



RICE | BUSINESS

Jones Graduate School of Business

RICE UNIVERSITY

Jones Graduate School of Business

MBA Program

Student Handbook
2025-2026

Contents

RICE UNIVERSITY STANDARDS	4
Code of Student Conduct	4
The Honor System Pledge	4
Graduate Academic Integrity System	4
MBA POLICIES	4
MBA Program Standards	4
Registration and Enrollment Requirements.....	5
Course Enrollment Policies	5
Curricular Practical Training	6
Taking classes outside of JGSB.....	6
Transfer Credit Guidelines	6
Credit Enrollment Requirement	7
Policy Prohibiting Change of MBA Program Format.....	7
Leave of Absence (LOA) Policy.....	7
Withdrawal Policy.....	7
Grading Policy.....	8
For all courses.....	8
Grading Policy for Core Courses	8
Grading Policy for Elective Courses:	8
Grade Distribution	9
Grade of Incomplete.....	9
Grade Appeal Process.....	9
Attendance Policies	9
Full-Time MBA Program Attendance Policy.....	10
MBA for Professionals Attendance Policies.....	11
MBA for Executives Attendance Policy.....	12
Online MBA Attendance Policy	13
Hybrid MBA Attendance Policy	13
Recordings and Remote Attendance	14
Supportive Measures and Accommodations.....	14
Religious Accommodations	14
Medical/parental leave.....	14

The Global Field Experience and the Executive Global Forum	15
GFE Student Eligibility.....	15
Professional MBA Internships & The GFE	15
GFE Course Requirements	16
GFE In-Country Travel Policies	16
Academic Opportunities.....	17
Global Exchange Program.....	17
International Seminars	17
Center for Public Research and Leadership (CPRL) at Columbia Law	17
The Washington Campus (TWC)	17
Independent Study Policy.....	18
Degree Audits	19
Resources	19
Student Success and Academic Advising	20
Tutoring	20
Counseling and Mental Wellness Resources	20
Rice Disability Resource Center	20
Access, Equity, and Equal Opportunity	20
Career Development Office	21

MBA students are expected to adhere to all policies and standards outlined in the Rice University [General Announcements](#) and in the MBA Student Handbook. They are also responsible for adhering to policies, procedures, and regulations communicated on the various resource sites specific to their program. Online MBA students specifically may have separate or additional regulations based on their unique quadmester schedule. These can be referenced by online students [here](#).

RICE UNIVERSITY STANDARDS

Code of Student Conduct

Rice Business 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. Please ensure you are always in compliance with the [Code of Student Conduct](#).

The Honor System Pledge

"On my honor, I have neither given nor received any unauthorized aid on this (assignment, exam, paper, etc.)."

Graduate Academic Integrity System

The Graduate Academic Integrity System is the judicial procedure to adjudicate reported cases of academic dishonesty by a graduate student, graduate certificate student, visiting graduate student, or visiting post-baccalaureate student in any for-credit or transcribed course offered by Rice University.

Please carefully review gradhonor.rice.edu to ensure that you are informed regarding forms of academic fraud and procedures for reporting and adjudication.

MBA POLICIES

MBA Program Standards

In addition to the standards of Rice University, the MBA Program holds students responsible for adhering to academic and professional standards specific to the MBA program. Please reference the [General Announcements](#) for full information regarding MBA program standards, including the **Student Alcohol Policy**.

Registration and Enrollment Requirements

The MBA program offers dedicated registration and records support through the Registration and Students Records team within the Office of Academic Programs and Student Experience. Students are expected to follow any prompts by this team to ensure proper registrar processes can be executed.

On-ground students are registered by JGSB Registrar for all core courses. Students must remove registration holds within communicated deadlines to allow for core registration. Students who are not able to be registered for required core courses at least 30 days prior to the first day of class for the semester will not be able to participate in classes that semester. Students who are not registered by this deadline should contact MBAadvising@rice.edu to discuss a leave of absence.

Online students will self-register for all courses, are expected to adhere to deadlines, and must be immediately responsive to prompts from their student success advisor.

Due to the unique term schedule by which the Jones Graduate School of Business abides, MBA students have special procedures by which they follow to make schedule changes. A student may add/drop a class based on the deadlines published by JGSB Registrar, found on your cohort's academic website. Requests to make changes outside of these deadline periods are considered on a case-by-case basis and, if approved, late drops will result in a W on the student transcript.

A student must attend the first class, and may not miss a class during the first week. Professors have the authority to require a student to drop a course if they are not present at the first class meeting.

The drop deadlines also apply to requests to change a course status from "credit" to **"audit" and vice versa**.

Additional registration information can be found on the JGSB Registrar website.

