

# Master of Science in Business Analytics

Student Handbook  
Class of 2024



# EMORY

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GOIZUETA  
BUSINESS  
SCHOOL

*Our Mission....*

*Is to develop students, intellectually, personally, and professionally who will become future leaders in the rapidly expanding area of Big Data and Business Analytics. The program provides the knowledge, skills, and tools that enable, empower, and compel our students to uphold the highest ethical standards of the business and to make significant positive contributions to the organizations they serve and to society as a whole.*

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## Our Goizueta Core Values

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Our school is named for the late Coca-Cola CEO Roberto C. Goizueta (pronounced goy-SWET-uh.) His legacy was built on values, principles, and outsized business results. These ideals that drive principled, effective global business leaders are the values we seek to instill in all of our students, both during their education at Goizueta and beyond. The Goizueta Business School Seven Core Values are more than the heritage of Roberto C. Goizueta; they are the foundation of our intentions and the aspirations of our actions. They are the principles of which we lead.

### **COURAGE**

Courage is the state of being that allows one to act with confidence, resolve and self-possession in the face of uncertainty and risk.

### **INTEGRITY**

Integrity is the honest quest for, and application of one's value system. At Goizueta, we expect all members of our community to act in accordance with their own beliefs and our shared values, even in the face of personal risk or external pressure.

### **ACCOUNTABILITY**

Accountability is the value that encourages our community to honestly assess our strengths and weaknesses, keep our commitments, and acknowledge and learn from our mistakes and successes.

### **RIGOR**

Rigor instills excellence. At Goizueta, we seek challenges that place us outside our comfort zone. High expectations and goals are the standards that we choose for each other and ourselves.

### **DIVERSITY**

We deeply value diversity in the backgrounds, strengths, interests, and experiences of our students and faculty. We continually strive to contribute to the business community with perspectives based on a range of ideas and practices, and our success is measured by the inclusion of all voices.

### **TEAM**

The members of a team support one another, communicate effectively and challenge each other to strive for excellence. The output of a team is greater than the sum of its parts because it unifies strong initiatives and inspires its members to challenge conventional wisdom, ultimately realizing each member's greatest potential.

### **COMMUNITY**

A true community is one that is based on trust, support and mutual respect. The combination of these elements creates an intellectually stimulating atmosphere of healthy competition and risk-taking without judgment. At Goizueta, we believe our intimate size and international flavor enhance our community, and instill values that extend beyond the classroom for the rest of our lives.

## Our MSBA Guiding Principles

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In addition to our Goizueta Core Values, we have also adopted three MSBA Guiding Principles. These are:

- Curiosity
- Grit
- Humility

## MSBA Learning Objectives

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[1] Students will demonstrate sufficient mastery of technical skills including programming, database management and internet technology.

[2] Students will demonstrate sufficient mastery of statistical data analysis techniques

[3] Students will be able to abstract and analyze complex real-world business problems.

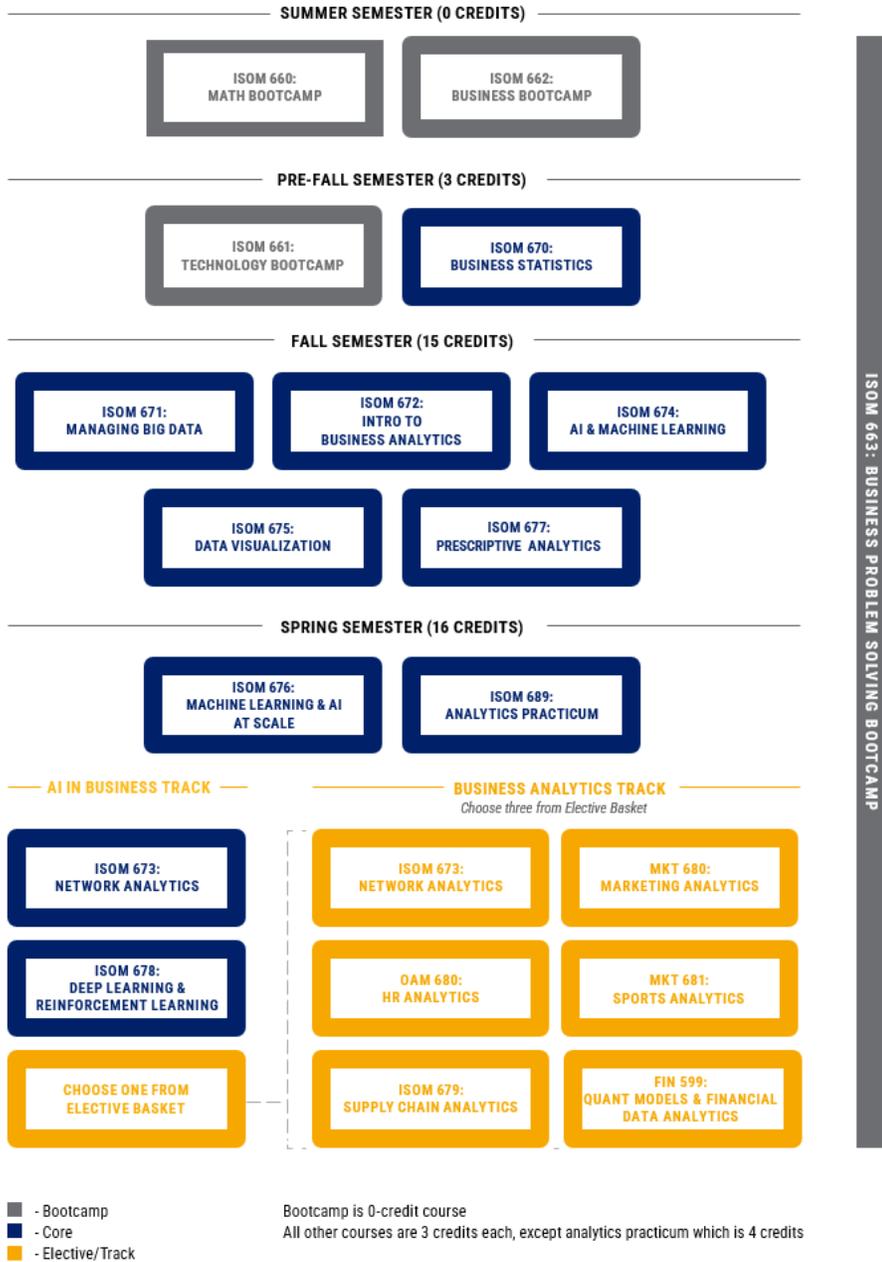
[4] Students will be able to integrate technical and statistical skills to develop a data driven decision making approach to solving business problems.

[5] Students will be prepared, through coursework and practical experience, to enter the industry as a business data scientist (or other leadership positions in the area of business data analytics).

[6] Students will be prepared, through coursework and practical experience, to enter doctoral programs in business schools.

Program Structure

The Master of Science in Business Analytics is designed to turn students into Business Data Scientists. Students will learn the critical Data Science skills, while learning within a business context and learning to analyze problems through a business lens. By being housed in the Goizueta Business School, students will also learn many of the Goizueta Leadership skills that Goizueta is known for globally.



## Course Descriptions

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### **ISOM 660: MATH BOOTCAMP**

This course is a refresher of critical math skills you will use regularly in your MSBA Classes. Topics covered include: Calculus Review, Basic Probability, Random Variables and Probability Distributions, Sampling and Sampling Distributions, Bayesian Approach, Matrices, and Logarithms. Bootcamp does not teach these subjects but rather refreshes the student's prior knowledge of the aforementioned topics.

### **ISOM 661: TECHNOLOGY BOOTCAMP**

This course refreshes the students' knowledge of programming for data manipulation and analysis. built upon a prior knowledge of programming, the course will conduct exercises in R, Python, SQL and other languages. students will also be using a variety of unix tools, file-transfer methods, etc. Course may also employ cloud-based services such as AWS and/or Azure.

### **ISOM 662: BUSINESS BOOTCAMP**

This course introduces students to economics of business and provides an overview of a variety of business functions including marketing, strategy, operations, finance, etc. The course familiarizes students with commonly used frameworks in business.

### **ISOM 663: BUSINESS PROBLEM SOLVING BOOTCAMP**

This course runs throughout the length of the program. Students are provided the basis to abstract a business problem into a data-based problem and provided a methodology commonly adopted by consulting firms. The course then combines the consulting method with the CRISP-DM framework commonly used in data science projects. This course provides the foundation for managing projects in the capstone course.

### **ISOM 670: Business Statistics**

This course is a refresher and a new look at how statistical methods begin the process of understanding and describing data. We will use r/rstudio to review basic data exploration and statistical methods. The course will be very hands on and practical, working with real world data. We will cover topics from simple descriptive statistics like (mean/variance) up through hypothesis testing and modeling. The tools and techniques in the class will be fundamental to all following classes.

### **ISOM 671: Managing Big Data**

Data management is the foundation of data-driven enterprises and a cornerstone for business analytics. Through this course, students will gain competence in practical database, data warehousing, and data management skills with emphasis on query, data modeling, ETL, and data management and they will also become familiar with major elements of the big data ecosystem.

### **ISOM 672: Introduction to Data Analytics**

In this class, we will study the fundamental principles and techniques of data mining in order to extract useful information and knowledge from data. We will improve our ability to approach problems "data-analytically", we will examine real-world examples that place data mining in context, and we will apply data-mining techniques while working hands-on with data mining projects. In particular, the course will provide an understanding of the general framework for building and evaluating predictive models, both for classification and numeric prediction data mining tasks. The course will cover supervised predictive

modeling techniques, such as decision trees, k-nearest neighbors, naïve Bayes classifiers, and logistic regression as well as unsupervised predictive modeling techniques, such as clustering and association rule mining.

### **ISOM 673: Network Analytics**

This course provides coverage of both introductory and intermediate topics in social network analysis with a primary focus on recent developments in theory, methods and substantive applications. Introductory topics to be included: centrality, cliques, structural and regular equivalence and cognitive social structures. The primary topics to be covered in this course include the application of network theory to the study of careers, competition, innovation, inequality/stratification, IT-mediated networks, network formation, and network dynamics. The course will also provide hands-on experience applying social network methods in empirical research. Students will have an opportunity to learn some modern network analysis methods and apply them to network data using platforms including the R programming language, Neo4j, SIENA, NetLogo, and other related tools.

### **ISOM 674: AI & Machine Learning**

This course will introduce the basic concepts of machine learning. Both supervised and unsupervised learning will be covered, although most of the course will be focused on supervised learning. Supervised learning will be examined for both classification and prediction problems. The basic ideas of neural networks will be presented. Machine learning from data streams (online learning) using stochastic gradient descent will also be covered.

### **ISOM 675: Data Visualization**

Data Visualization will introduce students to the techniques and tools used to create effective visualizations that clearly and efficiently communicate relationships within data. The field of data visualization combines the art of graphic design with the science of data analytics. Students will learn how to perform exploratory analysis through visualization, how to create professional looking visualizations for use in business reports and presentations, and how to design interactive visualizations and dashboards. The course will cover the common quantitative messages users attempt to understand or communicate from a set of data and the associated visualizations used to help communicate each message. These include time series, rankings, proportions, deviations, frequencies and distributions, correlations, categorical comparisons, and geospatial plots. Students will analyze real data sets and utilize R, Python, Tableau, and other tools to design and prototype their visualizations.

### **ISOM 676: Machine Learning II – Machine Learning & AI At Scale**

This course delves into a number of selected current and emerging data analytics areas that are becoming increasingly important for modern organizations. Such areas include advanced elements of the predictive modeling process, ensemble methods, cost-aware data analytics, mining text and data, recommender systems, and other advanced topics.

### **ISOM 677: Prescriptive Analytics**

Optimization and simulation are powerful techniques used, in general, to allow managers to make better decisions and, specifically, in data analytics. This course will introduce students to these techniques, in particular linear, integer and non-linear programming and monte carlo and discrete event simulation, and discuss their application to problems in business and data analytics. Models will be built using spreadsheets, an algebraic modelling system and specialized simulation software but focus will be on practical applications of the models and their use in solving real problems rather than on their mathematical properties.

**ISOM 689: Analytics Practicum**

The MSBA Capstone course leverages skills and techniques learned throughout the course of the program and applies them to a real world business situation. Projects will be sourced from one of the MSBA partner firms and will include a business question of interest along with access to proprietary (and possibly confidential) data required to define and address the problem. Students will formally define the problem, clean the data, aggregate with other data sources, and finally identify and use appropriate analytical techniques to address the question. Project outcomes are not limited to data solutions but are also likely to include dashboards developed with visual analytics tools and will conclude with a formal presentation to the partner firm.

**OAM 680: Human Resources Analytics (Elective)**

Human Resources Analytics helps organizations to avoid relying solely on intuition or experience, and instead uses data to address critical business questions such as whom to hire, develop, promote and retain, what drives performance, what drives turnover, and more generally how best to manage individual employees and teams. This course will introduce students to statistical and computational methods used in employee recruitment, selection, promotion and turnover. A significant portion of the course will be devoted to experimental methods designed to test the efficacy of HR policies before an organization implements them.

**MKT 680: MARKETING ANALYTICS (ELECTIVE)**

This course will focus on the use of analytic methods to solve marketing problems. Problems will be drawn from a variety of contexts including pricing, customer relationship management and sales forecasting. The course will emphasize the use of marketing analytics as a means of supporting decision making. Toward this end, we will emphasize the development of tools that can be implemented in practice. We will rely on both frequentist and Bayesian methodologies.

