



## **MBA Student Handbook**

**Student Program Office  
2018 – 2019 Policies & Information Guide  
Jones Graduate School of Business**

# 2018-2019 Rice-JGSB MBA Programs Policy and Informational Guide

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## THE JESSE H. JONES GRADUATE SCHOOL OF BUSINESS OVERVIEW

### HISTORY

The Jesse H. Jones Graduate School of Business (JGSB) at Rice University was named in honor of the late Jesse Holman Jones, a prominent Houston business and civic leader. The school received its initial funding in 1974 through a major gift from the Houston Endowment Inc., a philanthropic foundation established by Jesse Jones and his wife, Mary Gibbs Jones.

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### VISION

JGSB will be recognized for the global impact of the thought leadership of both its faculty and graduates in successful startups and innovative corporations.

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### MISSION

Leading thought; shaping the world. The Jones Graduate School of Business excels at developing principled, innovative thought leaders in global communities.

We define success by cultivating an atmosphere of discovery that produces transformative leadership. We strive to enrich our students and the global community through development of business excellence, grounded in authenticity, integrity, and innovation.

## RICE UNIVERSITY STUDENT CODE OF CONDUCT

JGSB students are bound to, and must abide by, the Rice University Student Code of Conduct. As an academic community, it is necessary for Rice University to articulate and enforce standards of behavior. Such standards are not intended merely to prohibit misbehavior and to punish violations of regulations but to educate about behavior and character traits that the community wishes to promote or discourage; to protect members of the community from harm or unwarranted interference; to hold individuals and groups responsible for their actions and the consequences of their behavior; and to cultivate an environment conducive to our community's primary purpose — education.

This Code is not a substitute for criminal or civil judicial proceedings and it is not intended to restrict or discourage any complainant or potential complainant from using criminal or civil justice systems. Disciplinary action under this Code does not preclude sanctions or remedies under criminal or civil laws. Rice University and individual complainants or victims may, wholly apart from this Code, refer suspected criminal law violations to the criminal justice system, pursue available remedies through civil court proceedings, and avail themselves of other forms of dispute resolution.

The information contained in this Code is intended to aid efforts to ascertain the facts of a disciplinary matter or allegation and to reach a just decision. The Code is not intended to, and does not, confer any contractual rights on any individuals involved. Circumstances can differ greatly between matters, and the Rice University assistant dean of student judicial programs may modify the procedures in a particular matter in order to reach a timely and just decision.

For more information on the Rice Student Code of Conduct, please refer to the following website:

<http://www.students.rice.edu/students/Conduct.asp>

## HONOR CODE - OVERVIEW

As a student, you are expected to uphold the Honor Code on all of your studies and assignments throughout your time at Rice University. You are ultimately responsible for understanding and abiding by the Honor Code policy as it applies to each course you take.

### **The Rice University Honor Pledge**

**“On my Honor, I have neither given nor received any unauthorized aid on this [exam/paper/etc.]”**

### ***Student Signature***

If you have not already done so, please commit this pledge to memory now as you will need to write and sign it on every exam/quiz/paper/etc. that you submit for credit at Rice.

<http://honor.rice.edu>

## STUDENT RESPONSIBILITIES – HONOR CODE

### **1. Do not violate the Honor Code**

Professors may interpret the Code differently for each class; therefore, your professor is the best source of information if there is any confusion about the policies for his or her course.

The level of cooperation allowed on homework and other assignments can be ambiguous. It is the student's responsibility to clarify any ambiguities with the professor.

Ignorance of course policies or the Honor Code is not accepted as an excuse for a violation.

Assignments that are termed "non-pledged" are still covered under the Honor Code, but may have more open rules than "pledged" assignments.

Requirements for citation style may vary between courses. Failure to cite the source(s) of ideas or quotations is plagiarism.

Multiple submissions (the submission of the same work for multiple classes) are specifically defined in the Blue Book as an Honor Code violation unless the student secures prior permission from the instructors of each course.

Use of old course work, including but not limited to case analysis, assignments, models, papers, and exams, is an Honor Code violation unless it is expressly allowed by the instructor.

Using case solutions or accessing case teaching notes is prohibited.

Using materials posted to "cheater" websites is prohibited.

### **2. Do not aid in a violation**

Do not give answers on exams or other pledged assignments to other students who have not completed these assignments.

Ask students with whom you share your old coursework about the Honor Code policy for their class as it pertains to the use of old coursework. Be sure that the use of your old coursework is not a violation.

Do not discuss pledged assignments before the due date. Although you may have already completed the assignment, you do not want to inadvertently share information with someone who has not.

Make sure you leave your exams and other assignments in secure locations and in sealed envelopes when requested.

Aiding another person's violation is a violation of the Honor Code. Allowing someone to copy your work may be treated similarly to copying someone else's work.

Sharing or using old assignments or exams is prohibited unless expressly allowed by the professor.

Posting materials to "cheater" websites is prohibited.

### **3. Report any suspected violations to the Honor Council**

Not only have you agreed to follow the Code by coming to Rice, but you must also help to maintain and enforce it. Violations unfairly disadvantage the other students in a class and hurt the integrity of all Rice degrees.

- Report all suspected violations directly to the Honor Council. This ensures that the matter is handled fairly and that all accusations are handled consistently.
- Submit any evidence that you have collected to support your accusation to the Honor Council.
- Do not report violations to the professor of the course. He or she could become unfairly biased against a student whether or not they are found In Violation by the Council.
- The accuser's identity is not revealed unless the matter proceeds past investigation to a hearing. The accuser's identity is revealed at the hearing.
- The identity of the accused student(s) will never be revealed to the student body, regardless of the case's verdict.
- If you think you have personally violated the Code, report yourself. This does happen, and it is looked on very favorably by the Council and usually results in a highly reduced penalty.

For more information regarding the Honor Code, please reference: <http://honor.rice.edu>.

## **RICE BUSINESS STUDENT STATEMENT OF VALUES - IREP**

As a member of the Rice Business family, I will uphold the core values of the Jones Graduate School of Business:

- Integrity
- Respect
- Excellence
- Professionalism

**I REP** Rice Business by acting with the utmost integrity at all times and in everything I do, on- campus and outside of the hedges. I recognize that my affiliation with Rice Business is enduring, and that integrity is the cornerstone of a successful career and organization.



**I REP** Rice Business by treating everyone with the utmost dignity and respect. I am kind to all and value people from diverse backgrounds and with diverse perspectives. I will debate while respecting those with whom I debate.

**I REP** Rice Business by striving for excellence. I recognize that my actions reflect on the Rice Business family, and I will endeavor to distinguish Rice Business as a superlative leader.

**I REP** Rice Business by displaying the utmost professionalism at all times. I am attentive and responsive to all with whom I work and lead. I will communicate in a professional manner with anyone with whom I interact. I will work collaboratively with my peers to find solutions and tackle challenges together.

## BUILDING ACCESS AND HOURS

The building is generally open the same hours as the BIC. Outside of these hours, your student ID card acts as a key to the building between the hours of 11:00pm and 6:00am daily, with the exception of Rice holidays.

## GENERAL ACADEMIC & PROGRAMMATIC POLICIES

### ACADEMIC AND PROFESSIONAL STANDARDS

Students must meet both academic and professional standards to continue academic work and to graduate. In accepting admission to the MBA degree program, all students agree to be governed by the standards and procedures for dismissal or disciplinary action stated below.

**Academic Standards**—A minimum overall grade point average of 3.000 (B) is required for graduation. All courses taken for the MBA degree (including approved courses taken at the university, but outside the JGSB) are counted in the cumulative grade point average calculation.

Students with a cumulative grade point average lower than 3.000 at the end of any semester will be notified of standing. Students not meeting the 3.000 requirement will be provided specific instruction and guidance on next steps specific to their academic situation. In some cases, students may submit an appeal to the JGSB Academic Standards Committee requesting to be placed on probation. The committee reviews all academic cases, and may consult the dean's office for counsel and/or suggestions on proposed handling of the case. The committee will decide, based on circumstances of the appeal, whether the student may resume studies on academic probation; is to be academically suspended for one semester or an academic year; or is to be dismissed from the MBA Program.

Students proposing to return after a period of academic suspension must apply to the Academic Standards Committee and receive permission to be readmitted. If permitted to return, the student will pay the current rate of tuition, based upon the class of students he/she is joining.

Only grades of C and above are counted for credit toward graduation. If students receive a grade below C in a course required for graduation, they must repeat the course. If students receive a grade lower than C in an elective course, they need not repeat the specific course, but they must make up the credit hours. If the required course is not offered again prior to graduation, the student will be permitted to take the course the following academic year, but will be charged the current pro-rated tuition for the program in which the additional course work is completed.

Students on academic probation may be considered candidates for student offices by permission and must complete all future courses with a grade of C or above. Students are removed from probation only upon achieving a cumulative grade point average of at least 3.000.