Course Enrollment Policies

Students across all MBA programs are required to follow the policy for registering, dropping, or withdrawing from classes following the firm deadlines for each program. In rare circumstances, petitions to extend these deadlines may be reviewed by the relevant faculty in consultation with the Senior Associate Dean of Degree Programs if medical or emergency circumstances arise. Petitions based on academic constraints, professional opportunities, or personal preferences/logistics will not be considered.

MBA students are not allowed to retake the same elective more than once. If a student has received a C- or below in an elective and feels strongly about retaking in an attempt to pass, they may petition to retake. This petition would have to be approved by the instructor and Sr. Associate Dean of Degree Programs.

If a student receives a C or above in an elective, they are not eligible to retake the same course to improve their grade. (Please note that even when a retake is required for a core course, both attempts appear on the transcript. The retake grade does not replace the original grade.)

Students are not allowed to waive or substitute required courses, even in cases where their previous academic experience or professional training demonstrates competency in this area.

If a student has not earned a passing grade in a prerequisite course, it is at the discretion of the instructor whether he wants to waive the prerequisite requirement for this student.

Curricular Practical Training

Only MBA students who are enrolled in the full-time (daytime) program, on an F-1 visa, and have completed the first two semesters are eligible to pursue Curricular Practical Training authorization. These students may enroll in one of the following courses. Please note: these courses do not fulfill degree requirements, but do serve as curricular justification for CPT.

Summer (after first year only)

- MGMT 703: *Field Study in American Business I*

Fall (second year)

- MGMT 704: *Field Study in American Business II*

Spring (second year)

- MGMT 705: *Field Study in American Business III*

Students must follow all OISS and MBA program guidelines. Please reference <https://oiss.rice.edu/cpt> and <https://jones.campusgroups.com/jgsbreg/calendars-schedules/> for full details.

Taking classes outside of JGSB

Jones Graduate School of Business allows second-year MBA students to register (for credit or audit) courses outside of JGSB only with the permission of their advisor, and if the student has met prerequisites, obtains instructor/department permission, and there is available capacity in the course. (First-year students are not eligible.)

MBA students should recognize that the JGSB operates on 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. (Online students are not eligible for this opportunity as students cannot be enrolled in courses in overlapping quadmester and semesters.)

Note that outside courses won't count toward your MBA curricular requirements. (Certain exceptions may be approved via the petition process outlined further below.)

If a student feels strongly that the outside course is applicable to their MBA, they may petition for it to count as an MBA elective. For a petition to be considered:

- Ensure that course is 500 level or above. (Only graduate level courses are considered.)
- Complete the [application](#), secure a copy of the course syllabus for approval purposes, and send these materials to Director of Student Success and Academic Advising.

Transfer Credit Guidelines

Rice University and the MBA program have written policies regarding transfer credit. 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 2 courses (6.0 credit hours), which will be counted as elective credits and may not be used to replace core classes. Please note that this policy does not apply to Study

Abroad students or joint degree students. Please reference the [General Announcements](#) for full information.

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 and/or syllabus for evaluation by the program director.

Credit Enrollment Requirement

Full-time, Professional, Executive, and Hybrid MBA students are required to be enrolled for a minimum of 9 credits in four fall/spring semesters. Due to the lockstep nature of the MBA curriculum, if students need to take a leave of absence, they will typically need to take one year so they can resume study at the same point with the next cohort.

Online students are required to be enrolled in a minimum of 6 credits and a maximum of 7.5 credits each quadmester. With approval, and in alignment with their program track and estimated graduation date, students may be approved to drop to part-time (3 credit minimum requirement). Students may also be approved to enroll in more than 7.5 credits, specifically when they are enrolling in Rice Residential Courses.

Policy Prohibiting Change of MBA Program Format

Students enrolled at the Jones Graduate School of Business cannot switch between MBA programs. Please reference full MBA policy in the [General Announcements](#).

Leave of Absence (LOA) Policy

Continuous enrollment between admission and the completion of the degree is the norm. In some cases, however, circumstances may compel a student to interrupt their studies temporarily. Please reference our Leave of Absence (LOA) and returning from Leave of Absence Policies in the [General Announcements](#).

Withdrawal Policy

A Jones Graduate School of Business student, participating in any offered program, may voluntarily withdraw from school at any time. Upon withdrawal, Rice University applies a sliding scale to tuition, which is noted in the university's [Academic Calendar](#). For full details, please review the [General Announcements](#) for graduate student withdrawal policies.

Grading Policy

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

GRADE CONVERSION	
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

For all courses:

- 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 final grades such that grades reflect a consistent grading philosophy for the overall course.