**MKT 681: Sports Analytics (Elective)**

This class focuses on tools and techniques applicable to decision making in sports. Decisions contexts include both business and on-field situations. For example, in terms of business problems we will discuss methods for assessing brand equity and implementing dynamic pricing. In terms of on-field situations we will consider problems such as the development of performance metrics, player selection models and in game strategies. While the topic of the class is sports, the analytical foundations for the class are classical statistical and optimization techniques. We will solve these sports problems using tools such as linear regression, logistic regression, Markov chains and optimization.

## Graduation Requirements

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All students must be in compliance with the Goizueta MSBA Program continuation standards and have completed the following courses to qualify for graduation:

<b>Bootcamps</b>	<b>Credit Hours</b>
ISOM 660 Math Bootcamp	0.00
ISOM 661 Technology Bootcamp	0.00
ISOM 662 Business Bootcamp	0.00
ISOM 663A Business Problem Solving	0.00
<b>Core Courses (Pre-Fall)</b>	
ISOM 670 Business Statistics	3.00
<b>Core Courses (Fall)</b>	
ISOM 671 Managing Big Data	3.00
ISOM 672 Introduction to Business Analytics	3.00
ISOM 677 Prescriptive Analytics	3.00
ISOM 674 AI & Machine Learning	3.00
ISOM 675 Data Visualization	3.00
ISOM 663B Business Problem Solving	0.00
<b>Core Courses (Spring)</b>	
ISOM 676 Machine Learning & AI At Scale	3.00
ISOM 663C Business Problem Solving	0.00
<b>Elective Courses (Spring)</b>	
Elective Course #1	3.00
Elective Course #2	3.00
Elective Course #3	3.00
<b>Practicum Course</b>	
ISOM 689 Analytics Practicum	4.00
<b>Total Hours Required for Graduation:</b>	<b>34.00</b>
<b>MSBA Elective Options:*</b>	
MKT 680 Marketing Analytics	3.00
MKT 681 Sports Analytics	3.00
OAM 680 Human Resource Analytics	3.00
ISOM 673: Network Analytics	3.00
ISOM 679: Supply Chain Analytics	3.00
FIN 599: Quant Models & Financial Data Analytics	3.00
ISOM 678: Deep Learning & Reinforcement Learning	3.00

*\*Electives subject to change.*

### **Study Teams**

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For the Summer Term II, Pre-Fall term, and Fall Semester, the MSBA Program office will put students into teams of students. For Spring Semester, teams will be based upon the Capstone / Experiential Course for core courses. For elective courses, it will be up to the individual professors to decide how the teams are configured.

## Professional Development

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Goizueta Business School's mission is to develop 'principled leaders for global enterprise', building upon the legacy of the late Coca-Cola Chairman and CEO Roberto Goizueta. The goal of our program is to assist each student to be the most effective leader possible, regardless of industry, organization, or managerial level.

Our philosophy emphasizes that leadership is highly contextual. Therefore, students are encouraged to develop all aspects of their leadership talents, including thinking, acting, and relating as a leader.

Becoming an effective leader begins with: Self-awareness, effective teaming, learning from mentors and industry leaders. In this program, you will experience:

- Enhancing Self-Awareness
  - Leadership development through Understanding the Birkman
  - Individual Birkman Coaching from the Program Office
  - Giving and receive feedback from peers
  - Receiving coaching on peer feedback
  
- Effective Teaming:
  - Workshops and experiential activates designed to help you enhance your team skills
  - Team Charters
  - Team Coaching
  - Team Feedback
  - After Action Review
  
- Learning from Mentors & Industry Leaders:
  - Project Coaching from Faculty
  - Alumni Mentor Program
  - MSBA Speaker Series
  
- Career Development:
  - Skills to help you be successful in your career endeavors now and in the future.
  - Workshops & Programming
  - Company speakers & visits
  - Optional Treks

## Grading Policies, Continuation, Academic Standing

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### Grade Distribution

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The MSBA program shall follow a letter-grade system corresponding to the following grade point average (GPA) for each grade:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7		

A grade of 'F' is considered a failing grade. The cumulative grade point average (CGPA) is computed at the end of each term (pre-Fall, Fall and Spring).

All MSBA classes, except the capstone project (ISOM 689), will be graded on a curve. The faculty for each class has complete authority over the grades but they will be strongly advised to maintain a class GPA of 3.4.

### Academic Continuance Policy

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*At the end of Summer Term II:*

Failing (F) grades are not allowed.

*At the end of Pre-Fall (cumulative):*

Not more than one grade of C. A GPA of 2.0 or greater. Failing (F) grades are not allowed.

*At the end of Fall Semester (cumulative):*

Not more than two grades of C or lower, not to include more than one failing (F) grade. A Cumulative GPA of 2.0 or greater.

*At the end of Spring Semester (cumulative):*

Not more than three grades of C or lower, not to include more than one Failing (F) grade. A Cumulative GPA of 2.0 or greater.

If a student fails to meet the continuation standards of the program, s/he is immediately excluded from the program and will receive a letter confirming this status, the reason for the exclusion.

### Academic Probation/Warning Policy

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At the end of each term (pre-Fall, Fall and Spring), if a student's cumulative GPA is 2.0 and/or they have received the maximum amount of allowable 'C' grades, the student will receive a warning letter from the MSBA program office that they have been placed on academic probation.

## **In the Event a Student Fails a Course but Meets Other Continuance Standards**

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The MSBA Program operates on a cohort-based structure where each academic course is offered once during the academic year. If a student fails a class while meeting other continuance standards, s/he will be required to retake the course during the following academic year in order to graduate. Note that this may have implications for an international student's immigration status, which is not under the control of the MSBA program

### **Academic Appeals Process**

**If a student fails to meet the continuation standards and has therefore been excluded from the program, he/she is allowed to submit a formal letter of appeal to the Education Committee. The decision of the Education Committee is final; there is no avenue for re-appeal. Reinstatement, if granted will occur after sitting out one calendar year.**

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### **Grade Appeals**

[Source: <https://community.bus.emory.edu/Faculty/FacultyHandbook/Pages/Faculty-Handbook-Landing-Part-A-Policies.aspx>; Accessed 9-7-2016]

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The policies outlined below provide guidance to students seeking an appeal to a grade they have received in a course, or to bring forward other grievances. If you have any questions about this at all, please feel free to ask anyone in the Program Office for clarification or advice on how to bring forward any concerns you might have.

#### **Academic issues/grade appeals:**

- [1] The appeal should be put in writing to the faculty member with stated reasons for the request. If still unresolved:
- [2] The student, in consultation with the Associate Dean and Academic Director of the MSBA Program, Dr. Ramnath Chellappa, should forward the same information with any relevant new information to the Area Coordinator for that faculty member's academic area. If still unresolved:
- [3] Forward the same information with any relevant new information to the Sr. Associate Dean of Master's Programs. This is the final appeal.

The faculty member responsible for the course in question has primary authority to determine his /her response to a grade appeal. A grade appeal at higher levels is viewed as a request for an overruling of the faculty member's decision and is therefore reviewed based on the following criteria:

- [1] Faculty member calculated the grade incorrectly;
- [2] Faculty member graded in a manner that is contradictory to what was stated on the syllabus;
- [3] Student is graded in a manner that is inconsistent with the rest of the class and unfairly disadvantages him or her.

#### **Withdrawal (F, WF, WU):**

Withdrawal (W, WF, WU) The notation W (withdraw) is recorded when a student withdraws with the instructor's permission prior to the end of the term. Withdrawal from a course must be requested on a formal drop/add slip signed by the instructor and submitted to the Business School registrar. After the official drop/add period, a student may withdraw from a class with the instructor's permission at any time prior to the beginning of the final examination period for the term. During the first 6 weeks of the

withdrawal period, the instructor will assign a grade of either W (withdrawal) or WF (withdrawal failing), depending on the student's academic performance prior to withdrawal.

If a student withdraws from one course, they must withdraw from all courses that semester. Withdrawal from a course must be requested on the official withdrawal form signed by the instructor and submitted to the Associate Director of Academic Services (Business School Registrar). During the fall and spring semesters, students who wish to withdraw from all courses for which they are enrolled are eligible for a refund depending upon the date of withdrawal. During the summer semester only, students may be eligible for a partial refund. Financial aid awards which pay part or all of the student's charges are prorated accordingly. Generally, tuition refunds decrease by 20% per week, during the fall and spring semesters, beginning the first day of the second week of the semester. For example, students who wish to withdraw during the first week of classes will receive 100% refund. Thereafter, refunds of 80%, 60%, 40%, or 20% are given, respectively, during the second, third, fourth, and fifth week of enrollment. There are no refunds after the fifth week of the semester. Summer semesters have similar refund schedules determined on a prorated basis. The specific dates related to refund percentages change each semester; therefore, students are instructed to refer to the Program Office.

**Complete Withdrawal Policy:**

Students who wish to completely withdraw from the MSBA program will be subject to Emory University's Complete Withdrawal Policy, as outlined below. A student may completely withdraw from Emory with permission from the appropriate school dean (the Associate Dean). Unofficial withdrawal results in 100 percent forfeiture of tuition. When officially withdrawing, the student may be eligible for a refund of payments depending upon the date of withdrawal. Refunds are only processed for complete withdrawal. Financial aid awards that pay part or all of the student charges are prorated accordingly. Refunds for federal (Title IV) aid recipients will be prorated in accordance with federal regulations. No refunds are issued until all semester charges are paid in full. Students who completely withdraw are eligible for tuition and fee adjustments according to the Emory University Tuition and Fee Adjustment Schedule. This schedule may be found on the Student Financial Services website at the following link. <http://www.emory.edu/studentfinancials/Deadlines.htm>

**Other concerns:**

Students who wish to file a complaint that does not fall within the jurisdiction of an academic area, the honor code or the conduct code should first discuss the concern with the appropriate personnel in the Program Office. Depending on the nature and/or complexity of the complaint, program staff may choose to address the issue with appropriate parties or to share the grievance with the Associate Dean for further review and discussion. Given reasonable time to address the issue raised, if students are not satisfied with the response from program staff, they should present their grievance in writing to the Associate Dean for review and response.

Students who are not satisfied with the resolution through these channels, or who believe the grievance cannot be resolved satisfactorily through these channels, may present their grievance in writing to the Sr. Associate Dean of Full Time Masters Programs. Upon receipt of the written grievance, the Sr. Associate Dean will appoint an Ad Hoc Grievance Committee consisting of two faculty or staff members and one student who are not involved in the situation. The Grievance Committee will independently review the written complaint. If necessary, the Grievance Committee may request meetings or additional information from the grievant and/or others. On the basis of information gathered, the Grievance Committee will make a recommendation to the Sr. Associate Dean of Masters Programs, providing supporting documentation. The Sr. Associate Dean will determine the legitimacy of the grievance and any

further action to be taken. The Sr. Associate Dean will inform the student and the Grievance Committee of the final determination.

### **Leave of Absence Policy**

Petitions by students to suspend their studies for a defined period of time must be made to the Associate Dean of the Program. The parameters of such a leave must be clearly defined, as should the timeline for return, in the process of completing the Leave of Absence form.

After absence for one or more semesters, any student who was in good academic standing at the end of his or her last prior semester of enrollment is **eligible for readmission for up to two years**. To initiate readmission a student must contact the MSBA Program Office. Students will be permitted to enroll for the semester for which they are readmitted, provided he request for readmission is received at least one month before registration begins. Readmission does not carry with it the awarding of transfer credit for work done at another college or university while a student is away from Emory.

### **Dean's List**

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Students whose academic achievement over a semester places them in the top 10-12% of their class earn Dean's List standing. Students must be enrolled for a minimum of 12 credit hours during the semester to be eligible.

### **Beta Gamma Sigma**

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Students whose academic achievement is amongst the top 20% of their graduating class, will be invited to join Beta Gamma Sigma National Honors Society. Students will be recognized for their achievement at the Graduation Awards Ceremony.

### **Commencement and Graduation Awards Ceremony**

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#### **Commencement & Awards Ceremony**

Graduation activities will be held the weekend of May 6<sup>th</sup>. More information will be provided to you during the spring semester.

## Classroom Etiquette & Policies

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Class attendance is expected of all students at all times. Each professor has his/her own rules for the classroom, and those rules take precedent. If a professor does not outline classroom rules in the course syllabus, students should assume the following:

- A student must contact the faculty member & the program office prior to class, if he/she is unable to attend, to inform of an absence. As class participation is an important component of most courses at Goizueta, a student should assume any absence will count negatively toward his/her class participation grade.
- Some courses do not permit missed classes due to the nature of the work. It is each student's responsibility to read the syllabus and determine if he/she will be able to fulfill the course requirements.
- If a student misses 2 classes, it is reasonable to expect the faculty member to drop the student's grade by a letter grade. If a student misses 3 or more classes, it is reasonable to expect the faculty member to fail the student in the course.
- If a student is habitually late to class, it is reasonable to expect the faculty member to drop the student's grade by a letter grade.
- Mobile devices must be turned off during class. If an important phone call is expected, a student should place the phone on vibrate and request permission from the professor that he/she might have to leave during class.
- Students should dress in "nice casual" or Business Casual for classes.
  - No sweat suits
  - No gym clothes

**It is unacceptable to miss a class due to a Career related event.**

## Classroom Recording and Dissemination of Course Materials

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[Source: <https://community.bus.emory.edu/Faculty/FacultyHandbook/Pages/Faculty-Handbook-Policies-Classroom-Recording-and-Dissemination-of-Course-Materials.aspx>; Accessed 3-18-2019]

### Recording

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[1] Recording of classroom lectures and discussions by students are prohibited unless written permission from the class instructor has been obtained, and all students in the class have been informed that audio/video recording may occur.

[2] Specific permission to record any guest speaker must be obtained from the instructor, even when the student has previously obtained permission to record classes. Such permission can only be granted after the guest speaker has completed and signed the Emory University speaker release form.

