

Simon Student Handbook
2017-2018

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UNIVERSITY OF ROCHESTER GRADUATE BULLETIN

This document holds official policies for the University of Rochester and all of its graduate schools including Simon.

[Click here to view the 2016-2018 Graduate Bulletin.](#)

ACADEMICS

2017-2018 Academic Calendar

ORIENTATION

July 17, 2017, Monday	International MBA Orientation
July 17, Monday	International MS Orientation
July 24, Monday	MS Orientation Starts
July 31, Monday	MBA Orientation Starts

PRE-FALL TERM 2017

July 31, Monday	Pre-Fall Classes Start
August 4, Friday	Last day to add/drop classes
August 30 – 31	Final exams

FALL TERM 2017

September 4, Monday	Labor Day - No classes
September 5, Tuesday	Fall Quarter Classes Start
September 8, Friday	Make up class day for Labor Day
September 8, Friday	Last day to add/drop classes
September 25 - 29, Mon – Fri	Career Expo / Career/ Recruiting Events / No classes
October 11 - 13, Wed- Fri	Career Expo / No classes
October 25 - 26, Wed, Thurs	Career Expo / No classes
November 13 - 17, Mon – Fri	Last Week of classes
November 20 - 24, Mon – Fri	Thanksgiving Recess / Reading Period
November 27 - December 1, Mon - Fri	Final Exams

December 4 - January 7, 2018, Mon - Sun Winter Recess

WINTER TERM 2018

January 8, 2018, Monday

Winter Quarter Classes Start

January 12, Friday

Last Day to add/drop classes

January 15, Monday

Martin L. King Holiday no classes

January 19, Friday

Martin L. King Make Up Day

March 5 - 8, Mon – Thurs

Last Week of Classes

March 12 - 16, Mon – Fri

Final Exams

March 19 - 23, Mon – Fri

Spring Break

SPRING TERM 2018

March 26, Monday

First Day of Spring Quarter

March 30, Friday

Last Day to add/drop classes

May 21 - 24, Mon - Thurs

Last Week of Classes

May 28, Monday

Memorial Day

May 29 - June 1, Tues - Fri

Final Exams (Monday Finals on Tuesday, one day shift running Tuesday - Friday)

Sunday, June 10

Commencement

SUMMER TERM 2018

June 11, Monday

Summer Quarter Classes Start

June 15, Friday

Last day to add/drop classes

July 4 - 6 , Wed – Fri

Fourth of July holiday - no classes

July 25, Wed

Last Day of Classes

July 26 - 27 Thurs, Fri

Final Exams

Degree Requirements

Please refer to the [Course Catalog](#) for degree requirements regarding specific courses.

The following requirements must be met to receive an MS degree:

- Complete courses in MS study grid (found in Course Catalog)
- Cumulative grade point average of 3.0 or higher
- No outstanding balance due the University Bursar's Office

The following requirements must be met to receive an MBA degree:

- Successful completion of 9 core classes, 11 electives, and no fewer than the following number of credit hours: 67 hours for full-time students, and 64 hours for part-time students*
- In addition, full-time students must complete the MGC communications sequence and the GBA401 consulting course.
- Cumulative grade point average of 3.0 or higher
- Grades of "C" in no more than 20 percent of hours
- No outstanding balance due the University Bursar's Office

The following requirements must be met for the PhD degree:

- Successful completion of 90 credits (60 credits with a Master's degree)
- Passing Core, Major and Minor exams
- Approval of First- and Second-Year Research papers
- Approval for Advancement to Candidacy
- Passing a Thesis Proposal and Thesis Defense
- No outstanding balance due the University Bursar's Office

*Part-time students have seven years from the date they begin their studies at Simon Business School to complete all requirements for graduation. The seven-year period commences during the quarter when the first class is taken, whether or not the student has yet matriculated. Extenuating circumstances may prevent a student from completing their studies within seven years (e.g., multi-year overseas assignment). In these rare cases, a student may request an extension beyond seven years. Requests of this nature should be directed to the Sr. Associate Dean of Faculty and Research and include both an explanation for the delay and a proposal for degree completion.

Course Catalog

You can find the following in the [Course Catalog](#):

- Faculty biographies
- Degree requirements for all MBA and MS programs
- Concentration requirements
- Course Descriptions
- Course Prerequisites

Concentrations

Although not required, most MBA students opt for at least one concentration and, in many cases, two. Concentrations permit students to develop expertise in the following areas:

Business Systems Consulting
Competitive and Organizational Strategy (STR)
 -Pricing Track
 -Strategy & Organizations Track
Computers and Information Systems (CIS)
Corporate Accounting (ACC)
Entrepreneurship (ENT)
Finance (FIN)
Health Sciences Management (HSM)
International Management
Marketing (MKT)
 -Marketing Strategy Track
 -Brand Management Track
 -Pricing Track
Operations Management (OMG)
Public Accounting (CPA)*

*Day sections are required to complete this concentration.

Students' programs will be audited for concentration fulfillment upon program completion.

Faculty Area Coordinators

Each academic area has a faculty member assigned to coordinate teaching and hiring and to provide students with information about the concentration. The Area Coordinators for the 2016-2017 academic year are:

Faculty Member	Room #	Phone #	Area
Charles Wasley	CS3-160E	275-3362	ACC
Gerald Wedig	CS3-160J	273-1647	HSM
Avi Seidmann	CS3-333C	275-5694	CIS, OMG
Duncan Moore	S248	275-5248	ENT
Jerold Warner	CS3-160H	275-2678	FIN
Paul Ellickson	CS3-202C	273-1491	MKT
Michael Raith	CS3-143	275-8380	STR

MS Faculty Directors

Each of the four MS programs have a faculty director that oversees the academic programs and update the curriculum.

Faculty Member	Room #	Phone #	Area
Heidi Tribunella	CS4-110E	275-3757	MS Accountancy
Paul Nelson	CS3-204	275-2550	MS Marketing Analytics
Rajiv Dewan	CS3-333B	275-3827	MS Business Analytics
Jerry Warner	CS3-160H	275-2678	MS Finance

Grade Distribution Policy

The Simon Business School requests each faculty member not exceed a 3.5 average GPA for each graduate business course taught in a given quarter. A faculty member teaching multiple sections of a course in a given quarter may pool all sections when computing the average GPA for the course but keep MS and MBA students separate. In cases where MS and MBA students are enrolled in the same class, a separate grade distribution may be used for each program. This grading policy will be applied consistently across Simon’s core and elective courses as well as across our full-time MBA, part-time MBA, MS, and EMBA programs. Faculty unable to fulfill this request must seek approval of the Senior Associate Dean of Faculty and Research prior to the grade submission deadline.

The University’s grading system and grade points for graduate students are listed below:

A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C	2.0	Poor
E	0.0	Failure
I		Incomplete
W		Withdrew
WE		Withdrew while failing
N		No grade reported
S		Satisfactory (courses graded on a pass/fail basis)
AU		Audit

Students must earn a cumulative grade point average (GPA) of at least 3.0 by the end of their program of study in order to graduate from Simon Business School. Official transcripts provided by the University Registrar’s Office do not calculate quarterly and cumulative GPAs. However, students may view or print unofficial transcripts through the Simon Registrar’s website. These transcripts contain Simon Business School courses only. They do not reflect other courses you have taken at the University of Rochester. Grades of “N”: An “N” grade may be reported when a professor has no record of a student’s attendance, when the student has failed to appear for the final exam or when the student has not turned in required assignments. This is considered to be a temporary grade

Grades of “E”: If a student receives a grade of “E” in a course, he or she will not earn credit for that course. The failing grade will be included in the calculation of the GPA until the course is retaken. If the course is retaken, only the second grade will be included in the GPA calculation. Students may retake a course only once. Note that the failing grade will remain on the student’s transcript even when that course is repeated

For PhD students who receive a grade of “C” in each of two courses, or for eight hours of work toward the degree “will thereby have raised the question of the adequacy of his or her academic performance. In those circumstances the student’s record must be reviewed by the Sr. Associate Dean of Faculty and Research in consultation with the student and the program director.”

Incompletes

A grade of “I” is assigned by mutual agreement between the instructor and the student. A student will be allowed to receive an Incomplete in a course when one or both conditions exist: the majority of work in the course has been completed and/or the student is absolutely unable to complete the course because of circumstances beyond his/her control.

To receive an Incomplete, the student and the instructor must sign a contract detailing a plan for completing the course. The Incomplete Grade Form must be filed with Simon Business School Registrar no later than the last day of classes of the quarter in which the Incomplete is assigned. The contract must state what work remains to be done and a timetable for course completion. Course work for grades of “I” must be finished within one year of receiving the initial grade. Requests for grades of Incomplete filed after the last day of classes will be denied.

When the student determines which class they wish to take to complete the coursework for their incomplete grade they should fill out a Repeat Form for Incomplete Grade. This form is on Simon Business School Registrar’s Office website. Once the instructor determines that the contract is fulfilled, the instructor submits a Change of Grade form to the Registrar’s Office to replace the “I” with the grade earned by the student.

If Simon Business School Registrar's Office does not receive a Change of Grade form within one year of the date the Incomplete was assigned, the grade of “I” is changed to “E.” Grades of “I” are granted at the discretion of the instructor. If a request for an “I” grade is denied, the student can still withdraw from the course on or before the last day of classes with the approval of the instructor. A grade of “WE” (withdrew while failing) may be given if a student’s performance is unsatisfactory at the time of withdrawal.

Dean’s List

Simon Business School maintains a Dean’s List for MBA/MS students at the beginning of each quarter to recognize students who have achieved academic excellence in the preceding quarter in the program. Successful completion of all courses taken during the quarter is required in order to be recognized on the Dean’s List. Any “N” or “I” grades on the student's transcript must be completed satisfactorily.

Full-time students taking nine credit hours or more with grade point averages of 3.7 or higher for that quarter are notified by letter that they have been placed on the list.

Part-time students, who have completed 9 or more credit hours as a matriculated student during the academic year and obtain a cumulative 3.7 or higher, are evaluated once a year. This occurs after the spring quarter for the preceding four quarters. They are then notified by letter that they have been placed on the list for the previous academic year.

Grade Posting

Faculty members are required to submit grades for summer, fall, and winter quarters, to the Registrar's Office within four business days after the final exam, or four business days after the last class if there is no exam. In the spring quarter, faculty must turn in their grades within four business days of the exam for cohort courses, and 48 hours for all other courses. Students may not request their grades from Simon staff, faculty or faculty assistants. Students may access their grades through the Student Information System. These links can be found on the Registrar's Office Website.

Grade Changes

If it becomes necessary to change a grade after it has been reported to the Registrar, the instructor can request a Grade Change form and submit the revised grade to the Registrar's Office. The Senior Associate Dean for Faculty must approve the grade change before the new grade can be posted. Requests to change a grade (either for the course or an exam) will not be considered if they are made more than 6 weeks after the instructor submits the final grades to the Registrar's Office.

Exam Policies

All students are required to take course exams when scheduled. If circumstances arise such that a student cannot meet a deadline, s/he must receive permission for an extension from the instructor before the deadline to avoid receiving zero credit (e.g., exam failure).

Exams are administered during pre-determined exam periods. More than two final exams on one day is considered a hardship. The Registrar's Office will notify the faculty involved to work out an alternative exam time.

Students should not make travel plans during exam periods as faculty members are under no obligation to offer midterm and final exams outside scheduled times. In the event a faculty member chooses to allow an exam outside the scheduled time due to extenuating circumstances, the student must notify the Associate Dean for Faculty in writing of the request for an alternative exam time. The request must be approved by the Associate Dean in order for the change to occur.

