a separate application. For more information and view the application, click [here](#). This loan is used once the Unsubsidized loan amount has been exhausted for an academic year. 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).
- **Private Loans:** Students may opt for a private loan instead of the suggested federal loans. Students are to utilize [ELMSelect](#), an online lender comparison tool, to search and select a lender. Please be aware that private loans are based upon creditworthiness and may have a variable interest rate, as determined by the individual lender. 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). 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:** [Contact](#) the Simon Business School Financial Aid Counselor directly, or visit the Financial Aid Office's [website](#).

## EMPLOYMENT

### Guidelines for Full-Time Students

Simon MBA and MS programs are rigorous and demanding, and the pace of the full-time programs is more intense than undergraduate programs. As a result, we discourage full-time students from working during the first year of the MBA/MS. Before planning to work during their study, full-time MBA/MS students should meet with their academic advisor to assess the potential impact of part-time employment on their academic workload, co-curricular involvement, and internship/career search.

It is more common for second-year full-time MBA and MS students to work on-campus or off-campus during the school year. Full-time MBA and MS students may work on-campus or through an off-campus employer up to 20 hours per week when their program is in session, and full-time (more than 20 hours a week) during holiday and vacation periods. To request an exception to work more than 20 hours per week while their full-time program is in session, the student must meet with their academic advisor and petition in writing to the Assistant Dean of Students.

### JobX

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 Business School 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 working 20 hours per week across all jobs during academic terms while their program is in session. 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 and click on "On Campus Jobs – JobLink"

- **S22790 – Admissions Ambassadors:** Open to full-time 2<sup>nd</sup> 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.
- **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

<p>International Services Office 40 Celebration Drive, Suite 100 Phone: 1 (585) 275-2866 Fax: 1 (585) 276-2943 <a href="mailto:questions@iso.rochester.edu">questions@iso.rochester.edu</a></p>	<p>Payroll and Tax Compliance Office 175 Corporate Woods, Suite 100 Phone: 1 (585) 275-2040 Fax: 1 (585) 427-7188 <a href="mailto:payroll@ur.rochester.edu">payroll@ur.rochester.edu</a></p>
<p>Student Employment Office Wallis Hall, River Campus Phone: 1 (585) 275-3226 Fax: 1 (585) 756-7664 <a href="mailto:seo@rochester.edu">seo@rochester.edu</a></p>	<p>Simon Human Resources Office 2-333 Carol Simon Hall, River Campus</p>

## STUDENT LEADERSHIP OPPORTUNITIES

There are many social activities sponsored by the Ainslie OSE, student councils, and Simon Business School clubs throughout the year. The dates of all School events will be published and continuously updated using Google Calendar for departmental and club planning purposes. Students can use SimonSource to view, access, and register for School events, including club and organizational events. 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 Business School programs. While membership in clubs/organizations is not dependent upon GPA or matriculation status, holding leadership positions does have requirements. **Students who wish to hold leadership positions in Simon Business School clubs and organizations must be matriculated and in good academic standing with a GPA of 3.0 or higher.** Students found guilty of an Academic Integrity violation, a Professional Standards violation, and/or other student conduct violation are not allowed to hold a leadership position. If already in the position, the student will be asked to step down. If a student enters academic probation while in a leadership position, the student may be asked to step down.

### **Graduate Business Council (GBC)**

Simon Business School 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's 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)**

This student organization advocates 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 Business School 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

If you would like to order business cards, please contact Ainslie OSE for a business card template you can use.

### Locker

As an enrolled full-time student, you can obtain a locker on the first floor of Gleason Hall or Schlegel Hall, which you may use to store your personal items. Please monitor your Simon Business School email for your locker signup invitation. Lockers are selected on a first-come, first-served basis. You will need to complete the online registration form and choose a locker. Please log in to <https://mysimon.rochester.edu/lockers/> using your AD (email credentials). Once assigned, that locker will be yours until Commencement in May, 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](mailto:simon.locker@simon.rochester.edu) to relinquish your locker. Please note that we will not store your items for any reason. This applies to items left behind post-Commencement or if you fail to provide notification of your absence from the school. 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](mailto:support@simon.rochester.edu). Should you experience any mechanical issues with your locker, please email Simon Operations at [operations@simon.rochester.edu](mailto:operations@simon.rochester.edu).

### Lost and Found

The Lost and Found is located in Schlegel Hall 202 (Ainslie OSE). Inquiries can also be made by sending an email to [StudentEngagement@simon.rochester.edu](mailto:StudentEngagement@simon.rochester.edu). Students who have lost their property on campus should also check with the Simon IT Help Desk (Gleason 335) at 585-275-4407, the Wilson Commons Information Desk at (585) 275-5911, and University Security at (585) 275-3333.

