



**Goizueta Business School**  
**Evening MBA (EvMBA)**  
**Student Handbook**  
**Class of 2022**



# Table of Contents

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OUR CORE VALUES.....	3
MBA LEARNING OBJECTIVES.....	4
EVENING MBA PROGRAM STRUCTURE .....	5
ACADEMIC POLICIES .....	13
CLASSROOM ETIQUETTE & POLICIES .....	19
INCLEMENT WEATHER.....	20
CLASSROOM RECORDING AND DISSEMINATION OF COURSE MATERIALS .....	21
EVENING MBA TUITION & FEES .....	22
FINANCING THE MBA.....	24
UNIVERSITY HEALTH INSURANCE POLICY.....	25
EMORY STUDENT SERVICES .....	26
PARKING .....	28
EMORY UNIVERSITY POLICY & PROCEDURES.....	29
HONOR CODE.....	34
EVENING MBA PROGRAM’S POLICY ON PROFESSIONAL CONDUCT .....	35
GOIZUETA BUSINESS LIBRARY(GBL) USE OF LICENSED DATABASE; .....	37
CONDUCT CODE.....	38
DISCRIMINATORY HARASSMENT .....	47
APPENDIX.....	52
THINGS TO KNOW.....	52
THE FINE PRINT.....	53

## Our Core Values

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Our school is named for the late Coca-Cola CEO Roberto C. Goizueta (pronounced goy-SWET-uh.) His legacy was built on values, principles, and outsized business results. These ideals that drive principled, effective, global business leaders are the values we seek to instill in all of our students, both during their education at Goizueta and beyond. We incorporate core values into every aspect of the student experience:

The Goizueta Business School Seven Core Values are more than the heritage of Roberto C. Goizueta; they are the foundation of our intentions and the aspirations of our actions. They are the principles of which we lead.

### Courage

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

### Integrity

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

### Accountability

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

### Rigor

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

### Diversity

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

### Team

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

### Community

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

## MBA Learning Objectives

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1. Students will demonstrate sufficient mastery of the content in each of the core courses.
2. Students will be able to integrate business concepts, tools and analytic techniques across all core subject areas to address business questions.
3. Students will be able to analyze complex business questions when presented in an ambiguous form that reflects the ways that issues arise in the business practice.
4. Students will be able to identify, collect and analyze data when studying business questions, thus demonstrating a proficient ability to engage in evidence-based management.
5. Students will demonstrate an awareness and understanding of and have the ability to articulate and explain the challenges and opportunities of globalization with respect to current business practices.
6. Students will demonstrate the ability to apply their learning to real world, real-time business situations that they encounter in their current positions or may be likely to occur in future positions.
7. Students will demonstrate emotional intelligence.

## Evening MBA Program Structure

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The Evening MBA Program has been designed to create a strong culture of learning, while offering flexibility to allow each student to customize the program in a way that is unique for his or her own professional and personal needs.

### Graduation Requirements

Students are required to complete 54 credit hours in order to be eligible for graduation. Core courses are taken primarily through a student's first year of study and during each subsequent summer.

### Core Course Requirements

<u>Core Courses</u>	<u>Credits</u>	<u>Offered</u>
ACT512: Financial Accounting	3	Spring (Term 2)
ACT513: Managerial Accounting	3	Summer or Fall (Terms 4, 6 or 7)
BUS500: Goizueta IMPACT	3	Fall (Terms 4 or 7)
BUS591: Cornerstone (Goizueta Plus)	S/U	Fall (Term 1)
BUS691: Leadership Development	1	Spring (Term 2)
BUS698: International Module	2	Jan, Mar, or Dec
FIN501: Managerial Economics (½)	1.5	Spring (Term 2)
FIN520: Managerial Finance	3	Summer (Term 3)
ISOM550: Data & Decision Analytics	3	Fall (Term 1)
ISOM551: Processes & Systems Mgmt (½)	1.5	Spring (Term 2)
MKT540: Marketing Management	3	Fall (Term 1)
OAM531: Leading People & Organizations	3	Summer (Term 6)
OAM634: Strategic Management	3	Summer (Term 3)

#### ACT 512: Financial Accounting

3-credit required course. Financial reports are used mainly to set up and monitor contracts between the firm and its stakeholders, and to value these stakeholders' claims on the firms' assets.

#### ACT 513: Managerial Accounting

3-credit required course. This course covers the general and interpretation of accounting information for managerial decision-making and control.

#### BUS 500: Goizueta IMPACT

3-credit required course, students have the option to take this during their 4th or 7th semester. Students who waive out of a core course are still required to complete Goizueta IMPACT.

#### BUS 591: Cornerstone (Goizueta Plus)

Zero credit Satisfactory/Unsatisfactory required course. An organizing vehicle for activities that support professionalism during term 1 of the Evening MBA Program.

#### BUS 691: Leadership Development

1-credit required course. The Leadership Development course is founded on a belief that development of a leaders' capability is central to the mission of the Goizueta Business School. The course is based on, and will be measured against a competency model that is anchored by specific competencies representing the cognitive, relational, emotional and behavioral dimensions.

#### BUS 698: International Module

2-credit required course. Students will travel out of the country for delivery/immersion experience. Only one international module will count towards degree. Additional International modules may be taken, space available, but will not count towards degree.

#### FIN 501: Managerial Economics

1.5- Credit required course. This course focuses on the economic decisions made by managers of firms, and the structures of various market environments within which these decisions are made.

#### FIN 520: Managerial Finance

3-credit required course. This course is intended to provide a market-oriented framework for analyzing the major types of financial decisions made by corporations.

#### ISOM 550: Data & Decision Analysis

3-credit required course. Evolution of information technology has dramatically increased the availability and importance of data and statistical analysis in business decision making. This course centers on understanding the decision processes and statistical tools, methods, analysis, and models that will serve the MBA curriculum and beyond.

#### ISOM 551: Processes & Systems

1.5-credit required course. The challenges confronting firms competing in today's dynamic environment demand a multi-disciplinary focus. As we prepare students, who seek to understand and face these challenges, this course integrates the fundamental principles of information systems and operations management to cover the multiple activities comprising a firm's operating core and its supply chain.

#### MKT 540: Marketing Management

3-credit required course. The class introduces participants to concepts and principles of marketing management. The major role of marketing in a company (or public agency) is determining, creating, communicating and delivering a value proposition that meets the needs of its customers.

#### OAM 531: Leading People & Organizations

3-credit required course. This course provides an intensive overview of the major concepts in organizational behavior and issues facing contemporary managers.

#### OAM 634: Strategic Management

3-credit required course. This course addresses the big picture issues in business. What determines overall corporate performance? Why do some companies succeed while other fall? And, what if anything, can managers really do about it?

## **Flexing Core Courses**

Some core courses may be flexed, i.e., students have the option of when they are taken.

Goizueta IMPACT, a 3-credit required course, normally taken during the 4<sup>th</sup> term with the option to take this during the 7<sup>th</sup> term.

International Module, a 2-credit required course. Students will travel out of the country for delivery/immersion experience. Students may choose to fulfill the international module at any time during the program prior to program completion.

Managerial Accounting, a 3-credit required course, normally taken during the 6<sup>th</sup> term can be taken in term 4 or term 7.

## **Elective Course Requirements**

Students are required to complete a minimum of 24-credit hours of elective courses. Full semester electives are 3-credits. A complete list of electives can be found on the program Canvas Course under Modules, titled Course Descriptions, Videos, and Past Syllabi.

## **Waiver Exams**

Waiver exams are available for all core courses except BUS500 Goizueta IMPACT, ISOM551 Processes & Systems Management, OAM634 Strategic Management and OAM691 Leadership Development.

SUCCESSFULLY PASSING A WAIVER EXAM DOES NOT REDUCE THE TOTAL NUMBER OF CREDIT HOURS REQUIRED FOR GRADUATION: however, passing the waiver exam does allow the student the opportunity to take an elective course in place of the waived core course. Waiver exams are offered the semester prior to the semester the course is offered. **Students may only take a waiver exam once for the same course.**

## **Accelerated Course Electives (ACE)**

ACE courses are full length elective courses, meeting for the same number of contact hours as a full semester course, but over a condensed period of time of three to four weeks.