JGSB students may not take courses pass/fail to count toward their degree requirements. JGSB students may audit courses with departmental and professor approval. The courses will not count toward the MBA, but will appear on the transcript.

**Professional Standards**—MBA students are held to the highest standards of professional conduct expected of managers—standards substantially exceeding those expected of them simply as students. Students may be dismissed or suspended for failure to meet professional standards, as defined in the University Code of Conduct (<http://www.students.rice.edu/students/Conduct.asp>). The dean may place a student on disciplinary probation for unacceptable conduct, giving oral and written notice that future misconduct will lead to the filing of specific charges. This probationary notice, however, is not required as a precondition for filing specific charges.

## APPEALING ACADEMIC DISMISSAL

A student who wishes to appeal a dismissal should address the following issues in a letter to the Academic Standards Committee. The student must send the letter to the Director of Advising, Registration & Student Records. The following questions should be answered in the appeal letter.

1. What circumstances led to your academic performance last semester and to what degree were those circumstances beyond your control?
2. If your performance in a particular course(s) last semester was below par, describe any circumstances specific to that course that explain your performance.
3. Do you expect the circumstances that created the problems for you last semester to change next semester? If so, how?

You may include other relevant information in your appeal letter.

**Timing**—Appeal letters should be sent to the Director of Advising, Registration & Student Records by the deadline stated on the notification of academic standing. Students planning to appeal should continue to attend classes. It is important to remain current in registered courses during the appeal process.

**Appeals**—Appeals beyond the Academic Standards Committee must go to the dean of the JGSB, who may seek guidance from others. All decisions rendered by the dean are final.

**Confidentiality**—The Family Educational Rights and Privacy Act of 1974 and amendments govern the records of actions related to appeals.

## GRADING POLICY

The JGSB adheres to a grading policy for all core and elective course work across all program formats.

**For all courses:**

<b>GRADE CONVERSION</b>	
A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

- The individual instructor ordinarily determines grades. If a course is team-taught, the teaching team determines the grades collectively.
- Once a grade has been submitted to the Registrar’s Office, university policy states that the grade may be changed only by submitting an appeal to the Academic Standards Committee.
- The grade of A+ should be given only as an exceptional grade reflecting extraordinary achievement by a student.
- Only grades of C and higher are counted for credit toward graduation. If students receive a grade lower than C in a core course, they must repeat the course. If students receive a grade lower than C in an elective course, they need not repeat the specific course, but they must make up the credit hours.
- Grades are considered final and are rarely, if ever, changed for any reason other than calculation errors.
- JGSB students may audit courses with instructor and JGSB associate registrar approval. The course will not count towards the MBA; however, it will appear on the student’s transcript.

**Grading Policy for Core Courses:**

- No more than half of all grades assigned by an instructor may be an A- or above.
- A course GPA (combining multiple sections where necessary) between 3.30 and 3.50 should be used as a “target” for assigning grades.
- Instructors in multi-section courses should coordinate the assignment of final grades such that they reflect a consistent grading philosophy for the overall course.

### **Grading Policy for Elective Courses:**

- Regardless of class size, instructors should “target” the course GPA (combining multiple sections where necessary) to fall between 3.50 and 3.80.
- To the extent that such courses exist, instructors in multi-section electives should coordinate the assignment of the final grade such that grades reflect a consistent grading philosophy for the overall course.

**Grade of Incomplete** – Faculty may only assign a grade of incomplete when a student fails to complete a course due to verified illness or other circumstances beyond the student’s control that occurred during the term. Students must make arrangements with the professor to complete all work within an agreed deadline, and faculty must submit a revised grade by the end of the fifth week of the next semester. Students with an “incomplete” must deliver all tests, papers, and other materials required to complete the course to the appropriate professor providing ample time for the professor to grade the documents and submit a grade to the JGSB associate registrar by the deadline.

### **GRADE APPEAL PROCESS**

Once a course grade has been assigned by an instructor, it is generally considered final and is rarely changed for any reason other than calculation or clerical errors. The procedure below outlines the process by which a student may appeal a course grade.

1. The student should first pursue any grading question with the instructor following whatever formal or informal process the instructor has outlined for the course.
2. If the matter is not resolved in step 1 above, the student must file a written appeal to the instructor and send a copy to the senior associate dean of degree programs. This written appeal must be filed no later than 45 days after the last day of finals for the term in which the course was offered.
3. The instructor must schedule a meeting with the student within two weeks of receiving the written appeal to further discuss the appeal with the student. Notice of the appeal meeting time and date will be provided by the instructor to the senior associate dean of degree programs.
4. If step 3 does not resolve the issue to the satisfaction of both parties, the student may appeal to the Academic Standards Committee by sending a written notice describing the grounds for the appeal within two weeks of the date of the scheduled meeting in step 3.
5. The Academic Standards Committee will seek out information on the appeal from the instructor and the student and, at its discretion, hold a hearing to further consider the matter. The decision of the Academic Standards Committee will be rendered within six weeks of receiving a written notice of appeal (step 4).
6. Appeals beyond the Academic Standards Committee must go to the dean of the JGSB, who may seek guidance from other constituents of the school. All decisions rendered by the dean are final.
7. In the event that the protested grade is necessary for the student to graduate, an accelerated schedule will be followed.

The Family Educational Rights and Privacy Act of 1974 and amendments govern records of these actions.

## CELL PHONES AND LAPTOPS

All faculty should include specific language in their syllabi regarding the use of cell phones and laptops by students during class. The following policies have been approved as standard policies for JGSB courses. Faculty have discretion to relax these policies in specific courses, (e.g., allowing students to take notes on laptops) but such exceptions should be explained in the course syllabus.

**Cell Phone Classroom Policy** - It is the policy of the JGSB for students to turn their cell phones off during class. A faculty member may relax this policy in some situations. For example, if a student talks with a faculty member prior to class and indicates the need to have their cell phone in “vibrate” position, then the faculty member may grant the student’s request. An example of such a situation would be if a student had a family member in a serious medical situation.

**Laptop & Tablet Classroom Policy** - It is the policy of the JGSB for students to place their laptop computer or tablet in the closed position while class is in session. A faculty member may relax this policy in some situations. For example, if the faculty member wants the students to have computer or tablet access for instructional purposes, that is an appropriate use of a laptop computer during a class.

## STUDENT ALCOHOL POLICY

Unless permission is first obtained from Student Judicial Programs (SJP), alcoholic beverages may not be sold, served, provided, given away, or consumed at any event at Rice, sponsored by Rice or Rice organizations where students will be present, or any event that is considered a public function or party under this Policy. The possession of open containers of alcoholic beverages, and/or the consumption of alcoholic beverages, is specifically prohibited inside or near classrooms.

### Violations of the Student Alcohol Policy

Adjudication of the alcohol policy is informed by the JGSB’s primary concern for the health and safety of the student community. In an effort to help students understand the JGSB’s alcohol policy, the likely consequences of choosing to violate the policy are listed below. The response to a violation will take into account a variety of factors including an individual or organization's conduct history, time elapsed between multiple violations, the presence of aggravating factors (i.e., other misconduct or deception), and the presence of mitigating factors (i.e., completion of a treatment program if substance abuse is indicated). Possible conduct responses include:

- Warning
- Probation
- Term(s) Suspension
- Loss of Student Standing

## REGISTRATION & COURSE ENROLLMENT INFORMATION

### REGISTRATION PROCEDURE

All students will register for classes every fall and spring semester. Based on the individual's year and program, he/she will register for core classes, elective classes or a mix of both. MBA students should work directly with their appropriate program office and the JGSB Registrar's Office to learn about registration information and creating their course schedule. Registering for classes each semester is the student's responsibility. Registration takes place via the online system called ESTHER (<http://esther.rice.edu/>).

#### **Procedure:**

1. Clear all holds on account (Honor Code, Address Verification, Emergency Notification, Billing holds, Insurance hold, etc.) prior to registration. Students with any type of hold on their account will not be able to register. (See the Registration/How-To's section of the [Jones School Registrar's website](#) on CampusGroups.)
2. Visit the [Jones School Registrar's website](#) on CampusGroups to determine the course schedule and learn more about the different classes offered.
3. Register for all classes during registration week. Students who have not registered for at least one class during registration week will be assessed a late fee.
4. Register for appropriate number of credit hours. International students and students receiving scholarships must register for a minimum of 9 credit hours.
5. Adhere to the guidelines set forth by the appropriate program (i.e., Full-Time, Professional, and Executive MBA). Schedules and policies may vary for each program.

### ACADEMIC CALENDARS AND COURSE INFORMATION

Academic calendars and course information for all of the programs are located on the [Jones School Registrar's website](#) on CampusGroups, as well as the individual program's website.