Grade Distribution

- In core courses of the MBA degree program, the grade distribution for each course should be no more than one-half A's (including A+, A, A-) and one-half B's. Grades of C are acceptable for graduate credit; core courses graded C- or below must be retaken. In all courses, A+ should be given only as an exceptional grade reflecting extraordinary achievement by the student. Generally, A+ is awarded to fewer than 5% of all registered students in core courses and 10% in elective classes. Faculty are responsible for verifying that the course GPA falls within the target range for both core and elective courses.

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 appropriate deadline indicated on the university academic calendar. 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. Student appeals shall be limited to calculation errors or an alleged failure of the instructor to follow the grading norms set forth in the course syllabus. For full information regarding the Grade Appeal Process, please review the process outlined in the [General Announcements](#).

Attendance Policies

Attendance is a key part of the learning experience at Rice Business. You are expected to attend all class sessions. Due to the unique meeting schedule of certain MBA courses, as well as the participatory nature of these courses, the impact of absences for courses is addressed based on the proportion of total contact hours missed.

For classes that hold all their contact hours in a condensed timeframe (typically 2-5 days), a single-day absence has a tremendous impact and, in most cases, will require you to reschedule this requirement with the next cohort.

For this reason, we expect that students will hold all dates on the 2-year calendar and reschedule any conflicting personal and professional commitments. If a student has a concern about their ability to attend a single class during their program's standard class schedule, they should engage the instructor. If the student has a concern about missing one or more class sessions for a class that qualifies as an Intensive Learning Experience (ILE) please contact mbaadvising@rice.edu. All-day courses, Launch, Immersions, and Forums are examples of ILE courses. For Rice Residential ILE absences, please contact studentsuccess@onlinebusiness.rice.edu.

Because of the impact of last-minute absences on course delivery for ILE courses (team and exercise formation, instructor planning), students are expected to alert mbaadvising@rice.edu at least 60 days prior to the class session.

The student will be advised by either mbaadvising@rice.edu or their instructor of the options available to them based on the nature of their conflict.

These options will depend on the specific circumstance but may include:

- 1) Rescheduling the conflict
- 2) Completion of the course with a grade penalty proportional to the absence
- 3) Completion of the course with an alternative assignment required
- 4) Postponement of the conflict to the next cohort (which would delay graduation)

At 45 days prior to the first class, rosters are finalized and instructors utilize this information for course preparation. For this reason, within 30 days of the first class meeting of the course, only drops based upon medical emergencies (with required documentation) are considered.*

For 2-day ILE courses, if a student arrives late to the class or alerts the instructor to a partial absence/conflict within 24 hours of the course, the student may receive a grade deduction. For courses graded Satisfactory/Unsatisfactory, the student may receive a failing or unsatisfactory grade for the course. Additionally, if the student exhibits unprofessional or inattentive behavior, the student will receive an unsatisfactory grade or an appropriate grade reduction.

Please review below the specific attendance policies for your program.

Full-Time MBA Program Attendance Policy

Attendance is a key part of the learning experience at Rice Business. 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 full letter grade per excess absence on a 4.0 grading scale (e.g., from an A to an A-). Grade reductions are in addition to and separate from potential class contribution losses associated with missing a class, or the potential penalty that may result – for example – from earning a zero (0) on a quiz in class on a missed day.

Full-time Core ILE Attendance Policy

Students are required to complete Leadership and Negotiations during October of Year 1. If a student believes they have a conflict that warrants special consideration, this must be declared during Launch. Approval to complete the ILE outside of the student's home cohort does not guarantee a physical seat. Registration for an alternate option is subject to available capacity.

At 45 days prior to the first class, rosters are finalized and instructors utilize this information for course preparation. For this reason, within 45 days of the first class meeting of the course, only drops based upon medical emergencies (with required documentation) are considered.

If a student, without prior approval from the instructor or MBA Advising, does not attend **any portion** of Leadership or Negotiations, they will receive an unsatisfactory grade and will be required to retake the course prior to graduation. (This course is only offered once a year, and any retake student is subject to capacity availability. Any student not completing this course during Year 1 is risking a delay to graduation should there not be a seat available during Year 2.)

Important note: If a student arrives late to the class or alerts the instructor to a partial absence/conflict within 24 hours of the course, the student will receive an unsatisfactory grade for the course. Additionally,

if the student exhibits unprofessional or inattentive behavior, the student will receive an unsatisfactory grade.

Absences that would constitute over 5% of the course (one hour) must be directed to mbaadvising@rice.edu. As indicated above, these will be evaluated based upon the timeline for declaration, as well as the reason for the absence.

For absences under 5% of the course, students engage directly with faculty.

General note: An instructor cannot approve a student to take the course at an alternate time. The instructor can only indicate to the student whether the reported absence/conflict prevents successful completion of their course. If it does, the student must petition the Student Care and Concern Committee for approval to complete the course at an alternate time.