[3] Students must destroy recordings within 60 days of the end of the semester in which they are enrolled in the class, unless they receive the instructor's written permission to retain them.

### Dissemination

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[1] Recordings, lecture notes, and other course materials, regardless of format (digital, paper, etc.) may not be exchanged or distributed for commercial purposes, for compensation, to students not contemporaneously enrolled in the same class, or for any other purpose other than study by students enrolled in the class.

### Notes and Exceptions

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[1] Failure to comply with the regulations stated above will be deemed to be in violation of the Goizueta Business School Office of Information Services Acceptable Use Policy.

[2] This policy does not govern recordings made for an instructor's own pedagogical or scholarly use, when such recordings are not to be made available to students.

[3] Students determined by the Office of Accessibility Services to be entitled to record classes as an educational accommodation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including needed recording or adaptations of classroom lectures or materials for personal research and study, should provide the class instructor with a letter from OAS stating that recording will take place.

[4] The Emory speaker release form is available at [http://it.emory.edu/catalog/\\_documents/Video%20Production%20Services.pdf](http://it.emory.edu/catalog/_documents/Video%20Production%20Services.pdf)

## Inclement Weather

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In the event of inclement weather, students may call 404-727-1234 and receive frequently updated information on University closing or delayed openings. During dangerous weather conditions, the provost may exercise one of two alternatives:

[1] Delayed opening- the university will open at a specific time to be announced by 5:30am on local television and radio stations.

[2] University closing- classes, examinations and all other operations will be canceled, except for Emory and Crawford Long hospitals, food services, the police department and facilities management.



**Program Costs Include:**

- MSBA Required Software
- Access to Program Required Cloud based software, tools, data
- Access to Business Library, student athletic facilities, and all other services granted to all Emory University graduate students.

**Program Costs Do Not Include:**

- Cost of laptop required for program (Suggested students should budget \$3,000)
- Books and course materials
- Cost of optional student treks (including transportation, hotel, food, miscellaneous expenses)
- Additional student club fees (if there is a charge)
- Cost of living, meals, parking, health insurance

**Tuition When Re-Taking a Failed Course**

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Students who re-take a required course outside three semesters they are enrolled will be charged tuition on the per credit tuition rate.

**Paying Tuition**

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Bills for each semester are available on-line through OPUS. Student financials does not mail paper bills. Tuition is due approximately ten days prior to the official start of the semester. Students have four options when paying tuition:

- Paying in full by date due
- Emory Payment Plan
- Third Party Billing
- Financial Aid

**Emory Payment Plan**

Emory University offers the Emory Payment Plan (EPP) as an alternative method for paying tuition, room, and board for fall, spring and summer semesters. The plan allows academic expenses not covered by scholarships, loans, or other financial aid to be paid in four equal installments for fall/spring terms and three equal installments for summer term. Some specific charges, (i.e. fraternity dues) are not eligible for the plan. There is also a \$60 nonrefundable fee, per semester, to apply for the payment plan. This fee is applied to the second payment of the plan.

You can enroll in the Emory Payment Plan and make a payment online using the "Payment Options" and "Enroll in Payment Plan" menu options under My Account on OPUS. This is the easiest and fastest way to complete your financial obligation.

Your payment must be received by the due date to avoid any additional late fees.

To learn more: <http://studentfinancials.emory.edu/emory-payment-plan.aspx>

### **Third-Party Billing (Only applicable for students whose employer is paying tuition in full)**

Students wishing to participate in Third-Party Billing should contact Mary Kriest at 404-712-8726. The rules for Third-Party billing are:

- All tuition must be paid prior to classes beginning. The bill is sent directly to the student's employer, and thus the employer must agree to make all payments at the beginning of the 3<sup>rd</sup> party billing arrangement.
- Students are responsible for any tuition not paid in full by the company.

### **Questions/Problems with Billing**

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The MSBA Program contact in Student Financial Services is Stephanie Lester. She can be reached at 404.727.1202 or email at: [Stephanie.Lester@emory.edu](mailto:Stephanie.Lester@emory.edu)

### **Financial Aid**

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Financial aid is available through Emory's Financial Aid Office. For students seeking to complete financial aid at Emory, please visit:

#### **MSBA Domestic Students:**

<http://www.studentaid.emory.edu/apply/gbus/ms-ba/index.html>

To complete the FAFSA:

<http://www.fafsa.ed.gov/>

#### **MSBA International Students:**

<http://www.studentaid.emory.edu/apply/gbus/international.html>

### **Contacts: Student Advisors**

Undergraduate and graduate students are assigned to their advisor alphabetically by last name.

Students enrolled through the Bobby Jones Scholarship, Goizueta's BBA/MPA program, and the Emory-Tibet Partnership have special advising needs and are assigned separately.

Should a student have issues going through the financial aid process, and/or have problems with their financial aid advisor, he/she should contact Cindy Gershman, Associate Director of Graduate Schools Programs Financial Aid at: [cgershm@emory.edu](mailto:cgershm@emory.edu).

### **Educational Complaints**

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Federal financial aid laws and regulations require that each state have a process to review and act on complaints concerning educational institutions in the state. If you have a complaint, you may, of course, file a complaint with Emory's financial aid office or call the Trust Line at 1-888-550-8850 or file a report online at <https://app.mycompliancereport.com/report.aspx?cid=emo>

You may also file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the Office of Inspector General (OIG) website. In the event that OIG receives a student complaint relating to financial aid, it will be forwarded to the Office of Inspector General of the U.S. Department of Education.

Emory University Health Insurance Policy

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[http://studenthealth.emory.edu/hs/new\\_students/health\\_insurance/index.html](http://studenthealth.emory.edu/hs/new_students/health_insurance/index.html).

**Emory University requires that all degree-seeking and all international students either have health insurance or purchase the University-sponsored plan. Under this requirement, students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable United States-domiciled plan.** New students wishing to waive enrollment in the Emory Student Health Insurance Plan will need to complete the annual waiver process via OPUS prior to the first day of classes of their first semester at Emory. All returning students must also complete the enrollment/waiver process annually prior to the first day of classes of Fall Semester.

**If a student has not waived out of the Emory Student Health Insurance Plan by the date of Emory's pre-term Student Financial Services bill, he/she will be billed for the Emory/Aetna student insurance plan.** However, the student will still have until the first day of semester classes to complete a waiver and have the insurance enrollment and charge reversed. Students will need to complete the annual insurance enrollment/waiver process each year they are enrolled at Emory.

#### **To Learn More about Emory Student Health Insurance**

[http://studenthealth.emory.edu/hs/new\\_students/aetna/emory\\_aetna%202017-18.html](http://studenthealth.emory.edu/hs/new_students/aetna/emory_aetna%202017-18.html)

- Annual Premium billed over fall & spring semester
- Students can purchase coverage for domestic dependent coverage
- Coverage of Indemnity Dental Plan

As a reminder health insurance is required as an Emory student, however you are able to waive out if you meet the requirements. You can learn more about Emory's student health insurance and waiving out here <http://studenthealth.emory.edu/insurance/index.html> Links to an external site.

If you do not have health insurance, we strongly recommend utilizing Emory's student health insurance.

#### **To Waive Emory Student Health Insurance, complete the Insurance Enrollment/Waiver process.**

[1] Go to [www.OPUS.emory.edu](http://www.OPUS.emory.edu) and log in by entering your Emory Network ID and Password

[2] Complete the Emergency Alert Notification Information page.

[3] Select "Health Insurance Waiver" on the Student Center, under the Personal Information heading

[4] Answer questions and follow prompts.

[5] Email notification will be stored in the Communications Center located in OPUS under the Student Center.

For information regarding Emory University's Student Health Services and fees, go to:

<http://studenthealth.emory.edu/>



## Emory University Mandatory Immunization

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Taken from: [http://studenthealth.emory.edu/hs/new\\_students/immunization/](http://studenthealth.emory.edu/hs/new_students/immunization/)

All incoming Emory students must meet the CDC and American College Health Association immunization guidelines prior to registration for classes. (Please note that if you have begun a multi-dose immunization series prior to registration, such as Hepatitis B, it can be completed at the Emory University Student Health Service [EUSHS] Immunization Clinic; Vaccinations given at EUSHS are on a fee-for-service basis and are not covered by tuition.)

*Incoming students should carefully review the Emory immunization requirements below and complete the Immunization form available via our secure website at: [Your Patient Portal](#). Also, be sure to have this form verified* (this step requires the signature of your healthcare provider) or provide a copy of your official signed immunization records when you submit your forms to us.

If you have a medical contraindication to any of Emory's immunization requirements, please submit a letter of explanation, signed by both you and your healthcare provider, along with your other immunization records.

Emory Student Health Services (EUSHS) is aware that some students have a strong personal objection to vaccination with one or more of the required vaccines. EUSHS requires that those students meet with an EUSHS immunization nurse by appointment to share their concerns. During this meeting the student will be provided additional information, and, if they then still so choose, accept by signature the possible risks associated with refusing vaccination.

Please note that the Tuberculosis (TB) Screening Requirement (for health sciences students and international students from specific TB endemic countries) cannot be declined.

For information about specific vaccinations, please see the CDC vaccine information statements. Please send in your completed and verified forms before your classes at Emory begin. For information how to send in your completed and verified forms, [click here](#) (see step six).

### **All Emory students must have the following required immunizations prior to enrollment:**

- 1) COVID-19
- 2) Meningococcal Vaccine ACWY
- 3) Measles, Mumps and Rubella:
- 4) Tetanus-Diphtheria:
- 5) Hepatitis B:
- 6) Varicella (Chicken Pox):
- 7) Tuberculosis (TB) Screening:

Because TB is so common globally, it is easier to list countries of low TB prevalence rather than high. Therefore, all international students who have arrived in the United States within the past 5 years are required to undergo Tuberculosis screening EXCEPT those from the following countries: [click here to see list of exempt countries](#).

*Please note that any student who has not had the immunizations may make an appointment with Student Health to receive their immunizations. If you are on the Emory Health Insurance Plan, the immunizations are covered by the Emory Health Insurance Policy.*

## Emory Student Services

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### **Office of Accessibility Services**

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Emory University's Office of Accessibility Services (OAS) assists qualified students in obtaining a variety of services (i.e., alternative testing, note-taking, and interpreting, advocacy, mobility/ transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed. Qualified students must register and request services by submitting appropriate documentation to OAS so that proper accommodations can be provided. Confidentiality is honored and maintained.

<http://accessibility.emory.edu/index.html>

### **Campus Life**

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The Division of Campus Life serves most facets of student life outside the classroom with a mission to enhance and strengthen the university as a community of learning through programs, activities, services, and facilities.

[http://www.emory.edu/CAMPUS\\_LIFE/](http://www.emory.edu/CAMPUS_LIFE/)

### **Counseling Center**

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The Student Counseling Center provides free, confidential counseling for enrolled undergraduate, graduate and professional students at the university. Consultation, outreach and educational workshops are provided.

<http://studenthealth.emory.edu/cs/>

### **Student Financials**

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The Student Financial Services is the Emory business unit providing financial services to students, parents, alumni and employees. It is the home for your Student Accounts, EmoryCard, Student Loan Servicing and the University Cashiering Services.

<http://studentfinancials.emory.edu/>

If a MSBA student has questions or issues regarding their financial accounts, please contact Stephanie Lester directly by email at [Stephanie.Lester@emory.edu](mailto:Stephanie.Lester@emory.edu)

### **International Student and Scholar Services (ISSS)**

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Emory's International Student and Scholar Services works closely with all international students studying in the US on a student visa. <http://www.emory.edu/iss/>

### **Libraries**

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There are many libraries on the Emory campus, but the main library is Robert W. Woodruff Library, located at 540 Asbury Circle. There are librarians who specialize in each academic major. You can find them at the third floor Information Desk. In addition to books, this library contains study rooms, computers, periodicals, music, videos, and DVDs. All computers have internet access and common programs such as Microsoft Word and Excel. <http://business.library.emory.edu/>

### **Registrar's Office**

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The Office of the Registrar maintains student records and provides students with a number of related services such as academic transcripts, processing all degree applications, certifying attendance and academic performance on behalf of the student for the purpose of loans, discounts, professional examination, etc. <http://www.registrar.emory.edu/>

### **Religious Life**

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The dean of the Chapel and Religious Life works with staff representing various religious traditions on Emory's Atlanta and Oxford campuses to develop an extraordinarily diverse program that provides ample and creative opportunities for enhancing Religious Life on campus through worship, service, education, and undergraduate and graduate student organizations. <https://www.emory.edu/home/explore/life/religious-spiritual.html>

During Rosh Hashanah and Yom Kippur, services are held for the Emory community and tickets are available free of charge through Emory Hillel.

### **Parking**

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On Saturday and Sunday (all day), students may park in Fishburne Parking (beginning at 6pm) decks free of charge.

Students wishing to purchase Student Parking Permits can request permits online:

<https://myaccount.parking.emory.edu/Account/Portal>

Information on Student Permit

- Annual Permit is valid for academic year 2022–2023.
- For commuter students, the cost is \$6 per day. More details can be found on the parking website: <https://transportation.emory.edu/student-parking>
- Student classification is determined by Registrar's Office.

Permits purchased online must be billed to your student account. Permits obtained at the Parking Office may be posted to your student account, or purchased with cash, personal checks, or credit/debit cards.

## Proper Use of GBL Licensed Databases

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[Source: <http://business.library.emory.edu/research-learning/proper-use/use-licensed-databases.html>;  
Accessed 3-18-2019]

### **Proper Use of Licensed Databases for Course-Affiliated Client Projects, Directed Studies, Field Studies, Case Competitions, Internships and Employers**

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Goizueta Business Library (GBL) vendors license their databases at rates that reflect a deep discount compared to what a commercial enterprise would pay. As part of these agreements, GBL agrees that the Goizueta Business School (GBS) will use the content and data strictly for academic or research purposes, for career/interview related research, and personal enrichment. Breach of these conditions may result in vendors cutting off access.

