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Full-time MBA Program
One-Year and Two-Year formats

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About Goizueta Business School

https://goizueta.emory.edu/about

OUTLINING SUCCESS, WRITING NEW CHAPTERS

Business education has been an integral part of Emory University's identity for more than 100 years. That kind of longevity and significance does not come without a culture built around success and service.

Goizueta Advisory Board

- Sarah Brown 89MBA, Global Account Director at The Coca-Cola Company (Marietta, GA)
- Andrew J. Conway 92MBA, Managing Director at Credit Suisse (Scarsdale, NY)
- H. James Dallas 94WEMBA (Atlanta, GA)
- Jeffrey C. Denneen 97MBA, Leader, Americas Higher Education Practice at Bain & Company, Inc. (Atlanta, GA)
- Robert K. Ehudin 86BBA, Managing Director at Goldman Sachs Group, Inc. (Rye Brook, NY)
- Matthew H. Friedman 94BBA, Fidelity Investments (Boston, MA)
- Gardiner W. Garrard III 99MBA, Co-Founder, Managing Partner, CEO of TTV Capital (Atlanta, GA)
- Rebecca Morris Ginzburg 94BBA, Junto Capital Management, LP (New York, NY)
- Michael M. Grindell 99WEMBA, EVP, Chief Administrative Officer, 22squared (Atlanta, GA)
- Brian K. Howard, M.D. 15WEMBA, President, North Fulton Plastic Surgery (Atlanta, GA)
- Omar A. Johnson 04MBA, Vice President-Marketing, Apple Computer
- Mary Humann Judson, President, The Goizueta Foundation (Atlanta, GA)
- Michael Marino 94MBA, Managing Director at JP Morgan Chase & Co. (Atlanta, GA)
- Jonathan I. Mayblum 84BBA, Co-Founder & CEO of ARCTURUS (Armonk, NY)
- Leslie D.J. Patterson 99MBA, EY, Growth Markets Leader (Atlanta, GA)
- Olga Goizueta Rawls 77C, Chair & Director of The Goizueta Foundation (Atlanta, GA)
- Matthew P. Reilly 99EvMBA, CEO at Mogean, Inc. (Atlanta, GA)
- Rick M. Rieder 83BBA, CIO & Co-Head, Fixed Income Portfolio at BlackRock, Inc. (New York, NY)
- Ryan E. Roderick CFA, Investment Management Division at Goldman Sachs Group, Inc. (New York, NY)
- Morgan "Mac" Schuessler 98EvMBA, EVERTEC, Inc. (Dorado, PR)
- James G. Wetrich 09MEMBA, Optomeditech (Southlake, TX)
- Karen C. Wishart 03WEMBA, President & CEO of Curzon Staffing (Bethesda, MD)
Interim Dean Karen Sedatole

As the interim dean of Goizueta Business School, I’m charged with continuing the legacy of this esteemed institution and leading it into the future. I am honored to be entrusted with advancing Goizueta’s mission to prepare principled leaders for positive influence in business and society.

Goizueta Business School is a place where world class faculty, students eager to learn, alumni seeking to serve, and corporate partners wanting to engage come together every day in big and small ways to honor the legacy of our namesake, Roberto C. Goizueta the former Chairman and CEO of The Coca-Cola Company.

Our history includes an ethos of ethical leadership, lifelong learning, and meaningful engagement with the business community.

I commit the school to building on our history as we leverage the knowledge base and the spirit of Emory University. Our foundation is strong and unshakeable, and we will continue building on that foundation to meet the needs of business today and in the future, guided by a set of principles based on the values and beliefs of Mr. Goizueta.

The challenges we face today are like none other. But now is not the time to stand still or to retreat. Rather, it’s a time to capture the learnings from meeting our challenges and to reimagine what business education could and should be.

The faculty, staff, and students at Goizueta stand ready to take on that mission, and we are prepared and positioned for success.

We invite you to share our journey.

Sincerely,
Karen Sedatole

Interim John H. Harland Dean
Goizueta Business School
Leadership Team

Karen Sedatole became the Interim John H. Harland Dean of Goizueta Business School in May 2020. A three-time recipient of the American Accounting Association’s Notable Contributions to Management Accounting Research Award, she brings a synthesis of business acumen and academic expertise to the role. This informs Karen’s leadership and serves as a foundation for her commitment to the future of business education within the broader context of societal needs.

Karen’s pioneering research into the field of performance measurement and reward systems, the role of forecasting and budgetary systems within organizations, and control in interorganizational collaborations have added enormous value across academic and business spheres. In her research, she places emphasis on the role of trust, positive motivation, and systems thinking in the workplace. In tackling these issues, she has partnered across industries – health care, tech, automotive, and more – generating business-relevant research and earning her the Impact on Management Accounting Practice Award twice. Karen’s research has merited grants from the PwC Charitable Foundation, the American Institute of Certified Public Accountants, the Institute of Internal Auditors Research Foundation, and the Institute of Management Accountants. She has also demonstrated her commitment to Goizueta’s core value of principled leadership, serving as Faculty Director for Emory Executive Education’s Executive Women’s Leadership Forum.
Prior to joining the Emory faculty in 2017, Karen was the Russell E. Palmer Endowed Professor of Accounting at Michigan State University. She has also held academic appointments at the University of Texas at Austin and the Stephen F. Austin State University and visiting appointments at Monash University, University of Melbourne, Wake Forest University, and the University of California at Davis.

She has presented her research at numerous national and international conferences. Her effective forecasting and performance measurement articles have been published in a number of leading journals, including The Journal of Accounting Research, The Accounting Review, and the Harvard Business Review. Karen previously served as senior editor of the Journal of Management Accounting Research.

Karen holds a PhD in business administration from the University of Michigan, a masters of business administration from the University of Texas at Austin, and a bachelor of science in engineering from Baylor University.

Education

- PhD, University of Michigan. 2000
- MBA, University of Texas at Austin. 1989
- BS, Baylor University. 1987
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LEADERSHIP TEAM

• Julie Barefoot Associate Dean of Engagement & Partnerships; Leader, 100th Anniversary Celebration

• Nicola Barrett Chief Corporate Learning Officer
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Anandhi Bharadwaj Vice Dean of Faculty and Research

Robin Dittmann Chief Business Analytics and Operations Officer
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- Andrea Hershatter Senior Associate Dean, Undergraduate Education
- Nicole Hitpas Chief Marketing & Communications Officer
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Reshunda Mahone Assistant Dean of Development & Alumni Relations

Jill Perry-Smith Senior Associate Dean for Strategic Initiatives
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Ed Leonard Senior Associate Dean, Graduate Programs

Rebecca Sandidge Chief of Staff
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Alicia Sierra Director of Human Resources and Diversity
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PROGRAM LEADERSHIP

The Program Leadership team is comprised of the individuals who oversee areas fundamental to the delivery of all degree programs of the Goizueta Business School. Under the governance of, and in support of the Goizueta Business School faculty, this team is responsible for students during all stages of the academic cycle: recruitment, selection, curricular and co-curricular delivery, and career management. The team will meet on a regular basis to collaborate and coordinate, and to identify arenas in which innovative integration would serve to enhance the school's academic objectives and to further its strategic themes.

Ramnath K Chellappa
Associate Dean & Academic Director of Master of Science in Business Analytics; Goizueta Foundation Term Professor of Information Systems & Operations Management

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Jaclyn Conner
Associate Dean, Executive MBA

Corey Dortch
Associate Dean, Evening MBA
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Libby Egnor
Undergraduate BBA Associate Dean

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Brian Goebel
Managing Director, Social Enterprise @ Goizueta

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Jane Hershman
Assistant Dean & Executive Director, BBA Career Management Center

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Kathryn Kadous
Schaefer Chaired Professor of Accounting and Director and Associate Dean of Ph.D. Program

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Ken Keen
Senior Lecturer in Organization & Management; Associate Dean for Leadership; Lieutenant General, USA (Retired)

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Susan Klopper
Executive Director, Goizueta Business Library

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[Image]

**Denys Lu**
Chief Technology Officer, Director of IT Operations

[View Profile]

[Image]

**Maureen Manion-Leone**
Associate Dean and Executive Director, MBA Career Management Center

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Brian Mitchell
Associate Dean, Full-Time MBA

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Marvell Nesmith
Director, Academic Affairs & Instructional Design

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Melissa Rapp
Associate Dean, Graduate Admissions

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Amelia Schaffner
Director of Entrepreneurship

View Profile
Lynne Segall
Senior Lecturer in Organization & Management; Associate Dean, Goizueta IMPACT

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A HISTORY OF SHAPING THE FUTURE

Through drive, perseverance, and bold ideas Roberto C. Goizueta climbed the management ladder to the top position in The Coca-Cola Company and led it to unprecedented prosperity. Under his leadership, the market value of Coca-Cola stock rose from $4 billion in 1981 to $145 billion in 1997.

Roberto C. Goizueta

Our namesake was one of the great business leaders of the 20th century. During his 16-year tenure at The Coca-Cola Company, Roberto Goizueta increased its value from $4 billion to $145 billion — ensuring its place among "America's Most Admired Corporations," as listed by Fortune. While building the business, Roberto Goizueta also contributed substantially to the progress of Emory and the business school.

Throughout his life, Roberto Goizueta was driven by curiosity, intellectual courage, and integrity. We are honored to share his name and live out his values, which form the cornerstone of our educational approach and are fundamental to our mission to educate the best of tomorrow’s leaders.
"Business schools today cannot just reflect business the way it is," Goizueta once said. "They must teach business the way it will be."

**Roberto C. Goizueta’s Impact**

Roberto C. Goizueta often spoke about the importance of conducting business with integrity, honor, and pride.

**DIFFERENCE MAKERS GO BEYOND**

Business education has been an integral part of Emory University’s identity since 1919. That kind of longevity and significance does not come without a culture built around success and service. We offer a unique, community-oriented environment paired with the academic prestige of a major research institution. We know how to create lasting and meaningful business impact.

**EXPERIENCE OUR DIFFERENCE**
ENVISIONING THE FUTURE OF BUSINESS

Business is a vehicle capable of delivering meaningful, lasting impact to society. Embracing this view unlocks our collective ability to innovate in the most important ways on the most pressing topics. For more than 100 years, Goizueta Business School has been a training ground for principled leaders and a laboratory for powerful insights. Our history includes an ethos of ethical business, and empowers us all to strive for lifelong progress. By navigating the complex interdependency of business and society, we seek to convene the brightest minds to solve the biggest problems with integrity, ingenuity, and grit. This is Goizueta Beyond.

100 Years and Beyond

Business: The Engine That Can Better The World

In celebration of our 100th anniversary, former Dean Erika James unveils Goizueta Business School’s charge to rethink today’s image of business by sparking a passion that ignites meaningful change.
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Strategic Pillars

- Behavioral Insights
- Business Analytics
- Entrepreneurship
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- Experiential Learning
- Healthcare
- Leadership
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- Real Estate and Private Equity
- Social Enterprise
About Emory

Emory University, a top-ranked private institution recognized internationally for its outstanding liberal arts colleges, graduate and professional schools, and one of the world's leading health care systems, is located on a beautiful campus in Atlanta, Georgia's historic Druid Hills neighborhood.

As a leading research university, and one of only 65 universities in the Association of American Universities (AAU), Emory’s passion, purpose, and resolve help sustain and improve global communities through individual actions and collective impact.

Emory maintains an uncommon balance for an institution of its standing: our scholars and experts generate $689.1 million in research funding annually while also maintaining a traditional emphasis on teaching. The university is enriched by collaboration among its schools, centers, and partners as well as by the legacy and energy of Atlanta.

Founded in 1836, our community continues to imagine and realize the university’s mission: to create, preserve, teach, and apply knowledge in the service of humanity. At the heart of Emory's impact is a distinct purpose: to think beyond oneself. Emory is a community of impact, where the greater good is balanced with individual interest.

The excellence and dedication of our faculty are why students from around the world come to Emory, where they embark on a rigorous and inclusive educational journey that transforms them into tomorrow’s leaders.

Our leadership in academia is broad and deep, ranging from medical breakthroughs and innovative drug therapies born in our labs to breaking new ground in the humanities and social sciences.

Here, students discover a culture of open and civil discourse, develop the confidence to confront difficult questions, work closely with academic experts, and connect with a set of peers as diverse as the world around them.

Behind Emory’s fundamental commitment to providing a rigorous liberal arts education within one of the nation’s top research universities is a belief in the ardent pursuit of knowledge and its transformative power.

In the classroom, in the lab, at a patient’s bedside, or helping a remote community half a world away, Emory is about impact. To learn more, view Emory’s Impact Report.

We welcome your interest in Emory and encourage your visit to campus.
Emory’s 21st President

Gregory L. Fenves comes from the University of Texas (UT) at Austin, where he had been president since 2015. During a 12-year tenure at UT, Fenves served first as dean of the Cockrell School of Engineering, ranked among the top 10 engineering schools in the US, then as provost, and ultimately as president.
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Policies

Additional Emory Policies can be found here:

https://policies.emory.edu/

Emory Credentialing Policy

Verification of Degree Requirement

The Southern Association of Colleges and Schools (SACS), Emory University’s accrediting agency, requires that we have verification of highest degree on file for every faculty member. New faculty must provide the following documents prior to the start of their appointment. This applies to all new hires: full-time, tenure track, non-tenure track, part-time, and temporary (adjunct).

1. Official transcript that indicates degree was awarded (not acceptable if transcript does not indicate this). Electronic transcripts are acceptable and must be sent directly to Barbara Wonneberg (barbara.wonneberg@emory.edu). Copies are not acceptable.
2. Copy of diploma

GBS Faculty Credentialing (International)

Credentialing Process for Faculty from a Foreign Institution

If the highest degree is from a foreign institution accredited by AACSB, then we will treat the documentation just as we would a domestic diploma (cv and official transcript) plus translation if necessary, and interpretation of the level of the degree, if not obvious.

If the foreign institution is not accredited by AACSB, then we will have the credentials verified by an evaluation service that is a member of the National Association of Credential Evaluation Services.

Approved by Nancy Bliwise, Emory’s SACS Liaison, Fall, 2013

Goizueta Conflict of Interest Policy

Policy on Faculty Conflict of Commitment and Conflict of Interest

Philosophy

Faculty appointed for full-time service in the Goizueta Business School (GBS) should devote their time and energy primarily to the performance of their GBS and Emory University duties. At the same time, it is understood that faculty members retain all rights as citizens to interests and activities of a personal or economic nature. Each member of the faculty makes a personal commitment to professional honesty and integrity, to seek knowledge and to share that knowledge with others. Such a commitment is essential for GBS and Emory University to perform their proper functions in our society. It is a violation of this commitment for faculty to compromise the integrity of their research and teaching in order to seek financial gain, or to engage in any investment or association that interferes with the independent exercise of sound judgment.

In establishing this policy on Conflict of Commitment and Conflict of Interest, it is not the purpose of GBS or Emory University to prohibit a faculty member from freely pursuing the duties of teaching, research, and professional and public service. Indeed, GBS and Emory University recognize that the ability to perform these duties often is strengthened by the performance of extramural (outside) undertakings. By increasing the scope of experiences,
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enabling knowledge to be gained from outside engagements, and exposing to others the abilities of GBS and its faculty, such outside activities serve and buttress the interests of GBS and Emory University.

The opportunity for such engagements (for compensation or otherwise), the amount of time they may consume, and the substantive relationship they may bear to University and GBS duties vary greatly by discipline, and by the facts of the situation. Therefore, in addition and supplementary to the Emory University Policy on Private Consulting by Faculty, this policy on Conflict of Commitment and Conflict of Interest establishes guidelines for permissible outside activities and provides for disclosure and regulation specifically for the GBS faculty. Given the variety and complexity of GBS and its various academic subdisciplines and programs, there will necessarily be flexibility in interpreting these guidelines. It is that very complexity, however, that requires that some specific principles and guidelines be established to the overall benefit of GBS, Emory University and faculty members.

Principles and Guidelines

The primary loyalty of the faculty is to the academic mission of the University. Therefore, faculty members should not engage in outside activities of such nature and scope that they interfere significantly with the performance of their academic duties.