MBA for Professionals Attendance Policies

Evening Program Attendance Policy

Attendance is a key part of the learning experience at Rice Business. 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 full letter grade per excess absence on a 4.0 grading scale (e.g., from an A to an A-). Grade reductions are in addition to potential class contribution losses associated with missing a class.

MBA for Professional Weekend Program Attendance Policy

Attendance is a key part of the learning experience at Rice Business. 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 full letter grade per excess absence on a 4.0 grading scale (e.g., from an A to a B+). Grade reductions are in addition to potential class contribution losses associated with missing a class.

MBA for Professional Evening and Weekend Core ILE Attendance Policy

Students are expected to complete core ILE courses as scheduled with their section and to attend all class sessions in their entirety. We expect that students are rescheduling personal, professional, and recruiting conflicts to allow for class attendance with their scheduled section. If a student has an extenuating circumstance or religious conflict, they are expected to contact mbaadvising@rice.edu at least 45 days prior to the first class meeting to discuss the concern.

Due to the unique nature of ILE courses, 100% attendance is required. Depending on the duration of your absence in proportion to the entire course, students will be advised as follows:

A student who has an extenuating circumstance that prevents them from attending a small portion of the course will be advised to engage directly with the faculty as soon as the conflict is known. Instructors will implement a grade penalty and/or require an alternative assignment depending on the specifics of the course. *Please note: An instructor cannot approve a student to take the course at an alternate time. The instructor can only indicate to the student whether the reported absence/conflict prevents successful completion of their course.*

Substantial absences that prevent completion of the course:

- If the absence is shared at least 45 days prior to the class, students may petition for the opportunity to reschedule their core requirement. Petitions will be evaluated by the Student Care and Concern Committee based on the timeline for declaration, as well as the reason for the absence. (Conflicts related to professional commitments are rarely approved.) NOTE: *Approval to*

complete the ILE outside of the student's home cohort does not guarantee a physical seat. Registration for an alternate option is subject to available capacity.

- At 45 days prior to the first class, rosters are finalized and instructors utilize this information for course preparation. For this reason, within 45 days of the first class meeting of the course, only drops based upon medical emergencies (with required documentation) are considered.*

Important note: Students who exhibit unprofessional or inattentive behavior will receive an unsatisfactory grade or grade reduction.

MBA for Professional Evening Early Summer Course Attendance Policy (MGMP 571 and custom core)

Students are expected to complete these courses as scheduled with their section and to attend all class sessions in their entirety. We expect that students are rescheduling personal, professional, and recruiting conflicts to allow for class attendance with their scheduled section. If a student has an extenuating circumstance or religious conflict, they are expected to contact mbaadvising@rice.edu at least 45 days prior to the first class meeting to discuss the concern.

Due to the unique nature meeting structure of these courses, 100% attendance is required. Depending on the duration of your absence in proportion to the entire course, students will be advised as follows:

Each absence will result in a 1/3 grade point reduction, e.g., A- to B+, (in addition to other losses associated with participation, etc). As a matter of professionalism, students should alert their instructors as early as possible to any class absence. Class session no-shows (or other unprofessional or inattentive behavior during class) will result in a penalty of a full letter grade (A to B).

MBA for Executives Attendance Policy

Attendance is a key part of the learning experience at Rice Business. 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 full letter grade per excess absence on a 4.0 grading scale (e.g., from an A to a B+). Grade reductions are in addition to potential class contribution losses associated with missing a class.

Absences from Executive Forum immersive courses are considered only for unforeseen personal, family or health emergencies that cannot be avoided consistent with the separate policy on Executive MBA immersive courses.

Second-year students in the MBA for Executives Program should work directly with their instructors regarding absences.

NOTE: A professional obligation (work travel, work meeting) does not automatically excuse the absence or prevent the application of a penalty for missing class.

Executive Forum Attendance Policy

Students must declare a conflict (personal/professional/religious accommodation) at least 60 days prior to the first class meeting to be given priority consideration for their request.

If students declare a conflict between 30-60 days prior to the first class meeting, they will be advised that they can: 1) reschedule their conflict, 2) complete the course with grade penalty proportional to their absence and with potential alternative assignment required, or 3) postpone until the next cohort (which would delay graduation). Courses are only offered once a year, and any retake student is subject to capacity/and the alternative option must not conflict with any other required courses. Any student not completing this course during Year 1 is risking a delay to graduation should there not be a seat available

during Year 2.

At 30 days prior to the first class, rosters are finalized and instructors utilize this information for course preparation. For this reason, within 30 days of the first class meeting of the course, only drops based upon medical emergencies (with required documentation) are considered.*

Two categories of absences:

1. For absences that would constitute over 20% of the course, students must petition for the opportunity to take the required class with a different cohort. Requests must be sent to mbaadvising@rice.edu and will be evaluated based upon the timeline for declaration, as well as the reason for the absence.
2. For absences equal to or under 20% of the course, students engage directly with faculty. Instructors will implement a grade penalty and/or require an alternative assignment.