Experiential course client projects, directed studies, field studies and case competitions are part of GBS's academic program. Therefore, GBS students, faculty and staff may use Emory's licensed databases, including those of the Goizueta Business Library, for their own work in conjunction with these programs, but must follow these guidelines:

- You are allowed to excerpt or summarize only a small portion of reports, articles, data and other documents for inclusion in papers, presentation decks, and all other project and course deliverables. **You may never distribute to any project-related clients or anyone else outside of GBS any reports, articles, spreadsheets, etc. from Emory's electronic databases.**
- According to Goizueta's Honor Code you must always attribute accurately and completely all data and excerpts or direct references you include in papers, presentation decks, and all other project and course deliverables.
- According to Emory's Code of Conduct, you can never share your Emory username/id and password with anyone attending Emory or outside of Emory.
- According to Emory's Code of Conduct, you can never provide anyone who is not currently an enrolled GBS student access to any GBL electronic resources (i.e. log them in); you can never allow anyone who is not currently enrolled at Emory University access to any electronic resources that are subscribed for use across Emory communities.
- You must abide by [Emory University's Library Licensed Electronic Resources Conditions of Use Policy](#).

### **Use of Licensed Databases for Internships or Employers**

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You are strictly forbidden from using the Goizueta Business Library's or any other Emory electronic resources for any work related to current employers or internships or providing access to anyone at these organizations.

You CAN use library resources for your personal enrichment!

Learn more about the proper use of licensed resources and details on using Business Library resources during your internship. Don't forget to maximize your Business Intelligence skills and Advanced Google searches.

### **Questions about Any of these Policies**

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Reach out to any of the Goizueta business librarians.

Malisa Anderson-Strait  
[Malisa.anderson@emory.edu](mailto:Malisa.anderson@emory.edu)

Saira Raza  
[Saira.raza@emory.edu](mailto:Saira.raza@emory.edu)

Susan Klopper  
Executive Director  
[Susan.klopper@emory.edu](mailto:Susan.klopper@emory.edu)

## Information Technology Conditions of Use

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### **Overview**

Computers, networks, and software applications are powerful tools that can facilitate Emory's core missions in teaching, learning, research, and service. Access and utilization of these tools is a privilege to which all University faculty, staff, students, and authorized guests are entitled. This policy documents the responsibilities that accompany this privilege.

Campuses, schools, colleges, departments, and other administrative units have considerable latitude in developing complementary information technology conditions of use policies, as long as they are consistent with this enterprise policy and any other applicable policies of the University. Such policies may be more restrictive than the enterprise policy, but must not be more permissive.

**The full policy can be found at:** <http://policies.emory.edu/5.1>.

## Goizueta Business School Honor Code

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[Source: <https://community.bus.emory.edu/program/FullTimeMBA/policies/Pages/HonorCode.aspx>;  
Accessed 3-18-2019]

### **INTRODUCTION**

Members of the Roberto C. Goizueta Business School community are committed to values of honor, integrity, honesty, accountability, and fairness. We shall not use dishonest means to gain unfair academic advantage nor shall we tolerate anyone who does so.

All students enrolled in any course or program at the Goizueta Business School are expected to conduct themselves in a manner consistent with this Honor Code. It is the responsibility of each student to review and be acquainted with the Honor Code. Failure to do so is not at defense to a charge of a violation.

Letters informing both undergraduate and graduate students of their acceptance at the Goizueta Business School, appointment letters for members of the faculty, and the Goizueta Business School website shall explicitly refer to the importance of the Honor Code, as well as the obligation of all members of the Goizueta Business School community to promote the highest standards of academic integrity. Enrollment in any course at the Goizueta Business School constitutes acceptance of the Honor Code.

The Goizueta Conduct Code provides information about the behavioral expectations of members of the Goizueta Business School relating to non-academic conduct.

### **JURISDICTION**

All students enrolled in any course or program at the Goizueta Business School are expected to abide by the Goizueta Honor Code. This Honor Code shall have jurisdiction over cases of academic misconduct that occur in any course within the Goizueta Business School, regardless of the degree program in which the accused student is enrolled. A Goizueta Business School student who is concurrently enrolled in a course or program in another school of Emory University must also abide by the Honor Code of each school.

In general, cases of academic misconduct shall be decided by the Honor Council of the school where the alleged violation occurred. When the Goizueta Honor Code has appropriate jurisdiction that may overlap with another school's Honor Code jurisdiction, the Dean of the Goizueta Business School may recommend that a case be resolved following the procedures outlined in the other school's Honor Code. Similarly, the Dean of the other school may request that the case be resolved following the procedures outlined in the Goizueta Honor Code. If the Deans disagree on which Honor Code's procedures shall be used to resolve the case, then the faculty in charge of the course shall make that determination.

The Honor Council Administrator shall report all resolutions, including determinations and sanctions, to the Dean(s) of the school(s) in which the accused student is enrolled. The Dean of each school may accept or modify the Honor Council's resolution before reporting it to the accused student. The accused student may appeal the decision according to the procedures outlined under Article XII of this Honor Code or, if the case was decided by the Honor Council of another school, according to the appeal procedures set forth in the Honor Code of that school.

When an Honor Code violation is reported after a student has graduated, the Dean has the discretion to refer the allegation to the Honor Council for adjudication. The Honor Council, through an Honor Board Hearing, may recommend and the Dean may enforce any sanction listed in Article XI, including revocation of the degree.

If a student withdraws from a course and there is a subsequent allegation of academic misconduct, the provisions of this Honor Code shall still apply to the student and to all alleged misconduct.

### **HONOR PLEDGE**

As a reminder of the commitment everyone in the Goizueta Business School community has made to academic integrity, each student shall sign the following pledge on examinations and major academic assessments, unless exempted by the faculty:

*I will not lie, cheat, fabricate, plagiarize, or do anything to gain unfair academic advantage, and I will report anyone who does so.*

Failure to sign the Goizueta Honor Code pledge is neither an offence against the Honor Code nor a defense to an alleged Honor Code violation.

### **RESPONSIBILITY TO REPORT ACADEMIC MISCONDUCT**

Apathy or acquiescence in the presence of academic misconduct is not a neutral act. It undermines the bonds of trust and honesty among members of the Goizueta Business School community as well as between the Goizueta Business School community and those who depend on our knowledge and integrity. All members of the Goizueta Business School community—students, faculty, and staff—share the responsibility and authority to challenge and report acts of apparent academic misconduct. Any member of the Goizueta Business School community who has witnessed an apparent act of academic misconduct or has information that reasonably could lead to the conclusion that such an act may have occurred or has been attempted, is responsible for notifying promptly, in writing, the faculty member in charge of the course involved, the Honor Council, or the Honor Code Administrator.

### **DEFINITION OF ACADEMIC MISCONDUCT**

Academic misconduct is any conduct that involves dishonesty in academic work or that enables a student to obtain an unfair advantage in academic matters. It is characterized by either action or inaction that is offensive to the values of honor, integrity, honesty, accountability, and/or fairness of the members of the Goizueta Business School community. In addition to the conduct listed in this Article, faculty have reasonable discretion to establish specific standards and policies with respect to their courses and assignments. Such additional standards and policies should be articulated clearly in the syllabus, in the assignment, or otherwise conveyed as an expectation by the faculty member. It is the responsibility of each student to understand the standards and policies established in the Honor Code, syllabi, and assignments, and to act accordingly.

Academic misconduct includes, but is not limited to:

- Intentionally seeking, receiving, using, or giving unauthorized materials, assistance, information, study aids, or electronic devices in any examination, assignment, or academic exercise;
- Intentionally and without authorization falsifying or fabricating any information or citation in any examination, assignment, or academic exercise;
- Plagiarizing (i.e., representing the work, words, or ideas of another person or entity as one's own), whether intentionally or unintentionally, in any examination, assignment, or academic exercise;

- Intentionally seeking, receiving, using, or giving information about the content or conduct of an examination, assignment, or academic exercise, knowing that the release of such information has not been authorized by the faculty;
- Intentionally giving false information to or misleading other students, faculty, or university administrators in order to gain academic advantage;
- Intentionally violating the Electronic Device Policy described in Section 5.3 of this Article;
- Intentionally violating the Testing Policy described in Section 5.4 of this Article;
- Intentionally sabotaging the academic work of another student;
- Intentionally seeking to gain or provide an unfair advantage during course registration;
- Intentionally falsifying, altering, or fabricating academic records, forms, or correspondence, including, but not limited to, transcripts, withdrawal forms, degree applications, or letters of recommendation, whether the document or information is submitted within Emory University or to a third party;
- Intentionally giving false testimony or evidence in any Honor Council matter or refusing to provide evidence when requested by the Honor Council;
- Intentionally helping or attempting to help another person to violate any provision of this Honor Code or obstructing an Honor Code investigation;
- Harassing, threatening, coercing, or bribing witnesses involved in any Honor Code matter; and
- Breaching any duties described by this Honor Code.

#### Electronic Device Policy.

- (a) The use of a tablet, laptop, cell phone, smartphone, smartwatch, or similar device for any reason during times of examination, including quizzes, tests, midterm and final exams, or similar academic exercises, shall be prohibited. Faculty may make exceptions to allow the use of an electronic device for any examination or similar academic exercise. In the absence of explicit permission to use such a device, students shall assume that such devices are not permitted.

If a student is found using an electronic device during an examination or similar academic exercise, the faculty member shall inform the student of the issue and ask the student to store the electronic device until the completion of the examination or exercise. The student shall be allowed to complete the examination or exercise. The academic misconduct shall then be reported following the procedures outlined in Section 4.1.

#### Testing Policy.

- (a) Faculty are entitled to establish reasonable policies to protect the security and integrity of their examinations, including quizzes, tests, midterm and final exams, and similar academic exercise. These policies may include, but are not limited to, prohibiting large bags, coats, hats, notebooks, electronic devices, or course materials in the testing room; requiring students to place materials unrelated to the examination or exercise at the front or outside of the testing room; assigning seats to students; moving students to different seats during the examination or exercise; requiring students to stop writing when time is called; and prohibiting the replication of examination materials or their removal from the testing room. Faculty shall outline specific testing policies in the course syllabus or in written instructions for the examinations and exercise.

If a student fails to comply with the stated testing policies of the examination or similar exercise prior to its start, the faculty member may withhold the examination or exercise materials until the student complies with the testing policies. The faculty member shall not be compelled to provide additional time for the completion of the examination or exercise. If a student fails to comply with or violates the stated testing policies after the examination or exercise has begun, the faculty member may take reasonable steps to secure the integrity of the examination or exercise. The academic misconduct shall then be reported following the procedures outlined in Section 4.1.

## **THE HONOR COUNCIL**

There shall be a body to be known as the Honor Council, charged with the following responsibilities and authority:

(a) To increase awareness throughout the Goizueta Business School community of the importance of academic integrity and to promote an atmosphere of honor, integrity, honesty, accountability, and fairness;

To receive complaints and reports of academic misconduct from any source;

To advise and consult with faculty and university administrators on matters of academic integrity, including amendments and revisions to the Honor Code;

To investigate suspected Honor Code violations;

To serve as the judicial body for the resolution of Honor Code violations and the recommendation of sanctions for academic misconduct; and

To recruit and train new Honor Council members.

The Honor Council shall consist of two bodies, a Student Honor Council and a Faculty Honor Council. The Chair of the Student Honor Council shall serve as the Chair of the Honor Council. The Chair of the Student Honor Council shall be advised by the Chair of the Faculty Honor Council and the Honor Code Administrator. The selection of the Honor Council members shall be administered by the Honor Code Administrator.

Membership of the Student Honor Council.

(a) The Student Honor Council shall consist of no fewer than eighteen (18) and no more than twenty-four (24) full-time undergraduate and graduate students in good academic standing enrolled in a program offered by the Goizueta Business School.

At least four (4) members representing the graduate Master of Business Administration student body and four (4) members representing the undergraduate student body shall be elected by way of interview and majority vote by current members of the Student Honor Council in attendance at the selection meeting. This selection meeting shall take place in the fall semester before the start of the final exam period. Terms of office begin the day following election and end upon the selected member's graduation or ineligibility to serve on the Student Honor Council.

In addition, at least four (4) members representing the graduate Master of Business Administration student body and four (4) members representing the undergraduate student body shall be elected by majority vote of their respective student bodies. This election process shall take place in the spring semester before the start of the final exam period. Each elected member's term of office begins the day following election and ends upon his or her graduation or ineligibility to serve on the Student Honor Council.

In addition, one (1) member representing the graduate student body from the One-Year Master of Business Administration program shall be elected by majority vote of the respective student body. This election process shall take place in the first semester of enrollment in the program before the start of the final exam period. The elected member's term of office begins the day following election and ends upon his or her graduation or ineligibility to serve on the Student Honor Council.

In addition, one (1) member representing the graduate student body from each additional master's degree program at Goizueta Business School shall be elected by majority vote of the respective student body. This election process shall take place in the first semester of enrollment in the program before the start of the final exam period. The elected member's term of office begins the day following election and ends upon his or her graduation or ineligibility to serve on the Student Honor Council.

The Chair of the Student Honor Council shall be selected by majority vote of the members of the Student Honor Council in an election taking place in the spring semester before the start of the final exam period. The elected Chair's term of office begins the following June 1 and ends the following May 31 or upon the Chair's ineligibility to serve on the Student Honor Council. The Chair may serve up to two (2) consecutive terms as Chair of the Student Honor Council.