### Room Reservations

Students may reserve Schlegel Hall and Gleason Hall classrooms and conference rooms for organization meetings when they are not otherwise in use by working with the Ainslie OSE to submit a request. Room fees only apply to events not associated with the Simon Business School. However, fees will be charged for events that require furniture moves and/or set-up (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 Business School students can reserve rooms through this system. Anyone may use unoccupied rooms but must vacate the room if another student reserved it.

### **Tutoring**

Tutoring is free for all students, but students are encouraged to first take advantage of instructor office hours and Teaching Assistant (TA) support. Students can follow the steps below to login and reserve a time to meet with a tutor. Students are limited to 25 one-hour tutoring sessions per mini-term.

If a tutor is not assigned for a particular class, notify your instructor and/or TA to see if there is a tutor that can be found. In the meantime, reach out to your instructor to see if they can assist as well as connect you with a TA. Please note that we cannot guarantee tutors for elective courses.

#### **Step #1 – Register for an Account**

- Go to the Simon Business School tutoring website <https://simon.mywconline.com/>
- Click on 'Register for an Account' and follow the prompts

#### **Step #2 – Schedule an appointment**

- Choose the class/topic you would like a tutor for in the drop-down menu at the top of the screen.
- Click on available (white, not gray) cells to open a new appointment form. When you "hover" over the cell, it will say "Reserve."

## 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.

ATMs are also located throughout the River and Medical Center campuses.

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

### **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 University of Rochester is committed to fostering a welcoming, inclusive, and empowering environment where students with disabilities can thrive in their studies. The Office of Disability Resources works with students to identify barriers and establish reasonable accommodations in order to ensure students with disabilities have equal access and equal opportunity to fully participate in the University experience. Students who would like to request accommodations, register as a student with a disability, or learn more about available resources are encouraged to submit an application on the [Disability Resources website](#) or contact the office at (585) 276-5075 or [disability@rochester.edu](mailto:disability@rochester.edu). The Office of Disability Resources is located at Taylor Hall, P.O. Box 270195, Rochester, NY 14627.

### **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 Business School students, and they need only show their

valid University ID to enter the Athletic Center. Part-time students wishing to use the facilities can purchase a reduced-price membership. Membership costs and locker rentals can be found [here](#).

### **Housing**

Graduate students may have several housing options, including University graduate student housing, mixed student/employee housing or off-campus housing. More information can be found [here](#). The University Apartments Office can help students locate on-campus housing. The Off-Campus Living Program helps with off-campus housing, including helping students to locate suitable rental property in the Rochester area. The Office has local maps, University Shuttle schedules, 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 University 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 University ID card does not work to unlock doors, please contact Mary Linton by email at [mlinton3@simon.rochester.edu](mailto:mlinton3@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 Services 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 University of Rochester-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.

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 drop-in hours, or, for better service, students can call ahead and schedule an appointment with an advisor. Email ISO at [questions@iso.rochester.edu](mailto:questions@iso.rochester.edu).

To maintain legal status in the U.S., students must also adhere to strict work permission eligibility and authorization procedures (e.g., 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 have serious consequences for a student's ability to remain in the U.S.

### **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, during their program. 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)]. While internships during the summer and second year of the full-time MBA are considered integral to the program, international MS students must choose the internship track to participate in an internship during the program to obtain CPT. For additional information, please refer to the [ISO website](#).

### **Optional Practical Training (OPT)**

Eligible students may apply for Optional Practical Training (OPT) with a recommendation from their current institution. No job offers or registration in a course is required to apply, and the work permission may be used at different employers during the authorized employment period. 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 submit the [OPT recommendation form](#) to their academic advisor for signature and guidance on submitting the form to ISO for approval. Students with questions about OPT should contact ISO for further guidance.

### **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. 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 Business School buildings, there are two study lounges specifically for graduate students on the 2nd floor of the

RushRhees 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 services 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.

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 (585) 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's (UCC) mission is to enhance and maintain the emotional health, development, and well-being of the University's students. 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 website](#). 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](mailto: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/Simon Business 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 Simon Business 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 (585) 275-6111. In addition, Simon Business School has an information line in place to notify those interested in specific Simon emergency closing information. Call (585) 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 the University's main River 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](mailto:veteranservices@ur.rochester.edu). For more information see [Admissions' veteran resources page](#).

### **CARE Network**

If you have a concern about an individual student, or are in distress yourself, please fill out a CARE Referral. If you are concerned that a student may harm themselves, call public safety at (585) 275-3333 and submit a CARE Referral.

If you know of an incident motivated by age, disability, ethnicity, gender, gender identity, gender expression, national origin, race, religion, or sexual orientation of the targeted person or group, please fill out a Bias-Related Incident Report.

If you have information about an issue that may be impacting the University of Rochester community, such as a natural disaster, humanitarian crisis, global issue, or any other event that may affect the well-being of an individual or group, please fill out a Community Concern Report.