Important note: If a student arrives late to the class or alerts the instructor to a partial absence/conflict within 24 hours of the course, the student will receive a failing or unsatisfactory grade for the course. Additionally, if the student exhibits unprofessional or inattentive behavior, the student will receive an unsatisfactory grade or appropriate grade reduction.

Online MBA Attendance Policy

Attendance and active engagement are critical components of the MBA@Rice learning experience. Students are expected to attend and engage in all live-session classes with video on for the duration of the session. Students are expected to engage in and complete all asynchronous components as outlined in each course syllabus.”

Hybrid MBA Attendance Policy

Attendance is a key part of the learning experience at Rice Business. You are expected to attend all class sessions. If you miss more than one in-person session (4-5 hours) per 1.5 credit course, your grade will be reduced by two-thirds of a full letter grade per excess absence on a 4.0 grading scale (e.g., from an A to a B+). Grade reductions are in addition to potential class contribution losses associated with missing a class.

Hybrid Launch and Immersion Attendance Policy

100% attendance and engagement are expected for all class sessions held during Launch and Immersion II. We expect that students are rescheduling all professional and personal commitments to ensure attendance. Attendance concerns will be evaluated based on duration of absence and timing of absence disclosure.

If a student has an absence that constitutes **less than** 20% of a course (for example, one morning session):

- Students should consult with their instructor as soon as they are aware of this absence. Instructors will advise of any penalty associated with the absence. (This could include a grade penalty and/or require an alternative assignment.)

If a student has an absence that constitutes **over** 20% of the course, they will not be able to successfully complete the course. (For example, a full-day absence where a morning and afternoon session are missed.)

- Students should reach out to mbaadvising@rice.edu and their requests will be addressed based upon the below.

Timing of absence disclosure:

>60 days -- If a student has a conflict that cannot be rescheduled and would like to seek special consideration based on an extenuating circumstance, they should discuss their situation with mbaadvising@rice.edu at least 60 days prior to the first class meeting. Students will be advised of available options based on their circumstances.*

30-60 days -- If a student shares a conflict between 30-60 days prior to the first class meeting, they will be advised that they can: 1) reschedule their conflict, 2) complete the course with penalty proportional to their absence (if the absence less than 20%) or 3) postpone until the next cohort (which would delay graduation). Courses are only offered once a year, and any retake student is subject to capacity/the alternative option must not conflict with any other required courses. This option will likely delay graduation.*

<30 days -- At 30 days prior to the first class, rosters are finalized and instructors utilize this information for course preparation. For this reason, within 30 days of the first class meeting of the course, only drops based upon medical emergencies (with required documentation) are considered.*

*Please note that, for Launch, exceptions to this timeline are considered based on deposit date.

Recordings and Remote Attendance

Recording of classes and virtual attendance is not permitted for on-campus classes, unless specifically required for a documented disability. Please review full policy in the [General Announcements](#).

Supportive Measures and Accommodations

Religious Accommodations

Both Rice's policy of non-discrimination on the basis of religion and our core values require instructors to make reasonable accommodations to help students avoid negative academic consequences when their religious obligations conflict with academic requirements.

Every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations.

Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the coursework required during the period of the absence. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. JGSB considers reasonable notice to be during the first week of class for a standard term course and at least 60 days prior to a short course or ILE (Intensive Learning Experience).

Medical/parental leave

Rice University outlines policies for graduate students regarding interruptions of study. Due to the unique nature of the MBA course schedule and courses, our approach to supportive measures for interruptions of study will vary slightly.

The MBA Program provides reasonable supportive measures to students who qualify for medical or pregnant/parenting releases and/or leaves. Due to the lockstep nature of the MBA program, as well as the

unique and varying structure of MBA class schedules, reasonable supportive measures will vary depending on the duration of the absence and meeting schedule of the impacted course(s). For example, a student who will miss/misses more than 25% of the class sessions for a course (e.g., more than two weeks of a six-week course or more than one class session for a four-session course), will be offered an alternate opportunity to complete the course(s) outside their cohort.

Accommodations and supportive measures are provided on a course-by-course basis, depending on the nature of the course or the meeting schedule. Students are welcome to work with their academic advisor to plan/adjust course enrollment to support their needs. Students should be aware that, due to lockstep curriculum and course schedules, deviation from their cohort's standard curriculum may impact graduation date.

MBA students who are considering medical/parental release or leave must contact mbaadvising@rice.edu to discuss these options.

The Global Field Experience and the Executive Global Forum

The GFE exposes MBA students to an international business environment focusing on countries characterized as emerging markets. MBA students work in teams to apply lessons and frameworks they have learned from core courses to specific, hands-on, real-life business problems.