#### Membership of the Faculty Honor Council.

(a) The Faculty Honor Council shall consist of ten (10) faculty members.

The Dean of the Goizueta Business School shall appoint two (2) members from each of the School's five (5) academic areas on a biannual basis. The terms of office begin on July 1 and end on June 30. Each term is for two (2) years, for a maximum of two (2) consecutive terms. The Dean shall select a faculty member to fill any vacancy on the Faculty Honor Council for faculty members who are expected to be unable to fulfill their duties on the Faculty Honor Council for more than one (1) semester. The faculty member selected to fill the vacancy shall hold that position until the completion of the vacant term.

The Faculty Honor Council shall select annually, based on a majority vote, one (1) member to serve as Chair, who also shall serve as advisor to the Student Honor Council and its Chair.

Duties of the Chair of the Honor Council. The Chair of the Honor Council shall have the following duties when a case is referred to the Honor Council:

(a) Initiate an investigation;

Provide written notification of the charges to the accused student and the faculty member in charge of the course;

Appoint a member of the Student Honor Council to serve as the advocate for the accused student;

Initiate an investigation of the charges to determine whether the case should proceed to a formal hearing;

Inform the accused student and the faculty member in charge of the course whether the results of the investigation require the case to proceed to a formal hearing;

For cases that proceed to a formal hearing, convene and preside over the Honor Board Hearing; and

Communicate the resolutions of the Honor Board Hearing to the accused student, the faculty member in charge of the course, and the Honor Code Administrator.

A quorum of the Honor Council shall consist of five (5) student members and two (2) faculty members.

The Dean of the Goizueta Business School may temporarily or permanently remove from the Honor Council any member who compromises the integrity of the Honor Code process, fails to meet the duties of the position, is unable to participate objectively and without bias, or commits an Honor Code violation. An Honor Council member who is removed from the Honor Council may appeal that decision to the Honor Council in writing within five (5) business days of receiving the notice of their removal. The Honor Council shall meet to review the appeal and make a final, non-appealable recommendation to the Dean that the removal decision be upheld, modified, or overturned.

Duties of the Honor Code Administrator. The Dean of the Goizueta Business School shall appoint an Honor Code Administrator whose duties include the following:

(a) Maintain all records concerning allegations of academic misconduct and Honor Board Hearing resolutions;

Give advice to faculty and students about matters related to the Honor Code; and

Execute all other duties listed in this Honor Code.

#### **PROCEDURES—INFORMAL RESOLUTION BY THE FACULTY MEMBER**

The Honor Council has jurisdiction over any case of academic misconduct referred to it and meeting the criteria of Article II. In cases that are referred to it by someone other than the faculty member in charge of the course in which the academic misconduct was alleged, the Honor Council may allow the faculty member of that course to resolve the case informally under the provisions of this Article.

A faculty member who suspects that a student has committed an act of academic misconduct shall contact the Honor Code Administrator to determine whether (1) the matter is suitable for informal resolution and (2) prior sanctions related to academic misconduct have been imposed on the student. If prior sanctions have been imposed on the student, the case must be referred to the Honor Council for a formal hearing. If no prior sanctions were imposed, then the faculty member may still refer the case to the Honor Council for a formal hearing or may resolve the case informally following the guidelines in this Article.

If the faculty member chooses to resolve the matter informally, the faculty member shall give the accused student written notice setting forth the allegations of academic misconduct and the accused student's rights under this Honor Code. In such written notification, the faculty member also shall offer to meet with the accused student and, separately, with anyone else who may have information relevant to the matter. The accused student shall be allowed to present relevant evidence to the faculty member and, at the discretion of the faculty member, also may be allowed to produce relevant witnesses. The faculty member shall inform anyone with whom the faculty member discusses the matter that all discussions are confidential, that each person has the duty to keep confidential all information related to the matter, and that any breach of this duty of confidentiality shall itself be considered a violation of the Honor Code.

Within three (3) business days following the faculty member's written notification to the accused student, the Honor Code Administrator shall contact and offer to meet with the accused student to review the student's rights and any applicable procedures under this Honor Code. Within a reasonable period, the Honor Code Administrator shall collect information as necessary from other persons identified as having relevant information about the matter, and offer the same review of rights and applicable procedures.

After additional fact-finding, if warranted, the faculty member may conclude that no violation of the Honor Code has occurred. Alternatively, the faculty member may conclude that a violation of the Honor Code has occurred, in which case the faculty member shall impose a course-related sanction. Article XI provides examples of course-related sanctions, but the faculty member is free to choose a sanction deemed to be commensurate with the severity and nature of the academic misconduct. The faculty member may consider the accused student's admission of guilt as a mitigating factor when selecting the sanction. The faculty member shall inform both the accused student and the Honor Code Administrator in writing of the resolution and course-related sanction, if any.

Within five (5) business days following the faculty member's written resolution, the accused student may reject in writing to the faculty member and the Honor Code Administrator the faculty member's informal resolution and sanction, if any. In that case, the Honor Code Administrator shall refer the matter to the Honor Council for disposition.

#### **PROCEDURES—FORMAL RESOLUTION BY AN HONOR BOARD HEARING**

Upon notification of an alleged violation of the Honor Code, the Chair of the Honor Council shall appoint two members of the Student Honor Council as investigators. The investigators shall:

- (a) Interview and obtained a signed written statement from the person making the accusation;  
Provide written notice to the accused student of the exact nature of the accusation, along with a copy of the Honor Code;
- Interview the accused student;
- Interview potential witnesses and review any evidence; and

After completing the investigation, submit a written statement to the Chair of the Honor Council recommending that the charges be either referred to an Honor Board Hearing or dismissed. If the investigators determine that there is a reasonable suspicion of an Honor Code violation, then they shall recommend that the case be referred to an Honor Board Hearing. The investigators shall recommend that the case be dismissed only if they determine that there is no reasonable suspicion that an Honor Code violation occurred.

The purpose of an Honor Board Hearing is to determine if the alleged academic misconduct occurred. Honor Board Hearings shall be fair and impartial. The duty of all persons at an Honor Board Hearing is to assist in a thorough and honest exposition and weighing of all relevant facts. An Honor Board Hearing is distinct from a criminal or civil legal proceeding; formal rules of evidence do not apply. On a case-by-case basis, the Honor Board has broad discretion to consider and weigh information it deems relevant, including documents, witness testimony and accounts, and other forms and sources of information. Neither the accused student nor the accused student's advocate shall have the right to question witnesses directly; instead, they may request that members of the Honor Board ask specific questions to witnesses. Such as request may be made in writing to the Chair of the Honor Council up to at least one (1) business day prior to the proposed date of the Honor Board Hearing.

The Honor Board Hearing shall be conducted by an Honor Board consisting of six (6) persons, five (5) of whom shall be voting members, selected as follows:

(a) Three (3) student members selected by the Chair of the Student Honor Council. If the accused student is a graduate student, then at least two (2) of the student members shall be graduate students. If the accused student is an undergraduate student, then at least two (2) of the students shall be undergraduate students.

Two (2) faculty members selected by the Chair of the Faculty Honor Council. If possible, at least one faculty member shall be selected based on the faculty's familiarity with the specific course, academic area, or degree program in which the alleged academic misconduct occurred.

The Chair of the Honor Council, who shall preside over the Honor Board Hearing but shall not vote.

If a quorum of voting members cannot be assembled for a hearing, the Dean may appoint sufficient temporary members from the pool of students and faculty who would be eligible to serve as members of the Honor Council as defined in Sections 6.3 and 6.5 of Article VI. The Dean shall train temporary members before they hear a case.

The Chair of the Honor Council shall select the date, time, and place for the Honor Board Hearing, and shall notify the accused student in writing at least five (5) business days prior to the proposed date of the hearing. The accused student, however, may waive the notice requirement and agree to a hearing at an earlier date. The notice shall include:

(a) The date, time, and place of the Honor Board Hearing;

The nature of the allegations against the accused student and of the evidence supporting the allegations in sufficient detail to give an opportunity to the accused student to prepare for the Honor Board Hearing.

The Chair of the Honor Council may adjust the scheduling of the Honor Board Hearing as appropriate under the circumstances or at the reasonable request of the accused student. The Chair of the Honor Council may decide to proceed with the Honor Board Hearing as planned with or without the accused student's presence and/or cooperation.

If the accused student fails to respond to messages from the Honor Board in a timely manner or is absent from investigative meetings without good cause, the Honor Board may investigate and/or hear the case in the student's absence.

The accused student may be assisted by an advocate appointed by the Chair of the Honor Council. The advocate's role shall be limited to:

- (a) Making brief opening and closing statements, comment on appropriate sanctions, and speak on behalf of the accused student in all other respects during the Honor Board Hearing, if requested to do so by the accused student;

Suggesting in writing relevant questions that the Chair of the Honor Council may direct to a witness;  
and

Providing confidential advice to the accused student. Even if accompanied by an advocate, the accused student shall take an active and constructive role in the Honor Board Hearing. The accused student shall cooperate fully with the Honor Board and respond to its inquiries without undue intrusion by an advocate.

An Honor Board Hearing is a confidential investigation. Accordingly, only the members of the Honor Board, the investigators, the accused student, the accused student's advocate, the accusing faculty member or other complainant, and a witness while testifying may be present during the Honor Board Hearing. The members of the Honor Board may meet to discuss the matter at such time and place as they deem proper.

It is the responsibility of the person desiring the presence of a witness at an Honor Board Hearing to notify the Chair of the Honor Council at least three (3) business days in advance of the hearing so that the Chair can request the witness's presence at the hearing. The appearance of a person with relevant information is preferable to a written statement, but the latter is acceptable when the person is otherwise unable to appear at an Honor Board Hearing. Any written statement must be dated, signed, witnessed by a notary public, and presented at the Honor Board Hearing. As a general matter, the work of the Honor Board shall not be delayed due to the unavailability of a witness.

Witnesses may only be in attendance while providing testimony during the Honor Board Hearing. The accused student and the accused student's advocate shall have the right to examine any evidence presented by a witness in preparation for the accused student's defense.

Presentation of evidence shall ordinarily proceed in the following sequence, although the Chair of the Honor Council has the discretion to change the sequence as the Chair deems appropriate:

- (a) The investigators, and then the accused student or the accused student's advocate, summarize the matter before the Honor Board, including any relevant information or arguments;

The investigators, and then the accused student or the accused student's advocate, present and question persons having knowledge of the matter and offer documents, materials, or witnesses bearing on the case. All members of the Honor Board may question any person giving testimony. Formal rules of evidence shall not apply. The Chair of the Honor Council may admit any item into evidence that the Honor Board believes has probative value and may exclude irrelevant, duplicative, or otherwise unhelpful information.

The Honor Board may ask the accused student any relevant questions. The Honor Board may also request any additional material or the appearance of other persons it deems appropriate, including the accusing faculty member.

The investigators, and then the accused student or the accused student's advocate, may make brief closing statements. Then the investigators, the accused student, and the accused student's advocate are dismissed from the Honor Board Hearing.

The Honor Board meets privately to discuss the case and reach a resolution by a majority vote. The Honor Board shall apply a clear and convincing standard of proof when considering the evidence and the charge(s). If a majority of the Honor Board concludes that the standard of proof is not met, the Honor Board shall dismiss the charge(s) of academic misconduct. The Honor Board's resolution to dismiss a case is final and cannot be appealed.

The Chair of the Honor Council may suspend the Honor Board Hearing at any point to provide additional time to collect evidence, resolve issues, clarify answers to procedural questions, or provide sufficient additional time for testimony and deliberation. If the Hearing is suspended, the Chair shall reconvene the Hearing at the earliest date, but within five (5) business days, absent extenuating circumstances.

If the Honor Board concludes that the accused student engaged in one or more acts of academic misconduct consistent with the criteria set forth in Article X, it shall make a written resolution of its findings and issue a sanction. Examples of appropriate sanctions are described in Article XI of this Honor Code. This resolution can be appealed to the Dean following the procedures described in Article XII.

After the Honor Board issues a written resolution, the Chair of the Honor Council shall notify the Honor Code Administrator in writing within three (3) business days of the Honor Board's resolution, including sanction, if any. The notification shall include a summary of the case, the time and place of the Honor Board Hearing, the names of the Honor Board members hearing the case, the names of investigators and advocates, the names and contact information of all witnesses testifying, and all documentary and physical evidence presented before the Honor Board.

The Honor Code Administrator shall notify the accused student and the faculty member in writing within three (3) business days of the Honor Board Hearing's resolution and sanctions, if any.

For cases in which multiple students are accused of the same or related violation, the Chair of the Honor Council has the discretion to convene either a single collective Honor Board Hearing for all accused students or an individual Honor Board Hearing for each accused student.

For cases in which one student is accused of multiple violations in a single course, the Chair of the Honor Council shall convene one Honor Board Hearing unless impracticable. For cases in which one student is accused of multiple violations in multiple courses, the Chair of the Honor Council shall convene separate Honor Board Hearings; however, the accused student may request to the Chair of the Honor Council that all charges be resolved in a single Honor Board Hearing. The Chair of the Honor Council has the discretion to grant or deny the request.

#### **PROCEDURES—FORMAL RESOLUTION BY AN ADMINISTRATIVE HEARING**

For cases reported in the same term that a student is scheduled to graduate or cases in which the student will not be enrolled in courses on Emory University's campus during the next regular term, the Chair of the Honor Council has the discretion to offer the accused student an Administrative Hearing. The accused student has the right to accept the Administrative Hearing or have his or her case heard in the next regular term according to the procedures listed in Article VIII.

In pursuing an Administrative Hearing, the accused student waves the right to a full investigation of the case and will appear before a small Administrative Hearing Panel, which will render a decision about the case.