## GRADUATION

### **Registering for Graduation**

Students who wish to attend graduation ceremonies must complete an electronic form that will be sent to all degree candidates in March. Students who expect to complete degree requirements for the MBA or MS degree must complete the Application for Graduation, provided by the Simon Business School Registrar. The Simon Business School Registrar will request your up-to-date address so that your diploma is sent to the correct address.

### **Tickets**

Students attending graduation may invite any number of guests to the ceremony. Tickets are not needed, and guests may choose any of the available seats in Kodak Hall Theatre on the day of the ceremony. Students are assigned seats with their degree-program classmates.

### **Commencement Ceremony**

Commencement Ceremony Information on graduation times, dates, and processes, will be made available by the Andrew Ainslie Office of Student Engagement via email and Slack.

### **Cap and Gown**

The Andrew Ainslie Office of Student Engagement and Simon School Registrar 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 Barnes and Noble at the 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 on the day of Commencement to distribute any unclaimed regalia. Students are expected to cover the cost of their 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 graduating 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 of Commencement by the Dean's Office.

### **Graduation Week Events**

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

- Simon Advancement event to welcome students as alumnae
- Several social celebrations hosted by the GBC and MAC
- Dean's Picnic where graduating students can invite their friends and family to attend

### **Simon Alumni Email Forwarding Service**

Graduates of the Simon Business School are eligible to continue receiving correspondence through their @Simon email address through the forwarding system. If you are a graduate of the Simon Business School, click the [link](#) to start forwarding your emails to a new address. You must complete this form





within 120 days after graduation, which is when your account is normally deleted.

- This action will eliminate your @Simon.Rochester.edu mailbox (and associated aliases) – you will no longer have access to your @Simon email inbox
- ALL email in your @simon mailbox will be deleted and is NOT recoverable – Please copy any emails you would like to keep to an external location (e.g., alternate email, desktop, cloud service, etc.)
- This service will pass all emails sent only to your @Simon email to an alternative email of your choosing – NOTE you cannot select a Rochester domain email (ex: @rochester.edu, @\*.rochester.edu, @urmc.rochester.edu) email as your alternative email.

If you have questions or concerns, please contact the Simon IT Help Desk at [support@simon.rochester.edu](mailto:support@simon.rochester.edu) or 585-275-4407.

MS Extenders: please do not complete this form until your internship is complete.

## COMMUNICATION & FEEDBACK

### Communication Platforms

#### Blackboard

The Blackboard Learning Management System is the online learning tool used for courses at the Simon Business School. Active Directory credentials are required to login to Blackboard (i.e., student email address login information). In addition to course information, the Benet Center and Ainslie OSE use Blackboard for orientation programming as well as important updates and information.

#### Google Calendar

Our Google calendars list all Simon Business School 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 Ainslie OSE.

#### SimonSource

SimonSource, powered by 12Twenty, is a cutting-edge online platform that serves as a one-stop-shop for Simon students, providing comprehensive career resources and job search tools. Designed to enhance students' success in the competitive job market, SimonSource offers a centralized hub where you can access various career-related services and information provided by the Benet Career Management Center.

SimonSource is also utilized by the Office of Student Engagement and Simon Clubs. The Office of Student Engagement utilizes it for appointment scheduling, while clubs utilize it for event registration. Through this partnership, SimonSource becomes even more valuable to students. You can access career development resources, book appointments, and register for events—all from a single platform. This comprehensive approach saves students time and effort, enabling them to focus more on their academic and career goals.

Students should use SimonSource regularly to:

- Discover and register for upcoming events and workshops.
- Schedule appointments with the Benet Center Career Advisors or Office of Student Engagement Academic Advisors.
- Access important forms, documents, and links.
- Utilize career research tools and search for career opportunities.
- Enter internship and full-time job offers.

#### Handshake

In partnership with the University, the Benet Career Management Center uses an additional job posting system called Handshake. This platform helps market the University community holistically from undergrad through graduate student populations. The platform allows you to create a professional profile that engages corporations with your interests and provides access to numerous career opportunities open to all University of Rochester populations.

## **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 Business School 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 Benet Center 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.

## **Feedback Platforms**

At Simon Business School, communication is a two-way street and while the staff at Simon Business School 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 at the end of the term, 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. Instructors 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 Ainslie OSE or the Senior Associate Dean of Faculty and Research prior to the evaluation process.

## **Year End Surveys**

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

Full-time MBA students are surveyed during their first year and second year by senior staff. Part-time students are surveyed each year 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, Master's Advisory 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 Simon Business School. These meetings enhance communication between members of the administration and the student body.

### **ALERTUR**

AlertUR is the University's emergency notification system. In the event of an emergency, alerts are sent to the University community by phone call, text message, or email. All students and employees are automatically enrolled with their University email address. You can opt to provide other contact information by logging in to the system with your NetID.