This course has four key elements: international consulting, cultural immersion, cohort bonding, and MBA skillset application. Students are assigned a GFE location as a cohort and during International Education Week (typically held in November).

Students primarily work with clients remotely, with the opportunity to travel in the course's final week. The week of travel has requirements that include client meetings, session speakers, 1-2 cultural activities, project work, and a final classroom requirement. Students who do not travel do not have any required programming in the final week.

Travel locations, exit & entry requirements, and other important information are shared with each cohort about six months in advance of travel.

Travel is encouraged but not required for students to fulfill the 1.5 - 3 core credit requirement.

Students are expected to adhere to all requirements communicated by the Global Programs and Experiential Learning team, including any policies or procedures found [here](#).

GFE Student Eligibility

All MBA programs incorporate the GFE into their academic calendar, which outlines when students will participate in the GFE. Students in the MBA program are unable to self-enroll in the GFE; however, they do have the option to opt in or out of travel.

Because the GFE is designated as a core course within the curriculum, students are prohibited from deferring or substituting this course. The sole exception to this policy is in instances where a conflict arises due to Professional MBA Evening and Weekend internship commitments.

Professional MBA Internships & The GFE

PMBA-Evening and PMBA-Weekend students cannot concurrently take the MGMP 789: Global Field Experience and participate in a summer internship. A deadline to decide whether a student will forego the GFE will be shared with each cohort prior to course enrollment. Students are unable to opt into the GFE after this date.

Because the GFE is a required core course, students who choose to forgo it and pursue an internship must fulfill the global requirement with 3.0 credit hours taken in the fall or spring of their second year. Specific course requirements for these 3.0 credits will be designated when the fall course list is announced.

It is the student's responsibility to ensure enrollment and fulfillment of the appropriate substitute class(es) for GFE during their second year of the MBA program.

Contacts for PMBA – E &W Internship Questions:

- For questions regarding student success or degree planning, contact the MBA Advising team at mbaadvising@rice.edu.
- Students should submit any internship acceptances to the Career Development Office (CDO) via Owl Careers.

GFE Course Requirements

Whether a student decides to travel or to opt out of travel, all MBA students enrolled in the GFE will work in teams, attend and participate in classroom and faculty check-in sessions, complete required assignments on time, professionally engage and work remotely with an assignment project sponsor (external client), complete a final presentation, and submit final deliverables.

- Travel Course Requirements

Students who travel for the GFE will be required to attend all programming on the itinerary (published prior to travel). This includes all speaker sessions, cultural activities, faculty check-ins, client meetings, the final presentation, and classroom debrief.

- Non-Travel Course Requirement

Students who do not travel in the final week of the GFE will be required to submit a research paper on top of consulting deliverables. Assignment information is shared in Canvas. There is no required programming that takes place in the final week of the course, but teams are expected to continue to work with the project sponsor and complete the final presentation.

GFE In-Country Travel Policies

- Guest Policy During the GFE:

Students are expected to review and abide by the full policy, which can be found here: [Guest Policy on the GFE](#).

Designed for academic focus and cohort bonding, the GFE requires full student participation and allows little time for additional activities. Additionally, Rice University risk management protocols and travel insurance do not cover other parties outside of students, faculty, and staff traveling on university business.

Only enrolled students may attend the GFE or EMBA Global Forum courses; consequences and violations include but are not limited to:

- A \$500 fine at the student's expense
- Dismissal from the program
- Extra charges for hotel/program fees

Students are encouraged to consider attending a Global Offsite Elective (MGMT 786), where guests are permitted.

Behavior Requirements & Expectations While Traveling on the GFE

The international travel component of the GFE serves as an extension of the Rice Business classroom experience. Students participating in travel are expected to conduct themselves as if they were on campus. This includes mandatory attendance and active participation in scheduled events, professionalism during all client meetings and speaker sessions, and engagement with the community that reflects cultural sensitivity.

Students are required to abide by Rice Business GFE policies, including the Code of Conduct, Guest Policy, Honor Code, etc. Failure to follow the Rice University Code of Conduct, Rice Business Global Programs Code of Conduct, academic policies, and/or local laws and public health regulations may result in early dismissal from the program, an unsatisfactory grade in the course, and/or other consequences. The consequences of violating the program policies are at the discretion of the course faculty in consultation with staff, Rice Business leadership, and SJP. Consequences do not require warning.

Academic Opportunities

Academic opportunities vary according to MBA program and are restricted to students within the appropriate program who are elective-eligible. (For Professional Evening & Weekend, Hybrid, and Executive MBA, this is during summer after their first year of core curriculum is completed. For full-time, this is during spring semester of the first year.)

