



MBA PROGRAM

MBA PROGRAM POLICY MANUAL

MBA@UNC Program Student Handbook

Version 18.0

July 2019 cohort and beyond

Faculty, staff, and students in the UNC Kenan-Flagler MBA Program enjoy a relationship of mutual respect, open communication, and shared responsibility in the success of the program. Faculty and staff will communicate program expectations, policies, and procedures to the students. The student's role is to become familiar with the program and its policies.

Effective 7/1/2021

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Section 1: Organization

1.1: MBA@UNC Program Contacts

MyKE: <https://myke.kenan-flagler.unc.edu/>

MBA@UNC External Website: <https://onlinemba.unc.edu/academics/>

UNC Kenan-Flagler page: <http://www.kenan-flagler.unc.edu>

Faculty Directory: <http://www.kenan-flagler.unc.edu/faculty/directory>

IT Help Desk (919-962-0792): <https://home.kenan-flagler.unc.edu/Resources/IT>

ConnectCarolina: <https://connectcarolina.unc.edu>

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1.2: Mission Statement

We transform leaders to achieve extraordinary results for the organizations and communities they serve.

We accomplish this mission through:

- **Flexible MBA Portfolio:** We offer a Full-Time MBA, MBA@UNC, Weekend MBA, and Evening MBA.
- **Academic Rigor and Relevance:** We balance world-class research and teaching to equip students with the knowledge and skills required to drive results, as well as to lead, collaborate and inspire positive change.
- **Leadership:** Our lauded leadership approach threads principles, practice, feedback and reflection into the student experience to significantly shape our students' leadership capabilities.
- **Career:** Our strategic career management model, bolstered by our leadership approach, empowers students to accelerate their career.
- **Innovator:** We continue to forge ahead leveraging emerging technologies to augment learning and deliver program flexibility in a dynamic marketplace.
- **Global Edge:** Our unique student-centered framework systematically develops global competencies to prepare students to manage, lead and succeed in the global business arena.
- **Distinct Culture:** Our students, faculty and staff live by our core values – excellence, leadership, integrity, community and teamwork – in an inclusive and collaborative environment that fosters diversity of thought.

1.3: Core Values

EXCELLENCE

We, the members of the UNC Kenan-Flagler community, strive for the very highest standards in everything that we do. We challenge each other to produce important new knowledge at the leading edge of our disciplines, to create an intellectually rigorous learning environment, and to show uncompromising dedication to those we serve.

LEADERSHIP

In the 18th Century, the people of North Carolina founded The University of North Carolina -the first state university in the nation. In the 20th Century, UNC created one of the nation's first schools of business. In the 21st Century, we will build on our heritage by providing innovative leadership in education and research, and by inspiring and developing the leaders of the future.

INTEGRITY

We cultivate an environment of honesty, sincerity, and trust in which we hold ourselves to the highest ethical standards. We believe integrity is the foundation of all moral character, and is an essential trait for truly successful professional and personal lives.

INCLUSION

We are committed to creating an inclusive environment where diversity is celebrated. All members of our community should have the same access to opportunities, be treated equitably and respectfully, and contribute fully to the success of our community. We want all members of our community to be welcomed, valued and feel a true sense of belonging. We welcome all identities, including – but not limited to – nationality, race, ethnicity, ability, socioeconomic status, age, gender, sexual orientation, religion, heritage and veteran status. We seek to share ideas, learn from each other and gain understanding so that we can reach our full potential.

COMMUNITY

From its earliest days, UNC-Chapel Hill has honored and cherished its special responsibility to serve the people of North Carolina. We at UNC Kenan-Flagler extend this notion of responsibility to include service to the nation and the world through research, teaching, and community leadership.

TEAMWORK

We create at UNC Kenan-Flagler a unique atmosphere of collaboration, mutual support, and genuine interest in each other's success. Our diverse mix of cultures, races, and experiences provides a variety of perspectives and talents that, when united through teamwork, strengthen our ability to achieve our goals.

1.4: History

Established in 1919 as the Department of Commerce of UNC Chapel Hill's College of Arts, the School was renamed the Kenan-Flagler Business School in 1991 to honor two prominent American business families and benefactors of the School: philanthropist Mary Lily Kenan Flagler and her husband, Henry Morrison Flagler. The renaming was in recognition of a generous gift from Frank Hawkins Kenan, another Kenan family member and benefactor of the School's Kenan Institute of Private Enterprise.

Milestones in UNC Kenan-Flagler's History

1919	Department of Commerce opened in UNC-Chapel Hill's College of Arts
1921	Awarded first undergraduate degree
1922	Moved to Saunders Hall
1923	Admitted to American Association of Collegiate Schools of Business (AACSB)
1927	Became School of Commerce
1928	Awarded first doctoral degree
1929	Moved to first new building: Bingham Hall
1946	The Business Foundation of North Carolina (now Kenan-Flagler Business Foundation) created
1952	MBA Program created
1953	Moved to new buildings: Carroll, Hanes, Gardner
1985	Master of Accounting Program created
1985	Frank Hawkins Kenan Institute of Private Enterprise created
1986	Executive MBA Evening Program created
1991	Named Kenan-Flagler Business School
1996	Kenan Institute Asia founded
1997	School moved to newly constructed McColl Building
1998	Center for Entrepreneurship and Technology Venturing created
1999	Executive MBA Weekend Program launched
1999	Center for Innovation and Learning created
1999	Center for International Business Education and Research (CIBER) opened
1999	Sustainable Enterprise Initiative launched (now Center for Sustainable Enterprise)
2000	Paul J. Rizzo Conference Center at Meadowmont opened, designed expressly for executive education
2002	OneMBA®, new Executive MBA Program on four continents launched in Washington, D.C.
2004	GLOBE®, UNC Kenan-Flagler partnered with the Chinese University of Hong Kong & Copenhagen Business School to launch a new international program.
2005	STAR (Student Teams Achieving Results) launched
2005	Leadership Initiative launched in the full-time MBA Program to increase leadership development through experiential training
2007	Student-run Kenan-Flagler Real Estate Fund, Private Equity Funds established
2008	Global Business Projects (now part of STAR Program) launched
2008	Capital Markets Lab opened with access to high-end financial software from Bloomberg, Factset, Morningstar and Pertrac
2011	MBA@UNC®, online MBA Program launched
2015	Online format of Master of Accounting Program launched

1.5: Branding

We're happy you've selected The University of North Carolina's Kenan-Flagler Business School for your MBA education and look forward to helping you build a life-long relationship with the UNC community. As a student, you play an important role in brand ambassadorship. UNC Kenan-Flagler's brand identity depends heavily on naming consistency. Below are some guidelines to help you preserve the brand identity of the business school.

Formal first use:

The University of North Carolina Kenan-Flagler Business School

On your resume:

UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School – Chapel Hill, NC Month 202X
Master of Business Administration (MBA)

Informal:

UNC Kenan-Flagler (as opposed to "KFBS", "Carolina", "UNC Business" or "Chapel Hill")

To help us promote the brand identity of the business school, please:

1. Consult brand standards and information on the UNC Kenan-Flagler website:
<http://www.kenan-flagler.unc.edu/about/brand/unc-logo-standards>
2. Help others follow brand standards
3. Create your e-mail signature using the template featured below:

Font Name: Calibri Light (use Calibri Light Bold for name and tagline)

Font Size: 9 point

First Name Last Name • Your MBA Program Class of XXXX • University of North Carolina at Chapel Hill • Kenan-Flagler Business School • 919-555-1234 • first_last@unc.edu • www.linkedin.com/in/YOURLinkedInURL

Section 2: Student Policies

2.1: The Honor Code

It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and support the enforcement of the Honor Code. The Honor Code prohibits lying, cheating or stealing when these actions involve academic processes or university, student or academic personnel acting in an official capacity.

By enrolling in any course, you automatically agree to have your identity verified for authentication purposes as required by our accrediting bodies. Additionally, you also agree to our Student Code of Conduct and confirm that you will not share any authentication credentials nor receive any assistance with your course work or assessments.

Students are required to familiarize themselves with and abide by the Instrument of Student Judicial Governance: <http://instrument.unc.edu/>.

A. The Honor Code at UNC Kenan-Flagler

UNC Kenan-Flagler is not only a collection of faculty members, staff members, and students; it is a community of colleagues striving for academic and professional excellence. The Honor Code describes the minimum standards of conduct that each member of the community should expect from one another. Violations of those minimum standards will be addressed and, where appropriate, sanctions will be imposed; however, UNC Kenan-Flagler community members are held to an even higher standard of maintaining mutual respect and care for each other. Community members should always be cognizant of the fact that they are representing UNC Kenan-Flagler, one of the finest business schools in the world. As students of one of the most highly esteemed academic program at UNC Kenan-Flagler, MBA students have a special responsibility for maintaining the professional image of the school.

UNC Kenan-Flagler's continued success depends a great deal on its alumni and the friends and benefactors it has cultivated. Some of these individuals represent long-standing relationships that have been carefully nurtured with ongoing contacts and are integrated into a long term strategy for the school. Primary responsibility for implementing this strategy lies with the Advancement Office. Please refrain from contacting UNC Kenan-Flagler friends or benefactors on behalf of the school, its programs, or clubs without the express written permission of the Alumni Relations Office.

B. Student Responsibilities under the Honor Code

Student and faculty responsibilities regarding the Honor Code are enumerated in the Instrument of Student Judicial Governance for the University of North Carolina at Chapel Hill, which can be accessed at <http://instrument.unc.edu/>.

Conduct specifically prohibited by the Honor Code includes but is not limited to the following:

1. Academic cheating, including (but not limited to) unauthorized copying, collaboration or use of notes or books on examinations, and plagiarism (defined as the intentional representation of another person's words, thoughts, or ideas as one's own).
2. Furnishing of false information, with intent to deceive, to members of the University community who are acting in the exercise of their official duties.
3. Forgery, falsification, or fraudulent misuse of University documents, records, or identification cards.
4. Intentionally inflicting physical injury upon a person, intentionally touching the sexual parts (breasts, genitals, or buttocks) of another or intentionally touching another with one's sexual parts without that person's consent, intentionally placing a person in fear of imminent physical injury or danger, or intentionally inflicting severe mental or emotional distress upon a person through a course of conduct involving repeated abuse or disparagement.
5. Damage to, or destruction, theft or other misuse of University property. Willfully obstructing or interfering with any normal operation, function, or activity of the University or any of its organizations, its personnel (including students), or its or any of its organizations' guests by engaging in, or inciting others to engage in, individual or collective conduct which, because of its violent, forceful, threatening, intimidating or disruptive nature or because it improperly restrains freedom of movement, speech, assembly, or access to premises or activities, prevents any member of the University community, or guest of the University or of any of its organizations, from performing legitimate activities or duties within or at the University.
6. Theft of or damage to either any personal property on institutional premises or academically related personal property wherever the offense occurs.
7. The knowing abuse of a position of trust or responsibility within the University community.