Under certain conditions, some faculty may permit students to submit an examination for re-grading. Students are advised that exams submitted for re-grading must not be altered in any way from the original examination. Any alteration can result in charges of academic dishonesty, which can bear serious penalties including dismissal from the program. Many faculty members photocopy exams before returning them to students in order to detect alterations. Faculty are under no obligation to re-grade exams. Students are advised that faculty may have certain re-grade policies that may include, among other specifics, a time frame for submitting re-grade

requests or a point system or other procedure for determining when and if to accept a re-grade request.

Assignments, projects, and exams are often returned to students via their mail folders. Faculty and staff are committed to maintaining students' privacy regarding exam grades. Faculty members may elect to use a cover sheet with their exams. The cover sheet may contain options regarding the distribution of your exam and the level of confidentiality you desire.

Exam Procedures

Students should expect the following procedures during exams:

- All exams will use randomized seating charts with no adjacent seating.
- Two proctors per room exceeding 30 students, otherwise one. Instructors are encouraged to serve as one of the proctors.
- Proctors must report all suspected violations of the code of academic integrity to the instructor and to either the Chair of the Academic Integrity Committee, Cliff Smith, or the OSE representative, Brad Rosenbaum, immediately after the exam is completed. Students violating the code may be removed from the exam.
- For full exam procedures details, please visit the mySimon portal.

Academic Standards Committee

The Academic Standards Committee monitors the academic progress of all MBA/MS students quarterly. The committee is comprised of faculty with ex-officio members (academic advisors from the Office of Student Engagement and representatives from the admissions office). The purpose of the committee is to assist students who are having academic difficulties, and to identify students who have little chance of graduating so that they do not expend their time and resources unnecessarily. To this end, the committee reviews and identifies students quarterly whose record, up to that point, indicates that they may have difficulty meeting the graduation requirement of a cumulative grade point average of 3.0 and less than 20 percent of grades of C or E, and provides guidance to those students. Students having academic difficulties meet with their academic advisor in the Office of Student Engagement, for advice on understanding the problem and developing strategies for improving her or his grades. The Chair of the Academic Standards Committee may provide additional assistance in more serious cases. Students experiencing academic difficulties cannot be on a board of a Simon student club and may not participate in the International Immersions. In some cases, scholarships can be impacted.

Dismissal/Suspension

Students face the possibility of dismissal from the program if their academic performance indicates that they are not likely to satisfy graduation requirements. At least one quarter prior to dismissal, students who are having academic difficulties are notified in writing that their matriculation is in jeopardy. The letter is written by the Chair of the Academic Standards Committee. While it is the responsibility of the student to improve academic performance, the Office of Student Engagement is available to provide advice on strategies and resources for improving performance.

A student who is dismissed from either the MBA or MS program on academic grounds has the right to appeal the decision of the Academic Standards Committee. An appeal is intended to provide an opportunity to consider overlooked, exceptional, or unfair circumstances pertinent to the case. It is not intended to be another review of the facts of the case already considered. The only grounds on which an appeal can be made are: To consider new information sufficient to alter the decision that was not available at the time of the committee's decision, or to determine whether errors substantive enough to affect the decision were made during the committee's review of the case. The appeal must be made in writing to the Chair of the Academic Standards Committee. The letter should state the grounds on which an appeal is made and what the student believes supports an appeal on those grounds. In the case where a student returns from a suspension, scholarships will not be reinstated.

Course Repeats

Students may be advised to repeat courses in an effort to improve their academic record. Other students may elect to repeat courses to better their understanding and recorded performance in a given course. A student who repeats a course should understand that repeating a course replaces the grade but does not increase the total number of credit hours earned; the course is only counted once. In addition, the second grade (not necessarily the better grade) is used in computing the grade point average. Both courses and their respective grades appear on the transcript but only the repeated course is calculated in the grade point average. Students may retake a course only once and students are responsible for full payment of all repeated courses; scholarship awards will not be applied to repeated courses. Students must complete the Course Repeat Form to register for the repeat course.

Withdrawal from Program

At Simon, students, faculty and staff work in partnership. When a student contemplates leaving the program for any reason, that departure has an effect on everyone related to that student. Before a student may withdraw from either the MBA or MS program, we require that the student meet with their academic advisor. This person will discuss with the student the reason for the withdrawal and determine if the factors necessitating the withdrawal could be changed. If after discussion, a student still wishes to withdraw from the program, the Change of Status: Leave of Absence or Withdrawal form must be completed and submitted it to the Registrar's Office for processing. Students withdrawing from Simon Business School are subject to the refund policy which is available on the Registrar's website.

Transfer Credit Policy

Part-Time MBA students may petition to receive transfer credit for graduate courses taken at other universities. A maximum of three courses or nine credit hours may be approved for transfer into the MBA program. The appropriate Faculty Area Coordinator and the Sr. Associate Dean for Faculty and Research must approve all graduate courses taken outside of Simon Business School for transfer credit. Any student seeking to transfer coursework into Simon programs from other schools or from other divisions of the University should obtain approval for transfer of course credits before registering for courses or s/he bears the risk that the course will not be approved for transfer credit. The procedure is as follows:

- All requests for transfer of course credit must be made with your academic advisor who verify that the course meets the criteria, and;
- Obtain a Petition for Transfer Credit form from the Registrar's Office website under forms;
- Complete the form and attach transcript, catalog description for the transferring course and syllabus or detailed class outline. Using the description of Simon Business School courses found in the current Course Catalog, indicate specifically which Simon course is comparable to the transferring course or whether you are requesting to transfer it in as a general elective;
- Submit completed materials to the Academic Operations department at Simon. Those students going on the International Exchange Program should submit their materials to the Office of Student Engagement; Academic Operation will then consult with the Sr. Associate Dean of Faculty and Research and the Area Coordinator, when applicable.

Guidelines for transfer credit approval are as follows:

- Full-time students are not eligible to transfer courses;
- Courses may not have been used to satisfy the requirements for another degree;
- Courses must be at the graduate level;
- A grade of "B" or better must be received;
- Courses must have been completed within the past three years.
- Courses must be from an AACSB accredited university or college.

Once approved, students should arrange to have the following forwarded to Simon Business School Registrar's Office by the last day of final exams for the quarter in which you expect to graduate:

- An official transcript showing the grade and course credits received;
- A \$750 transfer fee for each course taken outside the University of Rochester.

Grades for transferred courses are not calculated in a student's cumulative grade point average. Grades earned as part of an approved University of Rochester/Simon Business School joint degree program are included in the grade point average.

Course Substitutions

All approved core course substitutions will need to be substituted with a more advanced course in the area of the course waiver and must be approved by the area coordinator.

For Full-Time and Part-Time MBA students, no core course substitutions are given for FIN402, STR401, STR403, GBA411, or GBA412. Below are the course substitution policies for MBA students:

Upon providing supporting evidence to the Simon School's Registrar's Office, students with a CPA (or foreign equivalent), have passed Level II of the CFA exam (certificate of proof), or have an undergraduate degree in accounting (or business with an accounting major or concentration), granted within the past 5 years, may petition the accounting Area Coordinator for a substitution of ACC 401. A copy of the degree evidencing the accounting degree, major or

concentration and transcripts reporting the grades for accounting courses must be submitted as part of the substitution request. Student must pass a financial accounting proficiency exam.

MBA students can substitution OMG402 either through a petition based on prior school work or by taking a proficiency exam. Students with undergraduate degrees in industrial engineering, operations research, (or business), granted within the past 5 years, that have taken a number of operations management courses may petition the operations Area Coordinator for a substitution of OMG 402. Transcripts reporting the grades for such courses must be submitted as part of the substitution request. Students must pass an OMG proficiency exam.

A student can substitute CIS401 if they have an undergraduate or graduate degree with a major or concentration in an information technology related area and a grade of high pass (B+ or equivalently better grade) in the technology management and information economics related courses and/or have extensive technology management experience. Course substitution requests must be accompanied with relevant transcripts and, if applicable, documentation of prior operations management work experience. A student may substitute for CIS401 with a more advanced course in the same area by petitioning the CIS area coordinator with evidence of proficiency in the area.

A student can substitute MKT402 if they have an undergraduate or graduate degree with a major or concentration in Marketing and a grade of high pass (B+ or equivalently better grade) in the marketing courses. Student may substitute for MKT402 with a more advanced Marketing course by passing a proficiency exam.

GBA490 American Business Practice

International MBA students in F-1 and J-1 status who wish to participate in a paid internship after receiving a job offer letter from an employer must apply for work permission from the International Services Office (ISO) in 213 Morey Hall. Eligibility guidelines are set by Immigration. F-1 students must be enrolled full-time (nine credits per quarter) for one academic year (three quarters) to be eligible to work off campus in the United States using Curricular Practical Training (CPT). Students who meet this requirement and receive a written job offer may apply for CPT. Students should go to the ISO to verify their eligibility.

-Student completes the CPT and GBA490 American Business Practice forms and attaches offer letter.

-Student takes the form to Office of Student Engagement and the Assistant Dean of Academic and Financial Operations for approval signatures on the CPT form.

-Student takes the signed CPT form and GBA490 form to the Simon Registrar's Office so you can be registered.

-Student takes the completed CPT and GBA490 forms to ISO for processing.

There is no fee for this one credit course. However, you will be billed the mandatory activity fee. ISO will then authorize the employment once proper documentation is provided. CEIS Internships or those through other affiliated employers with the University are in a special

category of “F-1 on campus employment at an off campus location” and are also authorized by ISO. These internships do not require the academic year in status to be eligible. J-1 and domestic students must use some of their 18 months of academic training to be authorized for an internship. Work permission must be authorized by your J-1 sponsor for all on campus and off campus employment before beginning work. Registering for GBA 490 is optional for J-1 internships.

At the end of the Internship, student must submit the written paper to the Director of Academic Personnel in the Academic Operations department. The paper will be reviewed by a Simon faculty member who will assign a pass/fail grade for graduation. The Director of Academic Personnel will send you an email detailing the requirements. Students must register for this unpaid Internship (GBA490E) before the end of the Summer Quarter Add/Drop period. You will not be charged for the one credit GBA490E Integrating Business Theory and Practice course but students will be billed the Mandatory Activity fee for summer quarter.

GBA491 Master’s Reading Course/GBA591 PhD Reading Course

Students may register for a Reading Course (Independent Study) by filling out a Master Reading Course GBA491 form or PhD Reading Course GBA 591 form. Forms can be found on the Registrar’s Office website under forms. Students must submit a GBA491 or 591 form which outlines the complete course synopsis and has been signed by the supervising professor. Students should not attempt to register for this class online. Students are still responsible for the activity fee when taking this course and you cannot use a paid project or Internship as the proposed curriculum for a Master Reading Course. Master Reading Courses may only be taken as electives and no more than two Reading Courses may be taken as credit toward an MBA degree. Reading courses may be graded on a pass/fail basis or with a letter grade. The decision for grading rests with the professor overseeing the course.

Take 2 Voucher

Graduating Simon Business School MBA students are allowed to take up to two courses beyond the required courses needed for degree completion, free of charge, subject to certain guidelines. Students must have met all graduation requirements before this option can be utilized although the last required class(es) can be taken concurrently with the 1st or 2nd free class. Any questions regarding enrollment eligibility should be directed to the Registrar.

The course(s) can be taken no earlier than the quarter prior to your graduation and no later than one year or four quarters after graduation as an alumni. Take 2 vouchers cannot be used to audit a course or retake a course to improve a grade. The grade you receive will be included in your cumulative grade point average. If you withdraw after the second week of classes, a grade of "W" or "WE" will appear on your official transcript. If a course is oversubscribed, students using a Take 2 voucher will have the lowest priority. You must submit the voucher form before the last day to add/drop. Vouchers submitted after that time cannot be considered. Take 2 vouchers are only valid for Simon Business School courses and may be counted toward concentration requirements. Take 2 courses may be used to maintain full-time status but DO NOT count toward financial aid eligibility. Please have the Office of Financial Aid sign your Take 2 form to confirm that your loan(s) will not be affected.

