

2025-2026 Simon Business School  
Student Handbook



SIMON  
BUSINESS SCHOOL

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UNIVERSITY *of* ROCHESTER

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**SIMON**  
BUSINESS SCHOOL  
UNIVERSITY of ROCHESTER

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

## WELCOME

Welcome to the Simon School of Business! We are thrilled to have you join our dynamic community of future leaders, innovators, and changemakers. Whether you are beginning your first semester or returning to continue your studies, I extend a warm and sincere welcome on behalf of our faculty, staff, and administration. As you embark on this next phase of your academic and professional journey, I encourage you to take full advantage of the resources, opportunities, and relationships that make our school an exceptional place to learn and grow. Our community thrives when each of us is committed to creating an environment where everyone can succeed. The Student Handbook is a placeholder for policies, but also a statement of expectations. To that end, I ask that you embrace and uphold the core values that define who we are:

- **Respect** | Treat each other with dignity and openness. Value differing perspectives and styles of expression.
- **Humility** | Approach learning and leadership with a mindset that is open, curious, and aware that growth comes from recognizing our limitations as well as our strengths.
- **Support** | Lift one another up. Collaboration, encouragement, and kindness are essential to a healthy, thriving academic community.
- **Integrity** | Lead with honesty and ethics in all that you do, both in and outside the classroom. Your actions should reflect the highest standards of academic and personal conduct.
- **Professionalism** | Represent yourself and our school with responsibility, accountability, and respect—for people, policies, and the learning environment.

These values are not just words on a page—they are the foundation of your experience here and the expectations we hold for one another. As you navigate your studies, face challenges, and celebrate achievements, let these principles guide your decisions and your interactions.

Wishing you well in the year ahead!

Dennis Proulx

Assistant Dean of Students

**OUR MISSION** | To develop business leaders who have an exceptional level of clarity about business and about themselves. We achieve this through research and teaching focused on analytics and economics, and by being home to a tight-knit community.

**OUR VISION** | As a part of the University of Rochester community, our character is defined by “Meliora”: a relentless endeavor to be ever better in the ideas we bring to the world, in the opportunities we offer our students, and in our commitment to inclusiveness.

## SIMON LEADERSHIP TEAM

Mitch Lovett	Interim Dean
James Brickley	Senior Associate Dean of Faculty & Research
Ron Goettler	Senior Associate Dean of Education & Innovation
Ravi Mantena	Associate Dean of Education & Innovation
Rebekah Lewin	Assistant Dean of Strategic Partnerships
Dennis Proulx	Assistant Dean of Students
Ivone Foisy	Assistant Dean of Enrollment Management
LaTanya Johns	Assistant Dean, Benet Career Management Center
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 onboarding for the Full-Time MBA program, five Full-Time MS programs (Accountancy, AI in Business, Business Analytics, Finance, and Marketing Analytics), Part-Time MBA program, Executive MBA program, MS in Medical Management program, and Online MS in Business Analytics and Applied AI program. In coordination with the University Financial Aid Office, Admissions also oversees an International Student Loan Program for full-time MBA students and merit-based scholarship decisions for all programs.

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 contact:

(585) 275-3533 | [admission@simon.rochester.edu](mailto:admission@simon.rochester.edu)

### **Registrar**

The Registrar's Office (Carol Simon Hall 2-341) maintains the official academic records for current and former students, publishes course schedules and the annual course catalog, 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. Information is available [here](#).

### **The Jay S. and Jeanne Benet Career Management Center (Benet CMC)**

Through career education, ongoing professional development workshops and 1:1 appointments with a Career Advisor, graduate students have an opportunity to explore, assess, and seek roles aligned to their personal goals and interests.

Upon successful completion of the Benet Center onboarding modules, FT MS students, FT MBA students, and PT MBA students are invited to access the full suite of resources and Benet Center services to support long-term professional success.

MS students are assigned to a career advisor who is aligned to their program of study. MBA students are assigned a career advisor by the functional area(s) they decide to focus recruitment efforts on. Both MS and MBA career advisors are equipped to support students throughout the entire career development model and recruitment lifecycle.