In an Administrative Hearing, the Chair of the Honor Council shall collect any evidence and a written statement from the accusing faculty or other complainant and present them to the accused student at least twenty-four (24) hours prior to the hearing.

The Administrative Hearing Panel shall consist of:

- (a) The Chair of the Honor Council;  
The Faculty Chair of the Honor Council; and  
The Honor Code Administrator.

The Administrative Hearing shall be fair and impartial. Unless otherwise indicated, it shall operate in a manner similar to the procedures listed in Article VIII for the operation of an Honor Board Hearing.

#### **DETERMINATION OF HONOR CODE VIOLATION**

In reaching a resolution, all relevant facts and evidence shall be considered.

An accused student shall be found to have violated the Honor Code if the faculty member in an informal resolution or the Honor Board members or Administrative Hearing Panel members in a formal resolution determine unanimously that there is clear and convincing evidence of a violation.

“Clear and convincing evidence” means that a particular fact or set of facts is substantially more likely to be true than not to be true.

#### **SANCTIONS**

In issuing a sanction, all relevant facts and evidence shall be considered.

Depending on the accused student’s degree program, a grade of “F” or “NC” is the standard sanction for academic misconduct at the Goizueta Business School.

- (a) If imposed in accordance with the procedures specified in this Honor Code, this grade shall be recorded in the student’s permanent academic record with the notation “Failure due to Academic Misconduct.”

A student may file a written petition to the Honor Council to have the notation “Failure due to Academic Misconduct” removed from his or her permanent academic record. The decision to remove the notation shall rest in the discretion of a majority of a quorum of the Honor Council, provided that:

The student’s petition sets forth a clear explanation for why the Honor Council should consider removing the notation;

At the time the petition is received, at least five (5) years shall have elapsed since the grade of “F” or “NC” and notation “Failure due to Academic Misconduct” was imposed; and

The Honor Code Administrator has ascertained that the student has not been found responsible for any other act of academic misconduct or similar disciplinary offence at Emory University.

At the time the petition is received, at least five (5) years shall have elapsed since a previous petition was rejected by the Honor Council, unless the Honor Council specified an earlier date on which the petition may be reconsidered.

Honor Council determinations relating to petitions to remove notations of “Failure due to Academic Misconduct” from a student’s permanent academic record may be appealed to the Dean following procedures outlined in Article XII.

Other sanctions, in addition or in lieu of an “F” or “NC,” may include:

- (a) An educational remediation or corrective program;  
A verbal reprimand;

- A written reprimand;
- Partial or no credit on the examination, assignment, or academic exercise;
- Other penalty to the student's grade on the course;
- Probation for a specific period;
- Suspension from the Goizueta Business School and/or Emory University for a specific period;
- Dismissal from the Goizueta Business School for a specific period, after which the student may go through the standard application procedure for readmission;
- Permanent expulsion from the Goizueta Business School and/or Emory University;
- Revocation of a Goizueta Business School and/or Emory University degree that has been previously awarded; and
- Such combination of sanctions or a sanction different from those listed in this Article that may be appropriate under the circumstances.

The Honor Board shall recommend permanent expulsion of a student found responsible for a second Honor Code violation.

### **APPEALS**

The accused student may appeal a faculty member's informal resolution and/or sanction by requesting to the faculty member that the case be referred to the Honor Council for disposition. The procedures for this request are outlined in Section 7.6 of Article VII.

The accused student or the faculty member may appeal a formal resolution and/or sanction resulting from an Honor Board Hearing or an Administrative Hearing. Within five (5) business days after the Honor Code Administrator notifies the accused student and the faculty member of the formal resolution, the accused student or the faculty member shall notify the Honor Code Administrator in writing of his or her intention to file an appeal. The appeal shall be made in writing to the Dean of the Goizueta Business School within five (5) additional business days from the date the Honor Code Administrator is notified of the intention to appeal. The appeal shall include specific information about why the formal resolution and/or sanction is erroneous. Within thirty (30) days of receiving the appeal, the Dean shall review the appeal and notify the accused student, faculty member, and Honor Code Administration of his or her decision of the appeal. This decision is final.

### **CONFIDENTIALITY AND RECORDS**

All members of the Honor Council and all individuals who are contacted during an investigation by the Honor Council, or who are or shall become witnesses at an Honor Board Hearing or Administrative Hearing, have a duty to keep confidential all facts and information related to any Honor Council matter. No one may discuss with or disclose to anyone outside the Honor Council any facts or information related to Honor Council matters. Any conduct or consultation undertaken by Honor Council members in the performance of their duties under this Honor Code shall not be considered a breach of confidentiality. All deliberations of the Honor Council shall be kept confidential. Any violation of this confidentiality is itself considered a violation of the Honor Code. While a proceeding is pending under the Honor Code, all information pertaining to an Honor Board Hearing or an Administrative Hearing and any appeals shall be documented and stored in a file available only to members of the Honor Council, the Honor Code Administrator, and the Dean of the Goizueta Business School. The accused student's Honor Code file constitutes a student record.

The accused student's permanent academic record at the Goizueta Business School shall include a summary of the case and its resolution only if the final resolution involves a finding of academic misconduct. A final resolution is either (a) a resolution from an informal procedure reached by the faculty member and not rejected by the accused student, or (b) a resolution from a formal procedure reached by the Honor Board or Administrative Hearing Panel. In case of an appeal, the final resolution shall be the one reached by the Dean of the Goizueta Business School.

The Honor Code Administrator shall keep a copy of the items included in the accused student's permanent academic record for five (5) years from the end of the academic year in which the final resolution is reached, as well as a transcript or detailed information about Honor Board Hearing or Administrative Hearing proceedings, correspondence involving the Honor Code Administrator and parties to the case, and any other records that the Honor Code Administrator deems useful in executing his or her duties.

### **ANNUAL REPORT**

The Honor Council and the Honor Code Administrator shall submit jointly by October 1 of each year to the Goizueta Business School's Education Committee a summary report of all formal and informal proceedings (with accused students' de-identified information) involving the Honor Code during the preceding academic year. The report shall include the names and program or area affiliations of all members of the Honor Council, the frequency and nature of meetings held by the Honor Council, the nature of educational and outreach activities carried out by the Honor Council, and sufficient qualitative and quantitative information about the nature of cases reported and processed (including outcomes, resolutions, sanctions, and appeals) to allow the Education Committee to evaluate the extent of academic misconduct at the Goizueta Business School and formulate recommendations, if needed, to the Dean.

### **AMENDMENTS**

This Honor Code shall be amended by an affirmative vote of (1) a simple majority of Goizueta Business School faculty members participating in an Honor Code referendum and (2) a simple majority of Goizueta Business School students participating in an Honor Code referendum. Both faculty and student majorities are needed for the amendment to pass. The adoption of the new Honor Code shall become effective after publication and notice of the results of the referendum. A proposed amendment shall be submitted in writing to all Goizueta Business School faculty and students at least five (5) business days before the date of a scheduled referendum.

This version of the Goizueta Honor Code is effective [Month Day, Year], having been adopted by referendum on [Month Day, Year]. It supersedes all prior version of the Goizueta Honor Code.

### **MISCELLANEOUS**

Delegation of duties.

- (a) Whenever "Dean" appears on this Honor Code, each shall include any person designated by the Dean to act on his or her behalf.

Whenever "Chair of the Honor Council" appears on this Honor Code, each shall include any person designated by the Chair of the Honor Council to act on his or her behalf.

Whenever "Chair of the Student Honor Council" appears on this Honor Code, each shall include any person designated by the Chair of the Student Honor Council to act on his or her behalf.

Whenever “Chair of the Faculty Honor Council” appears on this Honor Code, each shall include any person designated by the Chair of the Faculty Honor Council to act on his or her behalf.

Whenever “faculty member” appears on this Honor Code, each shall include any person designated by the faculty member to act on his or her behalf, including teaching assistants and examination proctors.

Whenever “Honor Code Administrator” appears on this Honor Code, each shall include any person designated by the Honor Code Administrator to act on his or her behalf.

This Honor Code is based in part on Gary Pavela, “Applying the Power of Association on Campus: A Model Code of Academic Integrity,” *Journal of College and University Law*, vol. 24, no. 1, 1997, pp. 97–118. This Honor Code also borrows heavily from Emory College’s Honor Code (version effective January 10, 2017).

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## MSBA Program Professional Conduct Policy

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The MSBA Program at the Goizueta Business School take great pride in the development and accomplishments of its students and the business professionals it graduates. The combination of academic success and professional development provides the cornerstone of an excellent business person, thus Goizueta has put in place safeguards to monitor and assess both the academic and professional performance of its students. Academic and professional standards provide the basics for satisfactory performance in the MSBA Program. The Goizueta Business School Honor Code addresses student misconduct of an academic nature. The Goizueta Business School Conduct Code addresses student misconduct outside of the academic setting. This document addresses misconduct associated with professional standards.

It is the role of the Goizueta faculty and staff to uphold academic and professional standards throughout a student's career at Emory and report any misconduct to the Associate Dean. Academic or professional deficiencies are discussed within the school's Education Committee, with recommended remediation or actions put forward. Ultimately, continued enrollment in the MSBA Program is subject to the evaluation of the faculty, the Associate Dean, and the Sr. Associate Dean of Master Level Programs who must be assured that each student's academic and professional performance are satisfactory, each student is complying with Goizueta's rules and regulations, and the best interests of the School and other students are being served through a student's continued enrollment.

### **Policy on Professional Behavior**

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The practice of business is a profession entrusted with great responsibility to the community and society as a whole. In the belief that our students are called to the highest standards of honor and professional conduct, the students of the Goizueta Business School MSBA Program must uphold the following standards. These standards are intended to promote an atmosphere of honesty, trust, and cooperation among the students, the faculty, the staff, employers, and society.

### **Standards for Professionalism**

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Appropriate behavior includes, but is not in any way limited to honesty, trustworthiness, professional demeanor, respect for the rights of others, and personal accountability— all of which are outlined below.

**Honesty** – Being truthful in communication with others.

**Trustworthiness** – Being dependable; following through on responsibilities in a timely manner.

**Professional demeanor** – Being thoughtful and kind when interacting with classmates, faculty, other members of the Program team, and all others; striving to maintain composure under pressures of fatigue, professional stress or personal problems.

**Respect for the rights of others** – Dealing with staff, and peer members of the Goizueta community in a considerate manner and with a spirit of cooperation; Acting with an egalitarian spirit toward all persons encountered in a professional or non-professional setting, regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status, or veteran/Reserve/National Guard status.

***Personal accountability*** – Participating responsibly in your MSBA Program academic and professional experience to the best of one’s ability; Undertaking academic responsibilities and persevering until they are complete; Notifying the responsible person if something interferes with one’s ability to perform tasks effectively; compliance with University Policies and Procedures in an honest and forthright manner.

***Professional accountability*** – Rigorously adhering to the terms and conditions of any signed non-disclosure agreements so as to (i) respect confidentiality of business problems of sponsoring firm(s), (ii) maintain the sanctity of any proprietary data that is shared by the said firm(s), and (iii) fully abide by any other licensing agreements including proprietary and open-source software.

### **Professional Conduct in Teams**

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Teamwork is an integral part of the MSBA Program learning experience, and this policy covers professional conduct during team situations. Professional conduct during team situations will be assessed by a number of factors including input from faculty, program staff, and team coaches; 360 degree feedback data; and, observations by the Associate Dean. The consequences of unprofessional conduct in team situations can include referral to the Education Committee for consideration to be excused from the program.

### **Evaluations and Expectations**

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Professional conduct is expected from students at all times, both in the academic and non-academic setting. Professionalism is an essential component of all courses and in classes will be evaluated by the individual faculty member. Unprofessional behavior outside of the classroom by a student should be reported to the Associate Dean of the MSBA Program, or the Associate Director of Student Services. Unprofessional behavior will be considered for referral to a Conduct Hearing by the Associate Dean.



EMORY

GOIZUETA  
BUSINESS  
SCHOOL

**GOIZUETA BUSINESS SCHOOL**

**GRADUATE STUDENT CONDUCT CODE**

Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to both students and the general community. To accomplish these objectives and responsibilities requires that the University be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and the rational approach for the resolution of human problems.

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in that protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Because of these objectives, the University community is necessarily pluralistic and its constituent elements varied and diverse. A system is necessary to provide the proper balance between the academic freedoms allowed by a member of the University and his or her responsibility as a citizen of the University community. For this purpose, and in accordance with the bylaws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Dean of Goizueta Business School the responsibility of designing and maintaining a conduct code.

The Goizueta Business School Graduate Code of Conduct (Code) may be reviewed annually and changes require the approval of the Dean of the Goizueta Business School (Dean) and the Chair of the Conduct Council (Chair). Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate Goizueta Business School authorities approved by the Dean.

## COVERAGE

The Goizueta Business School Graduate Student Code of Conduct is the University's policy regarding non-academic conduct offenses of graduate students in the Goizueta Business School. Academic discipline of students is not covered by this Code, but rather falls within the jurisdiction of the Goizueta Honor Code.

## BASIC EXPECTATIONS/INHERENT AUTHORITY

The primary purpose for the imposition of non-academic discipline in the University setting is to protect and preserve the quality of educational environment in the campus community. This purpose entails several basic expectations:

- a. That the University community assumes high standards of courtesy, integrity, and accountability in all of its members.
- b. That each student is accountable for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.
- c. That matters of alleged misconduct that fall under this Code will be handled under this Code.

The University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Accordingly, in emergency situations, the Dean has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The University is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution's relationship with them, as provided in this Code.