8. The unauthorized use of the name of the University or the names of members or organizations in the University community.
9. Knowingly committing a sexual invasion.
10. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct: (a) constitutes an express or implied condition to another person's academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University, or (b) is engaged in for the purpose of interfering with such pursuits, employment or participation, or (c) creates an intimidating, hostile, or demeaning environment for such pursuit employment, or participation.
11. Conduct that is directed towards a particular person or persons and discriminates on the basis of race in (a) University employment, including the condition, working environment, and privileges of such employment, (b) opportunity for participation in any University benefit, service, or offering, or (c) participation in University sponsored extracurricular activities.
12. Conduct that is directed towards a particular person or persons and discriminates on the basis of religion, creed, sexual preference, age, national origin, or disability in (a) University employment, including the conditions, working environment and privileges of such employment, (b) opportunity for participation in any University benefit, service, or offering, or (c) participation in University sponsored extracurricular activities.
13. Possessing or carrying, whether openly or concealed, any weapon on institutional premises. For purposes of this section, weapon includes, but is not limited to, any gun, rifle, pistol, bomb, bowie knife, dagger, leaded cane, switchblade knife, metallic knuckles or any other weapon of like kind. This section does not apply when a weapon is possessed or carried solely for instructional or ceremonial purposes sanctioned by the University or for purposes of training or discharge of official duties by members of the Reserve Officer Training Corps.
14. Disorderly or obscene conduct on institutional premises or at University-sponsored functions.
15. Trespass upon University housing units, offices, classrooms or other facilities.

Legal definitions of specific offenses and possible sanctions for these offenses are described in the Instrument of Student Judicial Governance for the University of North Carolina at Chapel Hill.

C. The Honor Code and the MBA Program

It is necessary to understand each professor's individual rules regarding assignments. Seek clarification if you are not certain about what is allowable and what is not. While the professors are expected to explain how the Honor Code applies to their class, it is ultimately the student's responsibility to understand and uphold the code.

It is normally a violation of the Honor Code for a student to discuss a case with a student from a previous class. Do not use a previous student's case notes or exams. Professors will often provide you with exams they have given in the past. Ask the professor if it is permissible to consult external sources such as the Internet. Be sure you have the professor clarify the extent to which your study group can collaborate on individual papers or briefs.

Specific student responsibilities under the Honor Code include but are not limited to the following:

1. To conduct all academic work within the letter and spirit of the Honor Code, which prohibits the giving or receiving of unauthorized aid
2. To consult with faculty and other sources to clarify the meaning of plagiarism and to identify allowable resource materials or aids to be used during examination or in completion of any graded work
3. To understand what type of collaboration is allowed. Ask the instructor to clarify the extent to which your study group can collaborate on individual papers, cases, briefs, exams, presentations, etc. Use of a prior student's work will result in dismissal from the MBA Program
4. To comply with faculty regulations designed to reduce the possibility of cheating, such as understanding what materials or aids may be used during examination or in completion of any graded work.
5. To maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination.
6. To report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work.

If you suspect anyone of violating the Honor Code it is your responsibility to report the incident to the Office of Student Conduct: <https://studentconduct.unc.edu/report-violation-office-student-conduct>. Please contact your MBA Program Office if you have questions or need assistance with this process.

2.2: Student Code of Conduct

Every student at the University of North Carolina at Chapel Hill must adhere to the Student Code of Conduct, namely to abide by the Honor Code and conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the University community.

A. Professionalism

UNC Kenan-Flagler expects all students to conduct themselves in a professional manner. UNC Kenan-Flagler employs faculty and staff who accept and are willing to implement the mission, philosophy, and policies of UNC Kenan-Flagler. In order to successfully partner with the student body, faculty and staff expect students to observe professional standards of language and conduct while avoiding inflammatory language, gestures, or communications. This expectation of students is extended to visitors of UNC Kenan-Flagler and the MBA Program. To maintain the integrity of the MBA degree, preserve the educational experience for all students, to protect the reputation of the School, and to foster respectful and long-term relationships with entities outside UNC Kenan-Flagler, students should maintain positive, constructive and appropriate interactions with fellow students, faculty, staff, and school visitors that reflect the highest standards of professional competence.

Participation in UNC-affiliated academic courses and/or events is contingent on adherence to the Professionalism Policy. Failure to abide by the Professionalism Policy may result in a student's removal from UNC Kenan-Flagler events (including but not limited to social events, career and company-sponsored events, Summits, Global Immersion Electives, exchange programs, academic competitions, academic courses) and/or student leadership positions.

B. Professional Attire

UNC Kenan-Flagler expects all students to present themselves in a professional manner. As faculty and staff take pride in their appearance, so should the student body model the same. Students should dress in a manner that is appropriate to the setting. As a representative of UNC Kenan-Flagler and the MBA Program, students are expected to dress in a professional manner when attending program events, academic competitions, and career-related functions in Chapel Hill or other locations. If a student is unclear about what is considered appropriate attire, the MBA Career & Leadership team can provide guidance and direction.

C. Global & Domestic Experience Professionalism Policy

UNC Kenan-Flagler recognizes that virtually all students approach Global and Domestic experiential learning opportunities with serious intent and with every intention of acting professionally throughout the program(s). To maintain the integrity of the academic course and to foster respectful and long-term professional relationships within our communities and with our hosting organizations, all students must abide by the professionalism policy throughout the immersion experience.

All participants must respectfully engage in all elements of the course. Throughout the experience (pre-departure classes, in-country or city experiences, or related activities that the faculty, staff, or program leads designate) students must act in ways that:

- Reflect favorably on themselves, their classmates, and UNC Kenan-Flagler Business School.
- Contribute to the educational environment and objectives of the course.

Professional behaviors include, but are not limited to, the following (in the US and abroad):

- Reading, and responding when necessary, to all communications, paperwork and logistical obligations associated with the course.
- Providing all required forms and information as requested by stated deadlines
- Submitting strong and appropriate course work and deliverables as scheduled
- Actively participating in all course classes, meetings, presentations, and company visits and tours (where appropriate)
- Engaging respectfully with faculty, staff and program leads, presenters, guides, hosts, guests and others interacting with the course.
- Arriving on time and returning as scheduled for all events and activities.
- Acting in a manner consistent with the nature and tone of each scheduled event.
- Respecting local laws, mores, and customs throughout the travel portion of the program.

Faculty, staff, or program leads may add other behaviors or make specific exceptions to the ones listed above. Students must preemptively seek clarification of any aspect of the policy that they do not understand since the faculty, staff, or program lead's discretion is the sole determining factor.

Grading Component: Student behavior may impact course grade

Professional behavior, active participation, and full attendance is a graded component in most UNC Kenan-Flagler courses. Student failure to act professionally may result in any of the following: diminished final grade, failure in the course, expulsion from the course, and/or prevention from enrolling in future immersive or experiential course offerings (such as STAR, Global Immersion Electives, Summits, DBIs, GEL, Exchange Programs, etc.). Students receiving a failing grade (F) in any course, particularly those allowing multiple enrollments, will be prevented from enrolling in subsequent offerings of the course.

D. Alcohol

In accordance with UNC Chapel Hill's Alcohol Policy (available at: <http://alcohol.unc.edu/>), alcohol and illegal substance possession and/or use is not permitted in any University setting, either online, on campus, or in a UNC Kenan-Flagler-sponsored event without permission from a member of the MBA Program staff. Students in violation of the alcohol policy may be removed from the activity and may risk participation in future student activities (including but not limited to involvement in Summits, Global Immersion Electives, career-related activity, or student leadership positions) or expulsion from the program.

If you or a colleague experience issues with substance abuse, resources are available to you through the University. Please refer to the UNC Alcohol resource page at <https://alcohol.unc.edu/find-support> or reach out to your MBA Program Office staff for assistance.

2.3: The Learning Environment: Considerations

The educational mission of UNC Kenan-Flagler is to prepare future business leaders. The ability and willingness to learn reside in the individual, but very high levels of learning can be achieved only if all members of the UNC Kenan-Flagler community understand and respect their mutual obligations. Each of us defines the quality of this learning environment through our daily actions and choices.

The learning environment extends beyond the classroom to the myriad interactions among students, faculty, and staff. Though this text focuses on the classroom, many of the issues discussed below apply to the working relationships of the larger community of executives, staff and faculty.

Four considerations shape our perspective of the ideal learning environment:

A. Respect for the Individual

- We have a deep respect for the individuality of each student and faculty member. Everyone brings a different and valuable perspective to the classroom environment.
- Likewise, faculty members each have the opportunity to decide what they will teach and how. There is no official UNC Kenan-Flagler pedagogy for the classroom. Faculty members are encouraged to tap their own individual talents and experiences. We believe MBA students preparing for significant business careers benefit from exposure to different learning approaches.

B. The Classroom as a Place of Learning

- Classrooms at UNC Kenan-Flagler, whether on campus or online, are places for learning rather than teaching. Learning is not a spectator sport; powerful learning experiences require the commitment of both professors and students. The chief mission of the faculty is to formulate, organize and communicate knowledge.
- The role of students is to participate actively in the learning process, rather than consume knowledge passively.
- All students are expected to complete assignments, read preparatory material, and complete any asynchronous materials and assignments, etc., prior to classroom sessions. To do otherwise is disrespectful to the instructor and other students by being an unprepared and unengaged spectator. Instructors reserve the right to limit sessions to those students who have completed their work.

C. Personal Integrity

- Both faculty and students are subject to the highest standards of personal integrity in their interactions with UNC Kenan-Flagler colleagues and with external constituencies.
- Intellectual integrity is at the heart of the academic process. Dishonesty threatens its survival. We expect all students to adhere scrupulously to the established standards of scholarship.
- Equally destructive to the academic process is intolerance of other people's ideas, analyses and perspectives.

D. Continuous Improvement

- We are committed to continuous improvement of all aspects of the UNC Kenan-Flagler learning environment.
- Faculty members are encouraged to view the classroom as a laboratory for the testing of cutting-edge, evolving knowledge and techniques. We prefer the continuous refinement of important and innovative ideas to the flawless presentation of outdated material.
- Consistent with UNC Kenan-Flagler's traditions, a commitment to continuous improvement necessarily requires the measurement of the key elements in the learning environment, the wide dissemination of the results throughout the institution, and the tracking of progress through time.
- You will complete course evaluations. The results of the evaluations are discussed with the individual faculty member after he or she has completed the grading of all assignments and examinations and are critical to continue the mission of UNC Kenan-Flagler in providing world class education.

2.4: The Learning Environment: Shared Expectations

Excellence in a learning environment is attainable only if faculty and students adhere to the ideals described above. Outlined below is a set of specific expectations - for both students and faculty - that flow directly from those ideals.

These mutual expectations are neither trivial nor obvious. They are not trivial because all of us must consistently attend to details and align attitudes with behavior in order to achieve excellence in the learning environment. They are not obvious because of the diversity of cultures and prior experiences among the faculty and students.

<i>Expectations for Students</i>	<i>Expectations for Faculty</i>
<p>Students will treat their in-person and online classroom obligations as they would treat any serious professional engagement. Specifically, this includes:</p> <p>Preparing thoroughly for each session by carefully working through the course materials and completing all required assignments in advance of the course sessions</p> <p>Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances</p> <p>Participating fully and constructively in all classroom activities and discussions</p> <p>Being courteous and respectful to all involved in the class session. Communicating in a manner that respects and is sensitive to cultural, racial, sexual and other individual differences in the UNC Kenan-Flagler community</p> <p>Adhering to deadlines established by the instructor</p> <p>Providing constructive feedback to faculty members regarding their performance. MBA students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students</p>	<p>Faculty will treat their in-person and online classroom obligations as they would treat any serious professional engagement. Specifically, this includes:</p> <p>Preparing thoroughly for class</p> <p>Starting each class session punctually and, except under unusual circumstances, adhering to the established schedule for classes and exams</p> <p>Providing sufficient information and materials to enable students to prepare adequately for class</p> <p>Being courteous and respectful to all involved in the class sessions. Communicating in a manner that respects and is sensitive to cultural, racial, sexual and other individual differences in the UNC Kenan-Flagler community</p> <p>Supplying timely information about student performance on projects, assignments, and examinations</p> <p>Providing constructive feedback to students concerning their performance. Faculty should be as objective in their feedback to students as they expect students to be in their evaluation of faculty</p>

2.5: Student Rights

The right of students to freedom of expression shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions.