In addition to Simon Business School professional standards policy, the Benet Center maintains an ethical and professional code of conduct which graduate students sign and acknowledge. This reflects the highest standards of professionalism and integrity on providing accurate information, event attendance, respect for recruiters and staff, standing behind commitments, and reporting employment status. The Benet Career Management Center's Code of Ethical and Professional Conduct can be referenced in the SimonSource resource library as well as the Benet Center Learning Library.

### **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.
- **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. [Simon Business School students](#) are active in student-run clubs, intramural sports, as well as community and student-sponsored activities.
- **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](#).

### Office of Leadership & Community Engagement

The Office of Leadership & Community Enrichment empowers students to engage mindfully across cultures and contexts. Through education, facilitation, inclusive content development, and 1:1 appointments, we prepare our community to thrive as culturally agile leaders in classrooms, internships, international immersions, and beyond.

This office will serve as a strategic, education-centered hub that prepares Simon students, staff, and faculty to thrive in dynamic and global professional contexts. Grounded in inclusive excellence, the office will emphasize cultural understanding, adaptability, and mindful engagement, key differentiators for 21st-century business leaders. Students can engage with Community Enrichment clubs to enhance their cultural understanding and fluency.

### 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 a Student ID card, and a Bloomberg terminal lab on the 2nd floor of Gleason Hall (across from the Admissions Office). The [Simon IT Help Desk](#) is available for software assistance/installation, and other technical and/or audio-visual support. For information on **the services** that Simon IT provides, please visit the [Admitted Student Portal](#).

## SIMON BUSINESS SCHOOL POLICIES

### 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.

#### **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.

#### **2025-26 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)

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

## 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 a student must be absent from class, they should notify their 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. More information is available [here](#).

G. Class Recording

All MBA and MS classes in the academic year 2025-2026 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 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 the 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 the instructor)
  - Using the “*Raise Hand*” 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 before class to ensure you are prepared.
  - Please use the strongest internet connection possible, preferably a wired connection.

### **Outside the Classroom**

Professional courtesies extend to 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 students are on time to team meetings and notify teammates if they 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, students, 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 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 confidential 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

## 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 the instructor may choose as the generative AI policy for their course. They will specify in the syllabus which option applies to a course:

1. **Never:** All work submitted in this course must be your own (original). 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 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 a student is unsure about whether something may be a violation of Simon's Code of Academic Integrity, they should contact their 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><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><b><i>Never</i></b></p> <p>All work related to completing the exam must be original own. Generative AI may not be used.</p>	<p><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 a student finds they must be absent from class, they should notify their 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.

Falsifying information related to attendance is a breach of Simon's Academic Integrity Policy; any suspected instance of dishonesty will be reported to the Academic Integrity Committee.

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 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](#).

## ACADEMIC POLICIES

The Academic Calendar is established by the Simon Registrar; it is viewable [here](#).

The Registrar's Website also includes information on [transfer credit policies](#), [the course catalog](#), [graduation dates](#), [refund schedule](#), [final exam schedule](#), [transcript](#) and [diploma requests](#), and [enrollment verification requests](#).

## EXAMS

### Scheduling

All students are required to take course exams when scheduled. Students should not book any travel 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. Three or more final exams on one day is considered a hardship. Students who find themselves scheduled for three or more exams on the same day should contact their Academic Advisor to discuss options for alternate exam times.

### Exam Procedures (In Person)

- 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 may result in a score of zero.

## **Full-Time MBA Students**

### **Internships**

All MBA students are required to complete an internship to fulfill 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), 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. MBA students are expected to report their internship offer details in SimonSource and complete all required fields associated to their accepted employment outcome, including internship supervisor name and contact information. A survey will be sent out to the internship supervisor.

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 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 they 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.

## 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 Academic Advisor 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 Assistant Dean of Students 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 13.

Questions regarding changing tracks should be directed to the student's Academic Advisor. 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, which can be found listed under "Program Fees"

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 Assistant Dean of Students 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.
4. 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. Elective course substitutions are due to the Academic Advisor no later than the Monday before the first week of class.

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. MS course substitutions must be submitted to the correct Academic Advisor no later than the Monday before the first week of class; MSA course substitutions should be submitted to by the end of the Fall B 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 and then assigned 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 a student does 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's letterhead which includes start and end dates, expected number of hours per week, job title, description of duties, and location of employment.
- Registration for GBA490.
- Submitting a CPT request on ISO's URcompass portal.