## CONFIDENTIALITY

Students' conduct records are confidential and will not be released outside the University without the student's specific written permission, except as provided by applicable law.

## DEFINITIONS

When used in this Code:

1. The term **complainant** can be used to refer to a person, a group, an entity, or the University. When the complainant is a group, the University, an entity, or a single person may be appointed by that body to represent it.
2. The term **consent** means freely given agreement by a competent person. A person is incompetent to give consent when that person is under such incapacity that he or she does not appreciate the nature of the consent.
3. The term **days** means calendar days.
4. The term **distribution** means giving, selling, or exchanging.
5. The term **group** means a number of persons who are associated with each other who have not followed University requirements for recognition as an organization.
6. The term **hearing body** means any person(s) authorized by the Dean to hold a disciplinary hearing, to determine whether a student has violated the Code, and to impose sanctions. This term includes the Goizueta Conduct Council.
7. The term **Conduct Officer** means any person(s) authorized by the Chair to have preliminary meetings, conduct investigations, hold conduct hearings, and determine whether a student has

violated the Code as well as recommend sanctions. This term includes the Chair of the Conduct Council.

8. The term **organization** means a number of persons who have followed the University requirements for recognition.
9. The terms **notify in writing** or **transmit in writing** mean to mail (U.S. or campus) written notice to the student's most recent address of record, to hand deliver written notice to the student in person, or to send via electronic mail.
10. The term **sexual conduct** means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature.
11. The term **student** means any person pursuing undergraduate or graduate studies at the University. At the discretion of the Dean, the term may be extended to mean: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, has been enrolled in Emory University and may reasonably seek enrollment at a future date, or (3) a person who has applied or been accepted for admission to Emory University and may reasonably be expected to enroll.
12. The term **hazing** is consistent with its definition in the University Anti-Hazing Policy which is any action or situation created by an individual or group that inflicts, intends to inflict, or has the potential to inflict emotional and/or physical harm, or that may demean, degrade, disgrace, embarrass, harass, or humiliate any person regardless of location, intent, or consent of participants for the purpose of initiation into, affiliation with, admission to, holding office in, or as a condition for continued membership in a group, team, club, or other organization. This definition includes any action which serves to subject a student to an activity which endangers or is likely to endanger the physical health of a student, or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.
13. The terms **University** and **institution** mean Emory University.
14. The term **University premises** means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the University.
15. The term **University-sponsored activity** means any activity, on or off campus that is initiated, aided, authorized, or supervised by the University.
16. The term **weapon** means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, or ice picks.
17. References to the Dean of Goizueta Business School include his or her designee.

#### VIOLATIONS OF THE LAW AND THIS CODE

Students may be accountable to both civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities when appropriate.

## PROHIBITED CONDUCT

Each Goizueta graduate student may be subject to this Code whether misconduct occurs on University premises, at University-sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action.

- a. Attempting, assisting, or encouraging any conduct prohibited by this Code.
- b. Causing physical harm to any person, or causing reasonable apprehension of such harm.
- c. Disorderly or indecent behavior, including destroying or damaging University property or the property of others.
- d. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can be reasonably expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by electronic mail or voice mail or graphic means or making a telephone call anonymously whether or not a conversation ensues.
- e. Violations if any student or student organization is found violating the [University Anti-Hazing Policy](#). All students are required to abide by Georgia laws, ordinances, and regulations pertaining to hazing.
- f. Engaging in sexual conduct with another person without the consent of that person.
- g. Violations of the [University's Policy 8.2 Sex and Gender Based Harassment and Discrimination Policy](#), which includes sexual harassment.
- h. Initiating or causing any false report, warning, or threat of fire, explosion or other emergency.
- i. Misrepresenting information or furnishing false information, such as on a resume or cover letter, to the University or its representatives or members of the community or potential employers.
- j. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
- k. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution.
- l. Possession or use of alcoholic beverages by an individual under 21 years of age; or providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated. Possession or consumption of alcohol in the public areas of the residence halls is also prohibited.
- m. Unauthorized possession of an open container of an alcoholic beverage.
- n. Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliation with any organization or group.
- o. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
- p. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- q. Unauthorized use, possession, or storage of any weapon.
- r. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.

- s. Unauthorized presence on or use of University premises, facilities, or property, including camping, building a fire, or use of an unauthorized heating, cooking, or electrical device.
- t. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- u. Exposing one's own genitals, buttocks, or breasts in a public place, unless specifically authorized for activities such as theater productions or classes.
- v. Theft or misuse of property or services on University premises, at University-sponsored activities, or from University organization(s) or group(s), or knowing possession of stolen property or use of stolen services on University premises, at University-sponsored activities, or from University organization(s) or group(s).
- w. Substantially interfering with the freedom of expression of others.
- x. Interfering with normal University functions, University-sponsored activities, or any function or activity on University premises including, but not limited to, studying, teaching, public speaking, research, University administration, or fire, police, or emergency services.
- y. Disregarding or failure to comply with the directive of a hearing body or University official, including a campus police officer acting in the performance of his or her duties.
- z. Disruption of University or other computer systems (e.g. spamming); unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer systems or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
- aa. Violation of any government laws or ordinances, or of any University or individual school rules, regulations, or policies. Such [University rules, regulations, or policies](#) shall include, but are not to be limited to, the regulations and policies contained in the: University Housing Agreement, Campus Life materials, University's Policy 8.2 Sex and Gender Based Harassment and Discrimination Policy, Alcohol and Drug Abuse Policy; as well as regulations relating to entry (opening and closing hours) and use of University facilities; Information Technology Division (ITD) policies; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
- bb. Falsification, distortion, or misinterpretation of information before a hearing body.
- cc. Disruption or interference with the orderly conduct of disciplinary hearing proceedings.
- dd. Knowingly instituting disciplinary proceedings without cause.
- ee. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
- ff. Attempting to influence the impartiality of a member of a disciplinary body prior to or during the course of the disciplinary proceeding.
- gg. Harassment (verbal or physical) or intimidation of a member of a disciplinary body prior to, during or after a disciplinary proceeding.
- hh. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
- ii. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
- jj. Violating confidentiality agreements on Honor or Conduct Code cases.

## STUDENT CONDUCT HEARING BOARDS

### **Goizueta Conduct Council:**

The Goizueta Conduct Council is established to hear non-academic, graduate student conduct cases from the Goizueta Business School. The Goizueta Conduct Council is composed of:

- a. a Chair, appointed by the Dean, who shall be a faculty or staff member, but not a voting member of the Council, except in cases of a tie;
- b. two voting faculty or staff members, one of whom serves as a recording secretary during hearings;
- c. two voting graduate student members.

There shall be a pool of Council members. The pool of faculty or staff members shall be from the Business School and approved by the Dean. The pool of graduate students shall be from the Business School, appointed by the Dean. The Council must have a minimum of three members present in order to convene. If alternates are not available from the pool of Council members and a quorum cannot be reached, substitutes may be appointed as described above.

**Goizueta Conduct Appeal Board:**

The Goizueta Conduct Appeal Board will be established, when needed, to hear appeals from cases heard by any hearing body. The board shall be composed of:

- a. two voting faculty or staff members from the Business School, approved by the Dean.
- b. one voting graduate student appointed by the Dean.

Substitutes may be selected as described above.

**CONDUCT PROCEDURES**

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Dean or Director of Program. The Dean or Director of the Program will forward the report to the Chair of the Conduct Council. A determination whether action should be taken in response to a report will be made by the Chair. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Chair or the Chair may serve as the Conduct Officer.

The Dean's Office will notify the student in writing that he or she must make an appointment for a preliminary meeting within five (5) days of the date on the written notice. Failure to schedule or attend this preliminary meeting will automatically result in formal charges as described below.

The Conduct Officer will hold a preliminary meeting with the accused student to review the report as well as ascertain the accused student's perspective of the incident. The Conduct Officer will refer the student to the Goizueta Graduate Code of Conduct. In this meeting, the accused student will be asked to decide whether or not s/he wishes to accept responsibility for having violated the Code of Conduct.

If the accused student accepts responsibility for having violated the Code of Conduct and thereby waives the option of a hearing, the Conduct Officer shall recommend appropriate sanction(s).

If a student does not accept responsibility to having violated the Code of Conduct, the Conduct Officer will conduct an investigation to determine if the matter should proceed to formal charges, or if it can be disposed of administratively by agreement of the parties involved on a basis acceptable to the Conduct Officer.

If the matter is not resolved, the Conduct Officer will then meet again with the accused student and present the student with a letter stating the formal charges. A copy of documents relevant to the case will be given to the accused student and the complainant at least seven days in advance of the hearing. These formal charges will be referred for a hearing and a copy of documents relevant to the case will be forwarded to the appropriate hearing body. The Goizueta Conduct Council serves as the hearing panel to determine the appropriate sanction(s), if any.

In cases pertaining to student organizations, the president shall represent the organization during all conduct proceedings.

If an accused student or organization fails to respond to any notification in writing concerning the conduct process, the case will be automatically referred to a hearing with the Goizueta Conduct Council.

The University reserves the right to place a "hold" on the diploma, degree certification, official transcripts, or registration of a student who has been charged with a conduct violation under this Code even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct charges have been resolved and/or sanctions as well as other conduct obligations completed.

## HEARING PROCEDURES

The Chair or Conduct Officer may require any student of the University to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code. The Dean or Chair may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

Notification in writing of a hearing before a Conduct Officer, or the Goizueta Conduct Council, as well as the date and time of this hearing will be sent to the student/organizational president at least seven (7) calendar days before the scheduled date of the hearing. At this hearing, a decision of "in violation" or "not in violation" will be made, based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction will also be determined and the student/organizational president will be notified in writing.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student/organizational president and the complainant, if any, shall be given at least seven (7) calendar days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

The hearing shall be conducted by the appropriate hearing body (Conduct Officer) and all may require witnesses to testify at the hearing. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student/organizational president, complainant, advisors to the accused student/organizational president and the complainant, as well as witnesses during the actual time of their testimony.

As used in the remainder of the Section and the following Section, references to the Conduct Council and the Chair shall also refer to the Conduct Officer.

The accused student/organizational president and the complainant may be assisted by one advisor of his/her choice. The advisor must be a member of the Goizueta Business School faculty or staff, or a student currently enrolled at the graduate level. The advisor may not be an attorney. Exceptions will be considered by the Dean.

The advisor acts as either the complainant's or accused student's support person during the hearing. The advisor may assist the student in the preparation prior to the hearing, but may not speak during the hearing.

Advisors are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused student, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either or both.

Both the complainant and the accused student/organizational president are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the accused student/organizational president, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either, all, or both.

b. Present tangible and documentary evidence; and evidence by witness, or by signed written statements of witnesses who do not attend the hearing, including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence. It is the responsibility of the accused student and the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Chair of the hearing body. All witnesses should be notified of the date, time, and place of the hearing.

c. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the respective Council or Conduct Officer shall have final decision on what evidence may be presented and the tone of questioning. The Chair/Conduct Officer may decide to stop questions at any time.

#### HEARING DECISIONS - Conduct Officer, Goizueta Conduct Council

The Conduct Officer or Goizueta Conduct Council shall deliberate and decide whether the accused student/organization has violated the Code. These hearing bodies determine whether a violation occurred based on whether there is a preponderance of evidence. The hearing body may decide that the student/organization is in violation of a less serious offense than that originally charged. A determination that a student/organization has violated the Goizueta Graduate Code of Conduct requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of any previous disciplinary proceedings in which the student/organization was found in violation. On the basis of the hearing and the student's/organization's previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Whether the Conduct Officer, or the Goizueta Conduct Council acts as the hearing official, a written decision will be issued in a reasonable time after the date of the hearing. This decision includes: 1) a statement of charges; 2) a summary of the facts in the case; 3) the decision; 4) a brief statement of the hearing body's reasoning; and, if a violation is found, 5) sanction(s).

All decisions of the Goizueta Conduct Council or Conduct Officer shall be reviewed for completeness by the Dean.

The accused shall receive written notice from the Dean's Office of the outcome of the hearing as described above and will also receive information on the option of an appeal. To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.

#### SANCTIONS - Conduct Officer, Goizueta Conduct Council

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated the Code of Conduct:

- a. **Warning:** A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
- b. **Probation:** A written reprimand for violation of specified regulations. Probation may be either university probation and/or residence hall probation. For student organizations, probation may include social probation. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period. University probation signifies if there are additional violations, a student may place his/her status at the university in jeopardy. Residence hall probation signifies if there are additional violations, a student may place their housing status in jeopardy.
- c. **Loss of Privileges:** Denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the university in any way, use of campus facilities, or denial of parking privileges.
- d. **Restitution:** Compensation for loss, damage, or injury. This may take to form of service, monetary compensation, or material replacement.
- e. **Educational Sanctions:** Work assignments or service to the University or community.
- f. **Residence Hall Suspension:** Separation of the student or organization from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. (Note: This is in addition to the residence hall suspension referred to in the Graduate Housing Agreement. This Agreement provides that temporary, permanent, or immediate suspension may be imposed upon a student by the Director of Residence Life or Assistant Vice President of Housing at any time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of herself/himself, other persons or property.)
- g. **Suspension:** Separation of the student or organization from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- h. **Expulsion:** Permanent separation of the student or organization from the University.
- i. **Other:** Other sanctions as deemed appropriate by a hearing body.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Conduct sanctions (f) Residence Hall Suspension, (g) Suspension, and (h) Expulsion shall be entered permanently on a student's record and appear on his or her transcript. Sanction (b) University Probation shall be entered on a student's record for the term of the probation. If sanction (f), notify University Housing and Registrar's office; if sanction (g), notify Registrar's office; if sanction (h), notify Registrar's office, University Housing, and University Parking.