PROFESSIONAL STANDARDS

Academic Honesty and Code of Conduct

As an educational institution, the Simon Business School has a significant commitment to maintain its credibility in the marketplace. Because a graduate degree is an intangible asset, both faculty and students have strong incentives to assure potential employers and prospective students of the quality of the Simon degree. Further, honest behavior enhances the quality and fairness of the educational experience for all of those earning that degree. Therefore, it is an individual and a collective responsibility of the members of the Simon community to participate actively in maintaining the highest standards of honesty and integrity by promoting adherence to the Code of Academic Integrity.

Every Simon student is expected to be completely honest in all academic matters. Simon students will not in any way misrepresent their academic work or attempt to advance their academic position through fraudulent or unauthorized means. No Simon student will be involved knowingly with another student's violation of this standard of honest behavior.

A violation of the Simon School Code of Academic Integrity includes, but is not limited to, the following: cheating (including unauthorized cooperation or the use of unauthorized material in preparing an assignment to be graded); plagiarism (representing the work of others as your own); submitting altered exams for re-grading; gaining unauthorized access to exam questions or content prior to the examination; using, without authorization, the same material in preparing assignments in two separate courses; use of text or graphics from internet/website sources without specific reference and lying to instructors or school administrators. Knowingly permitting dishonest behavior such as plagiarism or copying from another's work is also a violation.

There are many different forms of academic dishonesty. The following is not meant to be exhaustive. Rather, it provides examples of the most common kinds of unacceptable academic conduct by students. Ignorance of the policy does not excuse actions that violate its requirements.

Specifically, a student is in violation of the Simon Code of Academic Integrity if he or she, without explicit instructor approval:

- Uses (any part of) another team's work on an assignment.
- Provides (any part of) one team's work on an assignment to a member of another team.
- Receives (any part of) another team's work on an assignment.
- Asks another student for access, or attempts to induce another student to provide access to work done by another team. [Such incidents must be reported by any student asked to grant access; not doing so is a violation itself.]
- Fails to exercise proper precautions to prevent work done by one team from passing into the hands of another team.

A proven violation of the Code can lead to a failing grade on an assignment or project, course failure, suspension and/or dismissal from the program. Additional sanctions may include

ineligibility to serve in student leadership positions or to participate in international exchange programs. Scholarships may also be impacted.

Maintaining academic integrity is a joint responsibility of students, faculty, and staff. Failure to report direct knowledge or evidence of a violation injures the entire Simon community. Negative consequences of known but unreported violations include lower class morale, lower school reputation, and lower degree value. Thus, all members of the Simon community have an obligation to one another to report Code violations.

Violations of the Code of Academic Integrity should be reported to the course instructor, the Assistant Dean of Students, Office of Student Engagement Staff or the Chair of the Academic Integrity Committee. If discovered by or reported to the course instructor, the instructor should report the incident to the Chair of the Academic Integrity Committee or OSE Academic Integrity Liaison.

Academic Integrity Committee and Process

The Simon Business School shall have a standing Academic Integrity Committee. The committee shall hear and review cases involving alleged breaches in the student academic integrity policy. Should any questions arise to the nature of an allegation or the committee to hear a specified case, the Office of Student Engagement Liaison shall be consulted.

The Academic Integrity Committee will consist of 3 voting members and 3 non-voting members. The 3 voting members will be rotating set of professors serving a specified term limit, while the 2 non-voting members will be the Sr. Associate Dean of Faculty, the Assistant Dean of Students, and the OSE Liaison.

2017-18 Academic Integrity Committee:

Cliff Smith (Chair)
David Oliveiri
Roy Jones
Ron Goettler
Carin Cole
Brad Rosenbaum

Anyone, including staff, student or faculty, who is made aware of an incident of a suspected breach to the academic integrity policy is responsible for alerting the professor or an Office of Student Engagement (OSE) representative. They will bring the information to the OSE Liaison who in turn is then responsible for informing the instructor, who will begin collecting evidence and making an initial determination of appropriate course of action to be taken, which may lead up to and including failing the student in the course. The Committee will convene to review all facts and make a final decision. The instructor or the student may appeal the findings of the Academic Integrity Committee hearing within 5 business days of the mailing of the decision to the Dean. The decision of the Dean is final. For more detailed documentation on the Academic Integrity Committee process, please visit the mySimon portal.

Class Conduct, Attendance, and Class Recording

In the classroom, students are expected to demonstrate the same professional behavior that they would in a business setting. This includes, but is not limited to, timely arrival, notifying faculty in advance of any planned absence, informing the faculty member of the reason for any unplanned absence and active but non-monopolizing participation in classroom discussion. It is important to know that some faculty adjusts grades based on attendance and/or class participation. Out of courtesy to others, students should enter or exit the classroom quietly from the back of the room if class is in session. Care should be taken not to disrupt the class by picking up class notes or otherwise creating a disturbance. Students are expected to either turn off cellular phones or turn their devices to a non-audible notification when in class or attending presentations. Students are also discouraged from using their laptops while in class or attending presentations unless its use is required.

The same courtesies extend to your interactions outside the classroom. It is expected that you will be on time to team meetings and that you will notify your teammates if you plan to be away. Similarly, timely arrival at other scheduled Simon activities, especially those involving guest speakers, is expected. In addition, students are reminded to reply to invitations from faculty, deans and staff when requested.

It is expected that students will display a name card during class to identify themselves and facilitate discussion. The name cards assist the professors and students in learning students' names.

Attendance is taken in all core full-time MBA core classes and will impact participation grades. For remaining courses for both MBA and MS classes, attendance policies are at the discretion of the professor. Attendance in class is expected. If you find that you must be absent from class, you should notify your professor. The professor will find this information useful in determining how an absence will affect your grade. A student in the MS or MBA program who expects to be absent for any length of time should discuss the absence with the Office of Student Engagement, as it relates to missed work and impact on their team.

If you will be missing a class and would like to have it recorded, students must make the request ahead of time with reasonable notice to the professor. Recordings are at the discretion of the professor.

Copyright

It is a violation of copyright law to copy copyrighted material, such as Harvard Business School cases or computer software, without permission and payment of associated fees. Cases and software used in the MBA or MS classes will be sold to the students by the UR Bookstore, and it is the responsibility of the University Bookstore to ensure that adequate supplies of these materials are available for sale to Simon students.

Dress Code

Simon Business School sponsors many functions that require business attire. Students will be notified in advance if business attire is required. Business attire normally means suits for the men and suits or professional dresses for the women. Other functions might indicate business casual attire. Overly casual clothes such as jeans, shorts and sandals are discouraged for business casual functions. For in-class presentations, business attire is expected.

Title IX Sexual Harassment Policy

Students as well as faculty and staff are entitled to equal opportunity, equitable access and equal treatment in University programs and activities. The University prohibits discrimination against and harassment of individuals or groups of people on the basis of age, color, disability, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, and sexual orientation or any other status protected by law. These are considered “protected statuses.” If you believe you have been discriminated against or harassed due to your protected status or your actual or perceived affiliation with someone who has a protected status, you have choices about how to respond. It is important that you choose the resolution process that feels comfortable to you and that you believe is likely to result in a positive outcome. An often effective first response is to respectfully ask the person to stop the behavior. You could also ask a counselor in Simon’s Office of Student Engagement Office, the University’s Title IX Coordinator or a University Intercessor to explain the various formal and information options for investigating and resolving the situation. For detailed information about your options, including the process for filing a formal complaint, please visit the Equal Opportunity Compliance website at <http://www.rochester.edu/eoc/HarassmentDiscrimination.html> or contact Morgan Levy, Equal Opportunity Compliance Director and Title IX Coordinator, by phone at 585-275-7814 or Email at Morgan.Levy@rochester.edu. You may also contact the designated Title IX representative in the Office of Student Engagement: Karen Platt at karen.platt@simon.rochester.edu or 585-275-8041.

Diversity and Inclusion

We believe that an inclusive atmosphere benefits all members of the Simon community. Throughout your MBA experience, you’ll study alongside a diverse group of peers with unique experiences and varied perspectives. In addition, a Simon Inclusion Ambassadors program was created by five members of the MBA Class of 2018. Inclusion Ambassadors work to foster an atmosphere of mutual respect by promoting cultural awareness, leading responsible dialogue, and inspiring social change. The organization seeks to acknowledge individual and cultural differences and encourage conversation to improve society as a whole, beginning with the Simon community. Our ambassadors keep the Simon community aware of current campaigns that promote social justice and inform us of opportunities to support these movements. Ambassadors are also available to provide support to all students.

Simon Diversity Council

The Simon Diversity Council is made up of faculty, staff, and students who help implement the President's Diversity council key priorities at the Simon Business School. The SDC believes the University should continue to create and actively promote a safe and welcoming community that supports learning and understanding of issues of diversity, promotes awareness, and encourages interactions among people and groups from diverse backgrounds.

Campus Smoking Policy

Effective August 15, 2017, all of the University's campuses will be tobacco-free both inside and outside campus buildings. The new policy restricts tobacco, e-cigarettes, and vaping on University properties, but includes the provision for a small number of outdoor smoking shelters on River Campus. Starting August 15, these shelters will be the only designated areas for smoking and other tobacco use on River Campus. They will be located:

- on the south side of Rush Rhees Library, between the library and Meliora Hall
- next to Wilson Commons, under the bridge to Morey Hall
- next to Carol Simon and across from Schlegel Hall

The Medical Center, which has been smoke-free inside and out since 2006, also designates outposts on their campus as the sole areas where tobacco is permitted. New tobacco-free signs will be posted at building entrances and displayed prominently in outdoor areas to inform everyone of this change.

Alcohol Regulations

New York State law prohibits the serving of alcohol to individuals actually or apparently under the age of 21, to intoxicated individuals or to individuals who are known to become habitually intoxicated. It is illegal for individuals under the age of 21 to possess alcoholic beverages with the intent to consume such beverages. Serving of alcoholic beverages must be coordinated through University-approved caterers only. Clubs interested in having alcohol served at an event should discuss their needs with the Office well in advance of the anticipated event. For the most current list of University approved caterers, please visit the Environmental Health and Safety website at: <http://www.safety.rochester.edu/sanit/approved.html>. It takes caterers approximately three weeks to obtain the appropriate permits required to serve alcohol on campus, so please plan accordingly.

University Standards of Conduct

The University has established standards of conduct for maintaining public order and an appropriate learning environment on University campuses and other property. No member or guest of the University community may engage in unlawful or disruptive behavior on University premises, including but not limited to the following: The unlawful possession and use of controlled substances (drugs); the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance; Obstruction or disruption of teaching or other University activities; Prevention of free movement, such as pedestrian or vehicular movement; Possession or use of firearms and explosives; dangerous, destructive, or noxious chemicals; or any dangerous or

apparently dangerous weapons, other than as allowed by law and University regulation; Detention, physical abuse or conduct that threatens bodily harm or endangers the health of any person; Intentional damage or theft of University property or the property of any member of the University community; Entry into living quarters, private offices or working areas of another person without express or implied permission of that person or of an authorized University official; or invasion of the privacy of records, data or communications belonging to individuals, to the University or to others. Violators of these standards are subject to disciplinary action. The University also reserves the right to discipline unlawful or disruptive conduct that occurs off campus if the conduct is associated with a University activity or raises considerable concerns of a threat to the safety or welfare of the University community. Refer to the Regulations and University Policies Concerning Graduate Studies Guide for more information

Religious Observance

As provided in the New York Education Law Section 224-a, students who choose not to register for classes, attend classes or take exams on certain days because of their religious beliefs will be given another opportunity to register for classes or to make up the work requirements or exams they miss, without penalties or additional fees.