No expression made by students in the exercise of such rights shall be deemed an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by students.

2.6: Student's Right to Privacy (FERPA)

Under the federal Family Educational Rights and Privacy Act, students have the right to inspect and review their education records at the University of North Carolina and the right to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students also have the right to file a complaint with the U.S. Department of Education alleging that the University has not complied with FERPA.

To inspect your education records, students should file a written request with the individual who has custody of the records one wishes to inspect (University Registrar, Academic Dean, Department Chair, Director of University Housing, etc.). To request amendment, students should discuss his or her request informally with the records custodian. If s/he does not agree to amend them, s/he will notify the student of their appeal rights.

In accordance with FERPA, the University, in most cases, will not release personally identifiable information from the student's education records without the student's prior written consent. There are exceptions to this rule. For example: The University will release information without the student's prior consent to teachers, officials, and employees of UNC who have a legitimate educational interest in the information. A school official has a "legitimate educational interest" if it is in the educational interest of the student in question for the official to have the information, or if it is necessary or desirable for the official to obtain the information in order to carry out his or her official duties or to implement the policies of the University of North Carolina.

If a student is enrolled simultaneously at UNC and another school or school system, or if the student is seeking or intends to enroll in another school or school system, the University will forward the student's education records to officials of the other school or school system, upon request, without notice to the student.

If the University takes disciplinary action against the student for conduct that posed a significant risk to the student's safety or well-being or that of other students or members of the University community, the University may disclose information about that disciplinary action to officials of other schools, who have a legitimate educational interest in the student's behavior. That disclosure will also be made without notice to the student.

A number of other exceptions to the rule are set out in the University's FERPA policy. You may obtain a copy of the policy and additional information about FERPA from the Associate University Counsel, CB #9105, 110 Bynum Hall. The [FERPA policy and federal FERPA regulations](#) are also available via the [Internet](#).

With certain exceptions, officials of UNC-CH will not disclose personally identifiable information from a student's education records without the student's prior written consent. "Directory information" will be disclosed without the student's prior written consent unless the student has notified the Office of the University Registrar to restrict release of that information. "Directory information" is defined as:

- Name
- Person ID (*PID*)*
- Local address
- Local telephone listing
- Grade/billing (*permanent*) address
- Grade/billing (*permanent*) telephone listing
- Date and place of birth
- County, state, or US territory from which student originally enrolled
- Major field of study
- Class (*junior, senior, etc.*)
- Enrollment status (*full-time, half-time, part-time*)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance

- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Anticipated graduation date
- Campus electronic mail address

* Because the Person ID Number is public information, posting non-directory information such as grades using any part of the PID as an identifier is not permitted.

Note: Parent name, address, and telephone number are not directory information. Foreign country of origin is not directory information.

Instructors will have access to your campus email address through electronic class rolls regardless of set restrictions.

Academic and administrative officers on campus with a "legitimate educational interest" may receive all student data, including mailing labels, regardless of set restrictions. All University offices receiving student information are accountable for maintaining the privacy of student information in compliance with University and federal policies. The [University's FERPA policy](#) outlines all the conditions for release of information and explains the student's right to review, correct, or amend the record. Any questions concerning the release of student information should be directed to the Office of University Counsel: (919) 962.1219 (<https://universitycounsel.unc.edu/>), or Office of the University Registrar: (919) 962.3954 (<https://registrar.unc.edu/>).

If a student wishes to do any of the following:

- Have some or all directory information restricted
- Remove all student data from the web
- Restrict how their name and address information, including campus electronic mail address, is printed in the campus directory and listed in the on-line campus directory

the student must either set the appropriate access on-line via the web at Student Center, notify the Office of the University Registrar in writing, come by said office in SASB North to complete the appropriate form, or call (919) 962-3954 if you have any questions regarding the options listed above.

Please keep the following information in mind before completing your request(s):

Restricted Release of Information

Blocks the release of directory information (listed under "Family Educational Rights and Privacy Act")

- In the printed campus directory (name/address[local and grade/billing]/phone number/campus electronic mail address automatically excluded)
- In the [on-line campus directory](#) (name/address[local]/phone number/campus electronic mail address automatically excluded)
- Printed lists generated by the Registrar's Office for outside users
- At computer terminals all over campus
- To the Campus Operator
- In the Commencement Program (name excluded)

Restriction remains on a student's record until the student removes it either on-line via the web, in writing, or by completing a form through the Office of the University Registrar.

Restriction prevents the student and anyone else (including student's parents) from receiving any information concerning the student's record over the telephone. It will be necessary for the student to come in person and show photo ID, or send in a written request acknowledging the fact that he/she has placed a restriction on his/her record but require specific information.

Removing Student Data from the Web

All student data, including student information listed in the on-line campus directory, will be removed from the web. Some examples of student information available on the web include: registering for classes, inquiring about courses, viewing grades, viewing schedule, viewing personal enrollment information, viewing awarded degrees, viewing an analysis of academic progress (current/future/programs), updating addresses, updating privacy flags, viewing stops, updating 6-digit Personal Access Code (PAC), viewing billing statement, updating current financial aid refund check distribution and address, viewing financial aid application status, and applying for housing contracts.

2.7: Discrimination and Harassment

UNC Kenan-Flagler is committed to providing a working and learning environment where all people are treated with

dignity and respect. Every member of the UNC Kenan-Flagler school community has a right to work and learn in an environment that is free of discrimination and harassment. No person should be required to endure discrimination or harassment of any kind as a condition of employment or in pursuit of an education.

This policy applies to all aspects of the school program including but not limited to testing, grading, any evaluation or assessment, participation in any activity or program, and receipt of recognition or rewards.

Discrimination or harassment against a member of the UNC Kenan-Flagler community will not be tolerated. Violators of this policy are subject to discipline, up to and including dismissal or expulsion.

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. The Equal Opportunity and Compliance Office (137 E. Franklin Street, Suite 404, CB #9160, Chapel Hill, NC 27599-9160 or (919) 966-3576) has been designated to handle inquiries regarding the University's non-discrimination policies. (See also: <http://eoc.unc.edu/our-policies/ppdhrm/>)

2.8: Accommodations for Student Accessibility

The priority of the UNC Office of Accessibility Resources & Services is to identify and eliminate barriers through consultation and partnership with faculty, staff, and students to support the University's commitment to an accessible environment.

The office works with the MBA Program Office to develop reasonable accommodations and services to identify and address barriers that may limit a student's ability to independently meet the numerous demands of University life. Services are available to all students who meet eligibility requirements. The accommodations and services are designed to address individual needs as well as developed to promote independent learning, while at the same time maintaining the integrity of the program. Some examples may include but are not limited to: accessibility to printed materials (Braille, large print, electronic text), communication access (sign language interpreters, assistive listening devices, digital/video recordings), testing accommodations (extended time, alternative input), and adaptive technology (voice activated speech, recognition screen enlargers).

Students who seek reasonable accommodation for disabilities are required to identify themselves to the Accessibility Resources & Services office, whose staff will inform and work with the students about the process to become eligible to receive assistance. Students seeking a testing accommodation must also submit requests in writing to a member of the MBA Program Office staff so that we can coordinate this process with the Accessibility Office and arrange the appropriate accommodations in a timely and efficient manner.

The Office of Accessibility Resources & Services is located on the second floor, Suite 2126, of SASB North, 450 Ridge Road, and is open 8:00am to 5:00pm Monday through Friday. The staff can be contacted by telephone at 919-962-8300 (V) 711 (T), by email at accessibility@unc.edu, or on the web at <http://accessibility.unc.edu/>.

2.9: Confidentiality

Your classmates may sometimes choose to share restricted information with you to enhance the learning experience. Out of consideration for your fellow students, we ask that you respect the confidentiality of such information. By the same token, the MBA Program Staff will respect the need for confidentiality with all student personal information (as outlined in the Family Educational Rights and Privacy Act, or FERPA).

2.10: Release and Consent for Use of Photographs and Recordings

By enrolling as a student in the MBA Program, you hereby authorize the University of North Carolina at Chapel Hill and any party authorized by the University (i) the irrevocable and unrestricted right to publish photographs and/or make audiovisual recordings of my participation in the program, including without limitation, audiovisual recordings of my name, voice, likeness, statements, and created materials; (ii) the right to reproduce, publish, display, distribute and otherwise use my photograph, name, voice, likeness, statements, and created materials as part of each recording and/or photograph, in any manner and media (including the Internet), worldwide and in perpetuity without the payment of any consideration or prior approval; and (iii) if the Recording is considered an educational record under the Family Educational Rights and Privacy Act of 1974, as amended, I consent to the disclosure of the photograph or recording by the University and any party authorized by the University.

I understand and agree that the University will be the owner of each photograph and/or recording that includes my name, voice, likeness, statements and created materials, and that the University has the exclusive right to use and edit the photographs and recordings in whatever way it wishes, and I waive any rights of privacy and/or publicity that I might

otherwise have with regard to the Recording and/or any derivative work(s) of the Recording.

This Release and Consent is binding on me, my heirs, legal representatives, and assigns. You understand that you may revoke this consent at any time by submitting a written revocation to the MBA@UNC Program Director.

2.11: Solicitation

Only student associations and official UNC Kenan-Flagler offices are permitted to sell items in the McColl Building or at the Rizzo Conference Center. Each revenue-generating activity must be approved in advance by the MBA@UNC Program Director.

2.12: Deferrals

Students are permitted to defer their admission to the MBA@UNC program for up to one year from the start date of the cohort to which they are admitted. In order to gain approval for your requested deferral of admission, you must enroll in the program and pay the non-refundable \$1500 enrollment deposit. Then you must send an email to onlineMBAadmissions@kenan-flagler.unc.edu (and please CC your admissions counselor in this email request) with the following information:

Your Name:

Admitted Start Date:

Requested Start Date:

Reason for Deferral Request Waiver:

Should you need to defer a second time, or defer for longer than one year, you may be required to re-apply to the program.

2.13: Personal and Academic Difficulties

Your MBA Student Engagement team is available to assist with both major and minor troubles, including but not limited to personal or work crisis, test anxiety, illness, financial difficulties, death of family members, and other unforeseen situations. Please contact us if there is anything you would like to discuss and we will work with you to identify specific MBA Program and campus resources to help.

A. Leave of Absence

A Leave of Absence is defined as a short-term period where an MBA student needs to temporarily step away from UNC Kenan-Flagler for personal reasons. Students must receive permission from the MBA@UNC Program Director in order to be granted a Leave of Absence.

A leave of absence may be no longer than one year (four quarters). A student who takes a leave of absence must complete the program requirements within three years of his or her first quarter. Students can work with the MBA@UNC Registrar to design an enrollment plan. Because course schedules may change from year to year, the courses you need could be offered during times different from those in your original program. In the event the student is unable to meet the conditions outlined in their original approval letter, the student will be required to reapply to the MBA Program.

If a request for a leave of absence is approved, the student will receive documentation from the program office that includes an approval letter, dates and deadlines, financial aid information, and tuition responsibilities. Students who are away from UNC, either as a Leave of Absence or an official Withdrawal, will lose access to UNC resources such as access to university services, and university-sponsored events, including non-credit-bearing activities such as workshops, club activities, networking events, and official social activities.

There are two types of leaves, student-initiated and school-initiated.

Student-Initiated Leaves

Common reasons for student-initiated leaves include short-term job opportunities, family crises, health concerns, military deployments, and other factors.