To quantify partially this obligation, no member of the full-time faculty should devote, on average, more than one day per five-day-week to all outside activities. This one-day-in-five rule applies during the academic year of all faculty on a nine month contract plus any additional period (including the summer) for which the faculty is compensated by GBS or the University. The time period for which the faculty is compensated by GBS or the University is referred to as the contract year.

It is also expected that all faculty members (including full-time, part-time, adjuncts, instructors, visiting professors, senior fellows, post doctoral fellows and research associates or assistants) will scrupulously avoid conflict of interest situations and refrain from using the University or School affiliation or facilities for the pursuit of personal gain.

Policy for Banking Overload Courses

Policy for Banking Overload Courses

Faculty teaching an approved overload may “bank” the credit and redeem it by not teaching a course in a future semester or they may be paid for the overload in the manner listed in his/her contract.

For faculty choosing to bank their courses, the following applies:

- Faculty may accumulate up to three courses in the bank. Additional courses may be banked with approval from the Area Coordinator and the Dean’s Office.
- Requests to redeem a course for a future course load reduction must be decided by mutual agreement between the faculty member, the Area Coordinator and the Dean’s Office.
- No more than two courses may be redeemed per academic year.
- While a faculty member is a current employee of Emory University and Goizueta Business School, banked courses will not expire. Banked courses do not substitute for regular teaching duties while on Leave of Absence. However, they may be redeemed for supplemental pay up to a month prior to the start of a Leave of Absence. Banked course not redeemed prior to resignation from Goizueta Business School may be redeemed (for compensation) or forfeited at the discretion of the Dean’s Office.

Process

When a faculty member teaches an overload, he/she must notify the Dean's Office in writing no later than the first week of the semester. The faculty member must let the Dean's Office know in writing if the overload is to be banked or paid.

The faculty member will receive a written acknowledgement from the Dean's Office stating the amount to be paid for the overloaded course. This amount does not change over time.

Faculty will report the number of overloads paid, banked and/or redeemed in the Faculty Annual Report.
GBS Policy on Externally Funded Course Releases

This document provides policy guidance to tenured and tenure-track faculty in Goizueta Business School (GBS) who are interested in acquiring external funds to be released from some classroom teaching responsibilities in order to focus on research/scholarship. This policy addresses simple course release, only; it does not address sabbaticals, special leaves, and similar funding mechanisms, which are dealt with separately on an individual basis through the Dean’s Office.

Underlying Principles

- All members of the Goizueta Business School tenure-track faculty are hired for both teaching and research.
- The federal government mandates that the university account for the professional effort of its faculty in order to qualify for federal research funding. Strictly for the purpose of addressing this regulation, Goizueta Business School considers that all tenure-track academic year appointments are apportioned 50% effort for teaching and 50% effort for research/scholarship. Adjustments are made for administrative effort as appropriate. Service to the institution is an expected and important part of all tenure-track appointments; although for the purposes of this policy it doesn’t appear in the accounting for this government regulation, it is considered integrally distributed across teaching and research/scholarship with no set expectation as to amount.
- A standard teaching load for tenured and tenure-track faculty is 3-courses per year and covers both undergraduate and graduate classes. In some instances, with the approval of the Dean, the classroom teaching load may be increased or reduced from the 3-course standard. This change in course load is determined using established criteria.
- Course buy-out does not, in and of itself, relieve individuals of their concomitant service or other area/programmatic responsibilities.

External Funds Supporting Release from a Portion of the Teaching Component of an Appointment

- While both teaching and scholarship are core components of a tenure-track appointment in the Goizueta Business School, release from teaching is an important means by which some members of the faculty may liberate time for the pursuit of additional research/scholarship during the academic year. Therefore, reduction in the standard 3-course load may be obtained through a course "buy-out" mechanism and with appropriate approvals. The faculty member will be responsible for funding the teaching release through support mechanisms external to the School's budget.
- Given the core teaching mission of GBS, it is expected that the buy-out mechanism will be available for only one course per year.

Process for Obtaining a Course Release:

- All course release requests must be approved in writing, first by the Area Coordinator and then by the Vice Dean for Faculty and Research. The Area Coordinator must specifically describe in writing how those courses to be "bought-out" will be covered by the area.
- This policy attempts to facilitate course release in order to encourage academic-year scholarship without jeopardizing programmatic quality. Therefore, assuming a 3-course teaching load (and a 50% of appointment teaching effort), the faculty member seeking course release must provide from a source other than the GBS budget the equivalent of 1/6th of his/her salary plus fringe benefits per course release requested.
- The School will pool these funds and use them for temporary teaching requests through established GBS procedures. Note that these funds must cover both replacement salary and fringe benefits.
- Course release is open to all active tenured and tenure-track scholars, but it should not interfere with the need of assistant professors to build a strong teaching portfolio for tenure and promotion. Thus, teaching release must be balanced with a commitment to the core teaching mission of the area/program. The Area Coordinator and then the Dean will retain final approval over the course release request.
- To expedite approval of course release requests associated with sponsored research projects, the Vice Dean for Faculty will generally approve requests that: (1) are approved by the Area
Visiting Faculty Members

Visiting Faculty Member Policy

The Goizueta Business School can extend invitations to faculty members unaffiliated with the School to serve as visiting faculty. Visiting faculty members must hold an appropriate degree and/or credentials, and must hold a full time tenure track or tenured position at another institution. Invitations may be extended to visiting faculty members if there are teaching needs, if the individual is a potential hire and/or if they add to the intellectual environment of the School. Visiting faculty may be given titles and ranks ranging from assistant to associate to full professor, commensurate with their rank at their home institution.

These individuals are employed by GBS on a full-time basis for a set period of time. The period of employment may vary from one semester to two years, however contracts will be written for no more than one year at a time. A third one-year extension may be granted only in unusual circumstances. Employment is determined jointly by the area coordinator, in conjunction with other faculty in the area, and the Vice Dean for Faculty and Research. Visiting faculty members receive the same employment benefits as other full-time faculty at Emory University for the duration of their employment.

The workload for visiting faculty will be equivalent to the workload of faculty with similar appointments at the GBS, although the Vice Dean, in conjunction with the area coordinator, may adjust specific duties and privileges in special circumstances. Visitors who teach are expected to arrange time outside of class to meet with students as required.

Office space will be made available to visiting faculty members, although a private office cannot be guaranteed. Visiting faculty members may attend faculty meetings, however they do not count towards a quorum and have no voting privileges on faculty matters.

Approved by the Personnel Committee 9-17-10
Approved by the area coordinators 9-30-10

Visiting Scholar

Visiting Scholar Policy

The Goizueta School of Business (GSB) can extend invitations to faculty members unaffiliated with the School to serve as visiting scholars. Typically, these faculty members hold full-time positions at other institutions, and they must hold a doctoral degree. The purpose of extending invitations to visiting scholars is to provide opportunities for our faculty members and students to interact with other individuals who have shared or specialized research expertise. No offer will be extended to visiting faculty members unless that faculty member is suggested/sponsored by a tenured or tenure-track GBS faculty member with the support of his or her area coordinator.

Visiting scholars typically receive no compensation from GBS. Their position allows them to have access to some Emory University services, including access to the library and computing facilities. Their appointment also gives them the right to pay a fee for certain other services, for example, parking. Healthcare and similar employment benefits are not available to visiting scholars.
Visiting scholar appointments can be for a period of time up to one year. A maximum of one year extension can be requested. Approval of any extension must be agreed to by both the appropriate area coordinator and the Vice Dean of Faculty and Research.

Visiting scholars do not participate formally in instruction.

The School will make every attempt to provide space, however, it is likely to be shared and it cannot be guaranteed. If no other space is available, sponsoring faculty members may share their office space with a visiting faculty member if they choose to do so.

Approved by the Personnel Committee 9-17-10
Approved by the area coordinators 9-30-10

Postdoctoral Fellow Appointments

Postdoctoral Fellow Appointment Policy

The Goizueta Business School may extend invitations to recent recipients of the doctorate as postdoctoral fellows for the purpose of allowing individuals to continue their training. Postdoctoral fellows may be appointed for full or part time service for a term of up to twelve months, renewable for up to a maximum of two years under special circumstances.

Postdoctoral Fellows are appointed only with sponsorship from a faculty member and/or the area coordinator.

Postdoctoral Fellows require a salary and benefits, therefore these appointments are limited to those individuals who are supported by external funding, by an area or a research center, or who carry an appropriate teaching load.

Typically, shared space can be made available. Postdocs have access to the library and computing facilities as well as other Emory services.

Approved by the Personnel Committee 9-17-10
Approved by the area coordinators 9-30-10

Transition from Adjunct Policy

Policy for Transition from Adjunct Faculty Appointment to Non-Tenure-Track Full-Time or Regular, Part-Time Faculty Appointment (12/22/05)

To be considered for transition from an adjunct faculty appointment to a regular, part-time faculty appointment at Goizueta Business School, the following criteria must be met.

1. The adjunct faculty member teaches at least three courses per academic year.
2. The adjunct faculty member has taught for four (4) semesters consecutively.
3. Student teaching evaluations at Goizueta are consistently high (i.e., ratings of 4.5 or better).

The Dean will have final approval of any transition from adjunct appointment to regular, part-time appointment.

Policy on Program Reviews

Our bylaws, as well as by SACS and AACSB, require that faculty regularly review each of the School’s programs, and SACS requires that the reviews be scheduled in advance.

Beginning Fall 2014, each Program Committee will be asked to conduct an annual “audit” of each program in the Fall. Program Offices and the Dean’s Office will provide data for the audit, including: class profile, placement data, overview of teaching evaluations, student survey results, rankings, recruiter/alumni input, honor code violations, continuance problems and resolutions, assessment of learning reports. This
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Information will allow the committee to determine if anything needs to be changed in the coming year, and will also help inform their decision-making throughout the year. Once every five years (timed to be on the same cycle as our AACSB reviews) we will ask the program committees to take a deep dive into each program and do a full scale review.

The proposed schedule of reviews is as follows:

- 2014-2015 MEMBA
- 2015-2016 WEMBA
- 2016-2017 BBA and BBA/MPA: (New curriculum approved February, 2012 and September, 2013 respectively)
- 2017-2018 FT MBA/One Year MBA: (New curriculum approved September, 2007)
- Repeat

Discussed in 2-14-14 Faculty Meeting

Student Survey Policy

Policy on Student Surveys

The Goizueta Business School requires that all student surveys be coordinated and vetted by an ad hoc faculty committee named annually for this purpose. The intent of this policy is to maximize the amount of actionable data, minimize the amount of time spent by students in completing surveys, avoid duplication of questions, and coordinate the timing of various surveys. Program Offices and other units should not send out any questionnaires or surveys to students or alumni without committee approval. (Exemptions: 1) Faculty who are surveying students in their own courses; 2) student or alumni surveys used by publications for the purpose of ranking the programs.)

Each year the Dean’s Office will name a faculty committee called the ad hoc Student Survey Committee. The committee is charged as follows:

- Review and approve in a timely manner all proposed new surveys to be sent to GBS students or alumni. The committee will evaluate each survey with respect to the following:
  - Does it gather useful data not gathered in other existing surveys?
  - If yes, would it be preferable to incorporate the new questions into an existing survey, or to send the proposed new survey?
  - Is the timing such that it will not overly burden our students with surveys, or conflict with an existing survey?
  - Does the survey “owner” have an explicit plan to share resulting data with appropriate parties and/or to take concrete action based on the results?
  - If this is an external survey, the committee should evaluate each of the above questions, plus determine whether the survey is appropriate to send to our students or alumni.
- Review all existing surveys to insure that the current set of questions is still appropriate and complete. Evaluate suggestions from program offices and/or others to add or delete from the survey.
- Review data provided by the last survey. Insure that all appropriate analysis was done and that the results were shared appropriately.

Increased faculty oversight of surveys will help insure that we are able to effectively utilize survey data for improvements in our curriculum and services.

Reviewed by the Academic Council, 3-14-14

Goizueta Centers

Guidelines for Centers at Goizueta Business School
1. All Centers must meet the criteria specified in the School's Mission Statement. This includes the twin process of development of new knowledge through research and its dissemination through education.

   Contractual research sponsored by one organization is acceptable so long as it leads to academic publications, and any data collected are in the public domain after a reasonable time period.

   Centers should not engage in consulting activities that are proprietary and do not meet the twin processes of research and education.

2. A proposed Center must have faculty support. This is manifested by several faculty members supporting the Center's research and education activities.

   This support should be indicated by active involvement in the proposed Center's planned research and education activities.

3. The Director of the proposed Center should be a tenured faculty member of Goizueta Business School. The day-to-day management of the Center can be delegated to a non-tenured employee of Goizueta Business School.

4. A proposed Center must be formally reviewed by the Non-Degree and External Affairs Committee and approved by the vote of the faculty.

5. All Centers will be reviewed every three years by the Non-Degree and External Affairs Committee.
Goizueta Registrar

https://community.bus.emory.edu/dept/registrar/default.aspx

Logon to OPUS
Choose the “Records” tab on the top of the page.

Accessing the Student Degree Audit

From the screen above, choose “View Student Advisement Report” on the right.
From this screen, choose the “Add a New Value” tab at the top of the page.
Catalog
Type in the ID number and the Report Type: ADVGB (Advising Graduate Business). Choose ADD.

Choose “Process Request”
From here you should be able to view the student’s degree audit.

How a Student Accesses the Degree Planner

The student may use the OPUS Degree Planner to plan out their entire Business School curriculum by semester.

When Open Enrollment begins for the upcoming semester, they may then move their planned classes to the “Shopping Cart”. In the Shopping Cart, they can choose times, days and sections. Similar to shopping online, the Shopping Cart contains the courses the student wishes to “buy”; however, they are not yet fully committed (or enrolled) at this step.

When eligible to enroll, the student may then submit the Shopping Cart for enrollment. When a student logs on to OPUS, the screen below appears:

For course planning, choose the “Degree Planning” tab on the left.
The student then has the option of planning their entire curriculum by semester, and by the requirements for their particular program by choosing the “Plan by My Requirements” tab. Remember that the planning does NOT automatically enroll the student in the courses. In the example above, the student has two courses planned for Spring
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

2010, and courses also planned for Summer 2010. During Open Enrollment for the next semester only, the student will move his planned courses to the “Shopping Cart”, and then later, submit the shopping cart for enrollment.

By choosing “Continue”, the student can populate their shopping with actual sections of courses prior to enrolling.

DROP/ADD/SWAP WITH THE SHOPPING CART Your home page should look like the screen below:
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

Click on the blue Enroll above.

Choose Spring 2010 Undergraduate Business and click on the green “Continue” box.

You can add classes to your shopping cart in the above screen. Enter the OPUS number and click enter. Or use the Search box to find the OPUS number.
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

If this is the class you want then click on Next.

Then click “Proceed To Step 2 or 3”.

If this is the class you want then click on “Finish Enrolling”.

The green arrow means that the class has been added to your schedule. Here you can click and add another class, or if you want to drop or swap another class chose the correct tab above. To drop, click on the purple tab above that says “drop”.
To drop Bus 412, just click the box to the left of the class and then click on “Drop Selected Classes”

Click “Finishing Dropping” to continue. On the next screen click on “My Schedule and you can review your schedule. If you want to swap classes, then use the “Swap” purple tab above.
Cross-Registration for Emory Students

Emory University students who wish to enroll for courses at an ARCHE member institution must complete a Cross Registration application form and receive approval from their school dean or academic advisor, and the University Registrar ARCHE Cross Registration Coordinator. All applications must be typed and submitted to arche@registrar.emory.edu.

Application Deadlines

- July 15 for Fall Semester
- November 15 for Spring Semester
- Emory does not participate in summer cross registration

Student Eligibility

- Must clear any holds at the time of application submission to host institution
- May not cross register for more than 2 courses per semester and your hours at the host institution cannot be more than at your home institution.
- May not cross register at multiple institutions during the same term.
- May not be in your first term at Emory University (unless cross registering in courses for purposes of ROTC training).
- Must meet prerequisites for requested course(s) as defined by Emory University and the host institution.
- Must comply with decisions made by the host and home school coordinators.
- May not exceed a total of 18 semester credits complete through ARCHE cross registration over student’s academic career.