### WAIVER POLICY

The JGSB does not grant waivers for any course, regardless of work and education history. Students are required to take all courses prescribed in the MBA curriculum.

### MBA ELECTIVE COURSE ADD/DROP POLICY AND PROCEDURES

Due to the unique term schedule followed by the JGSB's MBA programs, MBA students have special procedures they must follow to make schedule changes. The JGSB Registrar's Office administers an

add/drop policy which allows students to add/drop elective courses at various times throughout the semester. Below are the stipulations for adding or dropping a course:

1. A student may add/drop a course by the deadline for the appropriate term.
2. A student must attend the first class, and may not miss a class during the first week.
3. A student may not add or drop a course after the deadline.

## CLASS AUDIT

JGSB students may audit elective courses with the instructor's approval. The course will not count for credit towards the MBA degree and will appear on the official transcript as an audit with no credit value. Students must get approval no later than the first week of class and may or may not be responsible for assignments and/or class participation, at the professor's discretion. The level of participation will be determined by the professor. Students not participating to the desired level of the professor could potentially earn a failing grade.

### **Students should complete the following steps to audit a course:**

1. Determine available electives and if there is space available in the course. Enrollment information can be obtained through the appropriate MBA program office.
2. Determine total number of completed credit hours accrued. Only audit classes after determining that this will not affect the number of hours needed for graduation.
3. Consult with professor to determine if he/she will allow auditors and what his/her audit policy is. Students should realize that each professor has a different view of what auditing entails.
4. Complete MBA Audit Form which can be obtained on the [Jones School Registrar's website](#) on CampusGroups. Obtain professor's signature and return to the JGSB associate registrar. The course will be added as an audit, or if student has already registered for the course, credits will be converted to an audit.
5. Verify/check book and course packet policy of appropriate program for information regarding class audits and class materials. If applicable, obtain materials from the appropriate MBA program office.

## TAKING CLASSES AT RICE UNIVERSITY OUTSIDE OF THE JGSB

Although the JGSB offers a variety of elective courses for students to take, students may wish to take classes from other departments of Rice University. Rice offers a variety of courses in different subjects. Students are encouraged to take courses when/if their schedule permits. JGSB students should recognize that the JGSB operates on a slightly different calendar than the rest of the university. Consequently, classes may be offered at different dates/days/times. It is the student's responsibility to find out the duration and times of these courses. Students should keep this in mind when scheduling classes.



**Students wishing to take classes from other departments at Rice University should follow these steps:**

1. View available courses by visiting this link: <http://courses.rice.edu/>
2. Determine the number of available seats, and if there are any pre-requisites/co-requisites that might block registration.
3. Determine when class meets (dates, days, and times) and see if this class will fit into their schedule. Note that classes may/will occur during JGSB breaks since we adhere to a different calendar.
4. If a student wants the course credit to count towards the overall number of credit hours required for graduation, he/she should:
  - Ensure that course is 500 level or above.
  - Secure copy of syllabus and/or course description for approval purposes.
  - Obtain permission form from JGSB associate registrar. Complete form and questions and return for approval. Form can be obtained on the [Jones School Registrar's website](#) on CampusGroups.
  - JGSB associate registrar and director of appropriate program will make decision within 24-48 hours of receiving paperwork.
5. Register yourself for the class (or classes) via ESTHER.

## TRANSFER CREDITS

In some cases, students may wish to transfer in credit for classes they have taken outside of Rice University and the JGSB. Students may transfer in a total of 6.0 credit hours, which will be counted as elective credits and may not be used to replace core classes. This policy outlines the process and procedures for transferring credit in. Please note that this policy does not apply to Study Abroad students or joint degree students.

**Students should follow these steps in order to ensure that transfer credit is appropriately applied:**

1. Students may only transfer credit from U.S. accredited colleges, universities and graduate schools of good reputation at the discretion of the JGSB.
2. Courses must be approved by the senior associate dean of degree programs.
3. Coursework must have been taken within 3 years of entering the JGSB.
4. Courses must be graduate level and fit into your overall education goals (must be business-oriented or complimentary to degree or career path).
5. Only grades of B or better will transfer.
6. Only unallocated credits can be used (credit cannot have been used towards a prior degree).
7. Only credit hours transfer, not the grades (does not affect GPA).
8. Students need to provide course description, syllabus, and/or textbook used for evaluation by the appropriate program director.

**If coursework is approved for transfer, the student should follow these steps:**

1. Complete the Graduate Student Request for Transfer Credit Form on the [Jones School Registrar's website](#) on CampusGroups.
2. Fill out the request form and submit to request approval as soon as possible during the first year or at least one semester prior to graduation.
3. Transcripts - Once grades are available, student must request from the school that the official transcript be sent to:

Maria Johnson – Director of Student Records & Associate Registrar  
Rice University, Jesse H. Jones Graduate School of Business  
6100 Main Street, MS-531  
Houston, Texas 77005-2932  
Phone: 713-348-5246

## INDEPENDENT STUDY

**Minimum Hours Requirement**—Each credit of independent study should contain approximately as much time content as a one-credit course at JGSB, which is 12 hours of class time, plus an average of at least 24–36 outside-class hours, for a minimum total of 36–48 hours of work. Independent study projects can be accommodated in increments of 1.5, 2, or 3-unit independent study; 3-unit independent study projects should be less frequent. Credits will be apportioned based on the ratio provided above. Occasionally, a group independent study project may arise, though most independent studies will be undertaken by individual students.

The number of credits for an independent study should be negotiated at the beginning of a project. Increases to the number of project credit hours after the project overview has been filed with the JGSB associate registrar must be approved by the Academic Standards Committee. The committee will rely on input from sponsoring faculty in making its decision about ex post credit increases. Requests to increase the number of project credit hours must be made before the end of the second week of classes in the term in which the project begins, except when a student is in their last semester, in which case such requests must be made before the end of the second week of the semester.

**Restrictions**—No student may take more than three credit hours of independent study during the course of the MBA Program without the approval of the Academic Standards Committee. If an independent study is proposed that would cause a student to exceed the three credit limit, the Academic Standards Committee will select two faculty members, other than the faculty member who will supervise the project, within the area most closely related to the study's academic content to review and approve the study. Independent study exceeding three credits in total should consider current policies restricting use of independent study as well as the incremental value of additional independent study in light of past independent studies. If the study does not align with any of the JGSB academic

groups, the Academic Standards Committee will perform the review and make the final approval decision.

Independent study projects are for academic credit, not for hire. Students may not earn credit for paid research assistance.

**Faculty Sponsorship**—Independent study projects normally are sponsored only by full-time JGSB faculty; faculty typically sponsor projects only in their area of expertise. Students wishing for sponsorship by a part-time faculty member must submit a project overview to the Academic Standards Committee and obtain the committee’s approval before the term(s) in which the project is to begin.

**Common Requirements**—The goal of independent study projects is to advance or deepen a student’s knowledge or competency in a business discipline or activity.

To facilitate these goals, independent study projects generally fall into two broad categories: (1) directed reading and study resulting in a research paper or (2) an experiential or hands-on project resulting in an outcome such as an empirical analysis with an executive summary of the “deliverable.”

While the content of individual independent study projects are at the discretion of a student and the sponsoring faculty member, the JGSB would like to ensure relatively equal workloads per unit of independent study credit and some common requirements between independent study projects. To that end, students and/or sponsoring faculty should:

1. Prepare and submit to the JGSB associate registrar an overview of the independent study project with number of project credits, anticipated final results, and a broad timeline of anticipated project milestones.
2. Meet to discuss the project, after the initial agreement on the project scope, at least once every two to three weeks.
3. Prepare a final paper (in the case of directed reading and research projects) or complete a concrete deliverable (for example, computer program, survey results, empirical analyses, etc.) together with an executive summary of the project (in the case of experiential projects).
4. File a copy of each student’s final paper, or executive summary, with the JGSB associate registrar.

**Applications**—Independent study applications are available for interested students on the [Jones School Registrar’s website](#) on CampusGroups. Completed independent studies must be approved by the senior associate dean of degree programs. Completed and approved applications are due to the JGSB associate registrar by the first week of the term in which the project will be completed. The student will be registered for MGMT 700/800 Independent Study for the appropriate credit amount.

## FULL-TIME MBA POLICIES

### FULL-TIME MBA CURRICULUM REQUIREMENTS

The MBA Program requires the completion of 60 credits of course work over a two-year period. On average, students must register for 15 credits of course work in all four semesters of residence and are not allowed to take more than 18 credits in any semester. The first year of the program is primarily dedicated to core courses in the basic functional areas of business. Students have the option of taking one elective course during the second semester of the first year. The second year of the program is dedicated to elective course work.

**Figure 1** below outlines the Full-Time MBA Program curriculum requirements. Students are required to complete 33 credits of core curriculum course work and at least 27 credits of elective course work.