University-Initiated Leaves and The Emergency Evaluation and Action Committee

In keeping with the long tradition of student self-governance at The University of North Carolina at Chapel Hill, the Chancellors of the University have delegated a portion of their authority in matters of student discipline to a student judicial system that functions in accordance with The Instrument of Student Judicial Governance. From time to time,

however, the University is faced with situations involving behavior of applicants for admission, who are not yet within the jurisdiction of the student judicial system, and situations involving students that require a University response because they pose some danger to the University and/or its processes but that are not cognizable under the Instrument. Occasionally emergency situations arise in connection with student behavior that requires a faster response than the student judicial system's procedures can provide. To address all of these situations and to fulfill the University's obligation to provide a safe campus, the Emergency Evaluation and Action Committee has been established.

For more information on university-initiated leaves of absence, please go to:
<https://deanofstudents.unc.edu/safety-and-security/eeac>

B. Withdrawal from the Program

Completing an MBA degree while juggling career and family demands is challenging. Circumstances may arise that lead you to consider withdrawing from the program. If you wish to significantly postpone the completion of your MBA for more than one year, you must officially withdraw from the program. To do this, submit a letter or email communication to your MBA Program Office stating your desire to withdraw from the program.

Students who choose to withdraw from the University but would like to seek re-enrollment within 3 years from their withdrawal date will be required to reapply with an updated application to the MBA@UNC Program. They will retain any successfully completed course credits, and will have the remainder of the 36 month time limit to complete their degree.

Students who choose to withdraw from the University but would like to seek re-enrollment more than 3 years from their withdrawal date will be expected to restart the program and reapply as a new applicant. As part of the application review, the committee will seek input from each of your professors and review your academic performance, peer interaction, and overall contribution to the program.

Students who intend to resume classes within one year (four quarters) of their departure should instead consider taking a Leave of Absence. Please refer to the previous section for information on seeking a Leave of Absence.

Students who are away from UNC, either as a Leave of Absence or an official Withdrawal, will lose access to UNC resources such as Kenan-Flagler email and network drives, access to university services, and university-sponsored events, including non-credit-bearing activities such as workshops, club activities, networking events, and official social activities. Students who intend to resume classes within one year (four quarters) of their departure should instead consider taking a Leave of Absence. Please refer to the previous section for information on seeking a Leave of Absence.

Students who are away from UNC, either as a Leave of Absence or an official Withdrawal, will lose access to UNC resources such as Kenan-Flagler email and network drives, access to university services, and university-sponsored events, including non-credit-bearing activities such as workshops, club activities, networking events, and official social activities.

Section 3: Academic Information, MBA@UNC

3.1: Academic Calendar

The MBA@UNC academic week begins Saturday and ends Friday. Summit@ weekends are held in the eleventh week of each term.

Because the MBA@UNC program enrolls students from many countries and religious backgrounds, it is difficult to organize the MBA@UNC calendar to meet the religious and national holidays of each student. As a result, you may find that a class is scheduled during a holiday observed by your religion or native country. If you have to miss a class for an important holiday, please let the staff and professor know well in advance so we can consider alternatives with you.

3.2: Degree Requirements

The UNC Kenan-Flagler MBA curriculum is rigorous, building functional knowledge and analytical skills while also developing the global vision of today's as well as tomorrow's successful business leaders. The MBA@UNC program requires 62 credits and can be completed in as few as 6 or as many as 12 quarters (18 months - 3 years).

All students must complete the core curriculum. Please see the core courses below:

Course Number	Course Title	Credits	Prerequisites
MBA 700	Analytical Tools for Decision Making	4.0	
MBA 741	Marketing: Analysis and Development	4.0	
MBA 730	Financial Accounting	4.0	
MBA 801	Leading and Managing	4.0	
MBA 703	Operations	4.0	MBA 700
MBA 775	Strategic Economics	4.0	MBA 700
MBA 772	Finance	4.0	MBA 730, MBA 700, MBA 775
MBA 804C	Business Communication	4.0	
MBA 800	Business Strategy	2.0	All Core
	Total Core Credits	34.0	

In addition to core courses, students must also complete 26 credit hours of elective courses and two Summits, which are 1 credit hour each. Before students are allowed to register for elective courses, they must do one of the following:

1. Successfully complete all core courses, or
2. Register for their final core course(s).
 - a. In the event that a student is registered for their final core course(s), they will also be allowed to register for electives during the same quarter. Students are not allowed to drop their final core course(s) after they register for electives.

Additionally, students may not take electives before completing their core requirements, even if deviating from the suggested course sequence leads to a schedule of fewer than eight credit hours in one quarter.

Courses	Minimum Number of Credits	Maximum Number of Credits
Core Courses	34	---
Summits	2	4
Elective Courses	26	---
Global Immersion Electives	---	4
Doing Business In (DBI)	---	6
STAR	---	4.5
Executive MBA Courses	---	---
Full-time MBA Courses	---	---
Master of Accounting	---	---
Other UNC Graduate Courses	---	6
The Washington Campus	---	3

A. Length of Program Completion

To earn your MBA degree, you will need to complete 62 credit hours within a 36-month period. The Faculty Committee created the following suggested sequencing of coursework:

Recommended Course Sequence (24-Month Track)							
Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
MBA 700 Analytical Tools for Dec. Making	4.0	MBA 730 Financial Accounting	4.0	MBA 775 Strategic Economics	4.0	MBA 772 Finance	4.0
MBA 741 Marketing: Analysis & Dev.	4.0	MBA 801 Leading & Managing	4.0	MBA 703 Operations	4.0	MBA 804C Business Communication	4.0
		MBA 892 Summit I*	1.0				
	8.0		9.0		8.0		8.0
Quarter 5		Quarter 6		Quarter 7		Quarter 8	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
MBA 800 Business Strategy	2.0	Electives	8.0	Electives	6.0	Electives	6.0
Electives	6.0	MBA 892 Summit II*	1.0				
	8.0		9.0		6.0		6.0
*Students must complete two sections of MBA 892						TOTAL PROGRAM CREDITS	62.0

It is strongly recommended that students follow the suggested course sequence. Any deviation from the suggested course sequence should be discussed with the MBA@UNC Registrar. Please be mindful that course planning is based on the suggested course sequence, and deviating from the suggested course sequence may lead to fewer options during registration. Additionally, students may not take electives before completing their core requirements, even if deviating from the suggested course sequence leads to a schedule of fewer than eight credit hours in one quarter. See below for a suggested course sequence for both the 21- and 27-month tracks.

21-Month Track: Suggested Course Sequence							
Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
MBA 700 Analytical Tools for Dec. Making	4.0	MBA 730 Financial Accounting	4.0	MBA 703 Operations	4.0	MBA 772 Finance	4.0
MBA 741 Marketing: Analysis & Dev.	4.0	MBA 801 Leading & Managing	4.0	MBA 775 Strategic Economics	4.0	MBA 804C Business Communication	4.0
		MBA 892 Summit I*	1.0			MBA 800 Business Strategy	2.0
	8.0		9.0		8.0		10.0
Quarter 5		Quarter 6		Quarter 7		Quarter 8	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
Electives	8.0	Electives	10.0	Electives	8.0	n/a	n/a
MBA 892 Summit II*	1.0						
	9.0		10.0		8.0		
*Students must complete two sections of MBA 892						TOTAL PROGRAM CREDITS	62.0

27-Month Track: Suggested Course Sequence							
Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
MBA 700 Analytical Tools for Dec. Making	4.0	MBA 730 Financial Accounting	4.0	MBA 775 Strategic Economics	4.0	MBA 703 Operations	4.0
		MBA 741 Marketing: Analysis & Dev.	4.0	MBA 801 Leading & Managing	4.0	MBA 804C Business Communication	4.0
		MBA 892 Summit I*	1.0				
	4.0		9.0		8.0		8.0
Quarter 5		Quarter 6		Quarter 7		Quarter 8	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
MBA 800 Business Strategy	2.0	Electives	6.0	Electives	6.0	Electives	6.0
MBA 772 Finance	4.0	MBA 892 Summit II*	1.0	MBA 870 Global Immersion	2.0		
	6.0		7.0		8.0		6.0
Quarter 9							
Course	Credits						
Electives	6.0						
	6.0						
*Students must complete two sections of MBA 892						TOTAL PROGRAM CREDITS	62.0

Students who wish to complete the degree in a sequence outside of the recommended tracks should send a brief paragraph to the MBA@UNC Registrar explaining their academic plan and provide an explanation. Please note that

submission of a written request does not guarantee the request will be granted; the student's circumstances will be reviewed fully. Exemptions from this policy are granted on a case by case basis. Students may also reach out to their Student Services Advisor on planning for academic journey.

B. Dual Enrollment

MBA@UNC students are not permitted to enroll in other accredited degree programs, whether online, part-time, or residential, either at UNC Chapel Hill or at a different institution. Exemptions to this policy must be approved prior to admission by the Associate Dean, the MBA@UNC Program Director, and Director or Dean of the second program.

C. Class Attendance Policy

The MBA Program requires that students attend all their scheduled weekly live synchronous sessions. Attendance will be tracked. Students must notify faculty in advance when an absence is anticipated and work directly with the faculty member(s) to arrange the make-up of missed content. Absences are only excused for observance of religious holidays or serious illness. Such absences must be reported in advance to be considered excused.

If students are going to miss a session for reasons unrelated to the observance of religious holidays or to deal with a serious illness, they are encouraged to seek the permission of the instructor to attend an alternate live session of the course. Students are highly encouraged to attend a section that meets at a different time, in lieu of missing the live session altogether. If the student attends an alternate section, that student will not be marked absent for the session; however, switching sections more than twice will earn one absence.

Attendance for section switching: In the event a student needs to switch sections, the faculty member supervising the section the student attends should communicate with the regularly assigned section faculty member to mark the student's attendance in the LMS. Assigned section faculty must communicate with the switched section faculty member to: (1) ensure student attended, (2) obtain a participation grade. The LMS cannot track attendance for students who have switched sections.

To reiterate, student participation is defined as:

- Students arrive for their live sessions on time and prepared for class
- Students should have both audio and video on and running at all times
- Students are engaged, ask questions, and respond to faculty questions
- Students should only leave a live session for an emergency, which they should discuss with the Section Faculty as soon as possible. In turn, students arriving late should do so after having alerted the faculty. Failure to do this can result in a failing attendance/participation grade

Unexcused absences or "questionable" participation, as defined above, should be addressed immediately with the student by the section faculty. If the behavior continues or the problem persists, the issue should be reported to the Associate Director of Student Engagement. In the case of excessive absences or participation issues, the Associate Director of Student Engagement can involve the Associate Dean of the MBA Program to expedite resolution.

MBA@UNC Core & Elective Attendance Grading Scale	
5 Class Sessions	
# of absences	
1	Loss of 3% of total grade
>1 absence	Assign an L grade or lower / max grade possible is an L
10 Class Sessions	
# of absences	
1	Loss of 2% of total grade
2	Loss of additional 3% of total grade
>2 absences	Assign an L grade or lower / max grade possible is an L

D. Exams

Students are required to take exams during the course's exam window during the last weekend of the quarter (Friday morning 5:55 am EST through Sunday evening 11:55 pm EST).

Professors are advised by the University to retain final examination papers on file for at least one year. You will be given the opportunity to review your final exam with the professor at your request.

In order to grade relative performance, most professors like to collect all assignments and exams from all students before they begin grading. Consequently, if one student requests an extension, this can delay the return of grades for the entire class. Always keep a copy of your papers and exams until you receive a grade.