In the Evening MBA Program, ACE courses are billed during the semester they precede. Registrations for these courses occur at the same time as the regular term. For example:

- December/January ACE is part of the Spring Semester
- May ACE is part of the Summer Semester
- August ACE is part of the Fall Semester

## **Non-Traditional Elective Courses**

Non-Traditional elective courses at Goizueta are (i) BUS697 Directed Study; and (ii) OAM536 Washington Campus; Students are limited as to the number of academic credit hours that can be earned from non-traditional elective courses, and counted towards the completion of their degree requirements. For detailed information including specific limits on each non-traditional elective course, please review the following paragraphs.

### BUS 697 Directed Study

A Directed Study offers students the opportunity to customize their academic curriculum and work one-to-one with a faculty member. Students often design a directed study to, address a significant business issue they face in their current job, to work with a business unit or department at the company they seek to work in, or to focus on a particular topic of interest that is not covered in our curriculum. In order to register for a Directed Study, a student must meet the following qualifications:

1. A student must have at least a PS average on his or her transcript.
2. Students cannot use a directed study to duplicate a currently offered course.
3. Students can only complete one Directed Study while enrolled in the program. Students can earn up to three (3) academic credit hours from their one directed study. The academic credit hours count towards their degree requirement.
4. A student cannot submit course work in another class as part of their directed study for a grade or they would be receiving credit for it twice. Material can be referenced and expanded per faculty approval.
5. Students must complete the project during the term they are registered for the course or obtain written permission to extend the project.

To apply for directed study, a student must first obtain a faculty advisor in the area of interest and complete the online Directed Study Application, which can be found on the Evening Program CANVAS site, under Modules, Directed Study.

### OAM 536 Washington Campus

Emory University's Goizueta Business School is a founding member of Washington Campus. Washington Campus is a consortium of member schools that provide an in-depth understanding of the intersection of business and public policy via a one-week intensive elective course held in Washington D.C. Students can attend Washington Campus once during their enrollment and earn three elective credit hours upon successful completion. More information can be found on the Evening Program CANVAS site, under Modules, Curriculum, Washington Campus.

### Cross Registration within the Goizueta Community

After students within their respective programs have had a chance to enroll for courses and receive their schedule, Evening MBA students can also register for a course in another program conditional on space availability. Any student wishing to cross-register is still bound by the pre-requisites required for the elective in discussion. For more information on cross registration, please speak with your academic advisor.

### Electives Available via Other Emory University Programs Outside of Goizueta Business School

Evening MBA students are allowed to take up to two elective courses beyond Goizueta Business School but within the Emory University community. These courses can be taken through cross registration with other Emory University graduate programs, or through partner schools within the ARCHE Program. In order to qualify for credit, the course must meet the following criteria:

1. The elective course in discussion should not be a course that is available through Goizueta.
2. The course must be a graduate level course



3. The Associate Dean for Evening MBA Programs must approve your course selection prior to your registering for the course.
4. The program and/or school must approve registration.

### ARCHE Program

The Atlanta Regional Council for Higher Education (ARCHE) brings together the Atlanta region's public and private colleges and universities to enable students to broaden their educational experience by registering for courses at any other member institution through the Cross Registration Program. Member institutions include: Emory University; Georgia Institute of Technology; Georgia State University; Kennesaw State University; University of Georgia; and, University of West Georgia.

ARCHE is available throughout the Atlanta area during Fall & Spring Semesters only. For a complete listing of member institutions, programs available, and institutional contacts please visit:  
<http://registrar.emory.edu/registration/cross-registration/emory-students.html>

Please be aware that not all programs within Emory University or throughout the ARCHE Program offer courses during the evening hours. Directed Study, Washington Campus, and International requirements cannot be taken through the ARCHE Program.

### Course Feedback Data

Course feedback data from the last two years are available for viewing online at:  
[https://community.bus.emory.edu/Faculty/Feedback/student\\_summary\\_mba.htm](https://community.bus.emory.edu/Faculty/Feedback/student_summary_mba.htm)

## Concentrations/Area Depths

Concentrations/area depths are 'career concentrations', not 'academic concentrations'. They are a suggested list of courses to make you competitive in the job market in a particular area. They are not part of your degree requirements. They are not listed on your transcript or your diploma. All MBA students regardless of program (EvMBA; FTMBA; EMBA) receive the same degree at graduation.

Concentrations are **OPTIONAL** and are available for those who wish to pursue them. A student may choose to complete one or two concentrations, or he/she may choose to take a variety of courses throughout the different functional areas. Concentrations tend to be more important to career switchers as a qualification that can be placed on a resume.

Concentrations are available in:

Accounting Academic Area:

- Accounting (General)
- Financial Statement Analysis

Finance Academic Area:

- Alternative Investments
- Capital Markets
- Corporate Finance
- Finance (General)

- Investment Banking

Information Systems & Operations Management Academic Area:

- Business Technology Management
- Operations Management

Marketing Academic Area:

- Customer Business Development
- Marketing (General)
- Marketing Analytics
- Product & Brand Management

Organization & Management Academic Area:

- Organization & Management (General)
- Social Enterprise

Cross-Area Concentrations (Consulting):

- Business Process Consulting
- Management Consulting
- Marketing Consulting
- Strategy Consulting

Cross-Area Concentrations (Other):

- Business Analytics
- Entrepreneurship
- Global Management
- Healthcare Management
- Media & Entertainment
- Non-Profit Management
- Real Estate

Concentrations are updated as new courses are developed and offered. Please see your program Canvas site, under the Module titled Curriculum for courses relevant for each concentration.

### **Evening MBA Leadership Development**

Goizueta Business School's mission is to develop 'principled leaders for global enterprise', building upon the legacy of the late Coca-Cola Chairman and CEO Roberto Goizueta. The goal of the Leader Development Program is to assist each student to be the most effective leader possible, regardless of industry, organization, or managerial level. Our philosophy emphasizes that leadership is highly contextual. Therefore, students are encouraged to develop all aspects of their leadership talents, including thinking, acting, and relating as a leader.

The Leadership Development Program enables this development by providing you with the opportunity and tools to grow as a leader during the program and beyond. Our comprehensive leadership development program includes:

- Learning from Goizueta Business School's renowned leadership faculty;
- Interacting with successful executives who serve as leaders in residence;
- Coaching on teamwork and team leadership practices;
- Assessment instruments to provide data for reflection and self-development;
- Participating in experiential leadership opportunities to measurably increase your leadership competencies as you progress through the program.

## Leadership Journey Opportunities

### **Core Courses and required leadership seminars**

Birkman Method leadership assessment instrument (Onboarding);  
BUS500 Goizueta IMPACT (Terms 4 or 7);  
OAM531 Leading People and Organizations (Term 6);  
BUS591 Cornerstone: Developing Team Dynamics and Professional Development (Term 1);  
BUS691 Leadership Development (Term 2)

### **Elective Courses**

OAM632 Negotiations  
OAM537 Managing Groups and Teams  
OAM633 Managing Change  
OAM663 Principled Leadership

### **Non-credit, co-curricular initiatives, and experiential learning programs**

Ft. Benning's US Military Leader's Reaction Course (1-day);  
Goizueta Leadership Coaching Fellows Program (1-year; offered to second and third year students);  
Leadership Academy, zero credit. Builds off of the leadership content in the evening MBA curriculum with a particular emphasis on emotional intelligence.  
Peer feedback and executive coaching initiatives.