Students should review the [CPT process and guidelines](#) provided by ISO. Students should then send their offer letter to their Academic Advisor and submit their CPT request on ISO's URcompass portal. Academic Advisors will assist with GBA490 registration and approve the CPT request on ISO's URcompass portal. 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 submit a new CPT request 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. For summer internships, this survey will be due in early fall and will be reviewed by a Simon staff member, 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 a student's 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; 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 COMMENCEMENT

### Registering for Graduation

Students who wish to attend graduation ceremonies must complete an electronic form that will be sent to all degree candidates in spring. 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. 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. 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.

### 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. Graduates should click the [link](#) to start forwarding emails to a new address. This must be completed within 120 days after graduation, when accounts are normally deleted.

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

Questions should be directed to the Simon IT Help Desk.

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

## 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. Schedule changes processed after the one week Add/Drop period require completion of the Add/Drop form and may have a financial impact on the student.

### Withdrawing from a Course

If contemplating withdrawing from a course after the first week, students are required to meet with their Academic Advisor to discuss the change and to request a Course Withdrawal form. In addition to approval from their 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



Note: 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 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 a student chooses to audit a course, please note:

- Matriculated students may not take the same course in the future for a grade.
- Individuals auditing classes are considered as "guests" in the classroom. They should ask questions in class only if they've done all the readings and assignments. Questions should be limited to avoid disrupting the flow of the class.
- They will not be permitted to fill out a course evaluation.
- If an individual auditing a class is unsure about class work or taking an exam, they should contact the professor.

## **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 meet 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 two years after graduation. 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, certificates, specializations, or minors. For more information, visit [Take 2 Voucher](#).

## **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 Academic Advisor before registering for a course that is not offered in a traditional format.

## **MBA Concentrations**

Simon students may earn concentrations to distinguish themselves post-graduation as they seek employment opportunities. MBA students should work with their MBA Academic Advisor to declare concentration(s) that may work for them. Students should review current options [online](#).

## **MSF Concentrations**

MSF students should declare their selected concentration during their first semester following their advisement appointment. Students who do not select their concentration by the established deadline via the Jotform, provided by the MSF Academic Advisor, will default to the Generalist option. Students who do not fulfill the requirements of their selected concentration will also default to the Generalist option. Students should review current options [here](#).

## **MS Programs | Academic Achievement Certificates**

Simon MS students can earn an Advanced Certificate of Achievement by completing specific courses. Students in the MS Business Analytics, MS Marketing Analytics, MS Accounting, or MS Artificial Intelligence in Business should submit the appropriate [form](#).

### **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 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. The dispute must be raised no later than six weeks following the release of the grade. 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 Academic Advisor. If the student deems the case to be a valid appeal after conferring with the Advisor, the advisor will provide the student with the Simon-approved template for the appeal. The student will complete the form and return it to their advisor, attaching any pertinent information (emails, Blackboard messages, etc.). The Advisor will submit the completed appeal to the Senior Associate Deans for a resolution.

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 "W" and "WE" (See also "Withdrawing from a course.")

### 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"

Students who receive a grade of "E" in a course, 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. Students 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"

An incomplete grade may be given only in cases in which circumstances beyond a student's control (e.g., illness or personal emergency) prevent the student from finishing their coursework. The "I" grade is generally reserved for students who have already completed a significant percentage of the coursework. In such instances in which an "I" grade is requested, the student is expected to contact the course instructor as soon as possible.

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 may 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 business days after the final exam, or four business 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 the 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 previously attended. Students 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 grades and determining requirements for continued

## 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.

## SIMON 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.

### 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 wholistically from undergraduate 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.

### **SimonSource**

SimonSource, 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 SimonSource 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 for 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 students, 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.



## UNIVERSITY OF ROCHESTER POLICIES

### University of Rochester Code of Conduct

All Simon Business School 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.

### 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 of consuming such beverages.

Serving 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 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. Smoking area locations are available [here](#).

### 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 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 apply 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 approved accommodations are in place.