3.3: Classroom Disruptions

We strive to provide the most favorable classroom learning environments possible for all of our students. Every student plays a key role in ensuring a favorable learning environment, free from distractions, by eliminating ringing phones, interruptions, typing and other background noises that can disrupt the class. If you need to have a cell phone in class, please turn the ringer off or put the phone in silent mode prior to class. Likewise, surfing the web during class is disrespectful toward the professor and the other students and strictly forbidden. Also, please refrain from leaving your computer or exiting the classroom while class is in session, as this will disrupt the flow of the session.

3.4: MBA Course Registration

Course registration occurs on a quarterly basis, beginning approximately 6 to 7 weeks prior to the start of each new quarter. Students register themselves for classes using the registration portal available through the Kenan-Flagler Intranet. Prior to the start of registration, students are placed into registration rounds based on their total registered credit hours. A student's assigned registration round dictates when they are first able to access registration. Typically, there are eight registration rounds per registration cycle, and they are staggered throughout the first week of registration corresponding with the following schedule:

GROUP A	Monday	10:00 AM	<i>Most credit hours</i>
GROUP B	Monday	2:00 PM	
GROUP C	Tuesday	10:00 AM	
GROUP D	Tuesday	2:00 PM	
GROUP E	Wednesday	10:00 AM	
GROUP F	Wednesday	2:00 PM	
GROUP G	Thursday	10:00 AM	
GROUP H	Thursday	2:00 PM	

Registration lasts approximately 3 weeks. At the end of the quarterly registration cycle, students lose access to manually adjusting their course registration. At that time, any registration adjustments must be facilitated through the Registrar. Registration information, including registration round placement, is disseminated to students via email approximately one week prior to registration. Before students are allowed to register for elective courses, they must do one of the following: A) Successfully complete all core courses or B) Register for their final core course(s). In the circumstance that a student is registered for their final core course(s), they will also be allowed to register for electives during the same quarter. Please be mindful, it takes the registration system five minutes to recognize that you've registered for your final core courses. After five minutes passes, you will be allowed to register for electives. You are not allowed to drop your final core course(s) after you register for electives.

If you drop a course after registration closes (4 weeks prior to the start of the class), there will be a fee assessed for each course dropped. Please refer to Section 4.1 for our Refund Policy. No classes can be added after the first Saturday of the calendar quarter.

A. Dropping or Withdrawing from a Course

Students should contact the MBA@UNC Registrar's Office to drop or withdraw from a course. Please note that students must be in good academic standing to drop a course after the registration window.

10 Week Courses

Students may drop a 10 week course from their schedule during weeks 1-6. Students will receive a refund of tuition for the dropped course based on the general Withdrawal Schedule referenced in Section 4. Students will not be permitted to drop a course after week 6 nor will they be able to withdraw from the same course more than once.

5 Week Courses

Students may drop a 5 week course from their schedule during weeks 1 - 3 of the course. Students will receive a refund of tuition for the dropped course based on the general Withdrawal Schedule referenced in Section 4. Students will not be permitted to drop a course after week 3 of the course nor will they be able to withdraw from the same course more than once.

Summits

Students dropping a Summit will receive a refund of tuition for the dropped course based on the general Withdrawal Schedule referenced in Section 4. Students may drop a Summit, with no refund, after week 6 as long as they are in good academic standing prior to the start of the Summit on Friday morning. Failure to attend the Summit without having dropped the course will result in a course failure.

B. Auditing

Because full class participation is such a vital element of the MBA@UNC, auditing courses is not permitted. There will be deliverables for each course you take.

3.5: Requests for Credit Overload

Various credit hour limits exist throughout the MBA@UNC program to ensure student success. During the first two terms of the program, students can enroll in a maximum of 8 Core class credit hours per quarter. During term 3 of Core classes, students can enroll in a maximum of 10 credit hours per quarter, and during a student's final term of core and first term of electives, a student may enroll in a maximum of 12 credits. For elective classes, students can enroll in a maximum of 12 credit hours per quarter.

Students with **extenuating circumstances** requiring them to enroll in more than the maximum credit hour limits per term must submit a credit hour overload request. All requests are reviewed and approved by the Program Director. Requests for more than 14 credit hours per quarter will not be approved. Students planning to accelerate their program completion time faster than 24 months should work with their Student Support Advisor on a suggested course sequence. Summit and Topics in Business (MBA 899) courses are exempt from the credit hour limits.

Term	Terms 1-2 of Core Classes	Term 3 of Core Classes	Term 4 of Core Classes/First Elective Class(es)	Elective Classes
Credit Hour Limits*	8 Credit Hours Per Quarter	10 Credit Hours Per Quarter	12 Credit Hours Per Quarter	12 Credit Hours Per Quarter

*Summit and MBA 899 credit hours are exempt from these limits

3.6: Exemptions from Financial Accounting or Finance

The option of exempting out of Financial Accounting is available to students who have a Masters of Accounting degree or who hold a CPA or a CMA license. The option of exempting out of Finance is available to students who have a Masters of Finance degree or who hold a CFA license. Students who wish to be considered for an exemption should send a brief paragraph explaining why they are seeking this exemption along with a copy of their transcripts or license or certification to the MBA@UNC Registrar via email no later than one month prior to the beginning of class. Exemptions will not be granted after class has started for the quarter.

Students who are granted this exemption are required to make up the credit hours associated with these courses. The MBA@UNC Program Office will work with exempted students on a case by case basis to determine replacement coursework that is appropriate.

3.7: Transfer Credit

The MBA Program does not accept transfer credits; thus, students may not bring course credit into the MBA Program. Current UNC Kenan-Flagler MAC students seeking to transfer should contact the MBA Program for specific information regarding their individual academic plan and requirements..

3.8: Additional Course Offerings

The MBA Program offers a variety of additional course offerings for MBA@UNC students. For questions about dual enrollment, please refer to section 3.2. Please note that students may not take electives before completing their core requirements.

Courses	Minimum Number of Credits	Maximum Number of Credits
Core Courses	34	---
Summits	2	4
Elective Courses	26	---
Global Immersion Electives	---	4
Doing Business In (DBI)	---	6
STAR	---	4.5
Executive MBA Courses	---	---
Full-time MBA Courses	---	---
Master of Accounting	---	---
Other UNC Graduate Courses	---	6
The Washington Campus	---	3

A. UNC Kenan-Flagler Courses

Space permitting, MBA@UNC students may take elective courses through UNC Kenan-Flagler's Full-Time MBA, MBA for Executives Programs (Evening and Weekend EMBA), and MAC Online. Full-Time MBA/EMBA/MAC students have the first opportunity to register in their courses; however, once their drop/add period closes, MBA@UNC students can register if availability exists and if students are set to complete their core requirements. While you can email onlineMBAregistrar@kenan-flagler.unc.edu regarding class availability, the MBA@UNC Registrar's Office will reach out to eligible students regarding class offerings and registration related information 3 to 4 times a year when courses become available. Students taking EMBA courses must have a minimum of 5 years work experience.

Students must complete core requirements before enrolling in electives offered by the EMBA program, and students must be in their final core course to enroll in MBA/MACO classes. These courses are available to you at your normal tuition rate. Some program fees may apply. Students who drop after the registration deadline may be subject to additional program fees. Please contact your registrar with questions.

B. Other UNC Graduate Courses

We are delighted to announce a partnership with select UNC Chapel Hill programs to provide students with an opportunity to take courses across disciplines complementing the business education earned through MBA@UNC.

University and Program Partners include:

- MPA@UNC, University of North Carolina at Chapel Hill, School of Government

Students must complete their core requirements before taking other UNC courses. Students may take a maximum of 6.0 credit hours of other UNC graduate courses. Students pursuing another UNC course may take no more than one course per quarter and must also be enrolled in a concurrent MBA@UNC offering. Students interested in taking courses with the programs listed above must seek pre-approval by emailing studentsupport@onlinebusiness.unc.edu to request a Cross-University Course application. You will work directly with the Student Support Team to enroll in Cross-University courses. Please direct questions about transcripts to onlineMBAregistrar@kenan-flagler.unc.edu.

C. Academic Exchange

MBA@UNC students may participate in Short-Term Exchanges and/or Doing Business In (DBI) programs offered in partnership with UNC Kenan-Flagler's global network of business schools. MBA@UNC students pursuing an academic exchange can receive a maximum of 6.0 credits, in total, during the duration of their MBA@UNC education. MBA@UNC students are prohibited from enrolling in quarter, term, module, and/or semester exchanges.

Short-Term Exchange and DBI credits vary depending on duration and instructional contact hours. When enrolling in an exchange or DBI program MBA@UNC students will be charged tuition on a per credit hour basis in accordance with MBA@UNC tuition rates. In some cases, depending on the exchange host institution, students are required to pay an additional program fee directly to the host institution to cover program expenses such as lodging, social events, meals, transportation, course materials, cultural excursions, and other activities associated with the program. Additionally, students may enroll in no more than one exchange course within a term/quarter and must maintain enrollment concurrently with MBA@UNC coursework. Students granted a leave of absence for a given term are prohibited from enrolling in exchange programs during their leave.

All students regardless of exchange location or program type are required to complete an exchange application and may be required to interview for select programs. If a UNC Kenan-Flagler MBA@UNC student has ever become academically ineligible while studying in the MBA Program, that student may be prohibited from participating in an exchange. Students in this situation must seek the MBA@UNC Program Director's permission prior to completing the exchange application. MBA@UNC students participating in exchange programs are held to the same academic eligibility standards as expected when enrolling in UNC Kenan-Flagler MBA elective courses. Any student who fails an exchange course will be deemed academically ineligible and may not participate in future exchange programs. Students must complete all exchange requirements/assignments in Canvas prior to leaving and during their exchange term, including final evaluation of cultural goals upon return.

All holds and incompletes must be cleared from all student accounts and records, respectively, prior to the student leaving on exchange and verified as cleared by the MBA@UNC Registrar.

D. Washington Campus

The Washington Campus is a non-profit educational institution composed of a consortium of leading colleges and universities. Its purpose is to provide management education focused on the relationship between business and the public policy process.

Each year, the Washington Campus offers intensive week-long courses in Washington, DC for MBA students from its member universities. The Program provides its participants with first-hand exposure to the public policy process and its impact on corporate management. Since the Program is based on Capitol Hill, students are able to speak directly with members of Congress, top executive agency officials, lobbyists, the press and other key participants in the government.

Washington Campus classes meet every day, Monday-Friday, from 8:00 am to 6:00 pm. The cost for the program is approximately \$1,850 plus tuition for 3.0 credits, but does not include transportation and lodging. Students are required to cover these costs themselves.

Students may attend the Washington Campus program on a space available basis. Students may complete the Washington Campus program only once.

Participants, who successfully complete the Program, receive 3.0 elective credit hours. Students will receive graduation credit for only one Washington Campus course. See the Washington Campus web site <http://www.washcampus.edu/> for more information and to register.

In order to become successfully enrolled, contact your MBA@UNC Registrar. Payment is managed through your student account at UNC.

E. Independent Study

Independent Study (MBA 881) provides an opportunity for students to further develop and test their knowledge in the form of guided projects. Independent Study projects bolster student learning acquired in the classroom and allow students to develop specialized knowledge to further their business and/or professional acumen.

Students are limited to a total of 3.0 credits of MBA 881 Independent Study (one Independent Study worth 3.0 credits, one Independent Study worth 2.0 credits, two Independent Studies worth 1.5 credits each). The table below defines the minimum project time required for each credit option.

Minimum Project Time (Hours)	Independent Study Credits
100	3.0
65	2.0

50	1.5
----	-----

Students are required to submit a completed Independent Study Approval Form to the MBA@UNC Program Director prior to the start of all Independent Studies.