## **MBA Career Management Center for Evening MBA's**

Goizueta Business School's goal is to provide every MBA student with the ability to take a leadership role in their own career journey-both during their MBA program and beyond. Our philosophy is that managing your career is a leadership behavior, which is especially true for EvMBA's. EvMBA students have the opportunity to leverage multiple personal assessment tools, as well as the strong leadership and communication aspects of their MBA program as they develop and refine their career goals. Students have access to the MBA CMC for EvMBA's, which provides dedicated career coaching and programs specifically for evening students who are seeking career related preparation and planning. Services include:

- Experienced career coaches, available to students on campus, virtually and/or offsite, including evenings and weekends
- Workshops and webinars on specific career-related topics, both in class as well as optional lunch and evening sessions
- Networking events designed to provide industry and MBA alumni connections

## Career Coaching

Goizueta offers year-round access to one-on-one career coaching. Our team is designed and staffed to support the individual career needs of the working MBA student. You can expect your Goizueta career coach to be available when you are, help you evaluate your career options, guide you on information sources and support, and help you stay accountable to your action plan so that you can successfully execute a targeted job search. Whether you are exploring a new role in your current company, making a career change or taking your leadership to the next level, a coach can help:

- Identify and define your career goals
- Explore career options and create a career plan
- Access resources and tools
- Devise a networking strategy and to market yourself
- Critique your resume and cover letter
- Practice interviewing skills and salary negotiation
- Help you stay accountable to your plan

While your career coach is there to provide you with support and resources - you need to manage your career. You should not expect your coach to serve as an executive recruiter, write your resume or cover letter, schedule appointments for you, or make introductions and network for you. Career exploration, development and management is a personal journey and a life-long skill, possibly one of the more important skills you develop. Your ability to make things happen- both now and in the future – is critical to your career success.

### Career Workshops and Programs

Goizueta has designed a series of workshops to enable career path development and improve job search practices. Workshops are offered year round and can be taken as convenient for your schedule. For those who prefer a cohort-based team approach, evening students can opt to join Goizueta's *Advanced Career Transitions (ACT)* certificate program (launches each spring term). ACT features a series of skills development, job preparation, and networking events for students who plan to initiate a targeted career search during or upon completion of their MBA. Programs include:

- Career action planning
- Personal branding
- Resume and LinkedIn refresh
- Targeting your MBA job search
- Interviewing effectively
- Case interview preparation
- Networking strategies

### Connection and Networking Events

- **Career Panels**
- All MBA Networking Events
- Goizueta's Spring Career Fair
- Industry Networking Night
- Summer Corporate Networking Night
- Leadership speakers & class visitors from the corporate community

Evening MBA students who are seeking entry-level MBA positions and who meet specific eligibility and preparation requirements can participate in on-campus recruiting (OCR), a structured recruiting process that is available in the fall prior to graduation, with required preparation sessions in the spring and summer.

# Academic Policies

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## Grading System & Academic Standing

Effective for students entering the MBA 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)

MBA students do not receive a numeric or letter grade, grade point average, or class ranking. The grade “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 an elective 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.

Goizueta recognizes that, in certain cases, outside parties may desire to translate our grade scale to a conventional scale for comparative 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.

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 instructor's 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)

Academic courses that are less than 3 credits may be 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 an S/U basis.

### 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 emergencies 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)".

### Withdrawal (W, WF, WU)

The notation W (Withdraw) is recorded when a student withdraws with the instructor's permission prior to the end of the term. After the official add/drop period, a student may withdraw from a class with the instructor's permission at any time prior to the beginning of the final examination period for the term. Withdrawal from a course must be requested on [an official Withdrawal Form for a complete withdrawal or on a Partial Withdrawal Form for a partial withdrawal](#); signed by your academic advisor and submitted to the University Registrar. The forms are available on Canvas in the Registration module.

During the first 6 weeks of the withdrawal period, the instructor will assign a grade of either W (withdrawal) or WF (withdrawal failing), depending on the student's academic performance prior to withdrawal. An unofficial withdrawal will automatically receive a grade of (WF) and 100% forfeiture of tuition. During the fall and spring semesters, students who wish to withdraw from ALL courses for which they are enrolled for the semester are eligible for a tuition adjustment and a possible refund of payment depending upon the date of withdrawal.

Students will not receive tuition adjustment for a partial withdrawal. Generally, tuition refunds decrease by 20% per week 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. The specific dates related to refund percentages change each semester; therefore, students are instructed to refer to the official refund schedules that are available at: <http://studentfinancials.emory.edu/deadlines.aspx>

During the summer semester, students who wish to withdraw from all courses for which they are enrolled for the semester are eligible for a tuition adjustment. Students wishing to make a Partial withdraw, may receive some tuition adjustment depending on the date of withdraw as determined by the Student Financial Services office.

For financial aid awards that pay part or all of the students' charges are prorated accordingly. Refunds for Federal (Title IV) aid recipients will be prorated in accordance with Federal regulations. If a medical or other emergency occurs during a semester, students are advised to inform their Academic Advisor prior to initiating the withdrawal process.

### Audit (AU)

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 add/drop 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. Note that most professors may not permit audits as they potentially weaken the interactive learning environment of the class.

### Appealing a Grade

While it is hoped that you never feel the need to formally appeal a grade you have earned, the following is the procedure to be followed:

- Write an appeal to your professor stating the reason(s) you believe your grade is incorrect or unjust.
- After speaking with the professor, if you do not believe the issue has been resolved, you may write an appeal to the area coordinator for the department. Please inform the professor in writing that you are contacting the area coordinator. Because the area coordinator will be unfamiliar with your performance in the course, you should include as much supporting documentation as possible (e.g., copies of returned tests, projects, etc.)
- After speaking with the area coordinator and you still do not feel your issue has been resolved, you may request a final review in writing with the Vice Dean of Faculty. Similar to the letter of appeal to the Area Coordinator, you should include supporting documentation. Any decision offered from this final step in the appeal process is final.
- If a grade is changed, it is usually for one of three reasons: the professor made a calculation error or incorrectly entered your grade in OPUS; the final course grade calculation method was based on something other than what was described in the syllabus; the grading system penalized you individually compared to the rest of the class.

## Continuation Standards

The University has a policy for continuously enrolled students regarding the number of total classes they can take (this includes withdrawals, failing classes, audits, etc.)

[http://www.studentaid.emory.edu/documents/sap/SAP\\_Policy\\_GBUS.pdf](http://www.studentaid.emory.edu/documents/sap/SAP_Policy_GBUS.pdf)

### 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 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 received 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 must also comply with the specific academic requirements associated with the scholarship. To continue in the in EvMBA program, a student must meet the continuation criteria below:

#### End of Term 1

- Not more than one grade of low pass (LP) or lower, not to include more than one grade of no credit (NC).

#### Cumulative to the End of Term 2

- Not more than three grades of low pass (LP) or lower, not to include more than one grade of no credit (NC).

#### Cumulative, At Any Time in the Program

- Not more than five grades of low pass (LP) or lower, not to include more than two grades of no credit (NC).

#### Failing to Meet the Continuation Standards

If a student fails to meet the above continuation standards, the following will occur:

- Exclusion from the program: S/he is immediately excluded from the program and will receive a letter confirming this status and outlining the information and next steps below.
- Loss of benefits and privileges: Exclusion from the program means the student is excluded from its benefits and privileges, including access to Goizueta faculty, the CMC for Evening MBA's, Goizueta Business Library, the Woodruff Physical Education Center, Fishburne and Lowergate Parking Decks, Emory University property (as a student), on-campus and school-sponsored social events, and other student services and benefits.
- If a student fails to meet the continuation standards and there are reasonable extenuating circumstances, s/he is invited to submit a formal letter of appeal to the school's Education Committee requesting program continuance for an additional semester on academic probation. The decision of the Education Committee is final; there is no avenue for re-appeal. **Normally, reinstatement, if granted, will occur after sitting out one calendar year.**



- The School has NO LEEWAY on the 'not more than five grades of low pass (LP), not to include more than two grades of no credit (NC)' standard. It is part of our accreditation and Federal financial aid reporting.