Figure 1: Full-Time MBA Program Curriculum Schematic

FALL		SPRING			
<b>Strategy I: Competitive Environment</b>	<b>Foundational Knowledge</b>	<b>Functional Knowledge</b>	<b>Foundational Knowledge</b>	<b>Functional Knowledge</b>	<b>Global Field Experience</b>
	Managerial Economics	Accounting	Data Analysis II	Strategy II: Formulation & Implementation	
	Data Analysis I	Organizational Behavior	Corporate Social Responsibility	Managerial Accounting	
	Negotiations	Finance	Action Learning Project • New Enterprise		
	Leadership	Marketing	Custom Core		
	Operations	First Year Electives			
<b>Strategic Business Communication</b>					

### DEGREE REQUIREMENTS FOR THE MBA/MASTER OF ENGINEERING PROGRAM

Students may earn this non-thesis engineering degree in the fields of chemical engineering, civil engineering, computational and applied mathematics, computer science, electrical and computer engineering, environmental science and engineering, mechanical engineering and materials science, and

statistics. Ordinarily, the engineering degree takes one academic year to complete, whereas the MBA requires two. Joint-degree candidates, however, can fulfill requirements for both degrees in two academic years.

For the joint MBA/Master of Engineering degree, students must complete:

- At least two academic years in residence at Rice
- 69 semester hours in approved course work:
  - 24 hours in an engineering discipline
  - 45 hours in business course work

Students plan their course schedules in consultation with the engineering department in which they are enrolled and with the JGSB Registrar & Office of Student Services.

#### DEGREE REQUIREMENTS FOR THE MBA/MASTER OF SCIENCE PSM PROGRAM

Students may earn a Master of Science degree from the Weiss School of Natural Science Professional Science Master's program in the following fields: (1) Environmental Analysis and Decision Making, (2) Subsurface Geoscience, and (3) Nano scale Physics. Ordinarily, the PSM degree takes two academic years to complete, whereas the MBA requires two. Joint-degree candidates, however, can fulfill requirements for both degrees within three academic years.

For the joint MBA/Master of Science degree from the Professional Master's program, students must fulfill the following requirements:

- 75.0 credit hours of course work consisting of at least 30.0 credit hours in a science discipline and 45.0 credit hours of business course work
- Satisfy all MBA core curriculum requirements
- Satisfy all Professional Masters MS track-specific requirements
- Summer internships are required

Course schedules will be planned in consultation with the PSM Program Director and with the JGSB senior associate dean of degree programs.

#### DEGREE REQUIREMENTS FOR THE MBA/MD PROGRAM

Students can earn both MBA and MD degrees in five years. They divide their time as follows:

- **Years 1 and 2** and 3 – Medical training at Baylor College of Medicine.
- **Year 4** – First-year MBA core courses at Rice, plus a three-credit healthcare management course in the spring semester. MBA/MD students are required to fulfill only one custom core class requirement.

- **Summer** – Students undertake internship/externship (titled Health Services Administration, MEOSA 413 at Baylor, which must have both health care and business components.
- **Year 5** – Second-year MBA elective courses, including a three-credit healthcare management course at Rice in the fall semester, and medical training at Baylor College of Medicine in the spring semester.

Students use the summer between the third and fourth years to perform healthcare research programs or externships. Students receive their MBA degree from Rice after they have completed 45.0 credit hours of approved business course work and after they have completed the requirements specified by Baylor College of Medicine.

## INTERNATIONAL EXCHANGE PROGRAM

We currently have Exchange Programs available with five different schools for the Full-Time program students – INCAE in Costa Rica, ITESM/EGADE in Mexico (available at any of the campuses in Mexico), IE in Madrid, Spain, Frankfurt School of Finance in Frankfurt Germany and WHU in Vallendar, Germany. It is possible to choose a university outside of our partnerships, but there may not be tuition waiver. Contact Abbey Hartgrove in the Student Program Office for more information about the exchange process.

- Applications for fall exchange of your 2<sup>nd</sup> year are due mid-April of your 1<sup>st</sup> year
- Student must submit the application, a letter of intent, an official transcript, a resume, and a passport-sized photo
- Tuition is covered through the students' tuition already paid to Rice if, and only if, it is a partnership institution
- Student must cover the costs for housing, food, books/materials, insurance, transportation and living expenses/miscellaneous
- The hours are considered transfer credit
- Students are responsible for having their transcript/credits from the University sent at the end of their exchange
- 

The Student Program Office will collect the applications and determine the candidates to nominate for exchange based on qualifications and the number of spaces each program has available. The SPO will send their nominations on to their respective program by the end of April. The Partnership University will then contact the students and work with them moving forward.

## FULL-TIME MBA COURSE MATERIALS

The Office of Student Services (OSS) publishes a Course Materials List each semester that summarizes the textbook and course pack requirements for all courses. Please see your Program Coordinator with

any questions or concerns you may have.

**Course Packs** – Course packs for all Full-Time MBA student courses are provided on Canvas in digital format and are covered by tuition. If your professor has created a course pack, you will find it on the individual course’s Canvas site under the *Course Pack* link found in the left navigation bar approximately two weeks prior to the start of class. You can view your materials directly on the Canvas site, or if you prefer, you can download and save the PDF to your computer for future use.

**Textbooks** – Students are responsible for purchasing their own textbooks for all core and elective courses. Many of these books are available at the Campus Bookstore, but you are able to purchase these books at any bookstore of your choosing. The student textbook list will be posted on campus groups under the current student’s tab ~ 4-6 weeks before your classes begin. It is vital to purchase the correct edition of the textbook required, as listed on the textbook list. The Business Information Center (BIC) strives to keep a copy of all required and optional textbooks on reserve for limited checkout. Inquire at the front desk of the BIC for more information.

**Additional Materials** – Faculty may require additional materials such as software, online simulations, exercises, etc. Students may be responsible for the cost of these additional materials. Specific requirements and costs will be disclosed by your professor.

## FULL-TIME MBA CONCENTRATION REQUIREMENTS

The Rice MBA program at the JGSB offers concentrations to students enrolled in the Full-Time MBA Program. The goal of a concentration is to provide students with the ability to demonstrate functional, professional, or industry expertise in a particular area of interest within a general management program.

A list of the approved concentrations for the 2018-2019 academic year can be found in the [Jones School Registrar’s website](#) on CampusGroups). Students may earn a maximum of two concentrations and the completion of each concentration will be recorded on the student’s transcript. Completing a concentration is optional; a student is not required to complete a concentration in order to graduate.

Most concentrations consist of 9.0 to 12.0 credit hours of coursework. If a student completes two concentrations, a maximum of 3.0 credits can be shared between two concentrations. Similarly, a custom core course can be counted toward the completion of a concentration only if the student has taken two other custom core courses which can be counted toward the custom core requirement.

In order to be recognized for completing a concentration, students need to officially declare for the concentration by completing the Concentration Declaration Forms in the second year of their program.

## FULL-TIME MBA ATTENDANCE POLICY

Attendance is a key part of the learning experience in the JGSB. You are expected to attend all class sessions. If you miss **more than** two sessions (out of 12) per six-week term, your grade will be reduced by one third of a point per excess absence on a 4.0 grading scale (e.g., from an A to an A-). Grade reductions do not take into account potential class participation losses associated with missing a class. Students are responsible for self-enforcement of the attendance policy. As such, students should report all absences to the course instructor as soon as possible (before or after the course). Non-reported absences will be considered Honor Code violations and will be reported to the Honor Council.

## INTERNATIONAL STUDENTS – CPT (CURRICULAR PRACTICAL TRAINING)

### What is CPT?

The CPT program applies to summer, fall and spring internships. Students who participate in these courses must be second-year students who have completed all first-year core requirements before the internships begin. CPT is intended for F-1 students (***J-1 students must meet Academic Training laws***) who are willing to take on the challenge and responsibility of obtaining a summer, fall or spring internship in the U.S. and to combine it with academic coursework. The course is open to any student in the JGSB. Students must sign up for the CPT course (MGMT 703, 704, and/or 705) and may enroll in each course one time only.

### How does a JGSB Student Register for CPT?

Below, please find instructions on how to register for MGMT 703, 704, and/or 705. Each course's instructions vary somewhat.

**CPT I: MGMT 703, Field Study in American Business I**

**CPT II: MGMT 704, Field Study in American Business II**

**CPT III: MGMT 705, Field Study in American Business III**

Second-year students must obtain a summer internship and receive an offer letter from the employer prior to meeting with Abbey Hartgrove in the Office of Student Services.

The offer letter must include the following:

- Company letterhead stationery
- Internship position description
- Expected working hours
- Beginning and ending dates Salary information

Upon receipt of the CPT Faculty Advising Form and offer letter Maria Johnson will register the student for the appropriate course. These courses are graded as satisfactory/unsatisfactory and will



appear as 1.0 credit hours. The course will **NOT** count toward your 60.0 credit hours required to graduate at the JGSB.