Independent Studies, once completed, must be approved by a faculty member of record. All Independent Study projects receiving final approval are assigned a grade of P (satisfactory work). Each Independent Study has its own requirements specified on the Approval Form, often requiring the submission of electronic and/or hardcopies of project deliverables.

Students will be registered for Independent Study once a deliverable is received by the MBA Program Director and approved by faculty. Final deliverables are due by the last day of the term for which the independent study was completed.

NOTE: Community service-based projects and case competitions are **not** eligible for academic credit.

3.9: Academic Resources

If you are struggling with a particular course, several solutions are available:

Team Members

When you need help, your team should be your first resource. Each team member brings particular strengths and weaknesses. The same team member who helps you with accounting now may need your help with marketing later on in the program. Recognize, however, that help from team members should not substitute your best efforts to master the material on your own. Also, remember that the UNC Honor Code is always in effect.

Professors and Instructors

You may also request assistance from your instructor. If other students also need help, your instructor may schedule a review session.

3.10: Course Evaluations

Towards the end of each course, you will be asked to complete a course evaluation. The evaluation will be administered online and is open for one week, closing before finals begin. You'll receive an email from the MBA@UNC Registrar's Office providing instructions on how to complete the evaluation. The link to the online course evaluations will become active during a limited window. Professors will receive anonymous results of their course evaluations after they submit final course grades to the MBA Program Office.

Your feedback is extremely valuable for constantly improving the program. These suggestions guide course development and revisions, program enhancements, and faculty development. We take these inputs very seriously. Please take time to complete the evaluations.

3.11: Grading and Appeals

A. Grading

Instructors will explain their grading criteria, other class requirements, and their personal preferences/expectations in terms of classroom participation, dynamics, etc., on the first day of class or as part of their syllabus. Class participation is a principal component of all courses in the MBA Program, although the degree to which it affects individual grades varies from course to course and by instructor to instructor. As expected, attendance is required and can affect a student's final grade in that class.

Consistent with the University of North Carolina at Chapel Hill Graduate School, graduate grades are calculated on an H/P/L/F system with no grade point averages (GPAs):

- H = High Pass (Clear Excellence)
- P = Pass (Entirely Satisfactory Graduate Work)
- L = Low Pass (Inadequate Graduate Work)
- F = Fail

IN = Incomplete

MBA students are expected to perform in the P range or better. Professors assign all grades; therefore, students must consult the faculty member if there are questions or concerns regarding the grades.

MBA students are required to turn in coursework by the due date specified by their instructor. A student should not assume that they will receive credit for late work unless it is allowed and explicitly stated in the course syllabus and confirmed by the instructor of record. The acceptance of late work is not guaranteed to be accepted.

A professor may issue a grade of F or IN for coursework that is not finished on the due date. A student should notify their professor immediately if they are unable to submit coursework on time. An IN can only be assigned if the student is in good academic standing and is currently passing the course. Students must have attended at least the first half of the course in order to be eligible to receive an IN. An IN is changed to an F if the course work is not completed by the last day of class in the following quarter. A failing grade automatically renders a student academically ineligible.

Some instructors further describe relative performance with pluses or minuses (+/-). This unofficial designation is used to provide students with better feedback on their performance and will not appear on a student's transcript, nor will they be used when determining Beta Gamma Sigma. For example, a P- and a P+ both appear as P on students' official transcripts.

Students may only drop classes during the drop/add periods. Students are strictly prohibited from dropping classes after grades have been issued. Faculty reserve the right to forcibly drop a student from a course in the event a student does not comply with course requirements regarding student works, fails to maintain professional conduct and communications, or creates a negative learning or classroom environment.

Students may view grades through the Student Center in ConnectCarolina (ONYEN and password required to login). Please allow a reasonable time for grades to post to your ConnectCarolina Student Center.

B. Grading Group Work

Grades in most MBA courses should be based primarily on individual student efforts on exams, papers, or other individual assignments. In some cases, courses are designed to be group-oriented; however, most instructors are expected to follow the following group work grading guidelines:

- a. For *core* courses group work should not count for more than 30% of any student's individual grade.
- b. For *elective* courses group work should not count for more than 40% of any student's individual grade.

In courses where students are assigned group work, instructors are encouraged to require students to undertake peer assessments on their colleagues with respect to assignments during the course. Students will be expected to provide candid and full assessments of their colleagues in the course.

C. Grading Distribution

Grades across Sections and Courses

Instructors who teach the same course in the MBA Program assign grades in a distribution pattern that is as uniform as possible. Therefore, students in a different section of the same course are neither advantaged nor disadvantaged by the instructor assigned to teach their section. Additionally, instructors teaching the same course consult one another to ensure their grade distributions are similar.

Grade Distribution: Core Courses

Although UNC Kenan-Flagler has no mandatory grade distribution quota, instructors are strongly encouraged to follow the recommended grade distribution in **core** courses according to the following guidelines:

H = no more than 25%

P = roughly 70%

L = assigned to students who submit inadequate/unsatisfactory graduate work

F = assigned with the understanding that this signals an instructor's belief that the student has performed below minimal requirements at the school

Grade Distribution: Elective Courses

Grade patterns in electives may run higher than in core courses for a variety of reasons:

- a. Many students in electives are highly motivated to master the course material
- b. Many students in electives may carry relatively stronger skills in the courses they choose to take than in mandatory core courses
- c. Enrollments for electives may be smaller, permitting more individual attention by the instructor

Given the different setting in which some electives operate, establishing a uniform policy for grade distributions presents a greater challenge than for core courses. Nonetheless, the MBA Program expects that instructors will not depart dramatically from normal grade distributions and will not assign more than 35% of H grades. In particular, instructors

should understand that below average performance in an elective should still merit the award of an L grade. Similarly, instructors should be vigilant against awarding too many H grades.

D. Appealing a Course Grade

Before filing an appeal to change a grade, the student must first address his or her concerns with the instructor who assigned the grade. Should the professor detect an arithmetic or clerical error, he/she will initiate the Change of Grade process for the MBA@UNC Program Director's approval. An instructor may not initiate a change of a course grade or re-evaluate a student's final course grade as a result of additional work performed by the student (e.g. extra credit assignment) unless the opportunity for additional course work was granted to all enrolled students.

An appeal must be based upon one or more of the following: arithmetic or clerical error; arbitrariness including discrimination or harassment based upon a protected class or retaliation under the University's Policy on Prohibited Discrimination, Harassment and Related Misconduct (PPDHRM Policy); personal malice; and/or student conduct as stated in the "[Instrument of Student Judicial Governance](#)."

The University's Policy on Discrimination, Harassment and Related Misconduct

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. The Equal Opportunity and Compliance Office (404214 W. Cameron Ave, Suite 404, CB #9160, Chapel Hill, NC 27599-9160 or (919) 966-3576) has been designated to handle inquiries regarding the University's non-discrimination policies. (See also: <http://eoc.unc.edu/our-policies/ppdhrm/>)

Steps to formally appeal a course grade:

1. In order to formally appeal a course grade, a student must reach out to the Instructor of record to inquire about the grade.
2. If the Instructor does not approve a grade change, the student may then submit a formal written appeal to the MBA@UNC Program Director. The student should provide a copy to the Instructor, except in cases alleging discrimination, harassment, or retaliation under the PPDHRM Policy. Written appeals based on discrimination or harassment based on a protected class or retaliation under the PPDHRM Policy will be forwarded to the Equal Opportunity and Compliance Office to be addressed. The MBA@UNC Program Director must await the results of the EOC's determination before deciding the student's academic appeal.
3. The letter shall specifically cite the evidence by which the student alleges:
 - a. That an impermissible element existed in the instructor's evaluation of the student's course work and,
 - b. That it influenced the final grade assignment to the detriment of the student.
4. Students may appeal a course grade based on the following timelines:

Non-failing Grade – A grade appeal may be submitted no later than the last day of classes of the subsequent quarter.

Failing Grade – The student must notify the Program Director within one week of the course grade being posted in ConnectCarolina that they wish to appeal the course grade. The final appeal may be submitted no later than two weeks from the course grade being posted.

Students who receive a failing grade in a course and notify the Program Director within one week of the grade being posted that they intend to appeal the course grade, may continue in MBA@UNC courses during the appeal process. However, should their grade appeal be denied and the student declared academically ineligible, the student will be responsible for any applicable tuition and/or fees according to the Refund Policy in section 4.1.D of the MBA@UNC Handbook. Students who pursue this option will be required to acknowledge, in writing, that they accept these terms.

When an appeal of a course grade has been properly made to the MBA@UNC Program Director, he/she shall determine whether the evidence cited warrants further investigation. The burden of proof shall fall upon the student. The MBA@UNC Program Director shall provide the instructor with the opportunity to reply to grade appeal submitted by the student.

If, in the judgment of the MBA@UNC Program Director, the evidence cited by the student is insufficient to warrant further investigation the appeal shall be denied. However, if the MBA@UNC Program Director judges the evidence cited as sufficient to warrant further investigation, the MBA@UNC Program Director will render a decision or appoint a committee of no fewer than three members of the faculty to investigate the charges and render a written set of findings and recommendations. Upon review of such recommendations, the decision will be communicated in writing to the student.

E. Academic Ineligibility

If you receive a grade of F (failing grade) in any course, you will be ineligible to continue your coursework in the program.

If at any time during the program, you have accumulated grades of L (inadequate graduate work) in more than 12 hours of coursework, you will be ineligible to continue your coursework in the program. Any future enrollments will be cancelled, and tuition will be refunded.

Students who are found guilty of an Honor Code violation and receive a grade sanction of L or F will immediately become academically ineligible.

F. Appealing for Reinstatement

The Academic Ineligibility Committee, which is comprised of three faculty members and the MBA@UNC Program Director, meets at the end of each quarter to review cases for students that are academically ineligible. Students who become academically ineligible may be required to submit a letter of appeal for reinstatement and appear before the Academic Ineligibility Committee to present their case. The committee is charged with examining all information relevant to the student's appeal and makes a decision to support or deny the request. The committee will primarily consider the following:

- a. Student's academic record and feedback from instructors;
- b. Possible mitigating factors that caused the student to perform below expectations;
- c. Rectification of these factors;
- d. Student's potential to complete the curriculum without further academic difficulty
- e. Student's potential to represent UNC Kenan-Flagler and the MBA Program successfully

It is incumbent upon the ineligible student who wishes to be reinstated to prepare an appeal that sufficiently addresses the concerns mentioned above as well as any other relevant facts. This appeal should be submitted in writing to the Academic Ineligibility Committee prior to the committee meeting. The committee will consider written statements from all of the student's instructors during the module in question. The committee will interview the student and then render a decision. Reinstatement is normally conditioned upon earning only grades of P and above and may include more conditions such as additional course work, re-taking certain courses, or time and stress management counseling. Students who are required to re-take courses will do so at their own expense for a fee of \$800 per course. Students are responsible for meeting all the conditions of their reinstatement. A student failing to meet all of the conditions of reinstatement, as outlined by the committee, may be considered for expulsion. For students who are required to withdraw from courses due to academic ineligibility, the MBA@UNC Program will suspend their program clock; therefore, any quarter(s) spent away from the program for academic reasons will not count against the 36-month program limit. Upon reinstatement into MBA@UNC, the program clock resumes and courses will once again count toward the 36-month program limit, even if a student is required by the committee to take a reduced load during a quarter.

A student denied reinstatement may appeal to the Associate Dean of UNC Kenan-Flagler MBA programs within five days of the non-reinstatement notification only if the student believes that the non-reinstatement decision resulted from a material procedural error. The student must specify the basis for the student's belief that a material procedural error occurred in the student's written appeal petition to the Associate Dean. If a student is withdrawn from the university due to academic ineligibility, that student will be precluded from enrolling in another MBA Program format within the UNC Kenan-Flagler portfolio.