### 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.

### **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. Full policy information is [here](#).

### **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. For more information, contact the [Title IX office](#).

[Julia Green](#), Associate Vice President for Civil Rights Compliance and Title IX Coordinator, oversees and provides leadership for the staff members who carry out investigations, compliance-related responsibilities, and reporting of Sexual Misconduct. Dennis Proulx (Assistant Dean of Students) 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 Dennis Proulx at (585) 275-2937 or [dproulx@simon.rochester.edu](mailto:dproulx@simon.rochester.edu).

## WITHDRAWAL AND LEAVE OF ABSENCE POLICIES

### **Withdrawal from Program**

At Simon Business School, students, faculty, and staff work in partnerships. When a student contemplates leaving the program for any reason, that departure affects 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 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 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 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 University Registrar's Office for processing.

Students may request a leave for up to a maximum of three semesters, including the summer semester (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 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, including summer semester, will be withdrawn from the program. See the University Policy [here](#).

### **Involuntary Leave of Absence**

The University of Rochester provides a wide range of services to support and address the mental and physical health needs of students including assessment, short-term care as appropriate, and referrals. Our first concern is for the health and welfare of everyone in our community. Our goal is to enable all our students to participate fully as members of Rochester's academic community. However, students who disrupt, or threaten to disrupt, the activities of the University community for reasons that are not necessarily best addressed through disciplinary action, may be required to take a leave of absence from the University. Under these circumstances, students will be given the opportunity to take voluntary leave. If a

student declines to take a voluntary leave, the University may determine that the

student's welfare, or the needs of the community, requires a period of involuntary leave. The policy, found on page 41 of the [University Code of Conduct](#) establishes the protocol under which an involuntary leave of absence may occur and the process for return from such a leave.

Students who wish to return from a medical leave of absence must notify their Academic Advisor, 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 four or 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)
- 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.

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 several 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.

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

### **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 two-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.

## 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).

### 2025-2026 Academic Standards Committee

Avery Haviv, Associate Professor of Marketing (Chair)

Joseph Kalmenovitz, 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**

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.

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 (achieving a 3.0 next term).

The ARP will typically include, but is not limited to, required meetings with the students' 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.

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.

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).

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 students' progress toward the ARP. The student's transcript will also be provided to the Dean. 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 name, URID, and reasoning for request and will be submitted via an electronic form; the student's Academic Advisor will provide a link to students seeking this appeal option.
- 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 1, 2025

### 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 or any other student's academic standing through fraudulent or unauthorized means.

### 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

#### 2025-2026 Academic Integrity Committee

David Oliveiri, Executive Professor (Chair)

Paul Shanahan, Executive Professor

Gerard Wedig, Associate Professor

Dennis Proulx, Assistant Dean of Students (ex officio)

Erin Sessions, Academic Integrity Committee (AIC) Liaison, Ainslie Office of Student Engagement

*The AIC Liaison remains a neutral party, and works to properly document events, secure evidence including student statements, and ensures that proper procedures are followed throughout each process.*

\*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 submissions, 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. The AIC Liaison remains a neutral party, and works to properly document events, secure evidence including student statements, and ensures that proper procedures are followed throughout each process.
- 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 directly or through the AIC Liaison. 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 be affected by 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 an academic integrity hearing, 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 from lowered grades on an assignment to course failure, but these recommended sanctions must follow AIC guidelines provided by the AIC Chair.

- D. If, after meeting with the student(s), the instructor determines that a violation of academic integrity has not occurred he/she will inform the AIC Chair, and the matter will be considered closed.
- E. The student will have up to five business days to consider the instructor's resolution and to sign or decline the resolution.
- F. If the student signs the form, the instructor will notify the AIC Chair and AIC Liaison. The matter is documented in a letter from Assistant Dean of Students to the student(s) and included in the student record.
- G. If a student in the matter disagrees with the instructor resolution or fails to sign the form within the allotted time frame, the case will be directed to an academic integrity hearing.

### **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 is similar to the instructor resolution process.

The committee resolution involves exactly two members of the AIC with the third AIC member 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 an academic integrity hearing, 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 from 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 an academic integrity hearing. 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 is documented in a letter from Assistant Dean of Students to the student to be included in the student record.
- F. If any student in the matter disagrees with the AIC resolution or fails to sign the form within the

allotted time, the process will continue to an academic integrity hearing.