### **What does a Student do after he/she receives a job offer?**

When you have accepted your job and have your offer letter in hand, you should immediately:

- See Abbey Hartgrove in the Office of Student Services with your **completed CPT faculty advising form and your original offer letter. Make sure you turn in the CPT form that corresponds to the course you are registering for.**
- Make an appointment to see a member of the Office of International Students and Scholars (OISS) office (713-348-6095) with:
  - signed CPT faculty advising form
  - your offer letter
  - your passport
  - your I-20 form
- A representative from the OISS will then process your request as soon as possible.

### **When should all of the steps above be completed?**

All of the steps above should be completed **at least two weeks before** you start your internship (see beginning dates above). Work authorization takes time – do not wait until the last minute to begin this process. Both the Office of Student Services and OISS needs time to process the paper work. Your patience is appreciated.

### **What are the academic requirements to complete CPT?**

You will have a JGSB faculty adviser assigned to the course (Abbey Hartgrove). The course will require:

- Gaining field experience (summer, fall, or spring internship)
- Producing a research report to be submitted to Abbey Hartgrove in the Office of Student Services at the end of the semester.

Assuming you have completed all of the course requirements successfully, the faculty advisor will assign a grade of "S" (Satisfactory). If you do not complete all of the requirements successfully, the faculty advisor will assign a grade "U" (Unsatisfactory). CPT does not count toward your 60 credit hour requirement for graduation.

### **Other Important Information**

You may not work on a paid or non-paid basis until you have received your work authorization from OISS. This work authorization is employer-specific; before you change internship employers, you will need to get a new work authorization.

## RICE MBA FOR PROFESSIONALS CURRICULUM OVERVIEW

The Jones Graduate School of Business offers the MBA for Professionals program in three formats. These programs cover the same content, but are offered at different times and over different periods. Students choose a program based on life-style preference and professional and personal commitments.

The **MBA for Professionals Evening Program** consists of a 22-month, lock-step curriculum delivered in four consecutive semesters over a two-year period. Required first year classes are offered during the week from 6:15pm to 9:30pm predominantly on Monday and Wednesday evenings. For electives, additional course offerings are available Monday through Thursday evenings. Students in this program take required courses in sequence and must complete a total of 54 credit hours to fulfill graduation requirements.

The **MBA for Professionals Weekend Program** consists of a 22-month, lock-step curriculum delivered in four consecutive semesters over a two-year period. Classes are offered predominately on Friday evenings from 4:00pm – 9:30pm and Saturdays from 7:30am – 6:30pm every other weekend. Students in this program take required courses in sequence and must complete a total of 54 credit hours to fulfill graduation requirements.

The **MBA for Professionals-Evening Extended Program** allows students to complete the same curricular requirements as the other programs (a minimum of 54 credit hours) over a longer period of time (typically 3-5 academic years). There are minimum requirements each semester, but the structure facilitates the alignment of the pace of completion with professional preferences and commitments.

MBA FOR PROFESSIONALS-EVENING FORMAT CURRICULUM REQUIREMENTS

**Figure 2** below outlines the MBAP-E Program curriculum requirements. Students are required to complete 40.5 credit hours of core curriculum course work and at least 13.5 credit hours of elective course work.

Figure 2: MBAP-E Curriculum Schematic

FIRST YEAR				SECOND YEAR	
<b>Strategy I: Competitive Environments</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>	<b>Core</b>	
	Organizational Behavior Data Analysis Financial Accounting Managerial Economics	Finance Managerial Accounting Operations Marketing	Strategy II: Formulation and Implementation  Economic Environment of Business  Business Government Relations	<b>Global Field Experience</b>	Corporate Social Responsibility Organizational Change Negotiations Leadership Capstone Strategy Project
	Strategic Business Communication				<b>Electives</b> Functional and Industry Depth and Breadth

MBA FOR PROFESSIONALS-WEEKEND FORMAT CURRICULUM REQUIREMENTS

**Figure 3** below outlines the MBAP-W Program curriculum requirements. Students are required to complete 40.5 credit hours of core curriculum course work and at least 13.5 credit hours of elective course work.

Figure 3: MBAP-W Curriculum Schematic

FIRST YEAR				SECOND YEAR	
Strategy I: Competitive Environments	Fall	Spring	Summer	Fall	Spring
	Organizational Behavior	Finance	Strategy II: Formulation and Implementation	Corporate Social Responsibility	Organizational Change
	Data Analysis	Managerial Accounting		Economic Environment of Business	
	Financial Accounting	Operations	Global Field Experience	Business Government Relations	
Managerial Economics	Marketing				
Negotiations	Leadership				
Strategic Business Communication				Electives Functional and Industry Depth and Breadth	

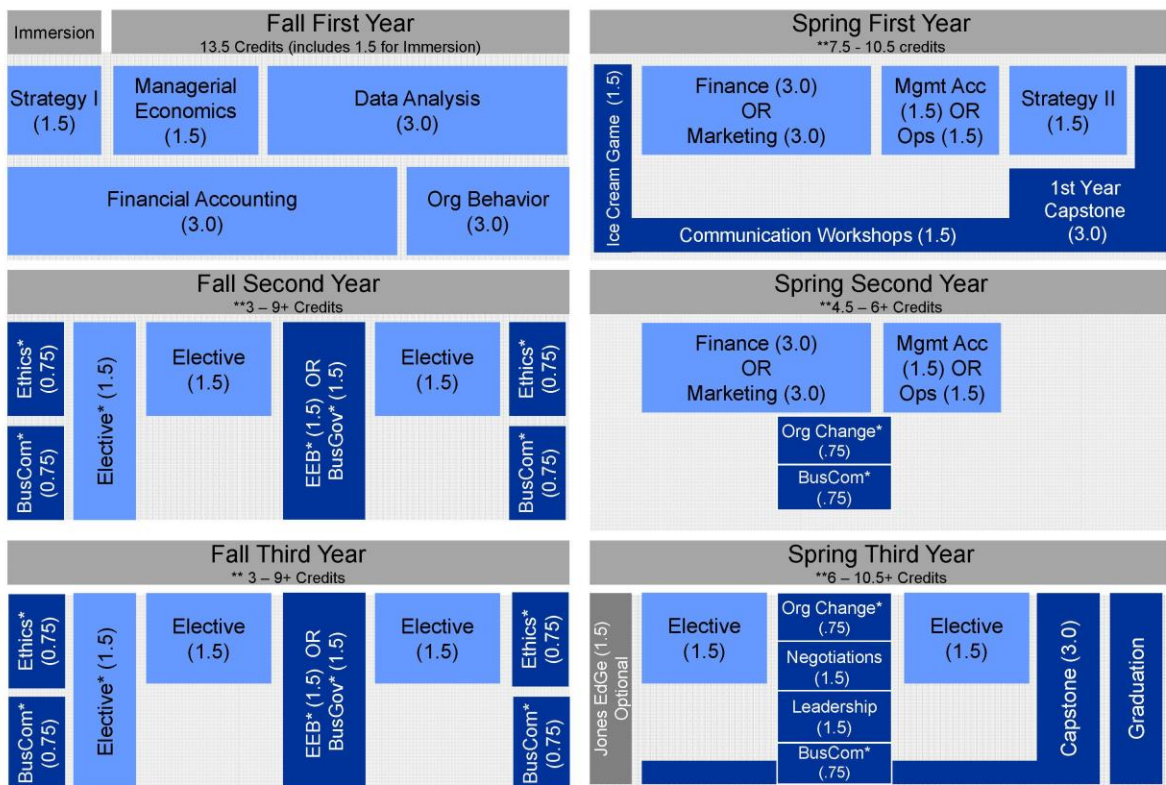
MBA FOR PROFESSIONALS-EXTENDED PROGRAM FORMAT CURRICULUM REQUIREMENTS

Figure 4 below outlines the MBAP Extended Program curriculum requirements. Students complete the same curricular requirements as the other programs (a minimum of 54 credit hours) over a longer period of time (typically 3-5 academic years).

Figure 4: MBAP Extended Curriculum Schematic

## MBAP (Evening) Curriculum: Extended-P Option

(Degree Requirements: 54 credits)



\*Indicates choice in timing across Years 2 & 3

COURSE MATERIALS

**Course Packs** – Course packs for all Professional MBA student courses are provided on Canvas in digital format and are covered by tuition. If your professor has created a course pack, you will find it on the individual course’s Canvas site under the *Course Pack* link found in the left navigation bar approximately two weeks prior to the start of class. You can view your materials directly on the Canvas site, or if you

prefer, you can download and save the PDF to your computer for future use.

**Textbooks** – Textbooks – MBA for Professionals students are provided with the required textbooks needed for the successful completion of the MBA program. We work with an outside vendor, Campus Text, to ensure delivery of your required digital textbooks.