ARCHE Procedures

- A new application must be completed for each semester you plan to participate in the cross-registration program.
- All applications must have the (signed) approval of the student's dean, program director, or academic advisor. Emory College students or first year Freshmen who need to obtain approval for ROTC should email OUE.Advising@emory.edu, for ARCHE academic advisor approval.
- Course work completed at the host school may be taken for letter grade. However, course work transferred to Emory will be recorded as S/U basis and credit for hours earned will be applied to the student’s Emory academic record. NO EXCEPTIONS.
Catalog

- Deadlines are strictly enforced; no applications will be accepted after the deadline. Please adhere to the application deadlines: Fall, July 15 and Spring, November 15.

- The Board of Regents of the University System of Georgia requires proof of immunizations to be submitted to state institutions (such as GSU, UGA, GA TECH, etc.) prior to registration and/or enrollment. Please be prepared to supply these documents at the request of the institution.

- All applications must typed; handwritten application will not be accepted.

Please complete the application, including your advisor or dean’s signature, and submit it directly to the ARCHE Cross Registration Coordinator at Emory’s Registrar’s Office, arche@registrar.emory.edu, 404/727-6042.

**ARCHE Application**

**Cross Registration Application**

*Complete this form according to the instructions on reverse.*

**Student’s Cross Registration Procedure**

1. Obtain a Cross Registration Application from home institution’s cross registration coordinator or registrar’s office. The form also is available at http://www.atlantahighered.org/CrossRegistration. Complete first three sections.

2. Verify that the course requested is offered at host institution. Identify whether enrollment restrictions or prerequisites apply for the requested course(s) offered by host institution.

3. Consult with home institution academic advisor to determine eligibility for cross registration. Complete the Course(s) Requested section of the Cross Registration Application and have academic advisor sign it.

4. Consult with home institution’s cross registration coordinator to determine host institution’s registration procedure, immunization requirements, etc., and have coordinator sign the Cross Registration Application. The home institution’s cross registration coordinator will forward the application to the host institution and request approval for cross registration. If the host institution course instructor’s or department’s approval is required, the student may be directed to obtain the required signatures.

5. Once all approvals have been obtained, the host institution’s cross registration coordinator will register student for the approved course(s) on a space-available basis after host institution’s regularly enrolled or continuing students have had first priority for registration. The host institution’s cross registration coordinator will inform the student of approval and registration status. All applicable course fees must be paid to home institution when due by the home institution. However, special fees (lab, parking, equipment lease, etc.) and security deposits must be paid to host institution.

6. Student must abide by all home and host institution policies and schedules regarding grades, exam dates, absences, drop/add/ withdrawal, etc. To withdraw from a course, both the home and host institutions’ withdrawal procedures must be followed. Changes in cross registration must be approved by both institutions’ cross registration coordinators.

7. Some institutions do not allow cross registration during the summer. These institutions are indicated below.

8. If home institution does not participate in cross registration during the summer, student must seek admission to the
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Full-time MBA Program
One-Year and Two-Year formats

Catalog
host institution as a transient student by contacting host institution’s admission office for application deadlines.

9. Seniors who are graduating at the end of the semester in which they are cross registered shall be responsible for contacting the host institution coordinator to obtain an alternate grade report to provide to the home institution.

10. Students requiring disability accommodations for the requested classes should contact their home institution Disability Support Coordinator at the time of application in order to permit time to arrange accommodations.

Semester System Fall: July 26 Spring: December 1 Summer (if applicable): May 1

Participating Institutions

Agnes Scott College*, Brenau University, Clark Atlanta University*, Clayton State University, Columbia Theological Seminary, Emory University*, Georgia Gwinnett College, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University Atlanta, Morehouse College*, Morehouse School of Medicine*, Oglethorpe University, Savannah College of Art and Design-Atlanta*, Southern Polytechnic State University, Spelman College*, University of Georgia, University of West Georgia*.

*does not participate in summer cross registration. 6-8-2010
Auditing a Class

Students currently enrolled in the MBA program may audit classes with permission of the instructor. The status will be changed in OPUS during the first week of class. Auditing is not permitted if the class had a waitlist at the end of drop/add.

Students have two weeks from the first day of the semester to change a class to or from an audit status. To switch to audit status, bring permission of instructor to the Goizueta Registrar's office or the MBA Program Office.

Students who audit must attend class on a regular basis and participate at the level required by the professor. Failure to attend on a regular basis can result in a grade of NC. If you are auditing and find you are not able to attend a class, please let the professor and registrar know and it can be dropped from your schedule.

Classes audited, whether MBA or College classes, do not satisfy any degree requirements. Students must pay for all courses that are audited at the same rate as for courses in which they earn credit. If a student is paying tuition for a full-time schedule, there is not an additional cost to audit.

Any officially audited course is counted in determining full/part time status. A mark of AU is recorded on the student's transcript.

REQUEST FOR A PARTIAL WITHDRAWAL

https://community.bus.emory.edu/dept/registrar/Registrar%20PDF%20documents/Partial%20Withdrawal%20Form%20Online.pdf

Submit to your program office or the Office of the GBS Registrar, Room 453
REQUEST FOR A PARTIAL WITHDRAWAL
Emory University Goizueta Business School

This form requires a digital signature. To digitally sign this form, you must download this PDF and open it in Adobe. A free copy of Adobe Reader is available here.

Please return completed form to gbs.registrar@emory.edu

<table>
<thead>
<tr>
<th>Emory ID:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>Term:</td>
</tr>
</tbody>
</table>

Student Signature

<table>
<thead>
<tr>
<th>Partial Withdrawal</th>
<th>Effective Date:</th>
</tr>
</thead>
</table>

Partial Withdrawal (indicate grade(s) below)
For a partial withdrawal with a grade of 'W' or after deadline WF/WU will be assigned

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Section</th>
<th>W</th>
<th>WF</th>
<th>WU</th>
<th>Last Date of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date

Advisor’s Approval

Registrar’s Office Use for in house GBS Withdrawal Only:
Completed by: Date:

Please return completed form to gbs.registrar@emory.edu
Notification of Complete Withdrawal * Student Not Returning

https://community.bus.emory.edu/dept/registrar/Academic%20Calendars/Leave%20of%20Absence%20Online.pdf
HONOR CODE

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

Honor Code

Academic dishonesty is a corrosive force at any university. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. It undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend on our knowledge and integrity.

All members of the university community, students, faculty, and staff share the responsibility and authority to challenge and report acts of apparent academic dishonesty. Any member of the university community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the faculty member in the class involved or the Honor Council promptly in writing.

Undergraduate students enrolled at Goizueta Business School are also expected to conform to the conduct requirements as described in the Emory University Undergraduate Code of Conduct, and to conduct themselves in accordance with the ideals for which Emory stands.

REVIEW THE HONOR CODE

GRADE DISTRIBUTION

The following recommended grade distribution for BBA courses is intended to result in an equitable policy that underscores the rigor of the program and provides a means for accurately assessing and recognizing the quality of student performance.

<table>
<thead>
<tr>
<th>Grade</th>
<th>BBA Core</th>
<th>BBA Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>15-20%</td>
<td>15-25%</td>
</tr>
<tr>
<td>A-</td>
<td>15-20%</td>
<td>15-25%</td>
</tr>
<tr>
<td>Not to exceed</td>
<td>35%</td>
<td>40%</td>
</tr>
<tr>
<td>B+</td>
<td>15-20%</td>
<td>15-25%</td>
</tr>
</tbody>
</table>
### HONORS & AWARDS

<table>
<thead>
<tr>
<th>Grade</th>
<th>BBA Core</th>
<th>BBA Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>15-20%</td>
<td>15-25%</td>
</tr>
<tr>
<td>B-</td>
<td>10-15%</td>
<td>10-15%</td>
</tr>
<tr>
<td>Not to exceed</td>
<td>45%</td>
<td>50%</td>
</tr>
<tr>
<td>C+ or below</td>
<td>20%</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Dean's List

**Beta Gamma Sigma**

**Grading Policy**

### GRADING SYSTEM AND ACADEMIC STANDING

Effective for students entering the M.B.A. program May 1994, or later, the following five tiered grading system is used:

- Distinction (DS)
- High Performance (HP)
- Performance Standard (PS)
- Low Performance (LP)
- No Credit (NC)

M.B.A. students do not receive a numeric or letter grade, quality point average, or class ranking. The grade of "Distinction" represents only exceptional work and the grade of "High Performance" represents work of commendable nature. Therefore, it is suggested that grades of "Distinction" be limited to 15% of enrollment in Core courses, 18-20% in elective courses, and that grades of "High Performance" and "Distinction" in combination not exceed 50% of total enrollment in Core courses, 50-60% in elective courses. Additionally, the faculty suggests that a range of 5% to 10% is an appropriate average distribution for the grade of "Low Performance" in Core courses. In elective courses, the appropriate average distribution for the LP grade would be no more than 5%, recognizing that many times the appropriate distribution for a course would be 0%.

There is no established basis for translating descriptive grade terms to conventional letter grades or grade point averages, and an attempt to make such a translation from the accompanying transcript would be inappropriate and may be misleading. However we recognize that in certain cases, outside parties may need to do so for comparison purposes. Comparable graduate programs employing the letter grade system typically consider a grade of B to be passing work. Our (PS) grade represents the expected performance standard and would therefore clearly indicate that a student is achieving at this level. Descriptive definitions of the grades are outlined below.
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Distinction (DS)
An honors grade recognizing work of exceptional quality as evidenced by total mastery of all concepts and techniques. The student stands clearly above the class and is able to integrate and apply concepts and techniques and consistently demonstrate initiative and creativity response to assigned work.

High Performance (HP)
Work of a very good quality as evidenced by a solid mastery of all course concepts and techniques. The student shows consistent initiative in responding to assigned work and meets or exceeds all of the instructor’s performance expectations.

Performance Standard (PS)
Work of good quality as evidenced by a solid mastery of most course concepts and techniques. The student shows initiative in responding to assigned work and meets all of the performance expectations.

Low Performance (LP)
Work of below standard or marginally acceptable quality. The student’s mastery of the subject material is uneven and there may be some difficulty in understanding and appropriately applying concepts and techniques. However, overall performance meets the instructors minimum performance expectations.

No Credit (NC)
Work of unacceptable quality. The student demonstrates little understanding and great difficulty in applying concepts and techniques. The student fails to meet the instructor’s minimum performance expectations.

Satisfactory/Unsatisfactory (S/U)
Lead Week modules are graded on a Satisfactory/Unsatisfactory basis. A grade of Unsatisfactory (U) is considered the same as a grade of No Credit (NC) and will be counted as a No Credit grade in the continuation standards. No other courses may be taken on a S/U basis.

Auditing
Students currently enrolled in the MBA program may audit classes with permission of the instructor. Any class that had a waitlist at the end of drop/add may not be audited. Classes audited, whether MBA or College classes, do not satisfy any degree requirements. Students have two weeks from the first day of the semester to change a class to or from an audit status. To switch to audit status, bring permission of instructor to the Goizueta Registrar’s office or the MBA Program Office. Students must pay for all courses that are audited at the same rate as for courses in which they earn credit. Any officially audited course is counted in determining full/part time status. A mark of AU is recorded on the student’s transcript.

Incomplete (I)
The notation I (incomplete) is recorded when a student has been granted permission by an instructor to defer the final exam or another part of the course work. Such permission is granted only for illness or other emergency and must be secured from the instructor in writing, with a copy provided to the Business School registrar. If the I is not resolved by the end of the following semester (or within twelve months if the student is no longer enrolled), a grade of NC will replace the I.

Partial (Course) Withdrawal (W, WF, WU)
The notation W (withdraw) is recorded when a student withdraws from a class prior to the midpoint of the course. Withdrawal from a course must be requested on a partial withdrawal form signed by the program office advisor and submitted to the Business School registrar. After the midpoint of the course, any partial withdrawal will result in a grade of WF (withdraw failing) or WU (withdraw unsatisfactory) which is the equivalent of a failing grade and will show on the transcript.

Complete (all courses) Withdrawal

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 who wish to withdraw from one or more courses are 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 official refund schedules that are available from the registrar's office.

CONTINUATION STANDARDS

To continue in each program, a student must meet the following criteria:

TWO-YEAR PROGRAM

At End of First Semester

Not more than three grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).

Cumulative at End of Second Semester

Not more than four grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

Cumulative at End of Third Semester

Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

Cumulative at End of Fourth Semester

Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

ONE-YEAR ACCELERATED PROGRAM

At End of First Semester
Catalog
Not more than three grades of Low Performance (LP). No Credit (NC) grades are not allowed.

Cumulative at End of Second Semester
Not more than four grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).

Cumulative at End of Third Semester
Not more than five grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).

MBA Core Course Grading Policy

Grading Policy for MBA Core Courses
Faculty teaching MBA core courses may not give students the option of taking a Performance Standard (PS) or Satisfactory/Unsatisfactory (S/U) grade for doing a subset of the work for that course. Specifically, faculty may not omit the final exam or other portion of the work for any student in a full length (3 credit hour) core course. Each student should receive an earned grade for each core course. The option of providing an optional exam in exchange for a PS or S/U grade is available to faculty teaching elective courses.

Process for Grade Appeals and Other Student Grievances
Revised April 28, 2010

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 MBA 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 Program Director, 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 Vice Dean. 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;
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One-Year and Two-Year formats

Catalog

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.

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 Program Director 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 Program Director 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 Vice Dean. Upon receipt of the written grievance, the Vice 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 Vice Dean, providing supporting documentation. The Vice Dean will determine the legitimacy of the grievance and any further action to be taken. The Vice Dean will inform the student and the Grievance Committee of the final determination.

Documentation and records of any appeals shall be sent to the Vice Dean and will be maintained in the faculty member's file in the Dean's Office.

Policy Regarding Sequencing of Core Courses

Policy Regarding Sequencing of Core Courses

The Bylaws of Goizueta Business School require that each program committee make recommendations to the faculty concerning the curriculum of that program. Curricular changes recommended by the program committee are subject to a vote of the full faculty, and are implemented by the program offices and the Dean's office. Both the content and the sequencing of core courses in each program are subject to this process. Thus, program offices and/or individual faculty members may not make any change in core course sequencing without following the specified process.

Should there be compelling reasons to modify the sequencing of core courses, faculty members must immediately notify the appropriate program committee chair, who will present the issue to the program committee for consideration, then bring it to the full faculty for a vote. In all cases, student learning and the student experience will be given the highest priority in considering any change. Individual faculty schedules and preferences will not be considered valid reasons for changing the agreed-upon sequence of core courses. In the event of grave circumstances that require a shorter timeline, the program committee may request that their recommendations be
Policy on Independent or Directed Studies

Supervision of Independent or Directed Studies
All independent and directed studies must be supervised and supported by a member of the full time faculty, either a tenured, tenure-track, or NTT faculty member.

Approved by the Academic Council, September 14, 2012

Policy Regarding Cross-Listed BBA/MBA Courses

The MBA and BBA schedules are now on a universal calendar that aligns start and end dates for all students. However, for a variety of reasons, there are persistent discrepancies between the BBA calendar and the MBA calendar. This memo provides policy guidance for faculty members teaching cross-listed BBA/MBA courses.

The university's calendar is based on a proscribed number of contact hours, particularly at the undergraduate level where less structured learning takes place outside the classroom. Therefore, in all cases, faculty members should follow the BBA calendar for all courses with a cross-listed BBA number to insure that BBA students receive the appropriate number of contact hours. BBA-only classes should not be cancelled.

Class periods in the schedule during MBA semester breaks in the schedule should be clearly noted as BBA-only class periods in the syllabus. This time period should be set aside as a specific undergraduate learning experience, and MBA students cannot be held responsible for material covered at that time.

During BBA-only sessions, the accreditation requirements mandate that “structured learning” takes place. Thus, there are several different ways this BBA-only time can be utilized productively. Some examples might include:

- BBA-only classes to provide additional background material for BBA students
- Group activities with TA oversight
- Project work with faculty or TA oversight
- Outside speakers

BBA-only sessions should take place during the normal class time.