### Leave of Absence

Petitions by students to suspend their studies for a defined period of time must be made to the Associate Dean of the Evening MBA Program. The parameters of such a leave must be clearly defined, as should the timeline for return, in the process of completing the [Leave of Absence form](#) found in your program CANVAS site. After absence for one or more semesters, any student who was in good academic standing at the end of his or her last prior semester of enrollment is eligible for readmission for up to two years.

To initiate readmission a student must contact the Evening MBA Program Office. Students will be permitted to pre-register for the semester for which they are readmitted, provided the request for readmission is received at least one month before pre-registration begins. Readmission does not carry with it the awarding of transfer credit for work done at another college or university while a student is away from Emory.

### Time to Degree Completion

Evening MBA students should complete their MBA degree requirements within 6 years of the first semester of enrollment. Students who will not meet this time to completion should notify their academic advisor and work to ensure that their projected time to degree completion is acceptable. In certain situations, a petition to the Education Committee may be required.

### Transfer Credit into Goizueta

A maximum of four (4) elective courses taken at an AACSB accredited institution can be transferred into Goizueta with credit received towards your MBA. CORE MBA COURSES CANNOT BE TRANSFERRED INTO THE GOIZUETA BUSINESS SCHOOL PROGRAM.

Students who wish to earn MBA degree credit for graduate courses taken elsewhere can do so under specific circumstances:

1. The course must have been completed within five (5) years of Goizueta enrollment.
2. The course must have been taken as part of a graduate degree program at an AACSB accredited institution in-which the student was enrolled.
3. The request for transfer credit must be made within the student's first year (12 months) of enrollment at Goizueta.
4. Transfer credit is not possible for a course or courses taken as part of obtaining another degree.

While you are a student at Goizueta, if your job requires you to relocate to another city prior to completing your degree requirements, up to 4 classes can be taken at another AACSB accredited school

and transferred to Goizueta to complete the Goizueta MBA. Transfer credit transferred to the program within the first 12 months of enrollment will be subtracted from the four course total.

### The Transfer Credit Process

In order to transfer credit into Goizueta within your first 12 months of enrollment, students need to provide the Evening MBA Program Office with the following for each course:

1. Course Description
2. Course Syllabus
3. Transcript from course school (to confirm grade earned)

Student must request that a copy of their official transcript is sent to the Evening MBA Program Office. The program office will present the course description, syllabus, and transcript to the Education Committee for consideration and potential approval.

Once a decision has been granted, the student will be notified whether or not the course(s) has been approved for Goizueta transfer credit. Approved transfer credit courses reduce the total number of courses needed at Goizueta to fulfill your MBA degree requirement.

### Dean's List

Students whose academic achievement over an academic year with 18 or more credits completed places them in the top 10-12% of their class earn Dean's List standing.

### Beta Gamma Sigma

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

## Classroom Etiquette & Policies

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

- A student should contact the faculty member prior to class, if he/she is unable to attend, to inform faculty member of an absence. As class participation is an important component of most courses at Goizueta, a student should assume any absence will count negatively toward his/her class participation grade.
- Some courses do not permit missed classes due to the nature of the work. It is each student's responsibility to read the syllabus and determine if he/she will be able to fulfill the course requirements.
- If a student misses 3 or more classes, it is reasonable to expect the student will receive a grade of No Credit (NC) for the course.
- Mobile devices should be turned off during class. If an important phone call is expected, a student should place the phone on vibrate and request permission from the professor that he/she might have to leave during class.

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

## Inclement Weather

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In the event of inclement weather, students may call 404.727.1234 and receive frequently updated information on University closing or delayed openings. During dangerous weather conditions, the provost may exercise one of two alternatives:

1. Delayed opening- the university will open at a specific time to be announced by 5:30am on local television and radio stations.
2. University closing- classes, examinations and all other operations will be canceled, except for Emory and Crawford Long hospitals, food services, the police department and facilities management.

# Classroom Recording and Dissemination of Course Materials

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## Recording

- 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.
- 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.
- 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 instructors' written permission to retain them.
- Please remember that when classes are recorded, the time is automatically set to record for the entire duration of the class and microphones in the classrooms are very sensitive. Recordings are automatically posted and not edited in any way.

## Dissemination

- 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 for Recording and Dissemination of Course Materials*

- Failure to comply with the regulations stated above will be deemed to be in violations of the Goizueta Business School Office of Information Services Acceptable Use Policy.
- 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.
- Students determined by the Access Disability Services and Resource (ADSR)) 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 ADSR stating that recordings will take place.
- The Emory speaker release form is available at:  
<http://it.emory.edu/itunesu/publishingrequirements/speakerreleaseform.html>

## Evening MBA Tuition & Fees

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### Tuition

Evening MBA 2018-2019 tuition is billed at a per credit hour rate of \$1,420; 54 credit hours are required to complete the Evening MBA. Tuition figures do not include student fees estimated at \$500 per semester, or the cost of books and supplies which may range from \$100-400 per semester. In addition to tuition rates, Emory University charges mandatory fees for each student enrolled. The majority of the activity fees that EvMBA students pay go towards funds for student run events organized by the Goizueta EvMBA student government association (GEvBA). Evening MBA students pay for all course materials. Evening MBA students are typically enrolled in 6 to 9 credit hours per semester. Semester tuition also varies for students choosing to take additional or fewer courses in a given term. Annual tuition rates are set by the Board of Trustees.

Please note: statements concerning courses, expenses and tuition are not irrevocable contracts between the student and the institution. Emory University reserves the right to change the schedule of classes and the cost of instruction at any time.

### Paying Tuition

Tuition is due approximately ten days prior to the official start of the semester. Students have four options when paying tuition.

- Paying in full by date due
- Register for Deferred Payment Plan
- Third Party Billing
- Financial Aid

### Deferred Payment

If a student wishes to register for deferred payment, he/she must complete the online application form and pay a \$70 application fee in OPUS. By completing this process, tuition becomes due 60 days after the semester ends. This program is open to all Evening MBA students, but is typically used by those who receive some employer compensation for their tuition costs.

Deferred payment schedule is as follows: Fall Semester Tuition: 25 February

- Spring Semester Tuition: 25 July
- Summer Semester Tuition: 25 October

Students are encouraged to register and pay their deferred payment fees through OPUS and selecting payment option/payment plan.

### Third Party Billing

Students wishing to participate in 3<sup>rd</sup> Party Billing should contact Mary Kriest at 404.712.8726 or email [Mary.Kriest@emory.edu](mailto:Mary.Kriest@emory.edu) the rules for 3<sup>rd</sup> party billing are:

- All tuition must be paid prior to classes beginning (translation: if a student needs to receive a grade prior to being reimbursed, this method will not work).
- The bill is sent directly to the student's employer, and thus the employer must agree to make all payments at the beginning of the 3<sup>rd</sup> party billing arrangement.
- Students are responsible for any tuition not paid in full by the company.

#### Questions/Problems with Billing

**The Evening MBA contact in Student Financial Services is Elizabeth Barrett.** She can be reached at 404.727.1202 or email at: [Elizabeth.barrett@emory.edu](mailto:Elizabeth.barrett@emory.edu)

## Financing the MBA

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### Financial Aid

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

Evening MBA Financial Aid:

<http://www.studentaid.emory.edu/apply/gbus/evening-mba/index.html>

To complete the FAFSA:

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

Contacts:

Should a student have issues going through the financial aid process, he/she should contact the Financial Aid office at [gradfinaid@emory.edu](mailto:gradfinaid@emory.edu)

### Complaints

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](http://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.



# University Health Insurance Policy

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

All new and continuing degree-seeking Emory University students are required to have health insurance. Under this requirement, students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable plan. Emory University students are required to complete the annual insurance enrollment/ waiver process each year they are enrolled.

## **To complete the Insurance Enrollment/Waiver process:**

1. Go to [www.Opus.emory.edu](http://www.Opus.emory.edu) and log in by entering your Emory Network ID and Password
2. Complete the Emergency Alert Notification Information page.
3. Select “Health Insurance Waiver” on the Student Center, under the Personal Information heading
4. Answer questions and follow prompts.
5. Email notification will be stored in the Communications Center located in OPUS under the Student Center.