- **First Year Courses:**

We will be providing you with digital books for all of your courses (where applicable) over the next two years. If you wish to have a hard copy of any of the books you are able to purchase them through our textbook vendor or any other bookstore of your choice. We will only provide a hard copy of textbooks when an eBook is not available. Approximately 4-6 weeks before the start of class you will receive an invite from Ruth Ellen Patterson, our textbook vendor, inviting you to begin receiving digital content. Please make sure that you accept the invite as soon as you receive it so that you can begin receiving your digital content.

- **Second Year Courses:**

During your second year in the MBA for Professionals Program, you will receive digital textbooks and the necessary materials for all of your core classes with a maximum of twelve sets of books for elective courses in which you are registered. If you wish to have a hard copy of any of the books you are able to purchase them through our textbook vendor or any other bookstore of your choice. We will only provide a hard copy of textbooks when a digital book(s) is not available. Due to the various electives to choose from in your second year, we have a website in place with Campus Text from which you will order your digital textbooks throughout the semester. Instructions for ordering textbooks will be emailed to you ~ 4 -6 weeks before classes begin.

- **Add/Drops:** If you drop a course after ordering the corresponding textbooks, you must return the full set of unused textbooks before for that course to Tamara Lee in Operations before ordering books for any added course. We will ship the books back to Campus Text and credit your account for every full set of books that you return, thereby ensuring that you will retain the ability to order up to 12 sets of elective books during your second year.
- **Optional Books/Audit Courses:** Some professors opt to list supplemental “optional” textbooks on their syllabi for his/her elective course. Optional textbooks are books that are NOT crucial to the understanding and successful completion of a course; if a student would like to delve further into a topic or subject, an optional textbook may be a beneficial reference. Personal copies of optional textbooks are not purchased for you by the Jones School; however, copies of all optional textbooks are on reserve in the BIC. If you would like a personal copy of an optional textbook, you can purchase the book from any book provider or you can call Campus Text and order a copy over the phone. Also, Jones School does not provide textbooks for courses that you choose to audit.

## ATTENDANCE

**MBA for Professional Evening Program** - Attendance is a key part of the learning experience in the JGSB. You are expected to attend all class sessions. If you miss *more than* one session per six-week term, your grade will be reduced by one third of a point per excess absence on a 4.0 grading scale (e.g., from an A to an A-). Grade reductions do not take into account potential class participation losses associated with missing a class.

**MBA for Professional Weekend Program** - Attendance is a key part of the learning experience in the JGSB. You are expected to attend all class sessions. If you miss *more than* one session per four-week term, your grade will be reduced by two-thirds of a point per excess absence on a 4.0 grading scale (e.g., from an A to a B+). Grade reductions do not take into account potential class participation losses associated with missing a class.

**MBA for Professional-Evening ILEs** - Due to the condensed nature of ILEs, students are expected to participate in the sessions in their entirety in order to receive a passing grade. In the event that a student is unable to participate in any portion of an ILE, they must notify the instructor and the MBA for Professionals Director of Student Services no later than 14 days in advance of the ILE. Students will be required to complete a make-up assignment given at the discretion of the instructor for the class time missed. Because of the intensive nature of ILE courses, the workload for make-up assignments will significantly exceed the amount of class time missed due to the fact that the experiential nature of the class can't be replicated. Any requests submitted less than 14 days prior to the ILE will be considered unexcused at the discretion of the instructor.

Students who miss any portion of an ILE and have not notified the instructor and Director of Student Services will be considered to have an unexcused absence. Accordingly, the student will receive an *Incomplete* grade for the course. The student has seven days to contact the instructor and the Director of Student Services to resolve the *Incomplete* grade. If there is no resolution of the *Incomplete* grade within seven days of the course, the grade will automatically become a failing grade.

All appeals of failing course grades must go through the Academic Standards Committee grade appeal process.

## EXAM POLICIES

All exams in the MBA for Professionals program are take-home exams and are to be distributed and submitted through Rice's online course management system, OWL-Space. Per university policy, take-home exams can be no longer than 5 hours; exact length will be determined by the faculty member. The exam begins when a student downloads the exam from OWL-Space and must be submitted electronically within the exam time limit. For example, if the exam time limit is 3 hours, the exam submission time stamp must be within 3 hours from the download time stamp in OWL-Space. If a student does not submit the exam before time has expired, he/she should email the exam directly to

the instructor. It is a violation of the Honor Code to take more time to complete the exam than allocated by the professor. If turned in after the deadline, the student's final exam grade will be penalized by 10 percent for each 24 hours (or portion thereof) delay in submission.

**MBA for Professionals Evening Program** - The official MBA for Professionals Evening Exam Period begins at 10:00pm after the completion of the last Wednesday class session for a given week. All exams are due before 6:15pm on the first Monday after the exams were distributed.

**MBA for Professionals Weekend Program** - The official MBA for Professionals Weekend Exam Period begins at 7:00pm after the completion of the last Saturday class session during a meeting weekend. All exams are due before 4:00pm Friday on the following MBAP-W weekend.



## MBA FOR EXECUTIVES POLICIES

### MBA FOR EXECUTIVES CURRICULUM REQUIREMENTS

Designed for rising leaders and experienced executives, the Rice MBA for Executives cohort based curriculum focuses on experiential, integrated learning. The program emphasizes the development of individual leadership, strategy and decision-making skills. These pillars of executive success are built on a strong foundation of core knowledge in the functional areas and are capped with a deep-dive into leading the global firm.

**Leadership and Strategy Executive Forums** – These 5-day intensives, targeting development of an executive mindset, open and close each academic year for the EMBA student.

**Executive Seminars** – The executive seminars run throughout the program, providing a channel for integrating concepts across the disciplines as well as for executive skills development such as negotiations, communications, team dynamics, executive coaching, and career coaching. The final executive seminar provides a C-suite perspective, focusing on corporate culture, business ethics, and corporate governance. These seminars feature an executive speaker series to provide first-hand insights from a wide spectrum of business leaders.

**First Year Core** –The core curriculum focuses on providing the student with the analytical skills necessary for robust critical decision making and with the depth of functional knowledge necessary to lead across the organization. The Rice Executive MBA is well-grounded in economics, business analytics, accounting, finance, marketing and operations.

**Elective Block** – In the third semester of the program, students customize their MBA program by choosing from a set of electives. Each student can choose to focus on courses that deepen their general management expertise or choose to tilt their program towards advanced courses in specific areas.

**Global Core** – The global core curriculum in the final semester of the program focuses on creating the awareness and mindset to effectively lead in global financial, resource, and consumer markets.

The global management course incorporates cross-cultural leadership skills, managing an international labor pool, complexities of business government relations, and nuances of strategy for the multi-national enterprise. The global markets course covers the economic environment of business, marketing to a worldwide consumer base, and raising capital in global financial markets. Students bring together the many facets of global business in the capstone international management off-site.

**Coaching and Integration** – Customized executive, career and communications coaching throughout the program allow each student to fill identified gaps in their leadership portfolio and to access targeted career development tools. Integration across functional areas through curricular and co-curricular activities facilitates an emphasis on strategic leadership skills throughout the program

Students are required to complete 43.5 credit hours of core curriculum course work and 10.5 credit hours of elective course work.

**Figure 5** below outlines the curriculum requirements and course sequencing for the EMBA program.

Figure 5: EMBA Program Curriculum Schematic

FIRST YEAR				SECOND YEAR			
EF I	Fall	Spring	EF II	EF III	Fall	Spring	EF IV
Strategy & Leadership Foundations	Foundational Knowledge	Functional Knowledge	Critical Decision Making	Strategy & Leadership Leading Change	Electives	Global Core	Capstone: Global Offsite
	Accounting Economics for Business Business Analytics	Corporate Finance Marketing Operations Management Accounting			Functional and Industry Depth and Breadth	Markets and Institutions Leading the Global Firm Global Strategy	
Executive Seminars Executive Speakers   Ethics   Corporate Social Responsibility   Strategic Communication							

## COURSE MATERIALS

**Course Packs for MBA for Executives Courses** – Course packs for all Executive MBA student courses are provided on Canvas in digital format and are covered by tuition. If your professor has created a course pack, you will find it on the individual course’s Canvas site under the *Course Pack* link found in the left navigation bar approximately two weeks prior to the start of class. You can view your materials directly on the Canvas site, or if you prefer, you can download and save the PDF to your computer for future use.

### Textbooks for MBA for Executives Courses –

- **First Year Courses:** We will be providing you with digital books for all of your courses (where applicable) over the next two years. If you wish to have a hard copy of any of the books you are able to purchase them through our textbook vendor or any other bookstore of your choice. We will only provide a hard copy of textbooks when an eBook is not available. Approximately 4-6 weeks before the start of class you will receive an invite from Ruth Ellen Patterson, our textbook vendor, inviting you to begin receiving digital content. Please make sure that you accept the

invite as soon as you receive it so that you can begin receiving your digital content.