In case of problems or concerns about the BBA-only sessions, contact your area coordinator and/or the BBA Program Office.

Approved by the Academic Council 12-14-12

Timely Reporting of Grades

Policy on Timely Reporting of Grades for Classes That End Early
Faculty teaching courses that end before the term is over must report grades in a timely manner. This will allow the program offices to take appropriate action on matters related to academic standing before students proceed in the program. Because schedules vary between programs, the window available for faculty to submit grades will also vary. A sample schedule is outlined below as an example, however, the specific number of days available for grading is likely to change slightly each year with the changing calendar, and specific due dates for grades from affected courses will be provided prior to each term.
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Catalog
The registrar’s office will manually open the grade roll in OPUS on the last day of class for early-ending courses so that faculty will be able to enter grades.

<table>
<thead>
<tr>
<th>Courses that end before the regular term ends (as of Spring, 2014)</th>
<th>Concern</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Year MBA Core in Summer</td>
<td>Two blocks in summer core. Some classes end at the end of the first block.</td>
<td>There is likely to be less than a week between the first and second block. Typically, grades will be required at 11:59 pm on the Sunday prior to the start of the second block. The continuance list will be run on the first day of the second block.</td>
</tr>
<tr>
<td>First Year Full Time MBA Core</td>
<td>Three blocks in core. Some classes end after first or second block.</td>
<td>Typically, there is approximately two weeks between each block. Grades will be due on midnight of the day before the next block begins. The continuance list will be run on the first day of the new block.</td>
</tr>
<tr>
<td>WEMBA</td>
<td>Faculty currently have two weeks following their exam to submit grades; often these are not submitted on time.</td>
<td>The two week grading period can be continued, but needs to be carefully observed.</td>
</tr>
<tr>
<td>MEMBA</td>
<td>Overlapping class schedules</td>
<td>Faculty will continue to have two weeks to submit grades, but that needs to be carefully observed. Program office needs to be aware that drops can no longer be backdated per university policy. That means that students who must leave the program will continue to owe tuition for the courses in which they are enrolled unless the program office chooses to scholarship that cost.</td>
</tr>
<tr>
<td>ACE Modules</td>
<td></td>
<td>Faculty will have two weeks to submit grades. Since this is an elective, continuance will not be an issue until the end of the term.</td>
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<tr>
<td>Maymester</td>
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<td>Faculty will have two weeks to grade. Since this is an elective continuance will not be an issue until the end of the term.</td>
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</tbody>
</table>

Reviewed by the Academic Council, March 14, 2014

Policy on Changes to the Schedule

Policy on Changes to the Schedule
No changes can be made in the course schedule after it has been distributed to students (October 1st for Spring term; February 1st for Summer term; March 1st for Fall term) without prior approval of the Vice Dean for Programs and the respective BBA or MBA Program Office. Exceptions will be made for newly added electives or faculty changes within an area. In these cases, the Registrar will work with the faculty member and the Program Office to find a suitable time for the new offering(s).

Reviewed by the Academic Council 3-14-14
Classroom Recording and Dissemination of Course Materials

Classroom Recording and Dissemination of Course Materials

1. Recording
   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.

2. Dissemination
   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

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 Disability 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 ODS stating that recording will take place.
4. The Emory speaker release form is available at http://itunes.emory.edu/contribute/release.html

Student Grievance Policy
Goizueta Student Grievance Policies (4/28/10)

NOTE: Posted program-specific grievance policies take precedence over general Goizueta policies. This general policy will apply only to those programs without a posted grievance policy.

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 Program Director, 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 Vice Dean. 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:
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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.

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 Program Director 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 Program Director 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 Vice Dean. Upon receipt of the written grievance, the Vice 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 Vice Dean, providing supporting documentation. The Vice Dean will determine the legitimacy of the grievance and any further action to be taken. The Vice Dean will inform the student and the Grievance Committee of the final determination.

Documentation and records of any appeals shall be sent to the Vice Dean and will be maintained in the faculty member's file in the Dean's Office.

(Approved 4/28/10 by Program Committee; Updated 9-30-10 by Academic Council)

Diversity Statement

March 18, 2014: Resolution passed in the University Senate.

A Campus Compact/Student Government Association/Senate Diversity Committee Collaboration.

Diversity Statement for Classes at Emory University:

Emory University’s non-discrimination policy states, “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’s honor code policies confer on every individual who is a part of Emory University the responsibility for maintaining in the life of Emory a standard of unimpeachable honor in all academic work.

Thus, faculty are expected to treat all students with respect, according to Emory’s non-discrimination policy, and students are expected to follow the principles outlined in student honor and conduct codes with regard to the treatment of fellow students and faculty. Students and faculty are expected during classroom interactions and discussions to exhibit a cooperative respect for diverse viewpoints.

If students or faculty need resources, information, counsel, or mediation around the topic of discrimination, or if they would like to learn more about compliance training, they should contact the Office of Institutional Equity and Inclusion Director, Carol Flowers: caflowe@emory.edu; tel: 404-727-9867. To report concerns around the topic of diversity and bias, students should visit the following website: http://www.emory.edu/CAMPUS_LIFE/sis/bias_incident_protocol/form.html
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MBA Program Learning Outcomes

Learning Outcomes

1. Students should demonstrate sufficient knowledge in each of the specified core course areas, including decision analytics, economic analysis, leading organizations, strategy, managerial finance, financial accounting, marketing, processes and systems management, and professional communications.

2. Students should be able to integrate concepts, tools, and analytical techniques across all core subject areas to address business questions.

3. Students should be able to analyze complex business questions, when presented in ambiguous forms that mimic how questions arise in the practice of business.

4. Students should be able to identify, collect, and analyze needed data when studying various questions, so they may make data-driven business decisions.

5. Students should have an awareness and understanding of the challenges of globalization to current business practices.

6. Students should be able to apply all of their learning to real-world situations that they are likely to encounter in an internship or full-time position upon graduation.
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Honor Code:

Honor Code

GOIZUETA HONOR CODE

ARTICLE I. INTRODUCTION

Section 1.1 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.

Section 1.2 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.

Section 1.3 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.

Section 1.4 The Goizueta Conduct Code provides information about the behavioral expectations of members of the Goizueta Business School relating to non-academic conduct.

ARTICLE II. JURISDICTION

Section 2.1 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.

Section 2.2 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.

Section 2.3 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.

Section 2.4 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.

Section 2.5 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.

ARTICLE III. HONOR PLEDGE
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Section 3.1 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.

Section 3.2 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.

ARTICLE IV. RESPONSIBILITY TO REPORT ACADEMIC MISCONDUCT

Section 4.1 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.

ARTICLE V. DEFINITION OF ACADEMIC MISCONDUCT

Section 5.1 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.

Section 5.2 Academic misconduct includes, but is not limited to:

(a) Intentionally seeking, receiving, using, or giving unauthorized materials, assistance, information, study aids, or electronic devices in any examination, assignment, or academic exercise;
(b) Intentionally and without authorization falsifying or fabricating any information or citation in any examination, assignment, or academic exercise;
(c) 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;
(d) 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;
(e) Intentionally giving false information to or misleading other students, faculty, or university administrators in order to gain academic advantage;
(f) Intentionally violating the Electronic Device Policy described in Section 5.3 of this Article;
(g) Intentionally violating the Testing Policy described in Section 5.4 of this Article;
(h) Intentionally sabotaging the academic work of another student;
(i) Intentionally seeking to gain or provide an unfair advantage during course registration;
(j) 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;
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(k) Intentionally giving false testimony or evidence in any Honor Council matter or refusing to provide evidence when requested by the Honor Council;

(l) Intentionally helping or attempting to help another person to violate any provision of this Honor Code or obstructing an Honor Code investigation;

(m) Harassing, threatening, coercing, or bribing witnesses involved in any Honor Code matter; and

(n) Breaching any duties described by this Honor Code.

Section 5.3 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.

(b) 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.

Section 5.4 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.

(b) 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.

ARTICLE VI. THE HONOR COUNCIL

Section 6.1 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;

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

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

(d) To investigate suspected Honor Code violations;

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

(f) To recruit and train new Honor Council members.
Section 6.2 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.

Section 6.3 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

Section 6.4 Membership of the Faculty Honor Council.

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

(b) 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.

(c) 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.

Section 6.5 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;

(b) Provide written notification of the charges to the accused student and the faculty member in charge of the course;
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(c) Appoint a member of the Student Honor Council to serve as the advocate for the accused student;

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

(e) 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;

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

(g) 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.

Section 6.6 A quorum of the Honor Council shall consist of five (5) student members and two (2) faculty members.

Section 6.7 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.

Section 6.8 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;

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

(c) Execute all other duties listed in this Honor Code.

ARTICLE VII. PROCEDURES—INFORMAL RESOLUTION BY THE FACULTY MEMBER

Section 7.1 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.

Section 7.2 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.

Section 7.3 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.

Section 7.4 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.
Section 7.5 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.

Section 7.6 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.

ARTICLE VIII. PROCEDURES—FORMAL RESOLUTION BY AN HONOR BOARD HEARING

Section 8.1 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;

(b) Provide written notice to the accused student of the exact nature of the accusation, along with a copy of the Honor Code;

(c) Interview the accused student;

(d) Interview potential witnesses and review any evidence; and

(e) 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.

Section 8.2 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.

Section 8.3 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.

(b) 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.

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

(d) 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.
Section 8.4 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;

(b) 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.

Section 8.5 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.

Section 8.6 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.

Section 8.7 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;

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

(c) 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.

Section 8.8 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.

Section 8.9 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.

Section 8.10 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.

Section 8.11 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;

(b) 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.
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(c) 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.

(d) 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.

(e) 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.

(f) 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.

Section 8.12 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.

Section 8.13 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.

Section 8.14 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.

Section 8.15 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.

Section 8.16 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.

ARTICLE IX. PROCEDURES—FORMAL RESOLUTION BY AN ADMINISTRATIVE HEARING

Section 9.1 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.

Section 9.2 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.

Section 9.3 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.

Section 9.4 The Administrative Hearing Panel shall consist of:
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(a) The Chair of the Honor Council;
(b) The Faculty Chair of the Honor Council; and
(c) The Honor Code Administrator.

Section 9.5 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.

ARTICLE X. DETERMINATION OF HONOR CODE VIOLATION

Section 10.1 In reaching a resolution, all relevant facts and evidence shall be considered.

Section 10.2 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.

Section 10.3 "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.

ARTICLE XI. SANCTIONS

Section 11.1 In issuing a sanction, all relevant facts and evidence shall be considered.

Section 11.2 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.”

(b) 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:

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

   (ii) 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

   (iii) 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.

   (iv) 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.

   (v) 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.

Section 11.3 Other sanctions, in addition or in lieu of an “F” or “NC,” may include:

(a) An educational remediation or corrective program;
(b) A verbal reprimand;
(c) A written reprimand;
(d) Partial or no credit on the examination, assignment, or academic exercise;
(e) Other penalty to the student’s grade on the course;
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(f) Probation for a specific period;

(g) Suspension from the Goizueta Business School and/or Emory University for a specific period;

(h) Dismissal from the Goizueta Business School for a specific period, after which the student may go through the standard application procedure for readmission;

(i) Permanent expulsion from the Goizueta Business School and/or Emory University;

(j) Revocation of a Goizueta Business School and/or Emory University degree that has been previously awarded; and

(k) Such combination of sanctions or a sanction different from those listed in this Article that may be appropriate under the circumstances.

Section 11.4 The Honor Board shall recommend permanent expulsion of a student found responsible for a second Honor Code violation.

ARTICLE XII. APPEALS

Section 12.1 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.

Section 12.2 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 Administrator of his or her decision of the appeal. This decision is final.

ARTICLE XIII. CONFIDENTIALITY AND RECORDS

Section 13.1 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.

Section 13.2 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.

Section 13.3 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.
ARTICLE XIV. ANNUAL REPORT

Section 14.1 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.

ARTICLE XV. AMENDMENTS

Section 15.1 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.

Section 15.2 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.

ARTICLE XVI. MISCELLANEOUS

Section 16.1 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

Goizueta Business School
MBA 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 Code of Conduct is the University's policy regarding non-academic conduct offenses of graduate MBA 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 Emory University policy or 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 is defined as 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. Additionally, consent is defined in the University’s Sexual Misconduct Policy 8.2 (http://policies.emory.edu/8.2).

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 is defined in the University’s Sexual Misconduct Policy, Policy 8.2 (http://policies.emory.edu/8.2).

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 is reasonably anticipated to 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 terms University and institution mean Emory University.

13. The term University premises means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the University.

14. The term University-sponsored activity means any activity, on or off campus that is initiated, aided, authorized, or supervised by the University.

15. 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.

16. 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 external law enforcement 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 independent of whether criminal, civil, or other University proceedings regarding the same conduct are pursued. It is not a defense to a University disciplinary proceeding outlined in this Code 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 MBA 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 of the University’s Sexual Misconduct Policy, Policy 8.2 (http://policies.emory.edu/8.2). Policy 8.2 applies to each of Emory’s schools, including to the students of the Goizueta Business School. Policy 8.2 sets forth a centralized reporting, investigation and grievance/conduct process for allegations of sexual misconduct pursuant to Title IX of the Education Amendments of 1972 (Title IX). Policy 8.2, which is administered through the office of Emory’s Title IX Coordinator for Students, shall apply in the principal instance to address sexual misconduct allegation(s) in matters where the accused individual is a student.

Although each student is also bound by the provisions of Goizueta Business School’s conduct code, any investigation and adjudication pursued under Policy 8.2 shall take precedence over the school’s separate conduct code or honor code provisions. If there are multiple violations implicated by a reported incident (e.g., a violation of Policy 8.2 in addition to a violation of an individual school policy), the student/respondent may either be subject to multiple conduct proceedings, depending on the particular facts involved, or, upon the student’s request or request by the Title IX Coordinator for students, consent to a single proceeding under Policy 8.2, wherein all charges are adjudicated in one forum. At all times, however, Goizueta Business School shall retain jurisdiction over any alleged
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violations of the school’s conduct and honor codes, even if a conduct process is initially pursued against the responding student under Policy 8.2. Moreover, if a student is ultimately found not to have violated Policy 8.2, the student may still be subject to separate disciplinary proceedings under Goizueta Business School’s conduct code. To the extent that there may be any conflicts between the Goizueta Business School’s conduct code or policies and Policy 8.2, the provisions of 8.2 shall govern allegations of sexual misconduct.

f. Violations of the University’s Equal Opportunity and Discriminatory Harassment Policy (http://policies.emory.edu/1.3). Alleged violations of Policy 1.3 are handled pursuant to the provisions of that policy.

g. Initiating or causing any false report, warning, or threat of fire, explosion or other emergency.

h. 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.

i. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.

j. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution.

k. 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.

l. Unauthorized possession of an open container of an alcoholic beverage.

m. 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.

n. 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.

o. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.

p. Unauthorized use, possession, or storage of any weapon.

q. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.

r. Unauthorized presence on or use of University premises, facilities, or property (including but not limited to, appearing on University property in violation of a request or order not to
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appear, camping, building a fire, or use of an unauthorized heating, cooking, or electrical
device).

s. Intentionally or recklessly misusing or damaging fire or other safety equipment.

u. 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).

v. Substantially interfering with the freedom of expression of others.

w. 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.

x. 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.

y. 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.

z. Violation of any government laws or ordinances, or of any University or individual school
rules, regulations, or policies.

aa. Falsification, distortion, or misinterpretation of information before a hearing body.

bb. Disruption or interference with the orderly conduct of disciplinary hearing proceedings.

cc. Knowingly instituting disciplinary proceedings without cause or in bad faith.

dd. Attempting to discourage an individual's proper participation in, or use of, the disciplinary
system.

ee. Attempting to influence the impartiality of a member of a disciplinary body prior to or
during the course of the disciplinary proceeding.

ff. Harassment (verbal or physical) or intimidation of a member of a disciplinary body, a
witness, or any other participant in a conduct proceeding, prior to, during or after a
disciplinary proceeding.

gg. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this
policy.

hh. Influencing or attempting to influence another person to commit an abuse of the
disciplinary system.

ff. Violating confidentiality provisions with respect to Honor or Conduct Code cases.
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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
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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 during a hearing by one advisor of his/her choice.