**NOTE: YOUR STUDENT HEALTH INSURANCE PLAN WILL AUTOMATICALLY DEFAULT TO AN EMORY PLAN IF NOT WAIVED AND WILL BE CHARGED ON YOUR FALL BILLING STATEMENT. YOU WILL HAVE TO WAIVE OUT OF THE EMORY INSURANCE EVERY YEAR.**

For information regarding Emory University’s Student Health Services and fees, go to:  
<http://studenthealth.emory.edu/>

# Emory Student Services

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## Learning Difference

Emory University's Office of Accessibility Services (OAS), part of the Office of Equity and Inclusion, assists qualified students, with obtaining a variety of services (i.e., alternative testing, note-taking, and interpreting, advocacy, mobility/ transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed. Qualified students must register and request services submitting appropriate documentation to OAS so that proper accommodations can be provided. Confidentiality is honored and maintained. More information can be found at: <http://accessibility.emory.edu/about/index.html>

## 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. More information can be found at: [http://www.emory.edu/CAMPUS\\_LIFE/](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. More information can be found at: <http://studenthealth.emory.edu/cs/>

## Student Financial Services

The Student Financial Services is the Emory business unit providing financial services to students, parents, alumni and employees. It is the home for your Student Accounts, EmoryCard, Student Loan Servicing and the University Cashiering Services. More information can be found at: <http://studentfinancials.emory.edu/>

If a student in the Evening MBA Program has questions or issues regarding their financial accounts, please contact Elizabeth Barrett directly at 404.727.1202 or by email at [Elizabeth.barrett@emory.edu](mailto:Elizabeth.barrett@emory.edu).

## Libraries

There are many libraries on the Emory campus, but the main library is Robert W. Woodruff Library, located at 540 Asbury Circle. There are librarians who specialize in each academic major. You can find them at the third floor Information Desk. In addition to books, this library contains study rooms, computers, periodicals, music, videos, and DVDs. Most books can be found in the stacks according to the call number and can be checked out on the third level at the circulation desk. Periodicals are on the first floor. All computers have internet access and common programs such as Microsoft Word and Excel. To access the Goizueta Business Library, please go to: <http://business.library.emory.edu/>

## Multicultural Programs and 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. More information can be found at:  
<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. More information can be found at: <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. More information can be found at: [http://www.emory.edu/REL\\_LIFE/](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 through Emory Hillel. More information can be found at: <http://www.emoryhillel.org/studentgroups/religiouslife.cfm>

## Parking

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Evening MBA students can park for free at the Lowergate and Fishburne parking deck during the evening when classes are held. The Lowergate deck is unrestricted (i.e. gate is up) after 4:00pm Monday – Friday, and remains unrestricted all day Saturday and Sunday. Fishburne staff parking deck opens at 6pm, and remains unrestricted all day Saturday and Sunday. Students are permitted to park in the Fishburne visitor’s parking lot after 4:46pm weekdays without charge.

### Purchasing a Parking Permit

Evening MBA students, who choose to take a day MBA elective, may apply for an annual parking permit for a fee. For additional information visit: <http://parking.emory.edu>.

# Emory University Policy & Procedures

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## Family Educational Rights and Privacy ACT (FERPA)

<http://registrar.emory.edu/records-transcripts/ferpa.html>

Emory University adheres to a policy of compliance with the Family Educational Rights and Privacy Act.

The policy:

1. Permits students to inspect their educational records
2. Limits disclosure to others of personally-identifiable information from education records without students' prior written consent and
3. Provides students the opportunity to seek correction of their education records where appropriate

### Definitions:

Student referred to in both the Family Educational Rights and Privacy Act of 1974 (FERPA) and the University's Policy Statement on the Confidentiality and Release of Information About Students includes "any person with respect to whom an educational agency or institution maintains educational records or personally identifiable information, but does not include a person who has not been in attendance at such agency or institution." This therefore excludes applicants who have been admitted and did not enroll and applicants who were denied admission.

Educational Records are records that are:

1. Directly related to a student, and
2. Maintained by an educational agency or institution or by a party acting for the agency or institution, if certain conditions are met.

Education records **are not**:

1. Records about students made by instructors and/or administrators for their own use and not shown to others (sole possession records);
2. Employment records for students who are University employees unless the student was employed as a result of his/her status as a student;
3. Records about University students "created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional" acting or assisting in such capacity for treatment purposes and which are available only to persons providing such treatment.
4. Campus police records maintained solely for law enforcement purposes and kept separate from the education records described above.

## **Policies:**

### Right of Access

Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation.

### Procedure to be Followed

Requests for access specifying the records to be inspected should be made in writing to the University Registrar, 200 Dowman Drive, 100 Boisfeuillet Jones Center, Atlanta, GA 30322. The University will comply with a request within a reasonable time, at most within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member.

### Directory Information

The following categories of information have been designated directory information:

- Name
- Whether or not the student is currently enrolled
- The school or division in which the student is or was enrolled and the class/year
- Dates of enrollment including full-time or part-time status
- Degree or degrees earned, date of degree, major area of concentration and academic honors received
- Awards of merit and participation in officially recognized activities and sports
- Address and telephone number

### Electronic mail address

The University will give annual public notice to students of the categories of information designated as directory information and will allow a reasonable period of time after such notice for the student to inform the University that the information should not be considered directory information as to him or her.

Directory information may appear in public documents and may otherwise be disclosed without student consent unless the student objects as provided below (see Campus Directory Suppression).

### Campus Directory Suppression

Each student has the option of choosing

1. to be included in the online student directory or
2. to be excluded from the online student directory

The University default is that directory information may be included in these media. You can indicate your preference on a [Campus Directory Suppression Form](#). Return this completed form to the Office of the Registrar, 100 Boisfeuillet Jones Center, Emory University, Atlanta, GA 30322.

#### Prior Consent Not Required

Prior consent may not be required for disclosure of education records to the following parties:

- School officials of Emory University who have been determined to have legitimate educational interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective, a person serving on the Board of Trustees, a student serving on an official committee, such as a disciplinary committee, a volunteer or contractor outside of Emory who performs an institutional service or function for which Emory would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of personally identifiable information from education records. Legitimate educational interests include those interests directly related to the academic environment;
- Officials of other schools in which a student seeks or intends to enroll or is enrolled. Authorized representative of the Comptroller General of the U. S., the Attorney General of the U.S., the U. S. Secretary of Education, and State and local educational authorities, but only in connection with the audit or evaluation of federally supported educational programs, or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. These officials will protect information received so as not to permit personal identification of students to outsiders, and the data shall be destroyed when no longer needed for the purposes above;
- In connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions;
- Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes;
- Accrediting organizations for purposes necessary to carry out their functions;
- Parents of a student who is a dependent for income tax purposes;
- Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals;
- In response to a court order or subpoena (The University will make reasonable efforts to notify the student before complying with the court order);
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding;
- Parents of a student under the age of 21 who has been found with an alcohol-related disciplinary violation.

#### Prior Consent Required

In all other cases, the University will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Unless disclosure is to

the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed and the identity of the recipient.

#### Record of Disclosures

The University will maintain with the student's education records a record for each request and each disclosure, except:

- Disclosures to the student himself or herself;
- Disclosures pursuant to the written consent of the student;
- Disclosures to instructional or administrative officials of Emory University;
- Disclosures of directory information

The student, the official custodian of the records, and other university and governmental officials may inspect the record of disclosure.

#### Request To Amend Records/Right to a Hearing

The student shall have the right to request that the University amend his or her records and, if that request is denied, the student shall have the right to a hearing to challenge the content of the student's official University records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained herein. If the University declines to amend the record following the hearing, the student shall have the right to place a statement in his or her record commenting on the information in the record and the University's decision not to amend it.

#### Withholding Information

There may be conditions such as financial obligations, violations of non-academic regulations, etc., under which the University will withhold transcripts, certifications, or other information about a student. In such instances, the student and the Office of the Registrar must be notified in writing before the hold is initiated. This notification must state the reason for such hold and the conditions to be met before release can be made.