- **Second Year Courses:** During your second year in the Executive MBA Program, you are entitled to receive digital books and materials for all of your core classes and a maximum of 7 sets of digital books for elective courses in which you are registered. If you wish to have a hard copy of any of the books you are able to purchase them through our textbook vendor or any other bookstore of your choice. We will only provide a hard copy of textbooks when an eBook is not available. Due to the various electives to choose from in your second year, we have a website in place with Campus Text from which you will order your digital textbooks throughout the semester. Instructions for ordering textbooks will be emailed to you ~ 4 -6 weeks before classes begin.

### **Add/Drops:**

If you drop a course after ordering the corresponding textbooks, you must return the full set of unused textbooks before for that course to Tamara Lee in Operations before ordering books for any added course. We will ship the books back to Campus Text and credit your account for every full set of books that you return, thereby ensuring that you will retain the ability to order up to 7 sets of elective books during your second year.

### **Optional Books/Audit Courses:**

Some professors opt to list supplemental “optional” textbooks on their syllabi for his/her elective course. Optional textbooks are books that are NOT crucial to the understanding and successful completion of a course; if a student would like to delve further into a topic or subject, an optional textbook may be a beneficial reference. Personal copies of optional textbooks are not purchased for you by the Jones School; however, copies of all optional textbooks are on reserve in the BIC. If you would like a personal copy of an optional textbook, you can purchase the book from any book provider or you can call Campus Text and order a copy over the phone. Also, Jones School does not provide textbooks for courses that you choose to audit.

If a student receives permission to exceed the credit hour cap, the student will be charged a \$50 fee per course pack and will be responsible for purchasing all textbooks through a vendor of the student’s choice.

## EMBA ELECTIVE REGISTRATION POLICY

MBA for Executive students may take elective courses from any of the MBA program options, so long as they have met the prerequisite requirements. Students may only take electives after the completion of their first year in the MBA for Executives program.

Each semester in their second year, students may register for up to two additional 1.5 credit hour courses (or one 3.0 credit hour course) beyond the standard EMBA course load, including both “for credit” and “for audit” courses. Students seeking to register for more than the allowed extra per semester require permission from the senior associate dean of degree programs.

Courses that run after the completion of the first year, but before the EMBA Executive Forum week do not count towards the credit hour cap.

## WASHINGTON CAMPUS

Students in the MBA for Executives program may choose to participate in an intensive open-enrollment program in Washington, D.C in June after their first year. This program is offered by Washington Campus, an independent, not-for-profit educational organization.

Washington Campus offers EMBA students a unique opportunity to learn how policy affects business and how business leaders can ethically influence the policymaking process. More than a civics lesson, Washington Campus helps EMBA students understand how Washington really works and how decisions made in our nation’s capital can impact future business strategy, growth, and profitability.

This three-day program includes numerous sessions led by Washington insiders on a variety of business issues. The program also includes visits to key federal agencies, Washington “think tanks,” and other organizations critical to the legislative and regulatory processes. The enrollment in this program is made up of EMBA students from universities across the U.S., allowing a rare opportunity to network with fellow MBA students outside of Rice.

Students who choose to participate in Washington Campus will be enrolled in a 1.5 credit hour Independent Study elective, which counts towards the degree requirements.

## STUDENT SERVICES AND SUPPORT

### FUNDING RESOURCES

There are 2 sources of student funding: Federal and Private Student Loans:

**Federal Student Loans** – The Department of Education offers 2 loan options to graduate students and they are potentially available to US Citizens and US Permanent Residents (green card holders). The first step in the Federal Financial Aid process is to complete the Department of Education’s [Free Application for Federal Student Aid](#). The FAFSA is available for completion as of October 1 for the coming academic year and Rice University’s FAFSA school code is 003604.

**Private Student Loan Options** – In some cases, a Private Student Loan through a lender of your choice may offer better terms than the above loan options, so we encourage you to compare these options at your convenience. Private Loan eligibility is based on a hard credit check and you must apply directly with the lender of your choice. You may find an historical lender list is available on the Rice Business [Private Student Loans](#) page. You are not limited to this list and may borrow through any lender of your choice.

**Financial Aid Information for International Students** – International students are encouraged to seek support in their home country through government and private agencies or bank loan programs. Domestic banks may offer international student loans with an approved U.S. Citizen or Permanent Resident (green card holder) co-signer. Additional information on international student funding options is available on the historical lender list through the [Private Student Loans](#) page.

### PAYMENTS & THE UNIVERSITY CASHIER’S SEMESTER PAYMENT PLAN

Payment Arrangement Deadlines are August 10 for fall and January 10 for spring. If you plan to pay out-of-pocket, you may make payment or set-up a payment plan each term through your [ESTHER](#) Payment Suite. Please reference Rice University [Cashier’s Office](#) website for additional information regarding payment methods and procedures.

### MILITARY & VETERAN FUNDING

The Rice Business School Certifying Official (SCO) manages VA education benefits for students enrolled in programs offered at the Jones Graduate School of Business. Enrollments are certified on a term basis and are amended/adjusted as necessary per VA regulatory requirements and student need. Once enrolled, a VA Enrollment Hold will be placed on your student account and no changes may be made to your enrollment without review and approval by the SCO. Enrollment Certification will occur automatically for each term you are eligible.

**Full Time Definitions & Rate of Pursuit:** Rice Business degrees consist of a rigorous, multi- functional, integrated curricula designed to educate students in multiple areas. Within a given term, classes are frequently structured as modules\*\* that consist of an intensive accelerated curriculum in a compressed timeframe. Courses in this format range from 1-2 day intensive learning experiences (ILEs/ILWs) to courses that are up to 13-14 weeks in length, and every length increment in between. Modules may be scheduled concurrently and consecutively throughout a term.

Per Rice University policy, graduate student Full-time enrollment is defined as 9 credit hours per semester and 6 credit hours per quadmester. For VA certification purposes, Rice Business policy designates that Full Time Rate of Pursuit is 3 credit hours for coursework offered in modules (periods less than 15 weeks in length for semester programming and periods of less than 11 weeks in length for quadmester programming).

\*Term: semester or quadmester.

\*\*Module: "A period of enrollment that is shorter than a school's regularly scheduled academic periods that either falls within but does not span an entire semester, or falls between of a school's regularly scheduled academic periods. Often referred to by schools as a mini-session." – US Department of Education

\*Modules: Such classes include terms, mini-terms, ILEs, ILWs, etc. All MBA curricular structures are designed to maximize academic endeavors (theoretical, practical, and experiential) and consist of a rigorous and intensive program of study offered primarily in compressed modules.

## HEALTH INSURANCE REQUIREMENT

**Health Insurance** – Rice University's policy requires that all students have health insurance that meets institutionally designated minimum standards. You may waive this requirement by providing proof of alternative coverage that meets or exceeds the minimum standards. Open enrollment (or waiver) opens in early July and closes at the end of August. Please reference the [Student Health Insurance](#) site for additional information, including the specific deadlines associated with the enrollment/waiver period.

## TUITION REIMBURSEMENT LETTERS

The E-bill available in the Bill Payment Suite on ESTHER is usually adequate for the purpose of company reimbursement. If further detail is needed, custom tuition reimbursement letters are available, upon request, from your program office. Once the complete request has been received, processing may take up to five business days.

## GRADE LETTERS

Grade letters for MBAP and EMBA students are automatically generated at pre-determined points throughout the academic year and will be distributed to student mailboxes. Grade letters for Full-Time students are available, upon request, from your program office. Once the complete request has been received, processing may take up to five business days.

## ENROLLMENT VERIFICATION LETTER

Enrollment verifications letters are available, upon request, from the JGSB Registrar's Office. Instructions can be found on the [Jones School Registrar's CampusGroups page](#) under Record Request and Forms. Once the complete request has been received, processing may take up to five business days.

## TRANSCRIPT REQUESTS

**Official Transcripts** – The official transcript contains all necessary academic data, including dates of attendance, courses taken, grades, transfer credits awarded, degree(s) received, and relevant remarks. The official transcript is printed on security paper and has the seal of the University and the signature of the Registrar. The cost of an official transcript is \$5.00 each. Transcript processing takes 3-5 business days during non-peak periods and 5-7 business days during peak periods. Per university policy, official transcripts will not be released to anyone whose financial obligations have not been met.

**Official Transcripts can be ordered directly through your ESTHER account:** <https://esther.rice.edu>

**Unofficial Transcripts** – Unofficial transcripts, as the name implies, are unofficial. They contain the same academic information as official transcripts. There is no charge for unofficial transcripts; they are available online through ESTHER and can be printed 24 hours a day. The Office of the Registrar does not print unofficial transcripts for students.