Students are expected to adhere to all requirements communicated by the Global Programs and Experiential Learning team, including any policies or procedures found [here](#) as well as all policies indicated by JGSB Registrar or Student Success and Academic Advising.

Global Exchange Program

Available to 2nd year Full-Time MBA students only.

The Exchange program allows Full-Time MBA students the opportunity to study abroad at a partner institution for a term or semester. Program offerings and availability vary each year.

FTMBA students can only participate in a term/semester Exchange during the fall of their second year.

International Seminars

1. Available to all elective-eligible MBA students.
 - a. FTMBA Students become eligible for international seminars upon completing their first semester.
 - b. For all other cohorts, students are eligible in their 2nd year or, for online students, after four quadesters.
2. Program offerings and availability vary based on the Rice Business academic calendar.
3. International seminars allow students to study abroad at a partner institution for 1-3 weeks and earn course credit towards their MBA.

Center for Public Research and Leadership (CPRL) at Columbia Law

1. Available to 2nd year Full-Time MBA students only.
2. CPRL allows students the opportunity to engage in consulting projects focused on educational equity and transformational change in public education.
3. Accepted students will spend the duration of their fall semester at the Columbia Law campus in New York.
4. FTMBA students can participate in CPRL during the fall of their second year at Rice Business and earn 12 credit hours toward their MBA.

The Washington Campus (TWC)

1. Available to all elective-eligible MBA students.
2. Student attendance at TWC cannot interfere with recruiting activities or Rice MBA courses.
3. FTMBA Students are eligible upon completing their first semester.
4. For all other cohorts, students are eligible in their 2nd year or for MBA@Rice, after four quadesters.
5. The Washington Campus (TWC) is a non-profit, non-partisan, higher education association that promotes public policy education for current and future organizational leaders.
6. TWC offers 3-5 day intensive courses based in Washington, D.C., where students can earn .75 - 1.5 course credits towards their MBA.
7. Program offerings and availability vary based on the Rice Business academic calendar.

Independent Study Policy

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 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 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 term, in which case such requests must be made before the end of the second week of the term.

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. 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 or a Web page/site 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 should:

1. Prepare and submit to the MBA Program Office an overview of the independent study project with number of project credits, anticipated final results, and a broad timeline of anticipated project milestones.
2. MBA Office will submit project proposal to the Dean's Suite for final approval and notify student of approval or denial.
3. If approved, meet to discuss the project with faculty, after the initial agreement on the project scope, at least once every two to three weeks.
4. Prepare a final paper (in the case of directed reading and research projects) or complete a concrete deliverable (for example, a completed webpage, computer program, survey results, empirical analyses, etc.) together with an executive summary of the project (in the case of experiential projects).
5. File a copy of student's final paper, or executive summary, with the faculty member and JGSB Registrar.

Applications

Independent study applications are available for interested students on the Jones School Registrar and Advising CampusGroups website. Completed and approved applications are due to the JGSB Registrar by the first week of the term in which the project will be completed. The student will be registered by the Registrar for an independent study for the appropriate credit amount once the final application is submitted and approved by the Dean's Suite.

Degree Audits

Degree Works is Rice University's official degree audit system. Use Degree Works to monitor progress towards the completion of your MBA.

Login to [ESTHER](#) > Student Services and Account > Degree Works.

For questions see registrar's [FAQ](#) site or contact the Office of Academic Programs and Student Experience.

Resources

The MBA program encourages you to utilize the below resources when needed/applicable.

Student Success and Academic Advising

The MBA program encourages you to connect with the Student Success and Academic Advising Team.

Online students can connect with their designated Student Success team via

studentsuccess@onlinebusiness.rice.edu. Appointments can be made with your assigned Student Success Advisor [here](#).

Full-time, Professional, Executive, and Hybrid MBA students can reach the Student Success and Academic Advising team at mbaadvising@rice.edu. Advising appointments for these cohorts are scheduled through NAVIGATE, our Student Success Management System. (If this is your first time scheduling an appointment, you can find detailed instructions on login and appointment scheduling [here](#).) Please click [here](#) to schedule an academic advising appointment. Make sure to select Rice Business MBA Academic Advising as the appointment type.

Tutoring

Due to the demand for additional support in the following core courses - finance, accounting, data analysis, and economics, we have partnered with Wyzant, to offer you up to 20 hours of 1-to-1 online professional tutoring provided by Rice University. More information (including the scheduling link) can be found [here](#).

Counseling and Mental Wellness Resources

As a Rice MBA student, you are eligible for counseling and mental wellness resources. Please consult your cohort's designated Student Success resources for specific information.