#### Policy Statement And General Guidelines Confidentiality and Release of Information About Students

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



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

Each of the record-keeping administrative units within the University may develop its own additional specific procedures in accordance with the general policy stated here

1. All procedures and policies dealing with records shall be formulated with due regard for the student's rights for privacy, freedom of association and expression and intellectual liberty and freedom to learn.
2. Only those records shall be kept which are necessary in order to meet the University's or student's goals.
3. Duplication of record keeping shall be minimized.
4. All persons who handle student records shall be instructed concerning the confidential nature of such information and their professional and legal responsibilities regarding these records.
5. Information from University files, which is not of public record, shall not be available to unauthorized persons without the written consent of the student involved.
6. The University will comply with and abide by all federal and state laws which apply directly to the University and the Confidentiality and Release of Information About Students--in particular, the federal Family Educational Rights and Privacy Act of 1974 (FERPA).
7. The University Registrar and the Oxford College Registrar are the official custodians of academic records at Emory University and Oxford College respectively and therefore are the only officials who may issue an official transcript of academic record.
8. Records shall be released to comply with a subpoena or court order only with the consent and advice of the University's legal counsel.
9. A record shall be maintained, kept with the record of each student, of the release of any information contained in a student's files to individuals or agencies outside the University; including the name of the requesting individual or agency, date, and purpose of the request. This record of access shall be available to the student.
10. All University policies governing the maintenance and release of student records are public and are available to students, faculty, and administration.

## Honor Code

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As members of the Roberto C. Goizueta Business School community we 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.

**If you have witnessed an apparent act of academic dishonesty**, or have information that reasonably leads to the conclusion that such an act has occurred or been attempted, you have the responsibility to:

1. Inform the faculty member in the class involved.
2. If for any reason you feel uncomfortable speaking with the faculty member, please contact Senior Associate Dean Douglas Bowman.

### **Responsibility to Report Academic Dishonesty**

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.

### **Definitions of Academic Dishonesty**

Academic Dishonesty is any conduct which involves dishonesty in academic work or which enables a student to obtain an unfair advantage in academic matters. Academic dishonesty includes, but is not limited to:

- a. **Cheating:** intentionally using or attempting to use unauthorized materials, assistance, information, or study aids in any academic exercise,
- b. **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise,
- c. **Plagiarism:** intentionally or knowingly representing the work, words or ideas of another as one's own in any academic exercise,
- d. **Lying:** Intentionally giving false information to or intentionally misleading any one in connection with any academic matter, and
- e. **Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this Code or obstructing an Honor Code investigation.

## Evening MBA Program’s Policy on Professional Conduct

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

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

### ***Policy on Professional Behavior***

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

### ***Standards of Professionalism***

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

- *Honesty* – Being truthful in communication with others.
- *Trustworthiness* – Being dependable; following through on responsibilities in a timely manner.
- *Professional demeanor* – Being thoughtful and kind when interacting with classmates, faculty, other members of the Program team, and all others; striving to maintain composure under pressures of fatigue, professional stress or personal problems.
- *Respect for the rights of others* – Dealing with staff, and peer members of the Goizueta community in a considerate manner and with a spirit of cooperation; Acting with an egalitarian spirit toward all persons encountered in a professional or non-professional setting, regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status, or veteran/Reserve/National Guard status.

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

***Evaluations and Expectations***

Professional conduct is expected from students at all times, both in the academic and non-academic setting. Professionalism is an essential component of all courses and in classes will be evaluated by the individual faculty member. Unprofessional behavior outside of the classroom by a student should be reported to the Senior Associate Dean. Unprofessional behavior will be considered for referral to a Conduct Hearing by the Senior Associate Dean. Students are encouraged to review the Goizueta MBA Conduct Code in order to be familiar with the procedural details used to enforce this policy.

## **Goizueta Business Library(GBL) Use of Licensed Database;**

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### **Client Projects, Directed Studies, Field Studies and Case Competitions**

Goizueta Business Library (GBL) vendors license their databases at rates that reflect a deep discount compared to what a commercial enterprise would pay. As part of these agreements, GBL agrees that the Goizueta Business School (GBS) will use the content and data strictly for academic or research purposes, for career/interview related research, and personal use. Breach of these conditions may result in vendors cutting off access. Experiential course client projects, directed studies, field studies and case competitions are part of GBS's academic program. Therefore, GBS students, faculty and staff may use Emory's licensed databases, including those of the Goizueta Business Library, for their own work in conjunction with these programs, but must follow these guidelines: You are allowed to excerpt or summarize only a small portion of reports, articles, data and other documents for inclusion in papers, presentation decks, and all other project and course deliverables. But you may never distribute to any project-related clients or anyone else outside of GBS any reports, articles, spreadsheets, etc. from Emory's electronic databases. According to Emory's Honor Code you must always attribute accurately and completely all data and excerpts or direct references you include in papers, presentation decks, and all other project and course deliverables. For recommended guidelines on citing sources in your bibliographies, notes/footnotes/ and slides look at these APA Citation Guides: Penn State University Libraries; USC Libraries.

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

Students are strictly forbidden from using the Goizueta Business Library's or any other Emory electronic resources for any work related to current employers or internships or providing access to anyone at these organizations. Questions about any of these policies should be directed to business librarians at: <http://business.library.emory.edu/help/ask-a-librarian.html>

## Conduct Code

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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 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 matter of alleged misconduct that fall under this Code will be handled under this Code. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Accordingly, in emergency situations, the Dean has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

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

### Confidentiality

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

### Definitions

When used in this Code:

1. The term **complainant** can be used to refer to a person, a group, an entity, or the University. When the complainant is a group, the University, an entity, or a single person may be appointed by that body to represent it.
2. The term **consent** means freely given agreement by a competent person. A person is incompetent to give consent when that person is under such incapacity that he or she does not appreciate the nature of the consent.
3. The term **days** means calendar days.
4. The term **distribution** means giving, selling, or exchanging.
5. The term **group** means a number of persons who are associated with each other who have not followed University requirements for recognition as an organization.
6. The term **hearing body** means any person(s) authorized by the Dean to hold a disciplinary hearing, to determine whether a student has violated the Code, and to impose sanctions. This term includes the Goizueta Conduct Council.
7. The term **Conduct Officer** means any person(s) authorized by the Chair to have preliminary meetings, conduct investigations, hold conduct hearings, and determine whether a student has violated the Code as well as recommend sanctions. This term includes the Chair of the Conduct Council.
8. The term **organization** means a number of persons who have followed the University requirements for recognition.
9. The terms **notify in writing** or **transmit in writing** mean to mail (U.S. or campus) written notice to the student's most recent address of record, to hand deliver written notice to the student in person, or to send via electronic mail.
10. The term **sexual conduct** means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature.
11. The term **student** means any person pursuing undergraduate or graduate studies at the University. At the discretion of the Dean, the term may be extended to mean:
  - (a) A person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or
  - (b) A person who, while not currently enrolled, has been enrolled in Emory University and may reasonably seek enrollment at a future date, or
  - (c) 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 civil authorities and to the University for acts that constitute violations of the law and this Code. Those accused of violations of this Code are subject to the University disciplinary proceedings outlined in this Code while criminal, civil, or other University proceedings regarding the same conduct are pending. Accused students may not challenge the University disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other University proceedings regarding the same incident are pending may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities when appropriate.

#### Prohibited Conduct

Each Goizueta 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. Engaging in sexual conduct with another person without the consent of that person.
- f. Violations of the University's Policy Statement on Discriminatory Harassment, which includes sexual harassment.
- 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 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.
- t. Exposing one's own genitals, buttocks, or breasts in a public place, unless specifically authorized for activities such as theater productions or classes.
- 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. Such University rules, regulations, or policies shall include, but are not to be limited to, the regulations and policies contained in the: University Housing Undergraduate Housing Agreement and Handbook, Campus Life Handbook, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, Division of Campus Life Alcohol Policy; as well as regulations relating to entry (opening and closing hours) and use of University facilities; Information Technology Division (ITD) policies; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.
- 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.
- 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 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.
  - ii. Violating confidentiality agreements on Honor or Conduct Code cases.