University Operations in Adverse Weather and Similar Emergencies

The presumption is always that University/School activities and services will go forward on schedule. It is the policy of the University, in general, to remain in operation despite adverse weather conditions, transportation or utility problems or similar interruptions. If extremely severe weather forces the cancellation of classes and/or the closing of the School, make-up classes will usually be scheduled for the first Saturday after such closing/cancellation. Recorded announcements will be available and updated frequently on the University of Rochester Information Line where they may be heard any time by dialing 275-6111. In addition, Simon Business School has an information line in place to notify those interested in specific Simon emergency closing information. Call 275-5082 when you are unsure about how the weather or another emergency may affect Simon Business School schedule.

COMMUNICATION AND FEEDBACK

Course Evaluations

Students have the opportunity to provide feedback on teaching and curriculum through class evaluations administered prior to final exams. These evaluations are reviewed by the Senior Associate Dean for Faculty and Research and are shared with faculty after grades are submitted. Professors may also provide mid-term evaluations to students in their classes for their own use in charting progress of the course. Students who have issues/concerns about a course or a professor are encouraged to discuss the matter with Office of Student Engagement or the Sr. Associate Dean of Faculty and Research prior to the evaluation process.

Year End Surveys and Exit Interviews

The Dean and his staff encourage student feedback at Simon Business School. To this end, a number of processes have been established to ensure that student concerns are heard. Year-end satisfaction surveys allow for systematic analysis of student sentiment and enable the School's administration to benchmark our program with competing MBA programs. Full-time MBA students are surveyed during their first year and exit interviews with senior staff are conducted at graduation. Part-time students are surveyed each year as well for feedback on their experiences and satisfaction with the program.

Town Halls

Open forums, are sponsored periodically by the Graduate Business Council or by one or more of Simon Business School Deans, to discuss topics of interest with students. Very often, "town halls" are held when issues affecting students have been raised or when policies proposed might greatly impact students in the School. These meetings enhance communication between members of the administration and the student body.

Email Communication and Newsletters

To access Simon technical resources, like Email and the Intranet, every student is provided a single username and password. The username will also be the first part of the assigned Email address: firstname.lastname@simon.rochester.edu. This Email address will be permanently assigned and is "for life." On or about ninety days after graduation the account no longer accommodates mail storage; the address simply becomes a forwarding address to the personal account provided by the alum.

Newsletters are sent out on a regular basis to inform students of events including but not limited to club events, special announcements, and weekend highlights. All newsletters are sent to the student's email account.

Mail Folders and Name Tents

Mail folders for MBA /MS students are on the first floor of Schlegel Hall. All students have mail folders. Students who need a new mail folder or who have questions about mail folders should contact Simon Business School Admissions Office. Students should check their mail folders daily or whenever they are on campus. These folders are used as a primary means of

communication by Simon Business School faculty and administration, student organizations and University offices. Examining the contents of another student's mail folder without permission to do so is unacceptable behavior. A mail folder should be viewed as the private property of the individual to whom it belongs. Anyone caught reviewing the contents of another student's mail folder without permission will be subject to disciplinary proceedings. Similarly, the removal of another's folder or the contents of another's mail folder without that person's permission will be subject to the same disciplinary proceedings. Students should report any behavior of this kind to a member of the Administration. Name tents will be provided for students and are required for all classes. Many professors will mark you absent if you do not have your name tent.

Google Calendar

The Google calendar lists all Simon events, club meetings and other activities of interest to our students. It is the official events calendar for the school and students are expected to check the calendar to be informed of events to attend. Students should check the calendar when planning activities to avoid conflicts. To have an event posted, contact the Office of Student Engagement. To view instructions, go to: <http://www.simon.rochester.edu/resources-current-students/googlecalendars/index.aspx>.

Blackboard

Blackboard (<http://learn.rochester.edu>), a web-based course management system, is used at Simon Business School to provide online access to course work materials. Course web sites can be accessed by the course instructor and students enrolled in the class. The course instructor will inform you if Blackboard is used and how it will be used. Not every Simon Business School course will use Blackboard. Blackboard can be accessed using your NetID and NetPassword, once you have a Blackboard account. Your Blackboard account will be created and an email sent to your Simon email address after you are registered for classes. The email includes your NetID and a link to the NetID website at <http://www.rochester.edu/it/netid> where you can set your NetPassword. You will need your URID, the 8-digit university ID assigned to you by the University. If you need to access UR ePay, to manage and arrange payment methods for your school bill, then your Blackboard account will be created prior to registration.

SimonWorks

SimonWorks, powered by Symplicity, is our comprehensive, online recruitment and research system that gives students the ability to stay informed and connected to many CMC services. Use SimonWorks regularly to: register to attend on-campus recruiting events including company information sessions and executive chats, view our events calendar of workshops and register to attend, schedule appointments with Career Management Center staff and Simon Career Advisors, access important forms and documents, as well as our online resource library, view and search job opportunities, and upload your resume to apply for jobs you qualify for.

TEAMWORK

Teamwork is an integral part of any Simon MS or MBA program. It is expected you will work in teams in all or most of your courses. Cohorts are based on your degree program. Each cohort complete core classes together.

Assigned Teams, Charters, Counseling

Each cohort is divided into student teams. Normally assigned in groupings of five members, these teams are formulated intentionally to include varied skill sets and experiences. It is common for a team to include students with diverse professional experience varying in functional area and industry experience as well as varied academic training and cultural experiences. The fundamental challenge of the team is to build on these experiences and skills and harness the talents of each member of the team. Assigned teams may be reconfigured each quarter. This process allows students the opportunity to have a wider variety of team experiences and teaches more about team process. Operating in a team requires classmates from diverse professional, cultural and national backgrounds to function together as a unit. This provides a unique opportunity to share experiences, proficiencies and perspectives. Teams provide the framework to hone management skills and to encourage responsibility among team members while building interpersonal and team skills.

The School provides significant support to teams. During Orientation, students are introduced to strategies for working in groups in sessions on teamwork and communication. Teams create a charter that all team members agree to. These charters are designed too operationalize how your team will work together, communicate, meet, and submit assignments. A team check-in will be conducted with your coach and/or advisor.

As a matter of policy, it is only in the most unusual of circumstances that assigned teams are reconfigured. If team problems develop, the following steps are recommended:

- Talk about the problem within the team
- Use teamwork tools provided during Orientation
- Consult with the team's coach (for first year full-time MBA students)
- Give the coach an opportunity to brainstorm with coach leaders;
- Discuss the matter with your academic advisor in the Office of Student Engagement;
- After exhausting earlier steps, solicit counsel from the Assistant Dean of Students and the Sr. Associate Dean of Faculty and Research.

Team Projects and Peer Review

In core courses, students' grades are determined by a combination of individual performance on exams and sometimes homework, joint work with teammates on homework and/or projects and class participation. Individual faculty determines the weighting of these different factors in grades. In many of the core courses, faculty design projects for students to complete as teams. One objective of team projects is to provide substantive assignments that allow for learning about the subject area and learning about the process of collaborative professional teamwork. In order to provide incentives for the entire team to participate and become knowledgeable about the project, project-related questions are often placed on examinations. Team projects/homework

should be completed within your assigned team. Collaboration with members of other teams is not allowed unless approved by the professor. Unauthorized collaboration with other students would constitute a breach of Simon Business School Code of Academic Integrity. To provide additional incentives for all team members to participate fully in team assignments, some faculty use peer evaluations as a factor in determining students' grades.

Coach Program

The Simon Coach Program, established in 1996, is one of the first applied leadership programs among nationally ranked business schools. It pairs first-year teams formed at the beginning of the MBA Core program with a second-year student who serves as a mentor and coach. Simon's MBA coaches are nominated by peers and selected by Simon faculty. They are consistently among the top 25% of students in their class.

Coaches collaborate to re-write their charter and refine the coach program at the beginning of each academic year, and receive extensive training in leadership through a 2-quarter course provided tuition-free by the Simon School.

The coaches' primary roles are twofold. They serve as peer mentors in the job search process, sharing the lessons of their own internship experience, facilitating application of the search strategies provided by Simon's CMC professionals, and lending individual support to 1st-years navigating the process. They are also Simon's key source of feedback and advice on teamwork skills, facilitating the development of each 1st-year's self-awareness as a team member, and helping him or her tackle the challenges of collaboration.

Coaches attend one 1st-year team meeting each week of fall and winter quarters, designating some part of the meeting to student issues ranging from job search strategy to course selection. They also observe team dynamics in each meeting, and twice per quarter lead a peer-based assessment process, in which 1st years evaluate their own and other team members' contributions to the group effort. Coaches compile the results and provide individual feedback on strengths and areas for improvement, aimed at building each team member's collaborative skill.

The heart of the program lies in the engagement and interaction of the coach with their 1st year team. Coaches build a relationship with their team as a knowledgeable peer and supportive colleague. They become trusted members of their team's professional network and a meaningful part of their career development. The experience provides Coaches with leadership insights and skills that will serve them over the life of their own careers.

REGISTRATION AND RECORDS

Registration Process and Deadlines

For assistance with registration, please visit the Simon Registrar's website at <http://simon.rochester.edu/registrar/registrar/index.aspx>. Currently enrolled Simon students may register online for classes through the Student Information System. Students will receive registration instructions through their Simon Email account prior to the start of registration each quarter. Matriculated students, depending on the program, may be pre-registered for classes by the Registrar's Office. If you drop a course after the Add/Drop period, you will receive a grade of "W" for the course and will be refunded according to the Refund Schedule. First time non-matriculated graduate students must attend the Part-Time Orientation / Registration session which is offered fall, winter, spring and summer quarters at Simon Business School before taking classes.

Add/Drop Period

Students may add or drop courses until the end of the first week of classes through the online registration system. Go to Simon Business School Registrar's Office website at: <http://www.simon.rochester.edu/why-choosesimon/registrar/index.aspx> and select "Register for classes online" below Registration. Students who need to add/drop course after the first week of classes must get approval from their academic advisor, the Assistant Dean of Students or Admissions, and the professor.

Withdrawing from a Course

If contemplating withdrawing from a course after the first week, student will need to meet with their academic advisor. In addition to approval from their advisor, they will need to obtain approval from the Assistant Dean of Students or Admissions if it is after the add/drop period. Students will need to complete the Course Withdraw form with the instructor's approval signature and return it to Simon Business School Registrar's Office for processing. All withdraws submitted after the first week of classes will be refunded based on the current Refund Schedule. Instructors may assign a grade of "W" (withdrew) or "WE" (withdrew while failing) for courses dropped after the second week of classes. PhD students must submit course change requests to the PhD Office for approval. Contact the PhD Office at 275-2959 if you have any questions about registration. Students dropping a course after the first week of classes will be responsible for paying for a portion of the tuition. See Refund Policy below for more details.

Course Loads and Student Status

Verification of enrollment for matriculated and non-matriculated Simon students are based on the following each quarter:

- Full-time = 9 or more credit hours
- For Fall Quarter (Students registered for courses in the Pre-Fall and Fall Term terms will be considered full-time if they register for at least 12 credit hours combined in the two Fall terms. Students registered for courses in Fall term are considered full time if they are registered for at least 9 credit hours.)

-Half-time = 6-8 credit hours

-Part-time = 5 or less credit hours

Students needing verification or confirmation of their enrollment status for loans, health insurance, or scholarships, may request an Enrollment Verification through the National Student Clearinghouse. Visit the University Registrar's Office web site for further information at <http://www.rochester.edu/registrar/verifications.html>.