The University's Policy on Prohibited Discrimination, Harassment and Related Misconduct

(<http://eoc.unc.edu/our-policies/ppdhrm/>) prohibits discrimination or harassment on the basis of an individual's age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. Appendix B of this Policy provides specific information for students who believe that they have been discriminated against or harassed on the basis of one or more of these protected classifications. For further details, please refer to the policy on "Discrimination and Harassment" in section 2.7.

G. Appealing to Attend Future Summits

Students who fail a Summit may appeal to have their eligibility to attend future Summits reinstated by emailing a letter of appeal directly to the MBA@UNC Program Director in the time indicated on their notice of failure. If the appeal is approved, the student will not be eligible to attend a Summit (STAR, Global Immersion Electives, Summits, DBIs, GEL, Exchange Programs, etc.) during the two terms following the failed Summit to prove academic capability.

If the student is unable to fulfill Summit requirements prior to graduation due to the failed Summit, those credits must be made up with other electives.

3.12: Academic Honors

UNC Kenan-Flagler does not post or publish class rankings; however, the School recognizes the top-performing students through Beta Gamma Sigma (top 20%).

A. Beta Gamma Sigma

The UNC Kenan-Flagler Business School recognizes excellence in academic performance by inviting top 20% of graduating MBA students to join Beta Gamma Sigma. Eligible students are required to pay a membership fee and participate in an induction ceremony in order to be admitted to Beta Gamma Sigma. Summits, Orientation, MBA 899 Topics in Business, STAR, DBIs, MBA 822 Negotiations, and non-MBA courses are excluded from the calculation.

3.13: Graduation

A. Requirements

Students who have completed all degree requirements, have paid all tuition and fees, and are in good academic standing, are eligible to graduate and participate in the graduation ceremony.

Students cannot be cleared for graduation if one or more of the following conditions exist:

- Has not met the minimum degree requirements
- Has an outstanding balance with the University
- Has an Incomplete on transcript
- Has become academically ineligible and has not met reinstatement requirements
- Has any unresolved honor code violations

B. Applying for Graduation

All students must apply to graduate through the [ConnectCarolina Student Center](#) during their final quarter. Instructions for the application are available on the [Office of the University Registrar website](#). Students must also confirm their full legal name during the application process.

C. Ceremony

We invite all of our graduating MBA@UNC students to attend our on-campus graduation celebrations that take place in the Spring and Fall. The eligibility requirements align students to the ceremony closest to their program completion date; please see below for details.

- Spring Graduation: All students completing their graduation requirements in March and June, including all courses completed prior to the start of the July term.
- Fall Graduation: All students completing their graduation requirements in September and December, including all courses completed prior to the start of the January term.

When a student becomes eligible to attend a graduation ceremony, they will receive an email with instructions on how to apply and RSVP to the event.

To provide greater flexibility, students who prefer to attend the graduation ceremony immediately following the completion of degree requirements are welcome to.

Details for the ceremony will be provided in your last quarter of the program. At that time, we will collect name preferences for the program and provide a link for you to order your invitations and your cap and gown.

D. Diplomas

You will receive your official diploma from UNC per the following program completion schedule:

- Session ending in March: May degree conferral
- Session ending in June: August degree conferral
- Session ending in September: December degree conferral
- Session ending in December: December degree conferral

Your diploma will reflect that you were awarded a Master of Business Administration from the University of North Carolina.

E. Name on Diplomas

The student name listed in ConnectCarolina is the name used on the University diploma. To confirm the accuracy of your name, including spelling and punctuation:

1. Login to your **ConnectCarolina Student Center**
2. Click the **Home** link (*located in the top-right corner of the page*)
3. Click **Update Personal Information** (*located on the left side of the page under general links*)

If your name is not correctly listed, you may process a name change request through the Office of the University Registrar. Please email a scanned copy of the [Name & SSN Change Form](#), and a clear copy of one of the items listed as acceptable documentation, directly to records@unc.edu. The name change you are requesting must match your name as it appears on a state or federal issued photo ID or passport. This form does not need to be notarized as long as the request is sent from your active UNC Kenan-Flagler email account.

To order a replacement diploma, please visit the [Office of the University Registrar's website](#).

3.14: Official Transcripts

Official UNC transcripts must be ordered directly from the University's Registrar's Office. Step-by-step instructions for placing your order can be found here: <http://registrar.unc.edu/academic-services/transcripts-certifications/order-a-transcript/>.

Please be aware your written signature will be required, so once you complete the transcript order form, you will still need to deliver, mail, or fax the order form with your written signature before the request is processed.

3.15: Inclement Weather

In the event severe weather is predicted, we may need to reschedule Graduation events and you will be notified accordingly.

Section 4: Program Information

4.1: Billing

A. Billing Schedule

Tuition is calculated based on the student's credit hours for each quarter. The billing and payment schedule is included below.

<u>Term</u>	<u>Billing Date</u>	<u>Payment Date</u>
January quarter	Mid-December	second Tuesday in January
April quarter	Mid-March	second Tuesday in April
July quarter	Mid-July	second Tuesday in August
October quarter	Mid-September	second Tuesday in October

*\$1,500 deposit is due upon enrollment and is applied to the first program payment.

B. Tuition and What It Covers

Tuition for the MBA@UNC Program covers the 62 credits required for graduation. Tuition is billed each quarter according to the number of credits registered in that quarter. This cost covers tuition, and materials. Please note that tuition is subject to change each academic year, as approved by the UNC System Board of Governors, and any tuition change is applicable to all enrolled students.

Summit@

Two Summits are required for graduation, and you may take an additional two Summits for elective credit. You will still be able to come to additional Summits while in the program, but those attended beyond four will not replace credits towards graduation requirements. Students may also take an additional two credits through one Global Immersion Elective for a total of 6 credits maximum via immersion experiences. Please note that only students who are enrolled in the Summit, can attend the Immersion.

C. Payment Methods

All tuition payments should be made directly to the University Cashier's Office.

UNC accepts credit cards (American Express, Visa, Diners Club, Discover, and MasterCard) or electronic checks for tuition payments. If you make your payment with a credit card, a non-refundable "transaction fee" will be added to your bill. The transaction fee is currently 2.75% of the total charge and is subject to change.

Enrollment deposits can be paid via credit or debit card (MasterCard and Visa only), mailed check, or international wire transfer using Flywire.

MBA@UNC is a receipt-supported program and our courses do not qualify for coverage by the University of North Carolina's Tuition Waiver Program.

D. Refund Policy

Refunds for drops and withdrawals are calculated on a prorated basis. As of October 2016, academic weeks begin Saturday and end Friday. This ensures that students who are participating in weekend sections have adequate time to take their exam and still participate in their last live session. The date of drop or withdrawal is determined by when the request, in writing, is received by the Program Office.

Withdrawal Schedule for 10-Week Online Classes and Summits	% credit
Once registration closes until the end of the first week of the term	95%
2nd week of term	80%
3rd week of term	60%
4th week of term	40%
5th week of term	20%
6th week or later	0%

Withdrawal Schedule for 5-Week Online Classes	% credit
Once registration closes until the end of the first week of the first class	95%
2nd week of the class	60%
3rd week of the class	20%
4th week of the class or later	0%

Withdrawal Schedule for Global Immersion Electives	% credit
20 weeks before the Global Immersion Elective	100% tuition & program costs
19 weeks before the Global Immersion Elective	80% tuition & program costs
18 weeks before the Global Immersion Elective	60% tuition & program costs
17 weeks before the Global Immersion Elective	40% tuition & program costs
16 weeks before the Global Immersion Elective	20% tuition & program costs
15 weeks before the Global Immersion Elective	0% tuition & program costs

Withdrawal Schedule for Orientation	% credit
Up to 1 week prior to orientation	100%
Week of orientation	30%

Students who have a credit balance on their student account, for any reason, will be issued a refund from the University Cashier's Office. Students are encouraged to sign up for direct deposit inside their ConnectCarolina Student Center.

E. Cancellation of a Global Immersion Elective, Summit, Immersion, Exchange, and DBI

In the event a program is canceled for any reason and at any time by the Program Leadership or University leadership, students will not be issued a refund for any non-program fee or deposit costs. Such costs include, but are not limited to, airfare, visa or passport fees, vaccinations, medications, and any other expenses spent in anticipation or in preparation for the program. It is highly recommended that students purchase their own "Cancellation for Any Reason" trip insurance to cover travel expenses such as flights or other personal travel related expenses in case of withdrawal or cancellation.

F. Documentation for Tuition Reimbursement

Customized Invoices

You will be notified by email each quarter when your invoice is available in ConnectCarolina. For most students, the invoice available in ConnectCarolina is sufficient documentation to obtain reimbursement; however, some companies may require a more detailed invoice to process reimbursement. If your employer requires something more customized, we will work with you to create an invoice that suits your company's needs. Please email [MBA Online Tuition Assistance](#) if you need a customized invoice. Once you notify the Tuition Assistance that you require a customized invoice for reimbursement, these documents will be sent to you via email each quarter.

Unofficial Transcripts and Grade Reports

Some companies reimburse tuition only after receiving a copy of the student's quarterly grades. Students can access their unofficial transcripts within ConnectCarolina and send a copy to their employer. You can find your unofficial transcript in "My Academics" under the "Academics" section. The link is called "View My Internal Transcript." If your employer requires additional documentation, such as a grade report on Kenan-Flagler letterhead, please let the MBA Online Tuition Assistance know.

Details for ordering official transcripts can be found in Section 3.14.

G. Holds on Student Accounts

The University will place holds on students' accounts for the following reasons:

- Unpaid balances to Cashier's Office
- Unpaid parking tickets
- Unresolved issues with Campus Health Services
- Honor Code violations
- Unpaid fees and fines from other university units

The MBA Program may place administrative holds on students' accounts for the following reasons:

- Failure to sign Policy Compliance Form
- Failure to clear outstanding balances with vendors (i.e., Global Programs, PayPal Accounts)

Students who have holds on their ConnectCarolina Student Center account or have failed to clear outstanding balances within the MBA Program will lose University privileges associated with their UNC One Card and will be unable to enroll in or register for courses, participate in Summits, and gain access to University facilities.

4.2: Military Deployments

We do understand that military veterans occasionally face unexpected or sudden deployments. We are here to support you through your deployment and beyond. Many MBA@UNC students have been given military orders for deployment and were still able to continue class; however, we are aware that this is not always possible. If you receive sudden military orders and need to drop your current quarter classes, contact the MBA@UNC Registrar's Office and we will work with you!

To be eligible for a refund, you must provide the MBA@UNC Registrar's Office with evidence of your deployment. Please note that this policy only applies if the deployment date is prior to the end of the current quarter. If the deployment date is after the current quarter ends, our standard refund policy will apply to any course drops. Students who need to take a full quarter off due to military deployment should see our Leave of Absence Policy.

4.3: Military Benefits

The United States Veterans Administration operates various education-assistance programs for veterans and active-duty service members along with eligible spouses and dependents. All eligibility criteria can be found at <http://benefits.va.gov/gibill/>. To apply for veterans' educational benefits online, log onto <https://www.va.gov/education/how-to-apply/> and complete the VA Form 22-1990 for new applicants or 22-1995 for returning applicants. Once completed the VA will mail the application a Certificate of Eligibility. Students must forward a copy of this COE to the Veterans Affairs Specialist at kfveteransaffairs@kenan-flagler.unc.edu to ensure a timely certification of benefits. Additionally official academic transcripts from all post-secondary schools previously attended must be on file by end of the first semester to continue certification.