#### Student Conduct Hearing Boards

##### **Goizueta Conduct Council:**

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

- A. 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 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.

- A. 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.
- B. 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).
- C. 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.

- D. 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.
- E. 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
- F. Violation under this Code even though he or she may have completed all academic requirements.
- G. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct charges have been resolved and/or sanctions as well as other conduct obligations completed.

#### Hearing Procedures

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

request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement. Notification in writing of a hearing before a Conduct Officer, or the Goizueta Conduct Council, as well as the date and time of this hearing will be sent to the student/organizational president at least seven (7) calendar days before the scheduled date of the hearing. At this hearing, a decision of "in violation" or "not in violation" will be made, based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction will also be determined and the student/organizational president will be notified in writing. Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student/organizational president and the complainant, if any, shall be given at least seven (7) calendar days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing. The hearing shall be conducted by the appropriate hearing body (Conduct Officer) and all may require witnesses to testify at the hearing. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student/organizational president, complainant, advisors to the accused student/organizational president and the complainant, as well as witnesses during the actual time of their testimony. As used in the remainder of the Section and the following Section, references to the Conduct Council and the Chair shall also refer to the Conduct Officer. The accused student/organizational president and the complainant may be assisted by one advisor of his/her choice. The advisor must be a member of the Goizueta Business School faculty or staff, or a student currently enrolled at the graduate level. The advisor may not be an attorney. Exceptions will be considered by the Dean. The advisor acts as either the complainant's or accused student's support person during the hearing. The advisor may assist the student in the preparation prior to the hearing, but may not speak during the hearing. Advisors are allowed to:

- A. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if the accused student, complainant, or the advisor fails to appear at the hearing, the hearing may be held in the absence of either or both. Both the complainant and the accused student/organizational president are allowed to be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if 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/organizations' previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote. Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization. Whether the Conduct Officer or the Goizueta Conduct Council acts as the hearing official, a written decision will be issued in a reasonable time after the date of the hearing. This decision includes:

1. A statement of charges
2. A summary of the facts in the case
3. The decision
4. A brief statement of the hearing body's reasoning; and, if a violation is found
5. Sanction(s).

All decisions of the Goizueta Conduct Council or Conduct Officer shall be reviewed for completeness by the Dean. The accused shall receive written notice from the Dean's Office of the outcome of the hearing as described above and will also receive information on the option of an appeal. To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.

#### SANCTIONS - Conduct Officer

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 the form of service, monetary compensation, or material replacement.
- e. **Educational Sanctions:** Work assignments or service to the University or community.
- f. **Residence Hall Suspension:** Separation of the student or organization from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. (Note: This is in addition to the residence hall suspension referred to in the Graduate Housing Agreement. This Agreement provides that temporary, permanent, or immediate suspension may be imposed upon a student by the Director of Residence Life or Assistant Vice President of Housing at any time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of herself/himself, other persons or property.)
- g. **Suspension:** Separation of the student or organization from the University for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

- h. **Expulsion:** Permanent separation of the student or organization from the University.
- i. **Other:** Other sanctions as deemed appropriate by a hearing body.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization. Conduct sanctions (f) Residence Hall Suspension, (g) Suspension, and (h) Expulsion shall be entered permanently on a student's record and appear on his or her transcript. University Probation shall be entered on a student's record for the term of the probation. If sanction (f), notify University Housing and Registrar's office; if sanction (g), notify Registrar's office; if sanction (h), notify Registrar's office, University Housing, and University Parking.

### Appeals

The accused student or student organization may appeal decisions rendered by the Chair, Conduct Officer, or the Goizueta Conduct Council to the Goizueta Conduct Appeal Board. To initiate an appeal, the accused student or student organization must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision. The Dean will convene the Board for the appeal meeting. The Appeal Board will review the documents pertaining to the case to determine:

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

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

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

The recommendation of the Goizueta Conduct Appeal Board shall be referred to the Dean.

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

### Notification

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

### Retention of Conduct Records

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

## Discriminatory Harassment

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It is the policy of Emory University that all employees and students should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status is a form of discrimination specifically prohibited in the Emory University community. Any employee, student, student organization, or person privileged to work or study in the Emory University community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of their race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program, or activity
- b. Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or students; or
- c. Such conduct has the purpose or effect of unreasonable interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile, or offensive employment, educational, or living environment

All University vice presidents, deans, and division and department chairs should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, faculty, and staff are expected to assist in implementing this policy. The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that academic freedom be allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pre-textual basis for violation of this policy. Any student or employee with a complaint of discriminatory harassment should contact the Office of Equal Opportunity Programs to obtain information on the procedure for handling such complaints. Any questions regarding either this policy statement or a specific fact situation should be addressed to the Emory University Office of Equal Opportunity Programs.

Complaints may be addressed to and copies of procedures of other information obtained from the Office of Equal Opportunity Programs, the dean for student affairs in each school or college, or any member of the professional staff of the Division of Campus Life.

### Formal Procedures for Handling Complaints of Discriminatory Harassment

The University, in recognition of its commitment to maintain an environment free of discrimination and discriminatory harassment, has developed a policy that prohibits harassment on the basis of race, color, sex, age, religion, veterans' status, national origin, disability, and sexual orientation. Persons feeling aggrieved under the policy against discriminatory harassment are encouraged to seek informal resolution through the office of the Vice President, Equal Opportunity Programs. Informal procedures

may result in any outcome to which the parties agree. When informal procedures have not achieved an outcome satisfactory to the parties, these formal procedures may be used. It is not necessary that informal procedures be tried first. A sanction may be imposed (as opposed to) agreed upon a member of the University community only after a hearing in accordance with these procedures. Because of the special nature of a University community and the importance of principles of academic freedom, Emory here reiterates that part of the policy which provides that “the scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that academic freedom be allowed to all members of the academic community.” These procedures are to be used to enforce the policy in its entirety, including its insistence on the protection of academic freedom.

The procedures provided herein shall apply to complaints against faculty and non-faculty. Complaints against students (including postdoctoral fellow and house staff) shall be resolved under the conduct code provided by that student’s school or college (unless the student’s school or college code provides otherwise). Because of the difference in role in the University community of each of these groups, this document provides certain special supplementary procedures in addition to procedures applicable to all. A complaint against a principal administrative officer, dean, or equivalent division head shall be resolved by the President on an ad hoc basis in a manner that replicates these procedures as nearly as possible. Complaints against student organizations shall be resolved as prescribed by the Senior Vice President and Dean for Campus Life.

#### Grievance Procedures for Employee and Student Complaints of Discrimination

##### I. Introductory Statement:

1. Each member of the faculty, staff or student body of Emory University is free to seek answers to any question and to seek adjustment of any grievance arising out of alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/ Reserve national Guard status without being restrained or subjected to interference, coercion or reprisal because of, or as a result of, having filed a grievance or having made an inquiry or allegation of discrimination.
2. Supervisors, faculty and administrative officials are expected to see that allegations of discrimination receive prompt, impartial, and sympathetic treatment and that the person or persons making the allegation(s) are not restrained or subjected to interference, coercion, or reprisal because of, or as a result of, having made allegations of discrimination.
3. Any person having a grievance relating to pre-employment, employment or postemployment matters at Emory University and any applicant for student status, any presently enrolled student or former student having a grievance relating to his or her status as a student of Emory University may initially inform the office of Equal Opportunity Programs of the nature of the complaint for the purpose of discussing the availability of, and the meaning of, the grievance procedure or, in the case of students, may also discuss the matter with the Senior Vice President and Dean for Campus Life or the dean of the college in which the student it enrolled.
4. Any person having a grievance relating to prohibited discrimination may use either of the procedures set out below for resolution. Conventional complaints, not involving illegal discrimination, filed by employees will be dealt with under existing procedures for conventional grievances and not under these procedures. Grievant for the purpose of these procedures shall include all employees and students of the University whether full time or part time. In addition to all current employees, applicants and former employees who believe that employment decisions have been made adversely to them on the basis of prohibited discriminatory criteria shall also have access to these procedures.