To protect the educational and non-adversarial nature of the conduct process, guidelines for participation of advisors will be strictly enforced. In general, participation of advisors is only allowed on behalf of accused students or complainants during formal hearing proceedings. Requests to have advisors present during other elements of the conduct process may be granted at the discretion of the Director of Student Conduct. At all times, advisors must follow the guidelines for their participation.

The term advisor is defined as a current member of the Emory University community: faculty, staff, or student, who provides assistance to an accused student or complainant at that student's request during a formal hearing. The role of the advisor is to support the student. An advisor may not play an active role such as giving statements or questioning witnesses. An advisor may not speak for or on behalf of the student. A student may consult with his/her advisor during breaks in the hearing, or an advisor may make whispered or written comments to the student during the hearing, provided such comments do not interfere with the hearing process.

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.

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

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization. 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 ResidenceLife 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. Organizational suspension or dissolution (for organizations).

j. Other: Other sanctions as deemed appropriate by a hearing body, including but not limited to, no contact orders, orders prohibiting appearing on campus, mandated community service, or other sanctions tailored to the conduct or violation in issue

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. Upon imposition of sanction (f), the University Housing and Registrar's office will be notified; sanction (g), the Registrar's office will be notified; and for sanction (h), the Registrar's office, University Housing, and University Parking will be notified.

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.
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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.

4. Consider new information not known at the time of the hearing.

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. Names of the individuals involved will not be disclosed in these publications absent appropriate consent.

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.

https://community.bus.emory.edu/program/FullTimeMBA/policies/Documents/MBA%20Conduct%20Code.pdf
Proper Use of GBL and Emory Libraries Licensed Databases

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

Examples of appropriate and inappropriate use of Emory Libraries databases

Statement of Intent for the Proper Use of Licensed Electronic Resources

MBA & BBA Use of Emory Libraries Licensed Electronic Resources Form

MSBA Use of Emory Libraries Licensed Electronic Resources Form

PhD Use of Emory Libraries Licensed Electronic Resources Form

Using Licensed GBL and Emory Libraries' Databases for Courses, Career and Personal Enrichment

GBL and Emory Libraries’ license electronic resources (e.g. databases, ejournals, ebooks, etc.) for academic use only by current Emory University faculty, students and staff. This means you can use them for your coursework, career exploration and personal enrichment.

You are strictly forbidden from using databases for employers or internships, or providing direct access to anyone at these or other organizations. Breach of this may result in vendors’ canceling access, and students/individuals possibly facing disciplinary action for non-compliance with Emory’s Honor Code.

What can you use Emory's licensed databases for?

- Experiential course-related client projects (e.g. Goizueta IMPACT360)
- GBS course assignments
- Faculty-supervised directed studies
- Career exploration and interview preparation
- Case competitions
- Personal enrichment

Conditions for Proper Use of Databases
Catalog
You are allowed to excerpt or summarize small portions of reports, articles, data and other documents for inclusion in presentation decks, papers, and all other project and course deliverables.

You can never distribute to any project-related clients or anyone outside of GBS any reports, articles, spreadsheets, data, etc. from Emory’s licensed resources.

You must always accurately cite all content used. For guidelines for correctly citing sources in your decks or bibliographies, see the GBL Citation Guide for papers and the GBL Citation Guide for PowerPoint presentations.

Databases Are Not Licensed for Internship or Employers
You are strictly forbidden from using databases for employers or internships or providing direct access to anyone at these or other organizations.

The business librarians are available to recommend alternatives to GBL’s databases, as well as search strategies/guidance for your organization’s subscription resources.

Learn more about GBL support for your internships and work research projects.

Emory Honor Code Policies
According to Emory's Copyright Infringement Policy, students, faculty and employees are required and expected to adhere to US copyright law, which restricts reproduction, distribution, and other uses of copyrighted materials.

- According to Emory's Honor Code you must always attribute accurately and completely all data and excerpts or direct references you include in course research, articles, etc.

- 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 to Emory communities.

- 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.

You must abide by Emory University's Library Licensed Electronic Resources Conditions of Use Policy.

Questions about any of these Policies?
Reach out to any of the Goizueta business librarians.
Financial Aid Student Complaint Policy

"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 www.mycompliancereport.com/EmoryTrustLineOnline. 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."

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 student
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/records-transcripts/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
Welcome to the Goizueta Technology Services site! This is a one stop shop for technology related questions and requests for our community. Resources that are part of this site include quick links to online services, knowledge articles, and updated announcements. If you have any suggestions for this site, please click the "request assistance" link below!

[NOTE] Two factor authentication has recently been implemented for accessing O365 web apps (including email.emory.edu), VPN, and PeopleSoft. Please see the announcement on the righthand side for more information.

Click here for more about us and what we do.

Click here to view the status of campus-wide systems.
Grading Policy

GRADING SYSTEM AND ACADEMIC STANDING

Effective for students entering the M.B.A. program May 1994, or later, the following five tiered grading system is used:

- Distinction (DS)
- High Performance (HP)
- Performance Standard (PS)
- Low Performance (LP)
- No Credit (NC)

M.B.A. students do not receive a numeric or letter grade, quality point average, or class ranking. The grade of "Distinction" represents only exceptional work and the grade of "High Performance" represents work of commendable nature. Therefore, it is suggested that grades of "Distinction" be limited to 15% of enrollment in Core courses, 18-20% in elective courses, and that grades of "High Performance" and "Distinction" in combination not exceed 50% of total enrollment in Core courses, 50-60% in elective courses. Additionally, the faculty suggests that a range of 5% to 10% is an appropriate average distribution for the grade of "Low Performance" in Core courses. In elective courses, the appropriate average distribution for the LP grade would be no more than 5%, recognizing that many times the appropriate distribution for a course would be 0%.

There is no established basis for translating descriptive grade terms to conventional letter grades or grade point averages, and an attempt to make such a translation from the accompanying transcript would be inappropriate and may be misleading. However we recognize that in certain cases, outside parties may need to do so for comparison purposes. Comparable graduate programs employing the letter grade system typically consider a grade of B to be passing work. Our (PS) grade represents the expected performance standard and would therefore clearly indicate that a student is achieving at this level. Descriptive definitions of the grades are outlined below.

**Distinction (DS)**

An honors grade recognizing work of exceptional quality as evidenced by total mastery of all concepts and techniques. The student stands clearly above the class and is able to integrate and apply concepts and techniques and consistently demonstrate initiative and creativity response to assigned work.

**High Performance (HP)**

Work of a very good quality as evidenced by a solid mastery of all course concepts and techniques. The student shows consistent initiative in responding to assigned work and meets or exceeds all of the instructor’s performance expectations.

**Performance Standard (PS)**

Work of good quality as evidenced by a solid mastery of most course concepts and techniques. The student shows initiative in responding to assigned work and meets all of the performance expectations.
Low Performance (LP)
Work of below standard or marginally acceptable quality. The student’s mastery of the subject material is uneven and there may be some difficulty in understanding and appropriately applying concepts and techniques. However, overall performance meets the instructors minimum performance expectations.

No Credit (NC)
Work of unacceptable quality. The student demonstrates little understanding and great difficulty in applying concepts and techniques. The student fails to meet the instructor’s minimum performance expectations.

Satisfactory/Unsatisfactory (S/U)
Lead Week modules are graded on a Satisfactory/Unsatisfactory basis. A grade of Unsatisfactory (U) is considered the same as a grade of No Credit (NC) and will be counted as a No Credit grade in the continuation standards. No other courses may be taken on a S/U basis.

Auditing
Students currently enrolled in the MBA program may audit classes with permission of the instructor. Any class that had a waitlist at the end of drop/add may not be audited. Classes audited, whether MBA or College classes, do not satisfy any degree requirements. Students have two weeks from the first day of the semester to change a class to or from an audit status. To switch to audit status, bring permission of instructor to the Goizueta Registrar's office or the MBA Program Office. Students must pay for all courses that are audited at the same rate as for courses in which they earn credit. Any officially audited course is counted in determining full/part time status. A mark of AU is recorded on the student's transcript.

Incomplete (I)
The notation I (incomplete) is recorded when a student has been granted permission by an instructor to defer the final exam or another part of the course work. Such permission is granted only for illness or other emergency and must be secured from the instructor in writing, with a copy provided to the Business School registrar. If the I is not resolved by the end of the following semester (or within twelve months if the student is no longer enrolled), a grade of NC will replace the I.

Partial (Course) Withdrawal (W, WF, WU)
The notation W (withdraw) is recorded when a student withdraws from a class prior to the midpoint of the course. Withdrawal from a course must be requested on a partial withdrawal form signed by the program office advisor and submitted to the Business School registrar. After the midpoint of the course, any partial withdrawal will result in a grade of WF (withdraw failing) or WU (withdraw unsatisfactory) which is the equivalent of a failing grade and will show on the transcript.

Complete (all courses) Withdrawal
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 who wish to withdraw from one or more courses are 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.
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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 official refund schedules that are available from the registrar's office.

CONTINUATION STANDARDS
To continue in each program, a student must meet the following criteria:

TWO-YEAR PROGRAM

At End of First Semester
Not more than three grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).

Cumulative at End of Second Semester
Not more than four grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

Cumulative at End of Third Semester
Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

Cumulative at End of Fourth Semester
Not more than five grades of Low Performance (LP) or lower, not to include more than two grades of No Credit (NC).

ONE-YEAR ACCELERATED PROGRAM

At End of First Semester
Not more than three grades of Low Performance (LP). No Credit (NC) grades are not allowed.

Cumulative at End of Second Semester
Not more than four grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).

Cumulative at End of Third Semester
Not more than five grades of Low Performance (LP) or lower, not to include more than one grade of No Credit (NC).
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Global Requirement:

Global Requirement

Two Year MBA students: Complete TWO of the following by graduation.
One Year MBA students: Complete ONE of the following by graduation.

FIN 503: Global Macroeconomic Perspectives
FIN 529: Project Finance
ISOM 553: Supply Chain Management
FIN 619: Information and Global Capital Markets
FIN 627: International Finance
OAM 635: Multinational Firms & Strategy
MKT 641: Global Marketing Seminar
FIN 687: Global Derivatives Markets

International Mid-Semester Module
Second International Mid-Semester Module
Two Foreign Language Courses in the same language at Emory College
One Study Abroad Residency (Short Course 3 credits)
Second Study Abroad Residency (Short Course 3 credits)
One Semester Study Abroad Residency (Counts for TWO global requirements)
Approved International Class at another Emory program

Check current schedule for availability.

Concentrations

FULL CONCENTRATION LISTS BY AREA

- MBA students are not required to select or declare a concentration. That being said, it is possible to satisfy multiple concentrations based on the elective courses taken within the program.

- All areas require at least 3 designated courses (see the concentration lists above) to satisfy a concentration with the exception of Finance which requires at least 4.
Catalog

- Concentrations are not recorded on your transcript or monitored in the same way that undergraduate majors or area depths are tracked. They exist only to provide students with guidance for choosing the electives that are most relevant and beneficial to their chosen career path.
Course Schedules

Schedules are posted to OPUS approximately 3 weeks prior to registration. Once OPUS is open for the semester, it will contain dynamic information about classes, meeting times and enrollment numbers.

During Drop/Add/Swap, always check [www.opus.emory.edu](http://www.opus.emory.edu) for current enrollments.

Courses scheduled to be offered in 2020-21

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<tr>
<th>Course Code</th>
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<tr>
<td>ACT 512</td>
<td>Financial Reporting &amp; Analysis</td>
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<tr>
<td>ACT 513</td>
<td>Managerial Accounting</td>
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<td>ACT 514</td>
<td>Financial Statement Analysis</td>
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<td>ACT 516</td>
<td>Non-profit Accounting</td>
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<td>ACT 612</td>
<td>Advanced Financial Accounting</td>
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<td>ACT 613</td>
<td>Advanced Managerial Accounting</td>
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<td>ACT 615</td>
<td>Federal Income Taxation</td>
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<td>ACT 616</td>
<td>Corporate and Partnership Taxation</td>
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<td>ACT 618</td>
<td>Auditing</td>
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<td>ACT 619</td>
<td>Info &amp; Global Capital Markets</td>
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<tr>
<td>ACT 597R</td>
<td>Special topics: Cost Concepts in Healthcare</td>
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<tr>
<td>ACT 612A/312A</td>
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<td>BUS 536</td>
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<td>BUS 692</td>
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<td>BUS 695</td>
<td>Practicum</td>
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<td>BUS 536</td>
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<td>BUS 571Y</td>
<td>International Module</td>
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<td>BUS 591A</td>
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<td>BUS 591Y</td>
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<td>BUS 599R</td>
<td>Special Topics: Design Thinking</td>
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<td>BUS 671R</td>
<td>Mid-Semester Module</td>
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<td>Intro. To Business Data Analytics</td>
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<td>ISOM 551</td>
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<td>Marketing Management</td>
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<td>MKT 542</td>
<td>Data-driven MKT Intelligence</td>
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<td>MKT 544</td>
<td>IMPACT360: Analytics</td>
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<td>MKT 547</td>
<td>Product &amp; Brand Management</td>
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<td>MKT 548/348</td>
<td>Sales &amp; Business Development</td>
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<td>MKT 549</td>
<td>IMPACT360: Marketing Strategy</td>
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<td>ConsultancyPracticum</td>
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<td>Special Topics: Marketing Technology</td>
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<td>MKT 641</td>
<td>Seminar on Global Marketing</td>
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<td>Pricing Strategy and Analytics</td>
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<td>MKT 647/447</td>
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<td>Mktg Channel Strategy &amp; B2B</td>
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<td>Leading Organizat. &amp; Strategy</td>
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<td>Social Entrep/Impact Invest</td>
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<td>OAM 630</td>
<td>Competitive Advantage</td>
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<td>OAM 632</td>
<td>Negotiations</td>
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<td>OAM 636</td>
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<td>OAM 663</td>
<td>Principled Leadership</td>
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<td>OAM 672</td>
<td>Corporate Strategy</td>
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<td>OAM 507</td>
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<td>Leading Organizations&amp;Strategy</td>
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<td>Nonprofit Management</td>
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<td>OAM 538/335</td>
<td>Strategies for Ent/Media</td>
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<td>OAM 562Y</td>
<td>Leading with Emotional Intelligence</td>
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<td>OAM 585/385</td>
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<td>OAM 599R</td>
<td>Advanced Leadership</td>
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<td>OAM Advanced OB/Leadership elective</td>
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Goizueta Business School  
Full-time MBA Program  
One-Year and Two-Year formats

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<tr>
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<td>OAM</td>
<td>632</td>
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<td>OAM</td>
<td>633</td>
<td>Leading &amp; Managing Change</td>
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<td>OAM</td>
<td>635</td>
<td>Multinational Firms &amp; Strategy</td>
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<td>OAM</td>
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<td>Entrepreneurship</td>
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<td>OAM</td>
<td>637</td>
<td>Managing Innovation</td>
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<td>OAM</td>
<td>660</td>
<td>Strategic Networks</td>
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<tr>
<td>OAM</td>
<td>661/471</td>
<td>Applied Entrepreneurship</td>
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</table>
**Goizueta Business School**
**Full-time MBA Program**
**One-Year and Two-Year formats**

Catalog

**Academic Dates:**

**Academic Calendars**

**FULL-TIME MBA ACADEMIC CALENDAR**

*MBA Class of 2022: For Fall semester, use Sections A, B, and C calendars under the 'CALENDAR' tab above. You must be signed in (upper right corner) to see these calendars.*

### MBA Class of 2021

**Fall 2020**
- Tuesday, August 18, 2020: Keystone
- Wednesday, August 19, 2019: Fall Term Electives Begin
- Tuesday, August 26, 2020: Add/Drop/Swap Ends
- Tuesday, November 24, 2020: Last Day of Regular Classes
- Thursday - Friday, November 26 – 27: Thanksgiving Break
- Tuesday - Thursday, December 1 – 19: Fall Term Exams (All Online)

### MBA Classes of 2021 & 2022

**Spring 2021 (Subject to change)**
- Monday - Friday, January 4 – 8: Washington Campus
- Saturday - Sunday, January 16 – 17: IMPACT360 Project Immersion
- Monday, January 11, 2021: Spring Term Classes Begin
- Monday, January 18, 2021: MLK Holiday (no classes)
- Monday, January 18, 2021: Add/Drop/Swap Ends
- Monday - Friday, March 8 – 12: Spring Break
- Monday, April 26, 2020: MBA Elective Classes End
- Tuesday - Wednesday, April 27 – May 7: MBA Exams
- Thursday, May 6, 2021: IMPACT Showcase Day
- Friday, May 7, 2021: Graduation Awards and Diploma Ceremony
- Monday, May 10, 2021: Emory Graduation Exercises
Washington Campus

Washington Campus
The Washington Campus week-long MBA residencies bring students face-to-face with Washington policymakers who teach participants how the government really works, how it affects specific companies and industries, and how policy can be ethically and effectively shaped to create win-win solutions for business, government, and society.