Course Audits

Generally, students are allowed to audit Simon Business School courses outside of core/concentration requirements. Students will need to fill out the Audit Form, obtain signature approval from their advisor and the instructor, and then submit to the Registrar's office for processing. Course requirements (e.g., assignments, exams and class participation) for an audited course are determined by the individual course instructor. Students who successfully complete an audited course will receive the grade "AU." No letter grades are given in audited courses and no credit will be awarded for audited courses. If a student drops from an audited course, the course is removed from the transcript. PhD students are not allowed to audit courses. There is a fee for auditing a course and no refund is given for dropping an audited course. Take-2 vouchers cannot be used to audit courses. Should a non-matriculated student taking a course as "AU" wish to matriculate, s/he would be required to repeat the previously audited course for credit. Students may not change from audit to credit or credit to audit after the second week of classes.

Leave of Absence

Students must maintain continuous enrollment to obtain their degree. Full-time MBA/MS and PhD students must register for the fall, winter and spring quarters to maintain continuous enrollment; they need not register for the summer quarter. Part-time students must register for at least one courses every fall, winter, and spring quarter to be continuously enrolled. Students must be either continuously enrolled or on a leave of absence to be considered in good standing. MBA/MS students who are unable to maintain continuous enrollment may remain matriculated in the degree program by taking a leave of absence. Students considering a leave of absence should first consult with their academic advisor. To apply for a leave of absence, students must register for GBA 985 (Leave of Absence) by completing the Change of Status: Leave of Absence or Withdrawal form, which includes the reason for the request and the expected duration of the leave, and submit it to the Registrar's Office for processing. Students must obtain signature approval from their advisor and the Assistant Dean of Students or Admissions. Students may request a leave of one term up to a maximum of three terms (one academic year). Scholarships should not be affected if the student is on an approved leave of absence and is expected to return within one academic year. International students must have the permission of the ISO prior to applying for a leave of absence. Students who have not maintained continuous enrollment will not be allowed to register for courses until the continuous enrollment requirement is satisfied. Students failing to register for three consecutive quarters will be withdrawn from the program.

Medical Leave of Absence

Students who need to go on a medical leave of absence must submit a request in writing to the Director of MBA or MS Advising or the PhD Office. The request then goes to University Health

Service (UHS) for review. The Director of UHS will make a recommendation to the School regarding the appropriateness of allowing the student to take a medical leave of absence. The recommendation will be based on the seriousness of the health problem and the extent to which the health problem has interfered with the student's coursework. Contemporaneous evidence of both is required. The School will make the decision concerning the leave request and will inform the student of that decision, including the effective date of the leave and any other conditions attached to it that are deemed appropriate to the circumstances of the particular case. Except in unusual situations, the petition to go on leave for medical reasons must be initiated by the student before the end of the term in question. Students who wish to return from a medical leave of absence must notify the Director of MBA or MS Advising or the PhD Office who will ask UHS to review relevant health-related information. The Director of UHS will make a recommendation regarding the appropriateness of allowing the student to return from medical leave of absence. The recommendation will be based on evidence that the condition that required the leave is under sufficient control to allow the student to make a successful return. The School will consider the recommendation and whether any conditions imposed on the leave have been met and will inform the student of its decision. Except in unusual situations, the petition to return from medical leave of absence must be initiated by the student at least two and preferably three months before the expected date of return.

Students must register for "GBA 985: leave of absence" each term they are in this category. It should be noted that registration of "985: leave of absence" does count toward the degree time limit.

Updating Student Information

Students may change their address online through the Student Information System. International students on F-1 visa must notify the Registrar's Office and International Service Office (ISO) within 10 days of moving to a new address. Students who change their names must complete the Change of Name Form and submit an acceptable form of proof of the name change to the Registrar's Office to change your name in the Student Records System. Acceptable forms of proof include an original birth certificate, court order, driver's license, marriage certificate, or passport documents. International students must notify the Registrar's Office and the International Service Office (ISO), and submit one of the acceptable forms of proof (above).

Undergraduate Semester Courses

Simon Business School offers 100 and 200 level undergraduate courses. These courses are offered in the fall and spring semesters and appear in the University's course schedule. Undergraduate students may register for these classes by following the College's registration procedures. These courses are not available to Simon graduate students.

Executive MBA Courses

Simon Business School offers an Executive MBA program and an International Executive MBA program in Bern, Switzerland. Students who wish to register for these courses should consult with the Executive MBA Office located in 204 Schlegel Hall or by calling (585) 275-3439.

PhD Courses

Simon Business School offers 500 level PhD (doctoral level) courses. Students who wish to register for these courses should consult with the Simon PhD Office located in 4-345 Carol Simon Hall or by calling (585) 275-2959.

Simon Business School Alumni

Simon alumni who wish to return to Simon Business School to register for classes are advised to consult with Office of Student Engagement located in 202 Schlegel Hall or by calling (585) 275-8163.

Non-Simon Business School Alumni

Non-Simon alumni who wish to register for classes are advised to consult with Simon Business School Admissions Office located in 305 Schlegel Hall or by calling (585) 275-3533. Non-Simon alumni who wish to take courses to transfer back to another University are also advised to consult with Simon Business School Admissions Office.

Matriculated MBA/MS Simon students who wish to register for graduate courses at the University of Rochester Consult with your academic advisor to confirm the class will count towards your degree requirements if you are taking the class for that purpose. If approved, they will give you a course substitution form to complete. Complete the Simon Add/Drop form and obtain the instructor's approval. Return the Add/Drop form and the course substitution form to the Simon Registrar's Office for processing. These courses will be entered in the ISIS student records system. U of R courses will not appear on your Simon unofficial transcript only on your official transcript. Matriculated MBA/MS Simon students who wish to register for Simon PhD courses The Area Coordinator and the Senior Associate Dean must approve your request and sign the course substitution form. Complete the Add/Drop form. Return the Add/Drop form and the course substitution form to the Simon Registrar's Office for processing. Simon PhD courses will appear on your Simon unofficial transcript and official transcript.

Simon 400 level master's graduate courses are not available to University of Rochester undergraduate students. University of Rochester graduate and PhD students who wish to register for Simon graduate or PhD classes must complete Simon Business School Add/Drop form and secure the signature of the professor. Return the form to Simon Business School Registrar's Office.

TUITION AND FINANCIAL AID

Tuition and Fees for 2017-18

Students can view the tuition and fees online here:

<https://www.rochester.edu/adminfinance/bursar/PDFs/SimonFees2017-18.pdf>. The Activity Fee covers a variety of expenses related to a diverse set of student activities. These include support for the Graduate Business Council, student clubs, photocopying of course material, software licenses, cap and gown rental for graduation, university charges for student activities, etc. Several years ago Simon Business School decided to fund these activities through a single fee rather than individual charges as we used to do and some other schools continue to do. Full-time students are charged \$175 per quarter in which they are registered, even if they are not resident in Rochester. (Examples include: GBA 490 American Business Practice, GBA 491 Reading Course and GBA 492/493 International Exchange Programs).

Billing Schedule and Online Billing

All students are required to submit a Online Payment Agreement prior to registration for classes. The payment agreement is submitted online: www.rochester.edu/adminfinance/bursar. Please note that you must complete a payment agreement even if you are receiving a tuition benefit as a University employee. The student may change their payment option or billing address at any time by submitting a new payment agreement online. These requests must come from the student. The student is responsible for notifying the Bursar's Office if the billing address changes. Students are responsible for viewing their billing statement online each month and can be viewed through the UR ePAY link through the student portal. Students will not receive a statement in the mail. Electronic billing is the official method of billing. Paper bills will not be sent.

Payment Options

The University offers Graduate students two options for payment of tuition and fees for each quarter:

Single Payment Option: Due dates are October 10 for the fall quarter, February 10 for the winter quarter, April 10 for the spring quarter, and July 10 for the summer quarter. Note: for students who start the fall quarter in August, the due date will be September 10.

Two Payment Option: Due dates are October 10 and November 10 for the fall quarter, February 10 and March 10 for the winter quarter, April 10 and May 10 for the spring quarter, and July 10 and August 10 for the summer quarter. Note: for students who start the fall quarter in August, you will pay in 2 installments due September 10 and October 10.

Employer Sponsored Payment Plan (ESP) – students must submit a completed ESP form for each quarter of attendance to the Bursar's Office by the first week of class. **Direct Billing Authorization** – students must submit a completed **DIRECT BILLING AUTHORIZATION** form for each quarter of attendance to the Bursar's Office, by the first week of class. To print Direct Billing and Employer Sponsored Payment Plan (ESP) forms, go to:

<http://www.rochester.edu/adminfinance/bursar/simonforms.htm>

Billing Statement

The student billing statement can be viewed online from your student portal:

<http://learn.rochester.edu>. Once you log in, click on UR ePAY on the left. Students receive an email each month when the new billing statement is available. Students are encouraged to pay their bill online using UR ePAY. Our vendor accepts electronic check payments or wire transfer via peerTransfer (a trusted source for sending wire transfers). Additionally, payments made via an online bill payment service (other than UR ePAY) are converted to a paper check when submitted to the University. Please allow extra time for processing. All check payments must be in U.S. dollars and drawn on a U.S. bank. Students may also pay via wire transfer using peerTransfer. For more details visit: <http://www.rochester.edu/adminfinance/bursar/billing.html>.

Bursar Holds

University policy requires that students be current in payment of all tuition and fees prior to registration for each academic term. Simon students who have a past-due balance will not be pre-registered for the next term or allowed to register online. Students will also not be able to access courses on Blackboard. University policy also requires all students to submit a payment agreement prior to registration. If you have a past-due balance, you may settle your account with the Bursar's Office, 330 Meliora Hall, 585-275-3931.

Refund Policy

If you are expecting to receive a refund of the proceeds of your student loan(s), you will need to contact the Bursar's Office each quarter to request a direct deposit refund. You will not be eligible to receive a refund until you have completed the promissory note(s), entrance counseling and have submitted all documents required by the Financial Aid office. Once all financial aid has been credited to your student account you may request a refund. Please be advised that refunds are not issued until the start of classes each quarter, and that the processing time for direct deposit refunds is 5-7 business days. If the credit balance on a student account is the result, in part, of an overpayment by credit card, the Bursar's Office reserves the right to issue a refund check or funding source. Student loans are generally issued in three disbursements. For details on the Student Refund process, visit: <http://www.rochester.edu/adminfinance/bursar/refund.html>.

Students who withdraw or take a leave from Simon Business School, voluntarily or involuntarily, after the first day of classes but before the time when s/he has completed 60 percent of the period of enrollment, will have their institutional charges and institutional aid adjusted based on a daily proration of attendance. For information on the University policy covering withdrawal or leave of absence, please go to: <http://www.rochester.edu/registrar/policies.html#refunds>.

Financial Aid

Simon Business School awards and administers merit-based financial aid in the form of scholarships and fellowships to full-time MBA and MS students. Merit-based financial aid is available to part-time students studying in the Professional MBA program (PMBA).

A scholarship is a tuition credit and, under current Federal tax law, is not taxable. A scholarship is applied on a pro-rated basis – refer to your scholarship offer letter for details on the allocation of the award. Students should consider scholarships as a partial credit of tuition charges each quarter. Scholarships are not increased or re-allocated across quarters for those who extend or decrease the time required to complete their degree. Scholarships do not apply to review courses or courses that must be retaken, nor do they apply to fees (e.g., activity fees, transfer credit fees, etc.) or audited courses. Scholarships awarded to entering MBA students are automatically renewed at the same level for the second year if the student has achieved a GPA of 3.0 or better in the first year of the program. Students with a GPA of less than 3.0 will have their scholarship reduced, completely or in part, depending on the level of aid and the student’s academic performance. Once aid is decreased, it remains at that level for the duration of the second year of the program and is not increased back to original levels based on subsequent performance. No new scholarships are awarded once a student has enrolled. No increases in scholarships are made after a student has enrolled. Scholarships only apply to courses taken at Simon Business School. They do not cover the expense of courses taken at other colleges within the University or at other universities for transfer credit. In cases where the Simon administration determines academic honesty was violated (e.g. plagiarism, cheating, etc.), scholarship and fellowships will be removed entirely and the student will no longer be eligible effective the term the academic dishonesty took place, as concluded by the Simon administration.