### To print an Unofficial Transcript:

- Students can print out their unofficial transcript by logging into ESTHER
- Click on "Student Services and Account Information" located in the bar at the top of the page
- Click on "Student Records and Account Information" located in the side bar
- Select Academic transcript
- Select your academic level and unofficial designation
- Submit & Print

\*\* In some instances, the JGSB associate registrar can print out a copy of your unofficial transcript on letterhead. Requests should be made via email and will be processed as they are received.

## ROOM RESERVATIONS

**First Floor Breakout Rooms** – First floor breakout rooms are reserved for EMBA students which can be reserved via <http://rooms.rice.edu/caslogin.aspx>. Unreserved rooms are available on a first-come, first-served basis.

**Classrooms and Other Breakout Rooms** – You can find the Room Reservation system at <http://rooms.rice.edu/caslogin.aspx>. Click on “MBA Login” on the left side of the screen and use your Net ID and Password to log in.

**Reservations** – If you want to reserve a room:

- Click on “Create a reservation” and select “book now” next to Room Request (JGSB).
- Fill in the requested information.
- Click Search, and you’ll see which rooms are available.
- Select the room(s) you wish to reserve.
- Click Continue and fill in the required event details. Please note the following:
  - Event Name
    - If you are requesting a breakout room, a title like “Full-Time Team 2” is good.
    - If you are requesting a classroom or a first floor space, choose a title that will make it clear what is going to be happening in your meeting. Bad titles include: “Meeting,” your name, and the name of your club or department. An example of a good title is, “Deloitte Consulting Case Interview Workshop,” because it lets everyone know what is going on.
  - Event Type
    - Choose an event type beginning with the letters “JGSB.” Take a minute to look over the entire list, and choose the best fit.
- Click Submit and you will see a Reservation Summary. Breakout rooms can be reserved automatically, but classroom requests take up to 2 business days to be processed. Your reservation is not confirmed until you see *Confirmed* listed as its status. If the status is *Web Request*, your request is still awaiting processing. Please check back later.

**Browse** – If you want to see what is going on in the building:

- On the home page under Browse, choose Events.
- Use the Filter feature to choose a specific date, space, or building location.

Please feel free to email Abby Link at [Abigail.Link@rice.edu](mailto:Abigail.Link@rice.edu) if you have any trouble.



## TECHNOLOGY

### GUIDELINES FOR TECHNOLOGY SERVICES, PRINTING, AND AUDIO VISUAL SERVICES AT JONES GRADUATE SCHOOL OF BUSINESS

**Technology Services** - JGSB has its own IT department that is formed to assist MBA students with their IT and printing needs. With technology related questions, please feel free to contact 713-348-8319 or [helpdesk@rice.edu](mailto:helpdesk@rice.edu). Staff members are happy to set up an appointment with you to get your IT related questions answered. Walk-ins are accepted (Room 307), but immediate service is not guaranteed without a scheduled appointment. Examples of student issues that IT can assist with include:

- OWL-Space issues
- Email problems
- Password Resets (not including ESTHER PINs)
- Software Installation

**Printing Services** – There are five student printers available in the building accessible via the Rice network. The cost for black and white printing is \$0.05 (five cents) per page, and the cost for color printing is \$0.25 (twenty-five cents) per page.

All MBA students are issued \$20 in printing credit each academic year to be used specifically for any JGSB student printer. To check your print balance, go to <https://pcounter.jgs.rice.edu>. You will use your Net ID and password to log in.

If you use your entire allotment of printing credit, you can purchase print credit by credit card online at <https://pcounter.jgs.rice.edu>. \$5 minimum required. Credit will apply to your print account immediately. You can also pay by check in person (no minimum required) by going to the Help Desk in Room 307. Have a check made payable to "Rice University" with your Net ID (username) in the memo. Note that the Help Desk can only accept checks. Printing balances are not refunded at graduation, but are carried over from first year to second year. With additional questions regarding printing and printing credit, please contact: 713-348-8319 or [helpdesk@rice.edu](mailto:helpdesk@rice.edu).

**Audio Visual Services** – For all academic related needs in relation to Audio Visual Services, please email [jgsav@rice.edu](mailto:jgsav@rice.edu). AV team members will be able to provide assistance with classroom presentations and answer your AV related questions.

## LISTSERV PROTOCOL

The Jones School uses listservs to distribute information to the various MBA student bodies. As a current student, you have been added to two listservs: one for official business and one for casual communication. (EMBA students are only subscribed to the Official Business list serve for their class year.) To avoid inundating either listserv with emails, the following guidelines have been created.

**Official Business Listservs** should be used only for administrative communication from the Jones School Faculty and Staff or Student Clubs (official Jones school events, deadlines, and student oriented programmatic matters.) Students may not unsubscribe from this list.

**Full-time second year students** – [ftmba-17@rice.edu](mailto:ftmba-17@rice.edu)

**Full-time first year students** – [ftmba-18@rice.edu](mailto:ftmba-18@rice.edu)

**MBAP Evening second year students** – [mbape-17@rice.edu](mailto:mbape-17@rice.edu)

**MBAP Evening first year students** – [mbape-18@rice.edu](mailto:mbape-18@rice.edu)

**MBAP Weekend second year students** – [mbapw-17@rice.edu](mailto:mbapw-17@rice.edu)

**MBAP Weekend first year students** – [mbapw-18@rice.edu](mailto:mbapw-18@rice.edu)

**Executive MBA second year students** – [emba-17@rice.edu](mailto:emba-17@rice.edu)

**Executive MBA first year students** – [emba-18@rice.edu](mailto:emba-18@rice.edu)

### Official Business Listserv Guidelines

- Emails sent to Official Business listservs are approved twice daily at 10 a.m. and 4 p.m., Monday – Friday during regular business hours.
- If your email is rejected, you will be notified that day and provided an explanation.
- Please check to make sure that all links included in the e-mail work and direct individuals to the appropriate website.
- Groups may only send two e-mails per event through the Official Business listservs. Further reminders and details can be sent through the miscellaneous listserv.
- Student groups must allow 72 hours between each e-mail.
- Emails must include group name, event date, event time, event location, and MBA program affiliation for both listservs.

**Casual Communication Listservs** are known as the “miscellaneous listservs.” The purpose of these miscellaneous listservs is to post emails that the faculty and staff don't necessarily need or want to hear about: things for sale, rooms for rent, social events, etc. **Please be mindful of the alcohol policy when discussing social events.**

**Full-Time students** - [jgsb-misc-l@rice.edu](mailto:jgsb-misc-l@rice.edu)

**MBAP Evening and Weekend students** - [mbap-misc@rice.edu](mailto:mbap-misc@rice.edu)

**In order to unsubscribe from a Miscellaneous listserv visit:**

<https://mailman.rice.edu/mailman/listinfo/mbap-misc> or

<https://mailman.rice.edu/mailman/admin/jgsb-misc-L>. You will be asked for your subscription email address, which will typically be in the format of [FIRST.M.LAST@rice.edu](mailto:FIRST.M.LAST@rice.edu). If you are unable to unsubscribe yourself, please email your request to [oss@rice.edu](mailto:oss@rice.edu). Please do not post to the lists asking to be unsubscribed.

## IMPORTANT CONTACT INFORMATION

<b>Student Program Office</b>	<b>Cashier's Office</b>
Phone: 713-348-3096	Phone: 713-348-4946
Fax: 713-348- 3185	Fax: 713-348-5851
Email: spo@rice.edu	Email: cashier@rice.edu
	Web: <a href="http://cashier.rice.edu/">http://cashier.rice.edu/</a>
<b>JGSB Registrar</b>	<b>Office of International Students &amp; Scholars</b>
Phone: 713-348-5246	Phone: 713-348-6095
Fax: 713-348- 3185	Fax: 713-348-6058
Email: jgsbregistrar@rice.edu	Web: <a href="http://www.ruf.rice.edu/~ois">http://www.ruf.rice.edu/~ois</a>
<b>MBA Academic Advising</b>	<b>Disability Support Services</b>
Maria Johnson	Phone: 713-348-5841
Phone: 713-348-5246	Fax: 713-348-5199
Fax: 713-348- 3185	Email: adarice@rice.edu
Email: maria.johnson@rice.edu	Web: <a href="http://www.dss.rice.edu">http://www.dss.rice.edu</a>
<b>Student Financial Services, JGSB Representative</b>	<b>Rice University Police Department</b>
Salomon Medina	Phone: 713-348-6000 (For Emergency and Non-Emergency Use)
Phone: 713-348-3886	Fax: 713-348-5156
Fax: 713-348-6147	Email: rupd@rice.edu
Email: JGSBFina@rice.edu	Web: <a href="http://rupd.rice.edu/">http://rupd.rice.edu/</a>