Rice Disability Resource Center

It is the mission of the [Disability Resource Center \(DRC\)](#) to be committed to providing access to the educational environment for students. Students should proactively (at the start of the program) work with the DRC to pursue accommodations related to a disability. Any requests for accommodations must be processed through the DRC. The DRC will provide students with a letter documenting their disability, how it impacts the student, and recommended accommodations. It is then the student's responsibility to provide instructors with this letter and actively engage with them regarding their accommodations. New or short-term disabilities should be reported as soon as possible so that any necessary academic accommodations can be made.

Access, Equity, and Equal Opportunity

The [Office of Access, Equity and Equal Opportunity \(AEEO\)](#) at Rice University is a neutral and independent resource office responsible for ensuring the enforcement of the institution's anti-discrimination policies. Those policies cover topics related to sexual harassment/Title IX, discrimination, and other equal opportunity compliance mandates.

Any member of the Rice community that believes they are being discriminated against or harassed in violation of Rice policy, should contact this office to learn of their options.

Career Development Office

The Career Development Office (CDO) Student Recruiting Policies are designed to uphold the strong reputation of the Jones Graduate School of Business within the business community and to provide clear expectations for students as business professionals.

Engaging with the CDO—whether through advising, career education, or recruitment activities—is a valuable privilege. All students are expected to review and adhere to the policies outlined in this document. If you have questions or anticipate any potential conflicts related to your recruiting activity, please contact the CDO at cdo@rice.edu as soon as possible.

Students are expected to be aware of and adhere to the recruiting policies listed on the CDO Website (<https://cdo.business.rice.edu/policies/>)

Please note specifically the below eligibility policies related to student program and/or graduation progress.

Students are eligible to recruit through the CDO:

- Once for an internship (typically in the first year)
- Once for full-time opportunities (typically in the second year)
- Note: Students may not recruit a second time as alumni or by extending their MBA graduation date. If you extend your program, you are eligible to recruit for full-time roles in the fall and spring prior to graduation.
- Alumni continue to have access to CDO advising services, but not to on-campus recruiting.

Full-Time MBA Program

All Full-Time MBA students are required to complete the CDO Fall Course during their first semester. Exceptions to this requirement will be granted only in rare cases where a student has a clearly defined plan not to pursue internship or full-time job recruiting at any point during the MBA program. Requests for exemption must be submitted in writing to the Career Development Office Executive Director and approved in consultation with the Office of Academic Programs and Student Experience.

Internship Recruiting

- Recruiting begins in your first year, with internships typically lasting 11–12 weeks over the summer.
- The program is designed to support a summer internship after your first year.

Full-Time Role Recruiting

- Recruiting for full-time roles begins in your second year, with start dates after graduation.
- Some industries start recruiting in early fall.

Professional MBA Program

Students must complete specific Career Development Office (CDO) requirements to be eligible to participate in internship opportunities and campus recruiting. These requirements include completion of the CDO course and may also involve additional career readiness milestones. Details of these requirements will be communicated by the CDO and are subject to change.

Internship Recruiting

- Recruiting typically takes place in your first year, with internships lasting 11–12 weeks over the summer.
- You may need to leave your current role unless your company offers a generous leave policy. Return offers are not guaranteed, and start dates often align with traditional MBA hiring cycles, which may result in a gap between your internship and full-time employment.

- The Professional MBA program is not designed to include an internship component. If you choose to pursue one, you'll need to coordinate logistics independently to meet academic requirements, which may impact Global Field Experience (GFE) eligibility.
- While internships can be helpful for career transitions, they are not required for most industries—except for investment banking.

Full-Time Role Recruiting

- Recruiting takes place during your second year, with start dates after graduation.

Online MBA Program

Students must complete specific Career Development Office (CDO) requirements to be eligible to participate in internship opportunities and campus recruiting. These requirements include completion of the CDO course and may also involve additional career readiness milestones. Details of these requirements will be communicated by the CDO and are subject to change.

Internship Recruiting

- Recruiting typically takes place in your first year, with internships lasting 11–12 weeks over the summer.
- You may need to leave your current role unless your company offers a generous leave policy. Return offers are not guaranteed, and start dates may differ from traditional MBA hiring timelines, potentially leading to a gap before full-time employment.
- MBA internship recruiting follows the Full-Time MBA program's timeline, which means you'll need to take a proactive approach to align with employer recruiting cycles. Many companies host in-person events, so travel may be required.
- The Online MBA program does not include a built-in internship component. If you choose to pursue an internship, you'll need to arrange it independently to meet any academic requirements.
- Internships are not required for most career transitions, except for investment banking.

Full-Time Role Recruiting

- Communicating your graduation date with employers is key to ensuring alignment with their hiring timelines.

Hybrid MBA Program

Internship Recruiting

- The Hybrid MBA program does not support an internship experience due to conflicts with the core curriculum.

Full-Time Role Recruiting

- Recruiting for full-time roles takes place during your final year, with start dates after graduation.