### **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 five 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, an additional faculty member not part of the AIC, and two student representatives. All 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 the 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 (accused and accuser) 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. If the individual who brought the charges opts not to participate, the AIC faculty member will present the case.
- C. Witnesses will be called by the hearing facilitator.
- D. Only the panel members will be allowed to ask questions.
- E. The accused and accuser 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 Simon Dean for use during the appeal process. The recordings will be retained for five years 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 recommended appropriate sanction.
  - b. The finding and the sanction are a recommendation by the hearing panel and are forwarded by the Assistant Dean of Students to the Associate Dean of Simon. Upon review of the recommendation the Associate Dean can:
    - i. Accept the recommendation, in which case the letter is sent under the Associate Dean's title within five business days, and the student has a right to appeal to the Dean of Simon for a final decision.
    - ii. Return the case to the hearing panel with specific recommendations for their further review.
    - iii. Meet with the student to review the recommendation and possibly change the sanction, but the panel's finding of responsible/not responsible is unalterable. After meeting with the student, the Associate Dean will either return the case to the hearing panel with specific recommendations for their further review or will proceed with sending/presenting the student a letter with the potentially revised sanction.
  - c. The student has a right to appeal to the Dean of Simon for a final decision (see appeal procedures below).
- B. If the student is found to not be responsible for an infraction, the Assistant Dean of Students 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 majority 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 decided by the AIC faculty member facilitating the hearing during deliberations.

## 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 the assignment(s) or exam plus partial or full letter grade 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 investigate to discover whether cheating occurred in other courses, including previous courses, and recommend sanctions if violations are found.

### **Appeal Procedures**

A student may appeal once to the Dean of Simon if at least one of the following applies: (a) procedural error (if the error is substantive enough to alter the decision); (b) excessive or inappropriate sanction; (c) new information that was not available at the time of the hearing and this information is sufficient to alter the decision. Appeals must be initiated by means of a letter written to the Dean within seven business days of the decision letter. If no appeal is received, the final decision and sanction take effect. 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 Dean of Simon's office.

## Records of Academic Misconduct

All academic integrity records are considered academic records. They must be filed as dictated by the university's document retention policy and must be kept. These records are subject to FERPA.

1. The files for cases that result in exoneration will be destroyed within 30 days of the date of the exoneration letter.
2. All paper and electronic records and recordings of cases that result in a finding of responsibility after a hearing will be kept by the school for a period of five years after completion or date of last attendance then they may be destroyed.
3. XF or XE course grades will be noted on the transcript as due to academic dishonesty.
4. Suspension will be noted on the transcript as due to academic dishonesty during the period of suspension.
5. Expulsion will be noted permanently on the transcript as due to academic dishonesty.

## 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 confidential 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 who are 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

## TUITION & FINANCIAL AID

### Current Tuition and Fees

Students can view a list of tuition and fees online [here](#). The Activity Fee covers a variety of expenses, including 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.

### Billing Schedule and Online Billing

All students are required to submit a Financial Responsibility Agreement prior to registration for classes each semester. The agreement is submitted during the [UR Student onboarding](#) process. Students are 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 should 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 and 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 charges for that semester have been assessed. For more information, visit [Payments and Refunds](#).

### 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 allows students 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 account activity, making a payment, selecting a payment plan and more. Students should review student financial information in UR Student at least once every 30 days. Students 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 credit card fees. For more details about payment methods, visit the Bursar's Office [webpage](#).

### **Financial Holds**

University policy requires that students be current in payment of all tuition and fees prior to registration for each academic term. Simon students who have a past due balance will not be pre-registered for the next term or allowed to register online. Students with an outstanding balance should contact the [Bursar's Office](#).

### **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 paper check via the U.S. Postal Service to the home address by default unless choosing the "Direct Deposit" option for the "Student Refund Election Rule," provide U.S. 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 should monitor their account in UR Student for their "Pending Refund Amount" 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 merit-based 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 original 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 repeated courses, review courses, fees, or audited courses. 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.

Scholarships awarded to entering full-time and part-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 halfway through their program 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 and will not be re-evaluated.

Full-time and part-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, if 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 or may not be eligible at all for loan funding. 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

- **Graduate Loans, University Loans, and Private Loans:** Graduate students may be eligible to borrow student loans to help fund their education. Options for loans can be reviewed [here](#).

## STUDENT LEADERSHIP OPPORTUNITIES

There are many social activities sponsored by the Ainslie OSE, student councils, and Simon Business School clubs throughout the year. 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.