## APPEALS

The accused student or student organization may appeal decisions rendered by the Chair, Conduct Officer, or the Goizueta Conduct Council to the Goizueta Conduct Appeal Board.

To initiate an appeal, the accused student or student organization must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision. The Dean will convene the Board for the appeal meeting.

The Appeal Board will review the documents pertaining to the case to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in this Code of Conduct.
2. Whether or not the interpretation of the Code was appropriate.
3. Whether or not the sanction(s) imposed were appropriate.

After reviewing the documents pertaining to the case, the Goizueta Conduct Appeal Board will issue a written review of the hearing decision within a reasonable period of time from the receipt of the request for review. The Goizueta Conduct Appeal Board shall recommend one of the following courses of action:

1. Affirm the hearing decision.
2. Affirm the findings of the hearing decision but recommend a different sanction.
3. Remand the case to the Dean to assign a hearing body to conduct a new hearing.

The recommendation of the Goizueta Conduct Appeal Board shall be referred to the Dean. After considering the recommendation from the Appeal Board, the Dean shall make a decision on the appeal. This decision shall be final. No additional appeals may be made.

#### NOTIFICATION

The Council will publish summary results of the cases heard by the Conduct Council, either electronically or distributed directly to students. The disclosure shall include the number of allegations and the number of students receiving sanctions. Under no circumstances should names of the individuals involved be disclosed in these publications.

#### RETENTION OF CONDUCT RECORDS

The Dean's Office of Goizueta Business School shall maintain files on all graduate student conduct reports, records, and hearing proceedings with strict confidentiality.

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## Emory Sexual Misconduct Policy

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The complete policy can be found at: <http://policies.emory.edu/8.2>

### Overview

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Emory University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Thus, in accordance with federal law and its commitment to a fair and open campus environment, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Emory fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This Policy covers sexual misconduct committed by Emory University students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, dating violence, intimate partner violence, sexual assault, and stalking.

The university will take seriously every allegation or report of sexual misconduct received. Emory University's response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

Concerns, complaints, or questions relating to this Policy may be directed to the staff members listed below:

Lynell A. Cadray  
Associate Vice Provost, Office of Institutional Equity and Inclusion  
404-712-8541; [lynell.cadray@emory.edu](mailto:lynell.cadray@emory.edu)

Supria Kuppuswamy  
Title IX Coordinator for Students, Special Assistant,  
404-727-8205; [supria.kuppuswamy@emory.edu](mailto:supria.kuppuswamy@emory.edu)

Questions may also be directed to the Goizueta Business School Deputy Title IX Coordinator, Harriett Ruskin 404-727-6644; [harriett.ruskin@emory.edu](mailto:harriett.ruskin@emory.edu)).

## Emory Equal Opportunity and Discriminatory Harassment Policy

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The complete policy can be found at [Discrimination and Harassment | Emory University | Atlanta GA](#)

### Overview

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#### EMORY UNIVERSITY NONDISCRIMINATION STATEMENT

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University's commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which previously was published at:

<http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm>

This policy also supersedes and retires Policy 8.6, Grievance Procedures – Employee and Student Complaints of Discrimination, and unifies the grievance process. The effective date represents only the date that this version was published on policies.emory.edu and does not reflect the original effective date of this policy.

#### Applicability

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This Policy shall apply to persons who are employees and students of Emory University, vendors, contractors, guests, patrons, and other third parties participating in any Emory-sponsored event or program, whether on or off campus, and to such persons in other situations in which the respondent is acting as a member of the Emory community.

#### Complaints against Students

Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Conduct Code provided by that student's school or college unless the student's school or college conduct code provides otherwise. Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Director of Office of Equity and Inclusion (OEI) and/or the Title IX Coordinator, or his or her designee, who shall report his or her findings and recommendations to the Senior Vice

President and Dean for Campus Life and the Dean of the school or college in which the student is enrolled.

### **Sexual Harassment Complaints against Students**

Sexual Misconduct is a form of gender discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX specifically prohibits sexual harassment and sexual misconduct in the educational setting. Emory University has adopted a separate Sexual Misconduct Policy, University Policy 8.2 that applies to student-on-student allegations or allegations in which the respondent is a student. Policy 8.2 explains how to report allegations of sexual misconduct, and sets forth detailed procedures designed to provide a fair process for parties when students are involved in allegations of sexual misconduct.

## Emory Confidentiality & Release of Information about Students

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The complete policy can be found at: <http://policies.emory.edu/8.3>.

### Overview

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Emory University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities and accomplishments of its students. Because the University recognizes the student's right of privacy, a policy regarding the confidentiality of the information which becomes a part of the student's permanent records and governing the conditions of its disclosure has been formulated and adopted. This policy reflects a reasonable balance between the obligation of the University for the protection of the rights and privacy of the student and its responsibility to society

### Applicability

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Emory University is committed to protecting students from improper disclosure of private information. In order to do so, the University must make every endeavor to keep the student's record confidential. All members of the faculty, administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time the University must be flexible enough in its policies not to hinder the student, the institution or the community in their legitimate pursuits.

## Alumni Resources

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Your network now consists of 18,000 Goizueta alumni and you are now part of the 137,000 Emory University alumni living and working around the world. No matter where you live, what you do, or when you graduated (or when you will). You can receive a host of services, discounts, and alumni-exclusive resources. Explore the range of benefits available to you.

[www.engage.emory.edu](http://www.engage.emory.edu)

## Alumni Network

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### Connect with fellow alumni

- Register for the Alumni Directory
- Update your information
- Set up your Alumni Email
- Alumni Chapters
- Affinity and Professional Groups

## Professional Development and Enrichment

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### Enhance your career

- Alumni Career Services
- Alumni Publications
- Library Research and databases
- Lifelong Learning Tools

## Alumni Perks

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### Cool stuff you can get

- Alumni Card
- Emory License Plate
- University Transcripts
- Miller-Ward Alumni House
- Princeton Club
- Emory Travel Program
- Shopping Discounts, Credit Cards, Insurance and much more

The Office of Development and Alumni Relations is committed to delivering quality assistance for our alumni and strengthen their relationship with Goizueta Business School. Please contact us with questions, comments or suggestions at [GBSalumni@emory.edu](mailto:GBSalumni@emory.edu) or 404-727-6723.

## Things to Know

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Compiled by Dr. Doug Bowman (doug.bowman@emory.edu), Professor of Marketing

### **Emory Facts**

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Six U.S. senators, five Pulitzer Prize winners, 17 Rhodes Scholars, 22 members of the U.S. House of Representatives, and 32 bishops of the United Methodist Church have graduated from Emory.

### **Goizueta Lingo**

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#### **Cohort**

This is the group that you entered the program with. You will take core classes and graduate with your cohort class.

#### **LD**

Leadership Development

#### **25Live**

This is the room reservation system. Students can use the system to reserve breakout rooms for study or meeting sessions.

#### **Nameplate**

This is like a nametag that you take to class and place in front of you so that professors know who you are.

#### **Tubfile**

Your personalized file, where exams are returned and flyers and info are given to you.

#### **EmoryCard**

The EmoryCard is your student ID card. You must keep your student ID card with you at all times. The student ID card can be used for checking out books from the library, printing privileges, and entry into the Gym.

#### **WoodPEC (Woodruff PE Center)**

The Gym

### **Department of Veterans Affairs Pending Payment Rights**

In compliance with Title 38 United States Code Section 3679(e) Emory University adheres to the following provisions for any student(s) that are/is considered “a covered individual” who are using Chapter 33 Post 9/11 Gi Bill, or Chapter 31 Vocational Rehabilitation and Employment, U.S. Department of Veterans Affairs benefits:

the University will not:

1. Prevent the student’s enrollment in classes
2. Assess a penalty fee (late fees, administrative fees) due to delayed disbursements from the Department of Veterans Affairs under Chapter 31 or Chapter 33
3. Deny access to any school resources, classes, libraries, or other institutional facilities that are available to other paid students
4. Require the student to borrow additional funds for the length of time these provisions are applicable

The university will require students to provide the following documents to be considered a “covered individual”:

- An official “Certificate of Eligibility”, or “Statement of Benefits” from the VA website or ebenefits [Chapter 33] or a VAF 28-1905 [Chapter 31] on or before the first day of class for the semester.
- A completed Veterans Enrollment Certification Student Data Form ([http://www.registrar.emory.edu/\\_includes/documents/sections/recordstranscripts/VeteransEnrollmentDataInformation.pdf](http://www.registrar.emory.edu/_includes/documents/sections/recordstranscripts/VeteransEnrollmentDataInformation.pdf))
- Any additional documentation required to ensure proper certification of benefits

Having met all requirements, the Department of Veterans Affairs will provide the university with payment ending on the earlier of either:

- The date on which payment from VA is made to the institution
- Ninety (90) days after the date the institution certified tuition and fees

Any difference in the amount of the student’s financial obligation to the university and the amount the student is eligible to receive from the Department of Veterans Affairs may incur an additional fee, or payment/payment arrangement may be required to cover the difference. Please note that all eligibility documents must be submitted to the School Certifying Official in the Office of the University Registrar. Instructions for submission of this paperwork can be found at the website below.

<http://www.registrar.emory.edu/registration/veterans-education-benefits.html>

### THE FINE PRINT ...

The above stated policies and procedures are those adopted by Emory University and the Goizueta Business School, and combined in one document for the convenience of MSBA Students. To the best of our knowledge, all materials contained within this document is up to date and accurate. However, if a university policy would change prior to this guide being updated, the Official Emory University and/or Goizueta Business School policy would always take precedent over what is stated in this guide.

The following pages require signature(s) in several places.  
Please complete all signatures and relevant details required.



EMORY

GOIZUETA  
BUSINESS  
SCHOOL

Goizueta Business Library

## MSBA STUDENTS: USE OF EMORY LIBRARIES' LICENSED ELECTRONIC RESOURCES

Emory University Libraries license electronic resources (e.g. databases, electronic journals, e-books, etc.) for use by current Emory University faculty, students and staff. The use of licensed electronic resources is for academic courses and research, career/interview research and personal enrichment only. Using databases for commercial purposes and current employers (including sponsored students) is prohibited. This policy applies to all Emory Libraries' licensed electronic resources, whether they are accessed on or off campus. [[Proper Use of Licensed Databases](#); [Examples of Appropriate and Inappropriate Use](#)]

Emory's ability to provide access, authorize use, and permit reproduction of licensed electronic resources is governed by contractual license agreements and U.S. Copyright Law. Misuse or violation of these restrictions may result in the termination of access to the electronic resource; each user is responsible for complying with the terms and conditions of these licenses and may be liable for any copyright infringement he or she may commit.

Additionally, you are legally prohibited from:

- Systematically downloading, saving, or distributing significant portions of these licensed electronic resources beyond what is allowed by copyright and/or the license.
- Systematically downloading database content using robots, scripts, or other software programs.

Failure to comply with Emory's Library Licensed Electronic Resources Conditions of Use policy may have legal consequences and may result in suspension or termination of access; and disciplinary actions in accordance with applicable university policy. [[Honor Code](#); [Copyright Policy](#); [IT Conditions of Use Policy](#); [Libraries' Code of Conduct](#)]

### **Statement of Intent**

I will not use robots, scripts, or other software programs to generate searches and mine content.

I will not systematically download, save or distribute significant portions of these electronic resources beyond what is allowed by copyright and/or the licensing agreement.

I understand that my use of the Goizueta Business Library and other Emory Libraries' licensed databases is restricted to appropriate academic research, career/interview-related research, and personal enrichment.

I will not use the Goizueta Business Library and other Emory Libraries' licensed databases for any other activities, including but not necessarily limited to my current employer, or internship.

This policy applies to all Emory Libraries' licensed electronic resources, whether they are accessed on or off campus.

I understand that the information in the databases is copyrighted and that even use for academic or personal applications must comply with the copyright laws.

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Signature

Date

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Name (Printed)

Expected Graduation (Month/Year) \_\_\_\_\_



**MSBA PROGRAM HONOR CODE ACKNOWLEDGEMENT FORM**

NAME: (Please Print): \_\_\_\_\_

*Please initial by each of the following:*

\_\_\_\_\_ I have read and understand the Goizueta Honor Code.

I understand that the following are some of, but not limited to, violations of the Honor Code

\_\_\_\_\_ Collaborating with others on an individual assignment.

\_\_\_\_\_ Receiving and sharing copies of a previous exam.

\_\_\_\_\_ Submitting somebody else's work as my own

\_\_\_\_\_ Failing to cite all sources used

\_\_\_\_\_ Looking up answers on the internet

\_\_\_\_\_ Discussing an assignment or exam that others are still working on

\_\_\_\_\_ Failing to report anyone I see violating the honor code

\_\_\_\_\_ I understand that if I violate the Goizueta Honor Code, the consequences can be severe, include but not limited to failing the course where the violation occurred, and possibly being excluded from the MSBA program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**MSBA STUDENT HANDBOOK & ACADEMIC MEETING ACKNOWLEDGEMENT FORM**

*Please initial by each of the following:*

\_\_\_\_\_ I have read and understand the MSBA Student Handbook.

\_\_\_\_\_ I have read and understand the MSBA Grading Policy.

\_\_\_\_\_ I have read and understand the MSBA Continuance Policy.

\_\_\_\_\_ I have read and understood the MSBA Class Etiquette & Policies.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Emory Masters in Business Analytics**

**Photo Release Form**

For marketing and promotional purposes, Emory University (“Emory”) will post pictures taken of students attending Masters in Business Analytics program-related events on social media channels such as Instagram, Facebook and LinkedIn.

I consent to Emory posting pictures taken of me at Masters in Business Analytics program-related events on social media channels such as Instagram, Facebook and LinkedIn.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_