5. The University respects the individual's right to choose one of the procedures set forth below. In addition, if a grievant elects to file an administrative charge with a governmental agency or file a lawsuit regarding the same matter that is the subject of his/her grievance, the University, after conferring with the grievant and respondent(s) if any will make a decision as to whether to:
  - a) Continue with the handling of this grievance process separately from the University's participation in the ongoing external process;
  - b) Coordinate handling of this grievance process with the University's participation in the ongoing external process; or suspend, postpone, terminate or conclude the handling of this grievance process in light of the ongoing external process. The University will communicate its decision to the grievant.
  
6. Complaints of discrimination that allege discriminatory harassment will be handled in accordance with the attached Policy Statement on Discriminatory Harassment and Formal Procedures for Handling Complaints.

## II. Regular Procedure

The employee grievant is encouraged to discuss the matter with his/her immediate supervisor and/or his/her department head ("respondent") and the student grievant is urged to discuss the matter with the academic or administrative staff involved ("respondent") or such respondent's supervisor. If this does not produce a satisfactory resolution, the employee grievant is free to discuss the matter with an employee advisor in the Employee Relations department of Human Resources or, in the case of students, the designated staff member in Campus Life who will attempt to mediate any difference that cannot be resolved between the grievant and respondent. The employee or student grievant may at any time discuss the matter with the Office of Equal Opportunity Programs who will attempt to mediate an appropriate resolution between the affected parties. The grievant may, at any time during the utilization of the informal procedure, move into the formal procedure without prejudice to his/her rights.

## III. Formal Procedure

### A. General

All references to President, Vice President for Equal Opportunity Programs and other specific University officials include his/her designee. Where a grievant desires to make a formal internal grievance complaint, the grievant will inform the Vice President for Equal Opportunity Programs of the facts constituting the basis of the grievant's complaint. Initially, the complaint may be oral or written and shall be made within 180 days of the occurrence giving rise to the grievance; otherwise, the complaint will not be received. All formal oral grievances will be reduced to a written summary by the complainant of the Vice President for Equal Opportunity Programs. All formal complaints will be signed by the grievant to initiate the formal procedure. The grievant may have a lay advocate of his/her choosing, other than an attorney, present at any time during the formal procedure. Upon receipt of a formal complaint, the Office of Equal Opportunity Programs will investigate the circumstances involved in the allegations and render a decision as to whether the facts support the allegations. Should the facts not support the allegations, the complaint will be dismissed. Should the facts support the allegations, the Vice President for Equal Opportunity Programs will oversee the implementation of an appropriate resolution. In light of the facts appearing, the Vice President for Equal Opportunity Programs may mediate the matter in an attempt to achieve a remedy that is satisfactory to both the grievant and the respondent. Although it is expected that his process will take no more than thirty calendar days from the filing of the complaint, the lack of availability of witnesses, participants in the process, pertinent

documents or similar reasons may necessitate extending this time limit up to ninety days, and this period may be further extended with the consent of the grievant and the respondent. Where the Vice president for equal Opportunity Programs has determined that the facts support the allegations, but no resolution has been agreed to, the respondent, the grievant or the Vice President for Equal Opportunity Programs may request the President of the University to convene the Appeal panel, as thereafter defined. The panel will be formed not more than fifteen days after receipt by the President of a request for convening the Appeal Panel.

#### B. The Panel

The Appeal Panel is to be composed of five persons selected from those eligible to serve in accordance with the following procedure:

Persons eligible to serve:

Members of the University Equal Opportunity Advisory Committee, the Affirmative Action Committees of the schools and divisions of the University, elected members of the University Senate, members of the Employee Council, and Principal Administrative Officers of the University are eligible to serve except the deans of the schools, vice presidents of the University, the Vice President for Equal Opportunity Programs and the Vice President for Human Resources. In cases where students are involved, students will be eligible to serve. In addition, persons on the list provided by the Vice President for Equal Opportunity Programs in accordance with Section 2 below shall be eligible to serve. Selection of panel members from those eligible to serve:

Two members shall be appointed by the President; two members shall be appointed by the grievant; and one member shall be selected by agreement of the other four panel members. If the four panel members are unable to agree on a fifth member, the chairperson of the University Senate shall appoint a fifth member. This member shall serve as chairperson of the panel. The grievant and the President must select members from those identified as eligible to serve except if the grievant is not satisfied that those available for his/her selection are able to hear the complaint without prejudice. In such case, he/she shall inform the Vice President for Equal Opportunity Programs of the nature of his/her dissatisfaction and may request a list of alternative names to be supplied by the Vice President for Equal Opportunity Programs from which selection shall be made. Only one such alternate list shall be supplied. The decision of the Vice President for Equal Opportunity Programs as to the composition of the list shall be final. All members eligible to serve may be excused from service in only the following circumstances:

- a. Either the President or the grievant may request removal of any panel member otherwise qualified on the grounds that the panel member is familiar with the case or knows any of the parties involved personally and may have formed an opinion on the merits of the case. In the event of successful challenge by either side (determined as hereinafter provided), substitution will be made with appropriate party.
- b. Any panel member may excuse him/herself from participation after selection is made on the following grounds: illness, unavoidable family or work commitments, familiarity with the case or with the parties involved, or previous service on a panel within one calendar year. The Vice President for Equal Opportunity Programs will determine the validity for any challenge or excuse. Pursuant to the University commitment to affirmative action and equal opportunity, time away from primary responsibilities will be provided to all panelists in order to allow service on the panel.

#### C. Panel Procedures

The Appeal Panel will establish its own procedures for the conduct of the hearing. The Appeal Panel chairperson shall convene the panel within ten days of appointment and the panel will determine which

witnesses to hear and what evidence it will consider from that which is presented by the grievant, the respondent, the Vice President for Equal Opportunity Programs and any other party to whom the Appeal Panel gives its permission, by majority vote, to participate. The hearing shall be held within a reasonable time and shall be closed. At the hearing, either party may have present any lay advocate the party may select other than an attorney. The advocate will be present for the purpose of advising the grievant but will not participate in the proceedings. The University will provide the grievant with reasonable access to the University records pertinent to the allegations made, consistent with applicable law. The reasonableness and pertinence of the request for records will be determined by the University administration. Within ten days of the hearing the Appeal Panel will issue written findings of facts and recommendations to the President of the University or designee.

#### D. Final Determination

The President may request further investigation and clarification from the Appeal Panel or the Vice President for Equal Opportunity Programs or any third party deemed appropriate by the President prior to determining the appropriate remedy. The final decision will be communicated to the Appeal Panel and interested parties within thirty days of receipt of the findings of the Appeal panel.

At no time shall resorting to this procedure be construed to prohibit the grievant from opting to abandon his/her formal grievance in favor of handling the grievance under the informal procedure

# APPENDIX

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## THINGS TO KNOW...

### Emory Facts

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

### GOIZUETA LINGO

#### Cohort

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

#### The Goizueta Technology Center

The Goizueta Technology Center is located on the 4<sup>th</sup> floor in front of the exit from the spiral stairs in Room 400. The lab is fully equipped with PCs, printers, scanners and multi-media workstations.

#### LD

Leadership Development

#### 25Live

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

#### Goizueta Facebook

NOT FACEBOOK.COM. This is used by faculty, students and staff to get to know you.

#### Nameplate

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

#### Tubfile

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

#### EmoryCard

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

#### WoodPEC (Woodruff PE Center)

The Gym

#### DUC as in “duck” (Dobbs University Center)

The DUC is located in the center of campus and is home to a large food court, a post office, student lounge.  
Hours: 7:30am-1am

## THE FINE PRINT...

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