### **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 council 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.

### **Community & Educational Organizations**

Simon's dynamic and diverse student body represents many cultures, ideas, and representations. It supports organizations, including the Latin American Students of Simon (LASOS), Simon Pride Alliance, and Simon Women in Business (SWiB). Various options for getting involved are available, including participation in social entrepreneurship cases and volunteer opportunities in the P.I.E.C.E.S. Rochester City School District educational experience, and many others. *These groups are open to all Simon students for participation.*



## SIMON RESOURCES

### Building Hours

Exterior building entrances are ID Card Swipe Access daily between the hours of 6:00 a.m. to 10 p.m. during normal academic semesters. Hours are reduced during winter break. For safety reasons, please do not prop open any exterior or interior doors. Unauthorized individuals are not permitted to enter the building with any student when they use their ID card to enter the building. Students with card access issues should email [support@simon.rochester.edu](mailto:support@simon.rochester.edu).

### Business Cards

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

### Locker

Students enrolled full-time can obtain a locker on the first floor of Gleason Hall or Schlegel Hall to store personal items. Information will be sent to Simon Business School email addresses; lockers are available on a first-come, first-served basis. You can also visit: <https://mysimon.rochester.edu/lockers>

### Lost and Found

The Lost and Found is 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 7 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. Additional student space information is available [here](#).

## **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 15 one-hour tutoring sessions per mini-term.

If a tutor is not assigned for a particular class, students should notify their Academic Advisor, who can contact Academic Operations to see if one can be hired. Please note that we cannot guarantee tutors for *any* 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 from the dropdown menu.
- Click on available (white, not gray) cells to open a new appointment form. "Hover" over the cell to "reserve."

## CAMPUS RESOURCES

### Banking

A full-service branch of JPMorgan Chase Bank is located at the Medical Center. Information on ATM locations and other banking services is [here](#).

### 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](#).

### Dining

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.

### 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 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 apply 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 the Rochester experience should include many opportunities for students to develop a healthy lifestyle, exercise, have fun, socialize, be a member of a team, and foster school spirit. More information on the athletic center is [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](#).

## 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 unlock doors, please contact the IT Help Desk. 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 immigration status must be directed to the ISO.***

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 assigns advisors to students based on their family name/surname. Please see ISO's website for more information about how to contact ISO, who a student's ISO advisor is, and how to schedule an appointment with [them](#).

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 academic studies and is an integral or important part of a student's 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. Students wishing to apply for OPT should submit an OPT request in URcompass. 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. 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 an individual or team.

### **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 students find 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.

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= For information about permits, shuttler, and campus maps, visit [Parking and Transportation](#).

## **Public Safety**

The Department of Public Safety is comprised of approximately 150 full-time staff that provide 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. Students 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. Students 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. Public Safety chooses the most efficient way to provide students with an escort, based on our activity levels at the time. They acknowledge emergencies and other high priority non-emergency calls for service first, so there may be some delay in response. Public Safety does 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. 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 and information, 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.

## **University Operations in Adverse Weather and Similar Emergencies and ALERT UR**

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. 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 will also notify by email when weather or another emergency may affect the Simon Business School schedule. Further information, including condition reports for parking lots on University roadways, is available [here](#).

### **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. Students can opt to provide other contact information by logging in to the system with their NetID.

### **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 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**

Anyone in the UR community can report a concern through the [CARE Network](#), including students, staff, or faculty. If anyone in the Simon community has a concern about an individual student, or are in distress yourself, please fill out a CARE Referral. If there is a concern that a student may harm themselves, call public safety at (585) 275-3333 and submit a CARE Referral. For information on the CARE Resource Center, including information on academic, emotion, financial, housing, social, health, spiritual, or other concern, visit the CARE Resource Center [website](#).

If a student knows 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 a student has 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](#).

## 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.

### 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 a student's 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. 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

The Benet Career Management Center focuses its corporate engagement activities on external relationships. Students wishing to seek on campus employment through Simon or the broader University of Rochester will manage this search independently through JobLink. To access JobX, log into Blackboard and click on "On Campus Jobs"

- **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.





SIMON

BUSINESS SCHOOL

UNIVERSITY of ROCHESTER

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.