Registration on OPUS for Washington Campus January and March sessions are done with Spring registration in October/November. Summer session registration is in March/April for Summer (May sessions). Fall registration for August session can be added on OPUS through drop/add/swap until the first week of July.

After registering on OPUS, you must also register on the Washington Campus website. The Washington Campus registration deadline is generally 4 weeks prior to the start of the session. Spaces as a part of regular registration are limited. The course is 3 credits and graded on our regular grading scale.

MBA Program Offerings for Goizueta Students

MBA 1
Date: January 7 - 11, 2019

MBA 3
Date: March 4 - 8, 2019

MBA 4
Date: March 11 - 15, 2019

Health Care Policy MBA
Date: May 13 - 17, 2019

MBA 5
Date: May 13 - 17, 2019

Health Care Policy MBA
Date: August 12 - 16, 2019

MBA 6
Date: August 12 - 16, 2019

MBA 7
Date: August 19 - 23, 2019

Students must pay the Washington Campus fees of $1850. The budget is set at $3900 for travel, fees, hotel and meals.

Course Description

Our week-long, Washington, D.C., residencies for MBA students are designed to enrich your understanding of the public policy process, with a focus on those policy issues that are most likely to impact business outcomes as well as the strategies that busy corporate executives can utilize to ethically and effectively share information and influence public policy outcomes. Our curriculum is developed with guidance and oversight of the faculty and administrators of the Washington Campus Consortium, a group of 16 top graduate business schools whose representatives serve on our Board of Directors to ensure that our programs are of the highest academic quality and worthy of the graduate credit students receive for completing the course.

Although overseen by the Consortium school representatives, our open-enrollment programs are available to any student who attends an accredited graduate business school, regardless of whether or not the institution is a member of the Consortium.
Goizueta Business School  
Full-time MBA Program  
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Catalog
Each week-long residency program is led by a faculty director, and includes meetings with and presentations by a long list of notable Washington insiders, including current or former Members of Congress, congressional staff, Administration officials, agency representatives, advocacy organizations, trade association representatives, lobbyists, economists, business leaders and members of the media. The residency program also includes site visits to relevant Federal buildings and agencies, such as Capitol Hill, the Federal Reserve, the Department of Treasury, or the National Press Club. When Congress is in session, the program also includes participation in one or more Congressional hearings so that students have the opportunity to see their government in action. The program provides numerous learning and networking opportunities while giving students a chance to see what it is like to live and work in our bustling Nation's Capital!

In order to fulfill the contact hour requirements set forth by the Consortium schools, students can expect to be actively involved in the program from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and from 8:00 a.m. to 4:30 p.m. on Friday. The dress code is Business Attire for each day.

There will be little time for tourist activities, so if this is your first trip to Washington, you may want to add a weekend to your visit in order to have time to tour the monuments, visit local museums, or attend an athletic event at the Verizon Center or National's Stadium.

Our course includes a rigorous assessment of student learning as demonstrated through a written exam that takes place during the week in Washington, as well as a group project that is due within two weeks of the formal residency program. This assessment is designed to test the student's knowledge of major concepts learned during the residency period, as well as his or her ability to apply this new knowledge to a relevant business advocacy or strategy concern. Students are required to complete approximately 8 hours' worth of required readings prior to coming to Washington, and questions from these readings are included on the exam.

Add-Drop-Swap

Schedule Change Instructions
See below for information on specific Drop/Add/Swap instructions, checking for open classes, and waitlists. For any other questions, send us an email or stop by the MBA Program Office.

Link to OPUS: www.opus.emory.edu

To add/drop/swap a class
1) Log onto OPUS. Click on "Academics". Select "Enrollment and add/Drop/Swap". Click on the correct term.
2) At the bottom of your current schedule, there is an option to "Add Classes," "Drop / Update Classes," or "Swap Classes."

"Add Classes:" If you want to add a class to your schedule, enter the 4 digit class number (or look it up by clicking on the icon). Hit Tab and the BUS XXX number should show up. To finish the process, click on the "Submit" button on the right hand side of the screen. The Status column should change from "Pending" to "Success."

"Drop Classes:" Your schedule will appear with a box beside each class. Select the one beside the class you wish to drop and use the pull-down menu to select "Drop." Click on the "Submit" button.

"Swap Classes:" If you are going to drop and add simultaneously or switch sections of the same class - select "Swap classes." Your current schedule will appear on the left-hand side. Go to the class you wish to swap and enter the 4 digit class code you want to add to your schedule (You can look up the code by clicking on the icon). Click on the "Submit" button. The Swap Status will change from "Pending" to "Success."

Check for Open Classes
You can check on OPUS to help you plan your class changes. The number of available spaces changes constantly, so OPUS is always going to be the most accurate source for the number of spaces available in classes.
Goizueta Business School
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Catalog

1) Log onto OPUS, select "View Schedule of Classes".
2) Choose the term either by clicking on the and making a selection. Select "Basic" (use "Advanced" if you want to search on class time or professor).
Scenario #1: Checking for all open classes:
Subject: "BUS" Course Career: "Graduate Business"
Click on Search
Scenario #2: Checking for a specific class:
Subject: ACT, FIN, ISOM, MKT, or OAM
Catalog number: 503, 632, etc. Use "contains" in the search.
Open Classes: turn off the check mark to see all sections of a class (open and closed).
Click on Search.
Important Caveat: All FT MBA classes have a section number that begins with 32XX. If the section number begins with any other numbers or those with a course number in the 700s, they are not open to full-time MBA students.

Classes outside the Business School
You can also search for classes outside the Business School. Follow the instructions above - but for subject put the area (ex. Spanish SPAN, Chinese CHN, etc). Then go to Course Career and select "Undergrad - Emory College."
Click on search.

Waitlist Information
If you are on a waitlist, you will be notified by the Registrar's Office when a space opens up for you. You will have a limited period of time (usually two days) to decide if you want the class. (If you will be traveling over break, be sure to use your autoreply when you won't have email access.) If you now want a class that is currently closed, you must wait for someone to drop it. Waitlists are only created for students who requested a class during the waitlist registration period.

Waitlists

Add/Drop/Swap and Waitlists

Add/Drop/Swap

Through Add/Drop/Swap on OPUS, students may make changes to their schedules. Any class that has available seats is open for Add/Drop/Swap. The registration schedule change period ends one week from the start of classes for the semester.

Directions for Add/Drop/Swap on OPUS. https://community.bus.emory.edu/dept/registrar/Registrar%20PDF%20documents/DROP_ADD_SWAP%20DIRECTIONS.pdf

Waitlists

- Waitlists are created for courses that fill up during the direct enrollment period. Students may sign up for waitlists using an online form that will be made available 1 to 3 days after direct enrollment closes.
- The list of courses that will be available for waitlist will be announced after the direct enrollment period.
- The waitlist is time sensitive. You will be placed on the waitlist in order by time stamp based on when you submit the form.
- The waitlist will remain open for one week. No one will be added to the waitlist before it opens or after it closes. The waitlist will not open again once it is closed, so it is very important for you to carefully consider your options.
- If/when all students from a waitlist have been accommodated for a class, then any additional seats that open will be made available in OPUS during drop/add.
Goizueta Business School
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Catalog

- If you decide later that you are interested in a class for which you are not registered and did not sign up on the waitlist, you will need to watch OPUS to see if any space opens up during the drop/add period.

- You will need to enter the following information to complete the waitlist form:
  - Name
  - Student ID number
  - Emory email address
  - Course selection: You can choose up to three classes by providing 3 separate responses:
    - **Step 1:** Fill in the fields for name, ID, and email address
    - **Step 2:** Select a class from the first list for which you would like to be added to the waitlist and click the button at the bottom of the screen.
    - **Step 3:** Select a second course and/or click the button at the bottom of the screen.
    - **Step 4:** Select a third course and/or click the button at the bottom of the screen.

- If a space becomes available for you, the registrar's office will enroll you in the class and send you a notification that you have been added. You will be added to the class even if you have a schedule conflict with another course. It will be your responsibility to resolve any conflict and/or make any schedule adjustments necessary before the drop/add period closes. If you do not resolve conflicts prior to the drop/add deadline, then the registrar's office will be forced to resolve them for you without knowing your preference.

- Please keep in mind that movement from the waitlist does not happen automatically. Class enrollment is reviewed weekly by the registrar's office, and changes could be processed through the first week of class.

Class Registration outside Goizueta

**Class Registration outside Goizueta**

Registration for classes in other schools at Emory is permitted. There is not any additional tuition for classes outside the Business School. Depending on the level of the class and the subject matter, classes taken for a letter grade may count toward your MBA degree.

Keep in mind that schools may begin on different days/weeks, have different meeting patterns and exam weeks. The dates and times of class meetings are listed in OPUS.

Students in that degree program have priority, so you will have to wait until the students in that school have finished registering. For undergraduate classes we are required to hold your registration request until after Emory College students finish registration or the drop/add period starts. During the fall semester, you may not register for an undergraduate class the week before classes begin due to freshman registration.

If you take a **graduate class**, you must have the instructor's permission. The credits will count toward your MBA degree if you receive a letter grade for the course. Please note that while our electives are 3 credits, credits may vary at other schools. You are limited to 6 credits non-BUS classes, unless you receive permission from the MBA Program Office.

If you take an **undergraduate class**, other than a language class, it will not count toward your MBA degree. You may take it for a grade, or audit or pass/fail with the professor's permission. For details about **undergraduate language classes** - click here.
Goizueta Business School
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To request registration in another program at Emory, please complete this survey with the OPUS details of the class you would like to take.

If the class is currently full, you should monitor it on OPUS for open spaces and notify the Goizueta Registrar or MBA Program Office when it is open.

**ARCHE**: For classes at other Georgia area universities (ARCHE Program), [click here](#). Cross registration is available for fall and spring terms. You must submit your complete immunization records with your application.

Listed below are some websites for other Emory academic areas:

For details about [undergraduate language classes](#).

For details about [Emory college classes](http://atlas.college.emory.edu/)

You can also look in Enroll - class search in OPUS for the most up-to-date information

Emory College - undergraduate
[http://college.emory.edu/home/academic/program/index.html](http://college.emory.edu/home/academic/program/index.html)

Laney Graduate School of Arts and Sciences
[http://www.graduateschool.emory.edu/academics/course_atlas.html](http://www.graduateschool.emory.edu/academics/course_atlas.html)

Rollins School of Public Health
[http://www.sph.emory.edu/cms/current_students/index.html](http://www.sph.emory.edu/cms/current_students/index.html)

Law School
[http://www.law.emory.edu/academics/academic-catalog/course-descriptions.html](http://www.law.emory.edu/academics/academic-catalog/course-descriptions.html)
[http://www.law.emory.edu/academics/registrar.html](http://www.law.emory.edu/academics/registrar.html)

Theology School
[http://www.candler.emory.edu/academics/registrar/catalog.cfm#Catalog](http://www.candler.emory.edu/academics/registrar/catalog.cfm#Catalog)
Directed Study

Requirements for Enrollment in BUS 697

Directed Study

Course Description: Directed Study – Research in fields of special interest or supervised study covering areas not specifically included in the curriculum may be undertaken under the direction of a faculty member and with the consent of the Director of MBA Program.

Requirements:

1. A student must have an average grade of “PS” in all courses taken in order to enroll in BUS 697.
2. During the MBA program a student may complete only ONE directed study course for up to 3 credits.
3. A student cannot receive financial compensation for work completed as part of BUS 697.

Procedures:

1. A student planning to enroll in Bus. 697 must seek the sponsorship of an approved faculty member by submitting to him or her a written proposal describing the intent, purpose and parameters of a proposed project. The proposal should be as in depth as possible so that the faculty member can make a reasonable and justifiable determination of the project’s viability and feasibility.

   a. The content of a 697 project must not duplicate course content existing in the curriculum.

   b. 697 credit will not be given for internships. However, it is possible to use a summer job experience as background research for a directed study project.

   c. 697 must have some academic value other than relating an historical, albeit business-related, anecdote.

2. The sponsoring faculty member indicates approval of the project by signing the agreement form. In sponsoring a directed study, the faculty member assumes responsibility for advising the student on the project and for awarding a grade upon the completion of the project. The development of the topic and the research are the student’s responsibility.
Final approval for enrollment in BUS 697 is granted by the Director of the MBA Program. The student should submit the written proposal only after having obtained the signature of the sponsoring faculty member.

BUS 697 proposals bearing the signatures of a faculty member and the Director of MBA Program will be given to the Business School Registrar. The proposal then becomes a part of the student’s file.

A student wishing to pre-register for BUS 697 must submit the written proposal with the required signatures to the Business School Registrar no later than the day before pre-registration. Otherwise, proposals must be completed and returned by the final day of the drop/add period for that term.

Transcripts

Transcripts are ordered through OPUS. Only students and alumni are allowed to request transcripts from Emory University.

If you are requesting transcripts in advance of the end of the semester, you may need to select to hold the transcript until the semester’s grades are posted.

All transcripts are mailed through regular US Postal mail unless you select the express mail option. This is strongly suggested for all international addresses.

For students enrolling after August 1, 2013, there will be a $70 transcript fee that is assessed in OPUS the first semester of the program.

http://www.registrar.emory.edu/Students/Transcripts/index.html
Graduation Requirements

MBA21

Two-Year MBA Program - Class of 2021

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<thead>
<tr>
<th>Fall First Year Core Classes</th>
<th>Credits</th>
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<td>BUS 500 - IMPACT</td>
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<tr>
<td>FIN 501 - Economics</td>
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<tr>
<td>ACT 512 - Financial Reporting &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FIN 520 - Managerial Finance</td>
<td>3</td>
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<tr>
<td>OAM 530 - Leading Organizations and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MKT 540 - Marketing Management</td>
<td>3</td>
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<tr>
<td>ISOM 550 - Data &amp; Decision Analytics</td>
<td>3</td>
</tr>
<tr>
<td>ISOM 551 - Process and Systems Management</td>
<td>2</td>
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<tr>
<td>OAM 520 - Coaching &amp; Team Performance</td>
<td>1</td>
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<tr>
<td>BUS 591 - Cornerstone</td>
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<td>OAM 561 - Leading with Emotional Intelligence</td>
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<tr>
<td>BUS 571R - Mid-Semester Module - International or Domestic</td>
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<td>Elective #1 (IMPACT360)</td>
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<td>Elective #2</td>
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<td>Elective #4</td>
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<td>BUS 591 - Cornerstone</td>
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<td>Elective #11</td>
<td>3</td>
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</table>
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

| Elective #12 | 3 |
| Elective #13 | 3 |
| Elective #14 | 3 |
| BUS 671R - 2nd module - GEM or Domestic | 1 |

Minimum Credit Hours for Graduation: 70

✓ IMPACT Elective Requirement - Complete ONE in Spring of First Year
- FIN 507 - IMPACT360: Healthcare
- FIN 522 - IMPACT360: Strategic Valuation
- FIN 587 - IMPACT360: Real Estate
- ISOM 572 - IMPACT360: Operations
- MKT 544 - IMPACT360: Analytics
- MKT 549 - IMPACT360: Marketing Strategy
- MKT 599R - IMPACT360: Special Topics - Monetization Strategy
- OAM 535 - IMPACT360: Catalyzing Social Impact
- OAM 539 - IMPACT360: Strategy Management

✓ Global Requirement - Complete TWO of the Following by Graduation
- ACT 619: Information and Global Capital Markets
- FIN 502: Economic Environment of Business
- FIN 503: Global Macroeconomic Perspectives
- FIN 529: Project Finance
- FIN 627: International Finance
- FIN 687: Global Derivatives Markets
- ISOM 553: Supply Chain Management
- MKT 641: Global Marketing Seminar
- OAM 635: Multinational Firms & Strategy
- International Mid-Semester Module (1st year)
- Global Experiential Module (2nd year)
- Two Foreign Language Courses at Emory College
- One Study Abroad Residency (Short Course 3 credits)
- Second Study Abroad Residency (Short Course 3 credits)
- One Semester Study Abroad Residency (Counts for TWO global requirements)
- Approved International Class at another Emory program

- Must receive passing grade to receive credit. Audited or pass/fail electives do not count toward degree requirements
- Some core classes may be waived, however graduation hours requirement remains unchanged
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

- Enrollment is required for 4 consecutive semesters (summer excluded)
- Enrollment in each semester must be 12 credits at a minimum
- All financial obligations to the university must be satisfied before candidates may graduate
- A degree application must be filed through OPUS
- Any student not attending graduation must request to graduate in absentia
- Dual Degree students are reduced by 16 credits; 5 elective classes and 1 module are waived.