The Financial Aid Office provides assistance to graduate students who are interested in obtaining federal and/or alternative loans to help fund their education. To be eligible for federal loans, students must be either a U.S. citizen or a permanent resident, matriculated into a degree-seeking program, and enrolled for at least 6 credit hours per term. Students who are international, registered for less than 6 credit hours, or are non- matriculated should contact the Financial Aid Office to discuss alternative loan options with their financial aid counselor. Graduate students who are applying for federal aid must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The University of Rochester’s school code is 002894. Students must complete all application materials for both federal and alternative loans each academic year.

Federal Direct Unsubsidized Loans: Graduate students may borrow up to a maximum of \$20,500 per academic year through the Federal Direct Unsubsidized loan program. For details on federal loans, visit: <https://studentloans.gov/myDirectLoan/index.action>. Interest will begin to accrue on the loan once it has disbursed to the student’s account. The actual amount a student is eligible to borrow cannot exceed the University of Rochester’s cost of attendance minus any other assistance received (includes departmental awards and/or employer benefits).

Federal Direct Graduate PLUS Loan: The Graduate PLUS loan is based on credit-worthiness, which is determined by the federal government. For details on Graduate PLUS federal loans, visit: <https://studentloans.gov/myDirectLoan/index.action>. Students may defer payments while they are enrolled at least half-time (defined as 6-credit hours per term at the University of Rochester). Applications can be submitted online with federal government at www.studentloans.gov. Students must apply for the federal direct unsubsidized loan first before

applying for the Graduate PLUS loan.

Alternative Loan: Students may opt for an alternative loan instead of the suggested federal loans. Please be aware that alternative loans are based upon credit-worthiness and have a variable interest rate, as determined by the individual lender. Students must complete an application and be approved by the lender before funds will disburse to their student account. Please be aware that a co-borrower may be required for some students.

For additional information on these loan options, please visit the Financial Aid Office's website at www.enrollment.rochester.edu/financialaid and visit elmselect.com for examples of alternative loans.

Student Employment

Assistantships

An assistantship is a stipend awarded in return for work performed at Simon Business School. Assistantships are awarded to MBA and PhD students in the second year of the program. Second-year MBA academic assistantships are based solely on first-year academic performance and are awarded at the end of the first year. Academic assistantships normally involve grading and/or teaching assistance in graduate or undergraduate courses or course development work with a Simon Business School faculty member. Expected time commitment for students with assistantships is an average of 10 hours per week while school is in session. Every effort will be made to assign academic assistantships in students' areas of concentration or interest for as many quarters or semesters as possible. However, assignments are made in accordance with academic need and cannot be guaranteed every term. For information contact Sue Harris, PhD Administrator, Carol Simon Hall, Room 4-345. Assistantship checks are issued semimonthly through the Academic Operations Office in Carol Simon Hall. Under current federal tax law, assistantships are taxable.

Employment Opportunities

While Simon Business School cannot prohibit full-time students from working part-time to offset their expenses, students are discouraged from such activities in their first year of the MBA/MS and PhD programs. The curriculum is designed to include substantial teamwork and the workload is heavy. Second-year students are sometimes able to secure work at Simon Business School. Opportunities exist in many of the School's administrative offices. Hourly grading assignments are offered as needed through Academic Operations. Students are selected based on their performance in the course where grading assistance is required. Students might also locate work with Simon Business School professors in areas such as research and course development. These positions are usually reported on an hourly basis. The hours and rates are determined by the student's program and are subject to University guidelines.

All students must be officially hired by the University of Rochester before beginning work. The office of Academic Operations, Carol Simon Hall, will assist students in compiling the required paperwork to complete the hiring process.

University-Wide Employment Opportunities

The University's Financial Aid Office, located in Wallis Hall, Room G13, is responsible for coordinating all hourly student employment within the University. They offer a variety of resources to assist current students who wish to work. The University employs over 2400 graduate and undergraduate students on the hourly payroll every year. Applicants for student employment opportunities must be registered full-time matriculated students.

Position openings are accessible via the Internet at <https://enrollment.rochester.edu/financial-aid/employment/>.

Students are eligible for off-campus employment; however, international students should first verify eligibility with the International Services Office (ISO). Students who wish to work only on a casual basis, or who wish to supplement their earnings through occasional extra employment, may register through Strong Staffing located at Brooks Landing, 910 Genesee Street, Suite 100 (275-6206).

Employment Opportunities for Spouses

Spouses of UR students seeking University employment should visit the Employment Services Division, Office of Human Resources located at Brooks Landing, 910 Genesee Street, Suite 100. University vacancies are on file in three-ring notebooks inside this office at the main reception desk, in the local newspapers and by the University of Rochester home page at www.rochester.edu selecting Working at the University, then Job Opportunities.

Employment Services Office hours are 8:00 a.m.-5:00 p.m., Monday - Friday. Information on applicant procedures is available by calling 275-2091. Career Development Services is a non-profit organization that partners with individuals and organizations to help them grow, change and succeed. A leader in career coaching, re-careering and job search strategies, Career Development Services provides assessments, coaching and counseling for individuals, services to achieve positive outcomes in workforce transitions, and a wide range of career management and consulting services to national corporations. For more information, call (585-244-0765) or visit them on the web at www.careerdev.org

Employment Limitations for International Students

International students in F-1 and J-1 status have restrictions on employment options both on and off campus. International students cannot work off campus without written permission from the ISO and/or the Department of Homeland Security. F-1 students may work on campus incident to their status up to 20 hours per week during the academic year and full-time during breaks and J-1's may work on campus with written permission from their J-1 sponsors. Employment applications, instructions and immigration advising on employment issues are available at the ISO. Before accepting any position, international students must contact the International Services Office in Morey Hall room 213 to determine eligibility and conditions for employment. F-2 dependents of international students are not allowed to accept employment while in F-2 status. J-2 dependents may apply for work permission under certain conditions. Please contact the ISO for additional information and assistance.

Family Educational Rights and Privacy Act (FERPA)

The Simon Graduate School of Business, as part of the University of Rochester, complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Under FERPA, students have, with certain limited exceptions, the right to inspect and review their educational records and to request the amendment of their records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights. Requests to inspect or review records should be addressed to the Registrar, or to the appropriate administrator responsible for the records, and will be honored within 45 days. Any student questioning the accuracy of any record may state his or her objection in writing to the University administrator responsible for the record, who will notify the student of their decision within 45 days of receiving the objection. Final review of any decision will be by the appropriate dean who, if requested by the student, will appoint a hearing committee of two faculty members and one staff member to investigate and make recommendations. Students concerned with the University's compliance with FERPA have the right to file complaints with the U.S. Department of Education's Family Compliance Office. FERPA further requires, again with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. One such exception is disclosure to parents of dependent students. Another exception is disclosure to school officials with legitimate educational interests, on a "need-to-know" basis, as determined by the administrator responsible for the file. A "school official" includes: anyone employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); any person or company acting on behalf of the University (such as an attorney, auditor, or collection agent); any member of the Board of Trustees or other governance/advisory body; and any student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Other exceptions are described in the FERPA statute and regulations 34 C.F.R. Part 99. The University considers the following to be directory information: name, campus address, e-mail address, home address, telephone number, date and place of birth, academic fields of study, dates of attendance, current enrollment (full or part-time), photographs, participation in recognized activities and sports, degrees and awards, most previous educational institution attended, and other similar information. The University may publicize or respond to requests for such information at its discretion. However, the use of records for commercial or political purposes is prohibited unless approved by the appropriate Dean.

GRADUATION

Application for Graduation

Students must complete an online application for graduation which can be found on the Registrar's Office website prior to graduation. Information regarding the application will be sent by Email to students. Students who graduate at the end of summer (August) may participate in the previous June Commencement ceremony and your name will be listed in the Commencement booklet. For example, If you graduate at the end of summer quarter, August 2016, you may participate in the June, 2016 Commencement ceremony.

Simon Business School graduates MBA/MS students three times a year. Students who complete requirements for their degree at the end of the summer quarter will have their degrees awarded in August of that year. Students who complete requirements for their degree at the end of the fall quarter will have their degree awarded the following March, and those completing their degree requirements at the end of winter or spring quarters will have their degree awarded in June. PhD students who complete requirements are awarded their degree in October, March or June.

Tickets

Students automatically receive three tickets for Commencement. Students do not need a ticket and any children who will not need a seat do not need a ticket. Tickets will be distributed by the Office of Student Engagement in the spring quarter. OSE will also email students who would like to be placed on the waitlist for additional tickets beyond the three. The waitlist will be first come, first serve. Only students who have completed the Application for Graduation will receive tickets.

Commencement Rehearsal and Ceremony

Commencement rehearsal will be held on Friday, June 8, 2018, at 9:00 a.m. at the Eastman Theatre, 26 Gibbs Street, Rochester, NY 14604. Beginning at 8:30 a.m., there will be a continental breakfast available for you on the second floor of the Cominsky Promenade at the Eastman School of Music. It is very important you attend this rehearsal, as we want to be certain you are familiar with the process that will take place at Sunday's Commencement. The rehearsal will last one hour. To add some excitement, we will award a GoPro to a lucky graduate who attends the rehearsal. At the rehearsal, you will receive important details concerning the procedures regarding the robing and line-up process and the seating arrangement for the ceremony.

The ceremony begins at 10:00 a.m. on Sunday, June 10, 2018, and lasts approximately two and a half hours. Students can line up beginning at 8:30 a.m. at the Eastman Theatre. All graduates are required to be in line by 9:30 a.m. Do not be late. Personal items, such as cameras, purses, and coats, should be left with family members or friends before arriving at the Eastman Theatre. There is no secure room to house these items so we do not recommend that you bring them with you. Doors open at 9:15 a.m. for guests.

Cap and Gown

Students must order their cap and gown online through [Oak Hill](#). Individuals placing orders after the deadline cannot be guaranteed proper regalia size. If you miss the registration deadline, you must contact the Bookstore at 585-275-8348 or ftallarico@bncollege.com as soon as possible. Caps, gowns, and tassels will be individually packaged and available for distribution at the Barnes and Noble at University of Rochester. If you are unable to pick up your cap and gown during the times noted above, Bookstore personnel will be at the Eastman Theatre on Sunday, June 4, (the day of Commencement) to distribute any unclaimed regalia. It is recommended, however, that you obtain your items in advance so you can remove the gown from its packaging and allow any wrinkles to fall out. Please also note that your hood will not be supplied at the time you pick up your cap and gown because it will be presented in the formal hooding, which is part of the Commencement Ceremony.

Beta Gamma Sigma

Beta Gamma Sigma is a national honor society in business and management. Membership is limited to those in the upper 20 percent of the MBA class of institutions accredited by the Association to Advance Collegiate Schools of Business International. Election to the University of Rochester chapter of Beta Gamma Sigma takes place in the winter and spring quarters of a student's final year of study. Those admitted are recognized formally at the Commencement ceremonies in June. PhD graduates are elected in the spring.

Graduation Week Events

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

- Toast to the Grads hosted by Simon Advancement to welcome students as alumnae
- Beta Gamma Sigma Luncheon for the top 20% of graduating students
- Several social celebrations hosted by the GBC
- Dean's Picnic where graduating students can invite their friends and family

Simon Email Forwarding

Your Simon email address will be permanently assigned and is "for life." On or about ninety days after graduation the account no longer accommodates mail storage; the address simply becomes a forwarding address to the personal account provided by the alum.