Grad Requirements BUS - Joint Degree enrolled in MBA Fall 2019.xlsx

One-Year MBA Program - Class of 2021

✓ Core courses Credits
BUS 500 IMPACT 4
FIN 501 Economics 1
ACT 512 Financial Reporting & Analysis 2
FIN 520 Management Finance 2
OAM 531 Leading OrganizationsStrategy 2
MKT 540 Marketing Management 2
ISOM 550 Data & Decision Analytics 2
ISOM 551 Process & Systems Management 1
OAM 562 Leadership 2
BUS 671 GEM or Domestic module (Spring) 1

✓ Electives (may include global 3-credit elective(s))

| Elective #1 | 3 |
| Elective #2 | 3 |
| Elective #3 | 3 |
| Elective #4 | 3 |
| Elective #5 | 3 |
| Elective #6 | 3 |
| Elective #7 | 3 |
| Elective #8 | 3 |
| Elective #9 | 3 |
| Elective #10 | 3 |

TOTAL CREDITS: 49

✓ Global Requirement - Complete ONE of the following

| ACT 619: Information and Global Capital Markets (3 credit elective) |
| FIN 502: Economic Environment of Business (3 credit elective) |
| FIN 503: Global Macroeconomic Perspectives (3 credit elective) |
| FIN 529: Project Finance (3 credit elective) |
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 627</td>
<td>International Finance (3 credit elective)</td>
<td></td>
</tr>
<tr>
<td>FIN 687</td>
<td>Global Derivatives Markets (3 credit elective)</td>
<td></td>
</tr>
<tr>
<td>ISOM 553</td>
<td>Supply Chain Management (3 credit elective)</td>
<td></td>
</tr>
<tr>
<td>MKT 641</td>
<td>Global Marketing Seminar (3 credit elective)</td>
<td></td>
</tr>
<tr>
<td>OAM 635</td>
<td>Multinational Firms &amp; Strategy (3 credit elective)</td>
<td></td>
</tr>
<tr>
<td>BUS 671</td>
<td>Global Experiential Module (GEM)</td>
<td></td>
</tr>
</tbody>
</table>

Two Foreign Language Courses at Emory College
One Study Abroad Residency (Short Course)

- Must receive passing grade to receive credit. Audited or pass/fail classes do not count toward any graduation requirement

- If any core course is waived (by waiver exam or CPA designation), student must take additional elective(s). Total credits required for graduation remains unchanged.
- Enrollment is required for 3 consecutive semesters
- Each semester must be 12 credits at a minimum
- All financial obligations to the university must be satisfied before candidates may graduate
- A degree application must be filed through OPUS
- Any student not attending graduation must request to graduate in absentia
- DPT and MD joint degree students follow this graduation requirement checklist
JD and MDiv student electives are reduced by 3 credits (46 for graduation)

Core Course Waivers

Waiving Core Classes
Waiver exams provide an opportunity for you to waive a course prior to enrollment.

If you successfully waive the course, then you have the option of still taking that course for credit or not; or you can waive the course and fill it with a three credit elective of your choice in any semester before you graduate. Your total credits needed for graduation do not change, rather you will take more electives than core to make up the difference.

Waiver exams will be offered for Financial Reporting & Analysis (Accounting), and Managerial Finance.
Goizueta Business School  
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Catalog

U.S. CPAs are waived from Financial Reporting & Analysis. Please send your CPA documentation to Amy.Bentley@emory.edu to be filed with your OPUS record.

Waiver exams can be taken on-line prior to Onboarding.

If you are interested in waiving one of these core courses, please send an email to GBS.MBAPO@emory.edu.

Semester Exchange

Semester Exchange

Global Options include short courses to full academic semesters (or year).

Qualifications:
- be enrolled in the MBA Program at Emory University’s Goizueta Business School;
- have at least a PS average in courses;
- be in good academic standing;
- disclose any Honor Council or Student Conduct charges, violations, or outstanding cases;
- have not been suspended, expelled, or put on disciplinary probation at any college including Emory.

Deadlines:

- January 25 (UPDATED TO FEBRUARY 8) for the following academic year (both Fall and Spring)
- September 1 for remaining Spring options

Application:

Students going for 1 semester must complete a 1 - 2 page essay about your reasons and goals for studying abroad and submit a resume. If the program selected has more applicants than spaces, the host school will be contacted to see if additional spaces are available. If not, priority will be given to students with the strongest academic record at Goizueta.

An on-line application requesting school selections and passport information must be completed for all applicants.

Initial applications for the next semester abroad are due no later than Goizueta’s registration for that semester. Later applications will be reviewed if they meet the individual school deadlines and there is space available.

Credits:

Student attending for a full semester receive the equivalent of a semester at Goizueta - 15 credits. Others are evaluated by the ECTS system. One 3 credit course at Goizueta is 6 ECTS. Any required courses (leadership or MSM) are waived for students abroad. If the school is on “quarters,” you will receive 12 Goizueta credits and may need another course to finish your degree requirements at Emory.

Grading:

Grading is done by the school issuing the transcript. For most study abroad options, this is the host school. If the host school issues a transcript, then the Emory transcript will show the credits as Satisfactory/Unsatisfactory. To
show your complete academic history for your MBA, you will need transcripts from each school that issues grades. You must have your official transcripts sent to Emory to receive credit.

Financial Aid:
For Semester Abroad, tuition and living expenses are based on Emory's budget. If the cost of living is higher at the host school, students may apply for a budget adjustment with appropriate documentation. Also, travel expenses may qualify for a budget adjustment. Tuition and scholarships remain the same as students pay Emory for those.

Scholarship:
There is one scholarship awarded to students who are studying abroad: the Paul Rosensweig Global Exchange Fellowship. Brochures are available from the MBA Program Office. The applications are due in April.

<table>
<thead>
<tr>
<th>School (Green: shorter term)</th>
<th>Location</th>
<th>notes</th>
<th>web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universidad Torcuato Di Tella</td>
<td>Argentina (Buenos Aires)</td>
<td>1 space</td>
<td>PIM Network Website, <a href="http://www.wu.ac.at/en/programs/incoming-students/">www.wu.ac.at/en/programs/incoming-students/</a></td>
</tr>
<tr>
<td>WU</td>
<td>Austria</td>
<td>1 space</td>
<td><a href="http://www.wu.ac.at/en/programs/incoming-students/">www.wu.ac.at/en/programs/incoming-students/</a></td>
</tr>
<tr>
<td>Melbourne Business School</td>
<td>Australia (Melbourne)</td>
<td>1 space</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>FGV - EBAPE</td>
<td>Brazil (Rio de Janeiro)</td>
<td>2 spaces (9 - 12 credits)</td>
<td><a href="http://ebape.fgv.br/en/international/i-want-study-ebape/introduction/">http://ebape.fgv.br/en/international/i-want-study-ebape/introduction/</a></td>
</tr>
<tr>
<td>PUC</td>
<td>Chile (Santiago)</td>
<td>5+ spaces (3 - 12 credits)</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>Fudan</td>
<td>China (Shanghai)</td>
<td>2 spaces</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>Copenhagen Business School</td>
<td>Denmark (Copenhagen)</td>
<td>2 spaces</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>Aalto</td>
<td>Finland (Helsinki)</td>
<td>2 spaces</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>HEC</td>
<td>France (Versailles)</td>
<td>1 space</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>EBS</td>
<td>Germany (Oestrich-Winkel)</td>
<td>2 spaces</td>
<td><a href="http://www.ebs.edu/mba.htm">http://www.ebs.edu/mba.htm</a></td>
</tr>
<tr>
<td>Chinese University of Hong Kong HKUST</td>
<td>Hong Kong</td>
<td>1 - 2 spaces</td>
<td>PIM Network Website</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>1-3 spaces</td>
<td>PIM Network Website</td>
<td></td>
</tr>
</tbody>
</table>
Goizueta Business School  
Full-time MBA Program  
One-Year and Two-Year formats

<table>
<thead>
<tr>
<th>Catalog</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recanati Business School Israel (Tel Aviv)</td>
<td>2 spaces</td>
</tr>
<tr>
<td>Bocconi Italy (Milan)</td>
<td>1 - 2 spaces</td>
</tr>
<tr>
<td>IPADE Mexico (Mexico City)</td>
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</tr>
<tr>
<td>ITAM Mexico (Mexico City)</td>
<td>1 space</td>
</tr>
<tr>
<td>NUS Singapore</td>
<td>1 space</td>
</tr>
<tr>
<td>Nanyang Business School Singapore</td>
<td>1 space</td>
</tr>
<tr>
<td>WITS South Africa (Johannesburg)</td>
<td>1 space</td>
</tr>
<tr>
<td>ESADE Spain (Barcelona)</td>
<td>2 spaces</td>
</tr>
<tr>
<td>Stockholm School of Economics Sweden (Stockholm)</td>
<td>1 space</td>
</tr>
<tr>
<td>St. Gallen Switzerland (St. Gallen)</td>
<td>1 space</td>
</tr>
<tr>
<td>Erasmus- RSM The Netherlands (Rotterdam)</td>
<td>1 space</td>
</tr>
<tr>
<td>Manchester Business School UK (Manchester)</td>
<td>2 spaces</td>
</tr>
<tr>
<td>Warwick Business School UK (Warwick)</td>
<td>1 space (Sept-Dec; Jan-Mar or April - Jun)</td>
</tr>
<tr>
<td>London School of Economics UK (London)</td>
<td>2 spaces</td>
</tr>
</tbody>
</table>

For Information on Application Process, Registration and Costs:  [https://community.bus.emory.edu/program/FullTimeMBA/Global-Options/Pages/Short-Course-App.aspx](https://community.bus.emory.edu/program/FullTimeMBA/Global-Options/Pages/Short-Course-App.aspx)

Start the application process apply for May - August Programs on February 1.

December/January (overlaps with ACE on campus electives and Washington Campus Jan Session)  
Study Abroad Interest Survey due Sept. 5

- Doing Business in Israel (10 days)  
- Doing Business in China (6 days)  
- Latin America with Social Enterprise (10 days) Winter Break in early January. Organized by Center for Social Enterprise and Evening MBA. Available after their registration. Reach out directly to Center for Social Enterprise for details. Credits may vary for coursework. (Due Sept 20)  
- PUC Electives - Chile (4 - 28 days)  
- UTDT Electives - Argentina (3 - 17 days)  
- Asian Business Landscape - Singapore (6 days) NEW  
- India - (14 days) NEW  

Abroad Short Courses
Goizueta Business School
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Catalog

March (Overlaps with GALA and Washington Campus Mar Session) You must still complete an MSM in addition to these programs.

Study Abroad Interest Survey due Nov. 27

- Doing Business in Mexico (7 days during Spring Break) NEW

May

Study Abroad Interest Survey due Feb. 15

- Doing Business in Israel (10 days)
- Cologne Automotive - Germany (12 days) (Due Jan 30)
- WHU - Germany (12 days)
- EBS - Germany (3 weeks)
- Peking Doing Business in China (2 weeks)
- Vienna Innovation Program (11 days)

June/July

Study Abroad Interest Survey due Feb. 15

- HHL - Germany (2 weeks)
- Vienna (3 weeks)
- Fudan - Shanghai, China
- NUS - Singapore (6 or 12 weeks)
- Copenhagen - Denmark (6 weeks)
- Aalto Digital Business - Finland (2 weeks)
- Peking Doing Business in China (2 weeks)

August

Study Abroad Interest Survey due Feb 15.

- Vienna (3 weeks)

Full Summer Options

- NUS - Singapore (6 or 12 weeks) DUE Feb. 21
- Aalto - Finland (May 27 - August 30) DUE Mar. 20

Date Varies

WITS - South Africa
CEU -

Modules

Unless otherwise noted, spaces in each module will be divided evenly among 1st and 2nd year students during the initial registration period.
Goizueta Business School  
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Students will register for a **Module on September 30th by indicating their 1st, 2nd, and 3rd choices.** Waitlists for each module will be created simultaneously. **Students will be notified on October 9th** as to which module in which they will be enrolled.

By January 31, students must complete the international travel registration.

**Sample 2020 INTERNATIONAL MID-SEMESTER MODULES**

**DO NOT** make any flight arrangements until your space in a module is confirmed.

<table>
<thead>
<tr>
<th>Module</th>
<th>Prof</th>
<th>Room</th>
<th>Seminar Dates</th>
<th>Seminar time</th>
<th>Travel dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brazil</strong></td>
<td>Jan Barton</td>
<td>421</td>
<td>Tues, Jan 21, Jan 28,</td>
<td>4:00pm - 5:20pm</td>
<td>Feb 25-Mar</td>
</tr>
<tr>
<td>(Info Session)</td>
<td></td>
<td></td>
<td>Feb 4, Feb 11, Feb 18,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mar 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Russia</strong></td>
<td>Renee Dye</td>
<td>301</td>
<td>Tues, Jan 21, Jan 28,</td>
<td>4:00pm - 5:20pm</td>
<td>Feb 25-Mar</td>
</tr>
<tr>
<td>(Info Session)</td>
<td></td>
<td></td>
<td>Feb 4, Feb 11, Feb 18,</td>
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<tr>
<td></td>
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<td>Mar 24</td>
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<tr>
<td><strong>South Korea</strong></td>
<td>Chip Frame</td>
<td>208</td>
<td>Tues, Jan 21, Jan 28,</td>
<td>4:00pm - 5:20pm</td>
<td>Feb 25-Mar</td>
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<td>Mar 24</td>
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<tr>
<td><strong>Israel</strong></td>
<td>Charlie Goetz</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>(Info Session)</td>
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</table>

*Israel*
Linked itineraries above are working documents and are subject to change. Information will be updated as it is confirmed.

**Important Deadlines**

**November 1st** - Drop/Add and First Payment - $500

**December 1st** - Second Payment - $2000

**January 17th** - Final Payment - $1450

*Israel* - Please contact Professor Charlie Goetz for specific information on budget, program cost, and payment schedule/process.

### 2020 DOMESTIC MID-SEMESTER MODULES

<table>
<thead>
<tr>
<th>Module</th>
<th>Prof</th>
<th>Room</th>
<th>Feb 25</th>
<th>Feb 26</th>
<th>Feb 27</th>
<th>Feb 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Skills for Modern Marketers</td>
<td>Jeff Perkins</td>
<td>W100</td>
<td>8am-12pm</td>
<td>8am-12pm</td>
<td>8am-12pm</td>
<td>8am-12pm</td>
</tr>
<tr>
<td>Franchising as a Global Business Driver</td>
<td>Kenneth Cutshaw</td>
<td>W320</td>
<td>9am-3pm</td>
<td>9am-3pm</td>
<td>9am-3pm</td>
<td>9am-3pm</td>
</tr>
<tr>
<td>Social Media Intelligence: Listening &amp; Analytics</td>
<td>David Schweidel</td>
<td>W100</td>
<td>2pm-6pm</td>
<td>2pm-6pm</td>
<td>2pm-6pm</td>
<td>2pm-6pm</td>
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<tr>
<td>Syndicated Data Analysis</td>
<td>Doug Bowman</td>
<td>W525</td>
<td>8:30am-12:45pm</td>
<td>8:30am-12:45pm</td>
<td>8:30am-4pm</td>
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<tr>
<td>Using R in Data Analysis: Econ &amp; Finance of the Entertainment Ind</td>
<td>Tom Smith</td>
<td>W330</td>
<td>8am-5pm</td>
<td>8am-5pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Goizueta Advanced Leadership Academy (GALA)

*Domestic module for MBA20s only*
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| GALA | JB Kurish Ken Keen | 130 | Tues, Jan 21  
Tues, Jan 28  
Tues, Feb 4  
Tues, Feb 11  
Tues, Feb 18  
Fri, Feb 21 (time TBA) | 4:00pm - 5:20pm | Mar 6-14 |

**Important GALA Deadlines**

- **September 27th** - Application deadline
- **November 1st** - Drop/Add and First Payment - $500
- **December 1st** - Second Payment - $3450
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Catalog

Student Resources:

**Student Resources**

**Athletics**
Learn about the many athletic programs offered by Emory University.
http://www.go.emory.edu/

**Campus Life**
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/

**Counseling Center**
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://www.emory.edu/SCOUNSEL/

**Disability Services**
The Office of Disability Services (ODS) assists qualified students in obtaining a variety of services (i.e., alternative testing, notetaking, interpreting, advocacy, mobility/transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.
http://www.ods.emory.edu/

Evening MBA Program Office works closely with students their faculty to assist in ensuring reasonable accommodation for those who need assistance.

**Financial Aid**
The Office of Financial Aid helps students bridge the gap between the resources they have and the resources needed to attend Emory University. The office operates with the primary objective of assisting as many students as possible by providing access for all qualified individuals.
http://www.emory.edu/FINANCIAL_AID/graduate_professional/business/how-to-apply-evening-returning.php

**Health Services**
The Office of Student Health Services empowers students to take responsibility for their health and to complement the academic mission of the university by providing unified services that are comprehensive, accessible and result in a healthy campus culture.
http://www.emory.edu/UHS/

**Library**
The Goizueta Business Library is located on the second floor of the main Robert W. Woodruff Library building, located near the Quad next to Bowden Hall. The library offers spaces for project group work and quiet study with full wireless Internet access and collaborative technologies, including an interactive smart board. Remote access to the Library's databases delivers research tools to the user anytime, anywhere. An experienced team of business librarians provides research consultations and training and email reference assistance to help the Goizueta Business School community
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Make the most effective use of library resources. For more on the Goizueta Business Library and the research support the business librarians provide see - http://business.library.emory.edu/

The main Woodruff Library building is often open 24 hours for group or quiet study. For more information on library hours as well as information on all the libraries on campus see this website - http://web.library.emory.edu/.

Multicultural Programs & Services
The Office of Multicultural Programs and Services provides programs and services to enhance academic success and promote culturally diverse activities that create an appreciation for racial and cultural diversity.
http://www.emory.edu/MULTICULTURAL/index.htm

Registrar’s Office
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
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.
http://www.emory.edu/REL_LIFE/

During Rosh Hashanah and Yom Kippur, services are held for the Emory community and tickets are available free of charge for students through Emory Hillel.
http://www.emoryhillel.org/studentgroups/religiouslife.cfm

Student Financial Services
Student Financial Services provides billing, collection and servicing for Emory University. The primary goal of the office is to provide quality financial services to students, alumni and employees. http://www.emory.edu/studentfinancials/
Financial Aid at Emory

We are committed to helping students afford an Emory education.

An education may be the most important investment you and your family will ever make. At Emory, we understand the challenges that face students and families, and how confusing the financial aid process can be. And we’re here to help. Through in-depth assessment, careful guidance, and thoughtful expertise, we work hard to make an Emory education affordable to every admitted student.

The cost of study at Emory’s graduate and professional schools varies, as do the resources available for financial aid. It’s our mission to provide school-specific support to students while providing exceptional service and expert guidance along the way.

The Office of Financial Aid is committed to ensuring compliance with federal, state, and university guidelines. We understand our role is one of a trusted adviser, and we approach our professional duties with the highest ethical standards.

https://studentaid.emory.edu/graduate/index.html

Please read our Operating Principles for Student Loan Provider Relationships.

APPLY FOR AID

It’s easy to apply for financial aid at Emory, and we’re here to advise you and guide you through the process. Find out more about the steps you need to take, application requirements, and important deadlines.

UNDERGRADUATE STUDENTS

GRADUATE STUDENTS

FINANCIAL AID RESOURCES

FINANCIAL AID FORMS

Access the forms you’ll need to apply for or renew your financial aid at Emory University.

CONSUMER INFORMATION
Satisfactory Academic Progress

Federal regulations and Emory University policies require that financial aid recipients make satisfactory academic progress. This means that you must proceed toward the successful and timely completion of your degree requirements. The programs affected by the satisfactory academic progress requirements include all federal, state, and university aid. If you receive funds from any of these programs, you must demonstrate and maintain satisfactory academic progress or you will face financial aid probation, denial of aid from these sources, or both. If you receive scholarships that are based on merit, you also must comply with the specific academic requirements associated with the scholarship.

Each school and division within the university sets its own required standards for continuation in a program of study. Please refer to your school's academic advisors for details regarding these requirements.

Goizueta Business School Graduate Financial Aid

At Goizueta Business School, your financial aid package may include grants and scholarships, loans, and student employment. Be sure to visit the business school website to learn of additional funding opportunities or aid programs administered outside the Office of Financial Aid.

Grants and Scholarships

- Courtesy Tuition Benefit for Graduate Students
- Veteran’s Education Benefits
- External Scholarships
- Yellow Ribbon Program

Loans

- International Business Graduate Loans
- Graduate Federal Direct Loans
- Federal Direct Graduate PLUS Loan
- Private Loan Programs
Student Employment

Depending on the school or program, graduate students can work part time in a variety of campus jobs.

Learn more about available jobs for graduate students

OUR HOURS

OFFICE HOURS

Monday through Friday
8:30 a.m.–4:30 p.m.

ADVISOR AVAILABILITY

9:00 a.m.– 4:00 p.m.

March 1 through August 1
1:00–4:30 p.m.

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404-727-6039
800-727-6039
404-727-6709
finaid@emory.edu
Oxford College Financial Aid Team
801 Emory Street
Oxford, GA 30054

770-784-8328
800-723-8328
404-727-6709
ox.finaid@emory.edu
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Student Financial Services (Deadlines):

https://studentfinancials.emory.edu/

Student Financial Services provides financial services to students, parents, alumni and employees. We are committed to providing services that support an exemplary Emory experience.

We currently manage:

- Student Accounts (including tuition, fees, room and board)
- Tuition Payments and Payment Plans
- Refunds
- Emory Institutional Loans
- University Cashiering

Tuition and Fees

Tuition and Fees are determined annually by Emory's Board of Trustees. Tuition for the following year is generally available in March.

Current tuition rates are available from the Student Accounts office: http://www.emory.edu/studentfinancials/Student_Tuition.htm

Policies regarding tuition payments, late fees, withdrawals, etc. are on the web page: http://www.emory.edu/studentfinancials/Policies.htm

For company-sponsored students who need an invoice or receipt for their company, please complete the survey. You will need to reference your on-line bill on OPUS.
https://emory.qualtrics.com/SE/?SID=SV_SakcgQu76XvVAnH

Refunds

All refunds are processed following the Financial Aid Disbursement for each semester, prior to the first day of class. Emory encourages all students to enroll in Direct Deposit in OPUS under the Financial Account tile to receive your refund. If you are not enrolled in direct deposit, your refund will be mailed via paper check to your permanent address on file. Emory cannot mail
checks to on-campus housing at this time.

Direct deposit is only available using US checking or savings accounts. If you are an international student, and do not have a US bank account or a US mailing address off-campus, please review your refund options here.

Only credits of $1.00 or more will be refunded.

**Payment Options**

Any balance not covered by Financial Aid is due by the published deadline each term. Online payments can be made from a US checking or savings account in OPUS under the Financial Account tile.

Make a Payment. Online payments are capped at a maximum payment of $50,000. Payments received in excess of Cost of Attendance will be held and applied to future terms. Emory encourages students to pay only the outstanding balance on their account.

Emory encourages all students to utilize the online payment option. In situations where a mailed payment cannot be avoided, please ensure your student ID is listed on the check made payable to Emory University, and mail to:

**Emory University**  
**Attn: Student Financial Services**  
**200 Dowman Drive**  
**101 B. Jones Center**  
**Atlanta, GA 30322**

**Payment Plan**

Any balance not covered by Financial Aid is due by the published deadline each term. Emory has partnered with Nelnet Business Solutions to develop a monthly payment plan for those students who prefer to spread their payments throughout the term.

Information for the current payment plan options can be found at the link below:
Goizueta Business School
Full-time MBA Program
One-Year and Two-Year formats

Catalog

The new Nelnet Payment Plan is an AUTO-DEBIT system – giving students and parents the confidence in knowing their tuition will be paid, on-time, each month. Depending on the timing of your enrollment, you have the option of two payment dates – the 5th or 25th of the month.

To enroll in the payment plan, please login to OPUS, select the Financial Account tile

Make a Payment

Enroll/Manage My Payment Plan. Follow the steps to reach the Nelnet site – please ensure your pop-up blocker is disabled. Once your payment plan enrollment is complete, your OPUS account will be updated.

Emory is offering a discounted enrollment fee of $25 for students who enroll in the payment plan.

**Please note – your OPUS balance will continue to show as outstanding through the duration of the payment plan; however, please rest assured, if payments are received on time, no holds or finance charges will apply. If you have any questions, please contact us.

Third Party Billing

If a third party (i.e. corporation or outside entity) will be paying all or part of your tuition and fees, and the third party requires a bill or invoice to be mailed directly from Student Financial Services, a written authorization on company letterhead must be received from the third-party sponsor twenty-one days prior to registration for each term. Students should be reminded not to send their student bill to their sponsor. Most state prepaid tuition programs send a roster of eligible students to the University and this will suffice as authorization. It is recommended that the student contact our office to ensure their name appears on the program roster.

Students will be given temporary credit on their account in the amount of the agreement. The student retains the responsibility for on-time payment of their account. If payment is not received in a timely fashion, the credit will be removed, and the student will be required to pay for the remaining balance which may include finance charges. Questions regarding this process can be directed to our Third-Party Specialists at mary.kriest@emory.edu.

Important: Students should not add their third-party sponsors’ address or information into OPUS in the place of student demographics. This is unnecessary for processing and may create confusion.

Examples of Third Party Payment Sponsors at Emory:
College Savings/529 Plans

Students who wish to pay their tuition and fees using a prepaid college savings plan (529 plan) will first need to contact the organization managing their plan (for example, Path2College for Georgia residents.) Students will be required to complete a Redemption or Withdrawal Form which will establish the amount to be sent to Emory.

If a bill or statement from Emory must be provided to your 529 institution, students can generate an Activity Report from the Account Activity tab under the Financial Account tile in OPUS to reflect tuition and fees for each semester. If you are living off-campus and wish to include the Cost of Attendance for room and board, please contact the Financial Aid Office for more information.

For identification purposes, please ensure payments are sent to Emory and include the student’s name and student ID number. Most institutions will mail payments to Emory – please ensure these payments are addressed as follows:

Emory University
Student Financial Services
Attention: Mary Kriest
200 Dowman Drive
101 B. Jones Center
Atlanta, GA 30322

Mailed payments may take up to 10 business days for processing, so please ensure you begin the process prior to the established payment deadline each term.

Emory’s school code is 001564. If an 8-digit number is required, please use 00156400.

Private College 529 Plan

Please contact Mary Kriest at mary.kriest@emory.edu or (404) 712-8726, for more information.

Billing and Deadlines
The payment deadline for each term is the last day of the add/drop/swap period.

If payment is not received by the deadline provided, students are subject to late fees and possible cancellation of their schedule for the given term. A 1.5% finance charge will be assessed monthly on all past due balances.

Effective fall 2020, Emory will no longer generate Pre-Term Registration Bills or Monthly Billing Statements. Students will be notified when new charges are posted to their student accounts. Charges will be assigned a due date based on when the charge was applied to your account. Any charges accrued prior to the published term deadline are due by the term deadline, regardless of due date assigned.

Example – The published term deadline is September 1, the last day of add/drop/swap. Additional tuition is added to your account on August 27 and assigned a due date of September 25, systematically. This balance is due by the published term deadline of September 1, regardless of due date assigned.

Students are responsible for monitoring their Financial Account tile in OPUS for balances due. Notifications of charges due can also be sent to a specified Bill Payer. To set up a Bill Payer, login to OPUS and select Email Addresses under the Profile tile. Students can also consider granting Guest Access to a parent/sponsor of their choice.

**Withdrawal Adjustments**

For information regarding complete withdrawal from the term or University, please refer to your respective school’s catalog or website.

A student may completely withdraw from Emory with permission from the appropriate school dean. Unofficial withdrawal results in 100% forfeiture of tuition. When officially withdrawing, a student may be eligible for an adjustment of tuition and fees depending upon the date of withdrawal. *Tuition adjustments are only processed for complete withdrawals.* Financial aid awards may also be prorated accordingly. Federal (Title IV) aid will be prorated in accordance with federal regulations.
Tuition Adjustment Schedule

The dates on this schedule reflect those used to determine the tuition adjustments made for a complete withdrawal. The adjustments made for students withdrawing will reflect the start date of their respective school, relative to the dates used.

Communication Policy

Email is the primary medium for official communication with students at Emory University. Each registered student is assigned an official email address by the University. All University communications sent via email will be sent to this address. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time critical.

Email is the primary method of communications from Student Financial Services.

Non-Payment

Cancellation
Students who do not pay their account balance – or enroll in a payment plan – by the published deadline each semester may be subject to schedule cancellation. If this occurs, the student will be dropped from all courses and will no longer have access to course materials via Canvas or other services. Students may get reinstated by contacting Student Financial Services to bring their account current depending on the timeframe in which payment is received. Students are encouraged to settle their balances prior to cancellation to avoid any disruption in their courses.

Finance Charges
Emory charges a monthly finance charge of 1.5% on all past due balances.

Holds
When a student has an overdue balance, an indicator is place on the student account. Holds can be viewed under the Tasks tile in OPUS. The most common holds used by Student Financial Services are:
Registration/Enrollment Holds – prevents the student from registering for a future term or making changes to current enrollment

Transcript Holds – prevents the student from obtaining a copy of their official transcript

Diploma Holds – for graduating students with an outstanding balance; prevents the student from obtaining their diploma upon graduation

Collections
At the close of each semester, Emory will send any past due balance to our billing servicer, Heartland/ECSI, who will continue to attempt to collect the balance. If payment is not received, the student’s account may be transferred to external collection agencies where additional fees will apply. Balances may also be reported to the credit bureau. If you believe an outstanding balance is an error, please Contact Us to discuss – please do not ignore our balance notifications. Doing so may result in accrued fees, negative credit reporting, and outside collection activity.

Returned Payments
In the event a student payment is returned, an email will be sent from Student Financial Services notifying the student of the rejection reason and any applicable returned payment fees. Details will also be provided to resubmit your payment. Returned payments may result in a returned payment fee of $25. This fee may be waived depending on the reason for return. Holds may also apply.

After the third returned online payment, a student will no longer have the option to pay online via OPUS. If online payment access is revoked, students must bring a cashier’s check or money order to the Cashier’s Office to remit payment. Bank wire will also be accepted.