DEPARTMENT SERVICES

Simon Leadership

Andrew Ainslie	Dean
Ronald Goettler	Sr. Associate Dean of Faculty & Research
Gregory Bauer	Associate Dean of Full-Time Programs
Amy Bruinooge	Assistant Dean of Academic & Financial Operations
Carin Cole	Assistant Dean of Students
Karen Dowd	Assistant Dean of Career Management & Corporate Engagement
Rebekah Lewin	Assistant Dean of Admissions & Financial Aid

Office of Student Engagement (OSE)

OSE is responsible for academic advising, student life, and experiential learning for all Simon students.

Each student has an academic advisor that checks in with them each quarter to make sure they are making adequate progress towards degree completion. Students in the MBA program must have courses approved by their academic advisor prior to registering for classes. Advisors are available to help students pick courses, concentrations, create academic plans, and navigate their time here at Simon. Advisors can also help find a tutor for core classes. Tutors are typically 2nd year MBA students who have completed the coursework with an A- or higher. Students can login to the tutoring portal and reserve a time to meet with the tutor. Tutoring is free for all students.

There are many social activities sponsored by Office of Student Engagement, Graduate Business Council (GBC), and Simon clubs throughout the year. The dates of all School events will be published and continuously updated on Google Calendar. Simon Business School students are active in student-run clubs, intramural sports, community and student-sponsored activities. Through their representatives on the Graduate Business Council (GBC), students work with faculty and administration in shaping the future of Simon programs. Students who wish to hold leadership positions in Simon clubs and organizations must be matriculated and in good academic standing with a GPA of 3.0 or higher. Membership in clubs is not dependent upon GPA or matriculation.

Experiential learning opportunities are also available for students including client projects through courses and clubs, case competitions, and international immersions. International Immersions are available to students who are interested in taking courses or traveling outside the U.S. as part of their academic experience. Some examples from previous years include Switzerland, Israel, Japan, and Latin America.

Graduate Business Council, Master's Advisory Council, and Part-Time Advisory Council
Simon students automatically become members of the GBC through their payment of the

quarterly activity fee. The GBC offers a variety of activities for all students, including picnics, parties, Rochester-area sporting events and a fall ball. Through its Executive Council, the GBC serves as a liaison between students, faculty, and administration.

Students are encouraged to take part in GBC events. The activities provide avenues outside the classroom to meet fellow students, socialize, and develop relationships in a collegial atmosphere. Students are also encouraged to attend weekly GBC meetings or meet with GBC officers for input on School issues.

In addition, there is also the Master's Advisory Council (MAC) and Part-time Advisory Council (PTAC) that are comprised of MS and Part-time students, respectively. These students advocate on behalf of their student body and help the administration improve services and the overall student experience.

Career Management Center

The Career Management Center (CMC) offers a broad array of services to support the unique educational and professional/career development needs of Simon Business School community. To arrange a one-on-one appointment with your CMC Consultant, please contact Ann Renica at 585-275-4881 or set up an appointment yourself using the online scheduling feature in SimonWorks. Hours: Fall, Winter, and Spring Quarters Monday-Friday 9:00 a.m. – 5:00 p.m.

Simon Technology Services

Simon Technology Services (STS), located on the 4th floor of Schlegel Hall, provides desktop computing, infrastructure, and audio-visual support for the entire Simon community. The Simon Technology Services Collaboration Lab, also on the 4th floor of Schlegel Hall, provides 10 walk up computers with Internet access and printing. We also have a scanning stations, and a Bloomberg terminal. For software assistance/installation, or other technical and/or audio-visual support, call 585-275-4407, or email support@simon.rochester.edu, or visit the STS Help Desk in room 404A – just inside the Lab area.

Simon Admissions

The MBA/MS Admissions Office oversees recruiting, admission, decisions for the Full-time MBA program and the four Full-time MS programs: Accountancy, Business Analytics, Finance, and Marketing Analytics. We also oversee the International Student Loan Program for Full-time MBA students and merit-based scholarship decisions for all Full-time programs. The office selects 2nd year MBA students and MS students as Event Ambassadors, Admissions Committee Ambassadors, and Admissions Ambassadors who will support all stages of the recruiting, admissions, and enrollment process. For more information or to refer a prospective student, please contact us at 1-585-275-3533 or Admissions@simon.rochester.edu.

Academic Operations

University Resources

Disability Accommodations

Students seeking accommodations for a disability will need to fill out [the online form](#) and provide documentation to the Access Coordinator for Simon. Documentation requirements can be found here: <http://rochester.edu/disability/documenting.html>. Once the forms are submitted, the student is expected to meet with the Access Coordinator to better understand their need for accommodations an official letter will then be sent to faculty each quarter in the classes the student is enrolled in. The nature of the disability will not be disclosed to the faculty, only the accommodations. Student files for accommodations will be kept separate from their academic files.

University Health Services

The University Health Service (UHS) provides a full range of primary health care services, including preventive medical care, treatment for illnesses and injuries, management of ongoing medical problems, gynecological care, allergy injections and immunizations, and advice for any health concern. For the convenience of students, UHS has offices on the River Campus, in the Medical Center, and at the Eastman School of Music. Visits to UHS are by appointment. Students schedule appointments at UHS by calling 585-275-2662. The UHS clinical staff includes physicians who are specialists in internal medicine and family medicine, nurse practitioners, and registered nurses. Students are assigned a UHS physician or nurse practitioner as their primary health care provider (PCP) upon entering the university. Students are asked to schedule appointments with their PCP whenever possible.

All visits to UHS are confidential. UHS will not share information about the fact or nature of a student's visit to UHS without the student's permission. Notification of others, including parents, friends, faculty members, is considered the student's responsibility unless the condition is serious and the student is unable to assume responsibility for informing others.

For specific hours, check the UHS web site at <http://www.rochester.edu/uhs/contact/LocationHours.html>.

Students will not be allowed to register for classes if they have not submitted a complete Health History Form to the University Health Service and received the required immunizations. New York State law requires college students to be immunized against measles, mumps, and rubella. The law applies to all full and part-time students born on or after January 1, 1957. Students will be withdrawn from classes if immunization requirements are not met.

Health Insurance: In addition to the mandatory health fee, all full-time students must have health insurance. Students can enroll in the University-sponsored health insurance offered through UHS, or they can remain on their own insurance or their parent's or spouse's insurance if their plan meets all of the University criteria for health insurance. The criteria are available on the

UHS web site (www.rochester.edu/uhs). Click on “University Insurance Criteria” in the pink Quick Links box. Health insurance generally covers services such as hospitalization, surgical procedures, and diagnostic laboratory tests and x-rays; these services are not covered by the mandatory health fee. The specific benefits will depend on a student’s insurance plan.

If you have questions about health insurance, you can write to the UHS Insurance Advisors at insurance@uhs.rochester.edu for assistance.

University Counseling Center

The University Counseling Center (UCC) provides a comprehensive initial assessment and an individualized treatment plan to full-time members of the University of Rochester community who pay the mandatory health fee. Based on the initial assessment, a treatment plan is developed by the clinician that addresses the client's unique needs and concerns. Services include Individual/Couples Psychotherapy, Therapist Assisted On-Line Therapy (TAO), Group Therapy, Light Therapy, and Programs/Consultation. To learn more, please visit <https://www.rochester.edu/ucc/index.html>.

Parking and Transportation

Parking for motor vehicles on the River Campus is by permit only. The fees vary from \$5 (\$3 after 4 p.m.) for daily permits to \$28.00/month for lots at the perimeter of the River Campus. Free shuttle buses run between the vicinity of the River Campus, South Campus and the Medical Center. Graduate students who attend only evening classes (after 4pm) may obtain a permit for more central lots on the River Campus for a reduced fee. Permits for peripheral lots are valid in core parking areas of River Campus after 4:00 p.m. A permit is not required for University lots from 7:00 p.m. till 7:30 a.m. weekdays and on weekends. Parking office hours are Monday through Friday, 7:45 a.m. – 4:30 p.m. Any questions should be directed to the River Campus Parking Office, Goler House, at 585-275-3983.

Library

The River Campus Libraries provide access to thousands of online journals and hundreds of online databases; these subscription-based resources provide an efficient way to get authoritative information you can use with confidence in your work. (That is, there is more to research than Google, believe it or not!) Personal assistance in using these resources is a top priority: email or phone the Outreach Librarian for Business to ask for assistance, or use the Schedule an Appointment link on the Business Resources page: <http://libguides.lib.rochester.edu/bizguide> - to set up an appointment for yourself or your team. For the Do-It-Yourselfers among you, the Business Resources guide also provides access to all the subscription databases organized by topic or material type, such as: company information, industry information, market research reports, analysts’ reports, and corporate financial data.

If you are looking for spaces to think or work, please make the walk up the quad to Rush Rhees Library. There are two study lounges specifically for graduate students on the 2nd floor, plus an array of other spaces throughout the building. You are sure to find something that works for you.

Friendly staff at the Q&I desk are there to answer any questions. We are all delighted that you have chosen to pursue your business education at Simon, and are eager to help you make the most of your time here.

Housing

As a graduate student you have several housing options, including University graduate student housing, mixed student/employee housing or off-campus housing. The University Apartments Office can help students locate on-campus housing: <http://www.reslife.rochester.edu>.

University-Owned Housing. The Office for Off Campus Living (located in the Office for Residential Life and Housing Services) offers assistance with off campus housing, including helping students to locate suitable rental property in the Rochester area. The office has local maps, university shuttle and Rochester Transit bus schedules, and telephones for inquiring about properties. The City of Rochester has a wide range of rental housing types in many price ranges throughout Rochester neighborhoods.

ID Office

To verify that your ID is readable after hours, swipe it slowly through the card reader at any of the card access locations. If the green light comes on your card is working. The door will unlock and you will be able to enter the building. If your card does not work please contact A.J. Warner at 275-0328 or by email at aj.warner@simon.rochester.edu ID cards for non-matriculated Simon Students will be encoded into the building card access system approximately one week after registration of courses. For more information visit:

<https://www.rochester.edu/college/onecard.html>.

Dining

The University of Rochester offers a first class dining program with campus restaurants varied in style, menu, atmosphere, and hours of operation to meet the needs of a diverse campus community. We cater to a wide variety of dietary needs and choices including Kosher, Halal, gluten-free, vegan, and vegetarian meals and rely heavily on student input and feedback to keep our menus current and our patrons satisfied. Through high quality food and customer service, we are proud to deliver a unique combination of diversity and value for your dining dollar. For general dining information, please visit: Web site: www.rochester.edu/dining. For information on University of Rochester meal plans, please visit <http://www.rochester.edu/dining/terms-andconditions/structure-and-plans/>.

Goergen Athletic Center

The Department of Athletics and Recreation believes that your Rochester experience should include many opportunities for you to develop a healthy lifestyle, exercise, have fun, socialize, be a member of a team, and foster school spirit. We invite the student body to take part in our programming opportunities, to cheer on your varsity teams, or simply to find time to shoot some hoops, run on the treadmill, or swim a few laps in the pool. Whether you participate in intramural or recreational sports, the resources are available. For more information, visit

www.rochester.edu/athletics.

You must be a full-time matriculated University of Rochester undergraduate, graduate or R Club member with a valid UR ID to enter the Athletic Center; your valid UR ID Card is required to enter the athletic center; Leave your valuables in your room; Day-use lockers are available. Lockers are also available to rent for a nominal fee. Locker rentals are available at the Athletics and Recreation Information Desk; A guest of a UR student is welcome to visit the athletic center by purchasing a \$3.00 guest pass. UR students must accompany your guest at all times; To reserve the indoor tennis, squash, or racquetball courts you will need to call Athletics and Recreation between the hours of 9:30 a.m. and 6:30 p.m. at 275-7643 and select Option 2 or by requesting an on-line reservation account by emailing rclub@sports.rochester.edu.

International Services Office

The International Services Office staff administers the F-1 Student Visa Program governed by the U.S. Department of Homeland Security (DHS) and the J-1 Exchange Visitor Program governed by the U.S. Department of State. The ISO issues all UR-sponsored international student and scholar visa forms through SEVIS, the Student Exchange Visitor Information System. All questions concerning your immigration status must be directed to the ISO. The ISO staff interacts with U.S. government agencies, foreign consular locations, international organizations and various community groups in their efforts to advocate for and provide support services to prospective and ongoing students enrolled at the University.

International students are required to enroll full-time each quarter, excluding the summer or another eligible vacation term. Any request for less than full-time enrollment must be approved by the ISO in advance and is only granted under specific conditions. Immigration regulations may allow for a reduced course load for certain academic reasons (only once), during the last quarter if full-time study is not necessary to complete requirements, or as needed for medical reasons documented by the University Health Service.

To maintain legal status in the U.S., students must also adhere to strict work permission eligibility and authorization procedures. F-1 and J-1 students are able to work at the University while they are enrolled. However, international students must NOT work off-campus without specific written authorization in advance! Unauthorized employment is viewed as a serious violation of immigration status and can be very difficult to overcome.

The ISO provides various programs and services to assist students in understanding SEVIS reporting requirements and the U.S. immigration laws that govern their stay in this country. These services and programs include:

ISO Student News – an electronic newsletter for all international students and interested staff.

ISO-sponsored students are enrolled automatically and will receive new issues to their UR email every two weeks during the academic year;

ISO Website – www.iso.rochester.edu: extensive information for current and prospective students, including ISO Forms, immigration details related to SEVIS reporting and employment options, support for U.S. tax requirements, travel information and links to U.S. and foreign

Consulates, cultural adjustment techniques, and more; Individual appointments with ISO Student Advisors for immigration advising and cross-cultural counseling to assist students in effectively coping with personal adjustment; Work authorizations for all types of F-1 and J-1 employment, including off-campus summer internships and practical training opportunities.

International Student Orientation Programs to help orient new students to the University and life in the U.S.; Walk-In Hours (daily, 2-4 pm) and Email advising (questions@iso.rochester.edu) for basic questions, procedural guidance, or to schedule an individual appointment;

Workshops and other presentations on employment, tax, and travel issues, etc.;

Campus partnerships to offer other services, such as free English conversation classes, an ISO Tax Consultant each spring (Feb – April), and other programs;

Orientation and programming for F-2 and J-2 dependent spouses and children;

Social and educational programs, many of which are co-sponsored with Rochester Global Connections (RGC), a local community organization focused on cultural exchange and support for international students in our area.

The ISO staff provides services annually to over 3000 enrolled international students and those gaining practical training experience in the U.S. after graduation. Their office also supports over 450 international scholars (faculty, researchers, post-docs), as well as dependent family members from more than 115 countries. The ISO staff will be happy to assist you and answer any questions or concerns you may have during your studies at Simon Business School.

Feel free to stop by the ISO during their walk-in hours or for better service, call ahead and schedule an appointment with an advisor.

Mail Services

The Campus Mail Center provides full domestic and international mail service thru USPS, UPS, Fed Ex and DHL. Students may send outbound mail and packages by visiting one of our customer service windows. Our professionally trained staff will guide you in finding the best rate and delivery times available using our automated comparison software. The Campus Mail Center sells postage, including rolls/book of stamps, cardboard/flat rate shipping boxes, as well as, common mailing services such as Insured, Certified, Priority, and Overnight. The Campus Mail Center accepts cash, UROs and checks for payment on all services.

In order to receive mail and packages on campus, a student must have his/her own campus mail box (CMC box). Simon students may open their own campus mail box to receive personal mail and packages. Students are able to receive post office mail as well as any incoming packages from all the major carriers such as UPS, FedEx and DHL. Mail and packages of any size cannot be sent to individual residence hall rooms. Mail is delivered to students Monday through Friday, except on University holidays. When students receive a package or piece of special service mail,

an Email is sent to their attention notifying them to stop by the package pick up area to retrieve their item. Students will need to present their University ID to pick up packages. Mail and packages are not delivered to the University on Saturdays or Federal holidays, except for Express Overnight deliveries.

Banking

Branches of Chase Bank are located on the River Campus in the basement of Todd Union and at the Medical Center. Full service banking is provided. One ATM is available at each site.

Barnes & Noble at University of Rochester

Required and recommended materials for Simon Business School courses are available at the Barnes & Noble bookstore at 1305 Mt. Hope Avenue. Textbooks may be available to purchase or rent as either printed books or digital content. Detailed course booklists, including options and prices, can be found through the “textbooks” link on the bookstore website:

<http://urochester.bkstore.com>

University IT Computer Store

University owned and operated since 1987, University IT Computer Sales is the University of Rochester’s technology store. They offer educationally discounted computer hardware and software, as well as an extensive line of computer accessories, audio/video equipment, video gaming products, dorm supplies and more. University IT Computer Sales has two store locations, on the River Campus at Rush Rhees Library (next to the University IT Center), and in the Medical Center (Room G7220B). For additional information and pricing, visit their Web site at <http://www.rochester.edu/it/css/> or call 585-275-8353.

Interfaith Chapel

The University does not have one religious affiliation, but many and has made a commitment to religious diversity dating back to the founding of the Interfaith Chapel in 1970. The chaplains’ offices, located in the chapel, offer students a variety of opportunities for religious worship, meditation, study, social service, personal counseling, and cultural and social events. Roman Catholic, Protestant, Jewish and Muslim clergy are available to work with all students. In addition, there are resource people available from the Buddhist, Jain, Hindu, Sikh, Universalist Unitarian and Latter Day Saints traditions among others. Many other faith group activities can be found on the U of R Website, <http://www.rochester.edu/organizations> | <http://www.rochester.edu/student life/organizations>.

Public Safety

The Department of Public Safety is comprised of approximately 150 full-time staff that provides uniformed patrol, investigative, crime prevention, victim assistance, and workplace violence services, and specialized programs tailored to specific campus needs. They respond to calls of any nature, including all campus emergencies -- fire, accidents, physical crimes and disturbances. Public Safety is a mixed force of sworn peace officers and public safety officers. Peace officers are able to make arrests due to the commission of a felony, misdemeanor, or other breach of peace based on probable cause, and can make mental health arrests - an authority that allows peace officers to intervene promptly in mental health emergencies. University peace officers

carry batons and pepper foam as defensive weapons when dealing with potentially dangerous situations. They do not carry firearms. You can report an incident in person at any University Public Safety office. “Blue Light” emergency telephones, which are connected directly to the Public Safety Dispatcher, are located throughout the University. You may contact an on-duty supervisor 24 hours a day by calling 275-3333.

University Public Safety will arrange for an escort to and from University locations. We will choose the most efficient way to provide you with an escort based on our activity levels at the time. We acknowledge emergencies and other high priority non-emergency calls for services first, so there may be some delay in our response to your request. Please be patient. Your own safety is not worth sacrificing for a few extra minutes. We don’t provide escorts to off-campus locations. To request an escort, call 275-3333 or pick up a Blue Light Emergency Phone.

Locker Rental

As an enrolled full-time student you have the opportunity to obtain a locker in the 1st floor of Gleason/Schlegel which you may use to store your personal items. Please monitor your Simon email for your locker signup invitation. Lockers are selected on a first come first serve basis. You will need to complete the online-registration form and choose a locker. Once assigned, that locker will be yours until Commencement in June unless you will not be on campus for a semester or more. If you will not be on campus for a semester or more, you will need to notify simon.locker@simon.rochester.edu to relinquish your locker. If you fail to provide notification of your absence from the school, your items will be removed and donated to charity. We will not store your items for any reason. Further information will follow as you proceed through the registration process. If you experience any problems in the registration process, please email support@simon.rochester.edu.

Simon Merchandise

You can purchase Simon merchandise at the IT office located on the 4th floor (suite 401) of Schlegel Hall. The office will be open Mon. - Fri. from 8:30am-5pm. You can place your order with kerry.coniglio@simon.rochester.edu, and she will arrange a time for you to view and pay for your purchases. Cash, credit/debit and check (excluding American Express for credit) are accepted. Here is the link to the online merchandise store:

<http://www.simon.rochester.edu/about-simon/simon-merchandise/index.aspx>.

Lost and Found

Lost and found is located in Schlegel 210. Inquiries can also be made by sending an email to AJ Warner. Students who have lost their property on campus should also check with the Wilson Commons Information Desk at 585-275-5911 and University Security at 585-275-3333.

Study Rooms

Study rooms, available for use by Simon students, are located on the first, third and fourth floors of Schlegel Hall and the first and third floors of Gleason Hall. Large study rooms are designed for team meetings or group project work. During high demand or peak periods, students are encouraged to share study rooms or relinquish a large room if needed for team use. There are

also rooms in the Business & Government Information Library, located in Rush Rhees Library room 208 for individual and group study, case preparation, and student team meetings. Other areas available for studying on campus are the first floor of Rush Rhees Library, Gleason Library, the Arts & Arts History Library, Susan B. Anthony Hall cafeteria and the Computer Studies Library. Students may not “reserve” study rooms by leaving their belongings unattended in the room.

Never leave personal belongings (especially laptops) unattended in study rooms. From time to time we experience thefts on our campus. While we try very hard to ensure a positive experience for all Simon students, we cannot prevent all instances of theft. Accordingly, we urge you to take care of your belongings to guard against loss. The School is unable to reimburse students for loss of stolen items. Renter’s or homeowner’s insurance are good options to provide this function. National Student Services, Inc. is another option for students to insure laptops and other electronics <http://www.nssi.com>.

Please report any suspicious incidents to staff or campus security at 275-3333. There is a phone located on the 1st floor of Schlegel hall Student Commons, room 105.

Room Reservations

Students may reserve Schlegel and Gleason Hall classrooms and conference rooms for organization meetings when they are not otherwise in use by working with the Office of Student Engagement to submit a request. Room fees only apply to events not associated with the School. However, fees will be charged for events that require furniture moves and/or set ups (tables, chairs, etc.) and clean up. Should you need assistance with set-up issues please contact AJ Warner. When not in use, students may use unoccupied classrooms for quiet individual study.

Business Cards

On Demand Print Services can provide you with professional quality business cards. 250 cards now cost \$24.95 plus tax. Orders for 500 are available from \$29.95. Student business cards are very high quality, printed on the same paper and use the same color as University of Rochester faculty and staff cards. In order to begin the ordering process, you must first create an account: <http://www.simon.rochester.edu/business-cards/index.aspx>. Due to identification requirements, student business cards must be approved by an administrator prior to print production. After the order is placed your card will go through an approval process before the project is printed. Payments can be made using your credit card. All part-time and full-time students of the University of Rochester’s Simon Business School are eligible to order cards using the standard Simon card template. Business cards take 4-6 business days to produce. Cards will be shipped right to the address you designate. We do offer 2-day service if the 4 -6 business days doesn’t meet your needs. Additional shipping cost will apply based on your designated shipping preference upon checkout.

Building Hours

Exterior building entrances are open daily between the hours of 6:00 a.m. to 9:00 p.m. during normal academic quarters. Hours are reduced during break periods and holidays. After-hours

access (9:00 p.m. to 6:00 a.m.) is available to the Simon community with a University ID card only. For safety reasons, please do not prop open any exterior or interior doors. Unauthorized individuals are not permitted to enter the building with you when you use your ID card to enter the building. For Carol G. Simon Hall, exterior building entrances are open weekdays between the hours of 7:00 a.m. to 7:00 p.m. and locked during the weekend.