Effective August 1, 2019, NC SAA, or the Secretary of the Department of Veterans Affairs, requires that our educational institution must permit any covered individual to attend or participate in the course of education during the period beginning on the date the individual provides to the educational institution a VA certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

UNC Chapel Hill will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

4.4: Financial Aid

Financial aid may be available for some students. To qualify for federal student loans a student must submit a FAFSA and be enrolled in at least 4.5 credits or more per university semester. (July plus October Quarters = Fall Semester; January plus April Quarters = Spring Semester).

Once your financial aid eligibility is finalized, it is your responsibility to complete all necessary disbursement requirements (such as Master Promissory Notes and loan counseling) to ensure funds are sent to UNC Chapel Hill to be credited toward your tuition balance. Please note that all billing of tuition is handled by the main campus Student Accounts and University Receivables (referred to as the Cashier's Office). All financial aid disburses directly to the Cashier's Office to be credited toward any outstanding tuition balance that is owed by the student. All students are responsible for completing financial aid applications and disbursement requirements in a timely fashion to ensure that their funds are available to pay tuition by published due dates.

4.5: Address, Name, and Phone Number Changes

ConnectCarolina is the official campus record of information. Students should verify and update, if necessary, their

address and phone numbers in the Connect Carolina Student Center. Course materials will be sent to the address on record in ConnectCarolina. Students may change their official name by filling out a [name change form](#).

All information in the UNC public directory can be updated by the student at <http://directory.unc.edu>.

To update your name within Kenan-Flagler, you will need to contact onlineMBAregistrar@kenan-flagler.unc.edu after your name has been officially updated in ConnectCarolina. Your name within MyKE and your Kenan-Flagler email account will be changed to reflect your new name. The original email address will still be operational to allow messages sent to either address to be deliverable.

4.6: Student ID (One Card)

The UNC One Card is the official identification card for all students at the University of North Carolina at Chapel Hill. It also allows access to certain facilities, and serves as the patron's library card. The UNC One Card also acts as a stored-value card, which you can use in many on-campus stores and cafeterias. See <http://www.onecard.unc.edu/> for more information.

MBA@UNC students have the option to request a OneCard and the MBA@UNC staff will facilitate the delivery process. Interested students should contact their Student Support Advisor or the Student Engagement team for more information.

4.7: Student Directory

Students may access a directory of classmates and profile information on the MyKE platform to network virtually. Please [keep your MyKE profile up to date here](#) (link). The Program will use MyKE profile information to create bio books for courses and programming. Please note that we will continue to adhere to all FERPA regulations; if you have a privacy notation on your account in ConnectCarolina, we will not publish a bio book with your protected information. Login to [ConnectCarolina](#) to verify your privacy settings.

4.8: Teamwork

Teamwork, with its challenges and rewards, plays a significant role in your graduate learning experience. When grouping team members, we consider many factors, including industry, job experience, academic background, and diversity. A team that functions well can be a tremendous asset both during and after your time in the MBA Program. Since team members bring different expectations to the process, good communication is essential.

Your ability to contribute to and work within a team is critical to success in the MBA Program. Some of you are quite familiar with working in teams and will adjust more quickly than others, but all of you will be exposed to and held accountable for team-oriented projects. You are expected to work diligently at making your group succeed and to persevere if it does not.

4.9: Feedback Sessions

Your feedback is important and vital to continuous improvement and overall success of the MBA Program. A subset of students will be selected at various times in the program to provide impressions and suggestions on all aspects of the program.

4.10: Transferring among UNC MBA Program Formats

As outlined in Policy 3.8 - Additional Course Offerings of the MBA@UNC Policy Manual, MBA@UNC students are encouraged to enroll in elective course offerings across UNC MBA Program formats, space permitting. For some students, due to various circumstances, a formal transfer into another MBA format may be preferred or recommended. With this understanding, MBA@UNC students may formally transfer into MBA for Executives Program (Evening and Weekend EMBA) upon completion of their core requirements (as required of their MBA@UNC matriculating cohort) and with program director support. In formally transferring into EMBA students must assume all degree requirements, costs, policies, and expectations associated with EMBA Program enrollment, and in turn, will suspend their status as a current MBA@UNC student. Transferring into the UNC Full-time MBA program formats is not permitted.

Section 5: Technology

5.1: Acceptable Use of Technology

This policy sets forth the standards governing UNC's Kenan-Flagler Business School MBA Program's authorized users' access to local, state, national and international sources of information through the Internet, the UNC Kenan-Flagler network, and computer and electronic mail access. This policy sets forth the rules under which student users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the Internet, UNC Kenan-Flagler network, electronic mail, and computer access.

Access to the Internet, UNC Kenan-Flagler network, computer lab, emails kiosks, web applications, file servers and electronic mail is a privilege that is provided student users for educational purposes. These resources provide students with effective means of communications and research and should be used in a manner that does not violate MBA Program policy and regulations established.

For information regarding the UNC Chapel Hill Network Acceptable Use Policy, please refer to: <http://its.unc.edu/about-us/how-we-operate/>.

I. General Provisions

Authorized Users

While on campus, UNC Kenan-Flagler provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. UNC Kenan-Flagler and UNC Chapel Hill use filtering and blocking technology in an attempt to protect against materials such as computer viruses and malware. UNC Kenan-Flagler will make Internet access available to students on the UNC Kenan-Flagler network as an educational and communicative resource. It is a general policy of UNC Kenan-Flagler to promote the use of computers in a manner that is responsible, legal, and appropriate. Student use of the UNC Kenan-Flagler network is a privilege. A student's failure to adhere to the Student Acceptable Use Policy ("Policy") will result in the revocation of the student's access privileges. Should a student's access privilege be revoked, there shall be no obligation to provide a subsequent opportunity for access to the UNC Kenan-Flagler network.

Disclaimer

Users accessing the Internet do so at their own risk; and UNC Kenan-Flagler and the MBA Program are not responsible for material viewed or downloaded from users from the Internet. If a student gains access to inappropriate and/or harmful material, UNC Kenan-Flagler and the MBA Program will not be liable. To minimize these risks, your use of the Internet, the UNC Kenan-Flagler network, the computer lab, email kiosks, and electronic mail is governed by this policy.

II. Use of Internet, Computer Access, and Electronic Mail

Improper use of the Internet, computer access, and electronic mail is prohibited. Uses of the Internet, computer access, and electronic mail that are prohibited include, but are not limited to, the following:

1. Use of the UNC Kenan-Flagler network for, or in support of, any illegal purposes;
2. Use of the UNC Kenan-Flagler network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit materials;
3. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, color, gender, national origin, age, religion, genetic information, creed, disability, veteran's status, sexual orientation, gender identity or gender expression;
4. "Reposting" or forwarding personal communications without the author's prior consent;
5. Copying commercial software in violation of state, federal, or international copyright laws;
6. Using the UNC Kenan-Flagler network for financial gain or for the transaction of any business or commercial activities;
7. Plagiarizing (claiming another person's writing as your own) any information gained on or through the UNC Kenan-Flagler network or any other network access provider;
8. Using the UNC Kenan-Flagler network for political lobbying;
9. Intentionally disrupting the use of the UNC Kenan-Flagler network for other users, including, but not limited to, disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information;
10. Providing access to the UNC Kenan-Flagler network to violate any provisions of the MBA Student Code of Conduct.

III. General Information

The privilege of using the UNC Kenan-Flagler network is free to students of the MBA Program. The student to whom an account on the UNC Kenan-Flagler network is issued is responsible, at all times, for its proper use. A responsible Student User of the UNC Kenan-Flagler network:

1. May keep a free account on the UNC Kenan-Flagler network as long as he/she is a student in the MBA Program;
2. May use the Internet to research assigned classroom projects;
3. May use the Internet to send e-mail to other users of the UNC Kenan-Flagler network and to people around the globe;

A responsible user:

1. Should not give his/her password to another person;
2. Understands that none of his/her communications and information accessible through the UNC Kenan-Flagler network is considered private or confidential and UNC Kenan-Flagler reserves the right to access all user accounts, at any time, including student electronic mail;
3. Understands the Student Acceptable Use Policy before logging on;
4. Understands that if the Student Acceptable Use Policy is violated, the student's account on the UNC Kenan-Flagler network may be revoked;
5. Understands that if he/she is removed from the UNC Kenan-Flagler network, there shall be no obligation to provide a subsequent opportunity to access the UNC Kenan-Flagler network.

IV. Student Acknowledgment

All students to whom an account on the UNC Kenan-Flagler network has been assigned agree to the Policy on the student acceptable use.

V. Waiver of Privacy, Monitoring, and Enforcement

Users expressly waive any right to privacy in anything they create, store, send or receive using UNC Kenan-Flagler computer equipment or Internet access. User consents to allow UNC Kenan-Flagler personnel access to and review of all materials created, stored, sent, or received by the User through any of the UNC Kenan-Flagler network or Internet connections.

UNC Kenan-Flagler has the right to monitor and log any and all aspects of its computer system including, but not limited to, UNC Kenan-Flagler network, and electronic mail use to ensure these resources are being used for educational and school-related business purposes, consistent with this policy.

When an instructor or staff member determines that a student has made an inappropriate use of computer equipment or the Internet, the instructor or staff member may remove the student from the UNC Kenan-Flagler network. The student may appeal the decision to the MBA Program Office.

5.2: Student Portals

MBA students will use multiple student portals while pursuing the MBA degree.

Learning Management System (LMS), <https://2nc.onlinemba.unc.edu/>: this is your student portal during the program for course information, announcements, class directories, and many more resources you will use. Aside from email, this is the primary way the MBA@UNC Program office communicates updates. It is a good practice to check 2nc.unc.edu every day.

Technology Support contact information and hours of operation are also posted on the LMS. If you need technology support and cannot access the LMS, someone can be reached at Student Support by calling 1-877-986-2622.

MyKE <https://myke.kenan-flagler.unc.edu/> MyKE stands for 'My Kenan-Flagler Education' and is a new tool created to access all of the information you need at UNC Kenan-Flagler as well as network with your classmates and students in other programs. MyKE will be your main source for program information, networking, and course registration. We encourage you to start checking MyKE regularly for program updates and information. This platform will replace the MBA@UNC Intranet.

ConnectCarolina, <https://connectcarolina.unc.edu/>: this is your portal to information and links available to all UNC students. This is where your contact information (name, address, etc.) will be maintained and where you will pay your tuition bills. Use your ONYEN to log into ConnectCarolina.

5.3: Computer Requirements

Windows	Mac OS
2.0GHz Intel® Core Duo or faster processor (or equivalent) for Microsoft® Windows, Window 8 or Windows 10	2.0GHz Intel® Core Duo or faster processor
Windows 8 (32-bit/64-bit), Windows 10 (32-bit/64-bit)	Mac OS X v10.7.4, 10.8
3 GB of RAM	3GB or more of RAM recommended
10/100 wired Ethernet connection	10/100 wired Ethernet connection
Microsoft Internet Explorer 10, 11; Mozilla Firefox; Google Chrome	Mozilla Firefox; Apple Safari; Google Chrome
All Systems	
Bandwidth Requirements:	
Internet Connection – Minimum download speed: 5 Mbps; Minimum upload speed: 3 Mbps *Note: if you are not sure of your connection speed, please go to www.speedtest.net to test your connection. If your connection does not meet these requirements, please contact your ISP.	
Software Requirements:	
Zoom web application	
Live Session Equipment Requirements:	
Headset with microphone for your live sessions Laptop/desktop with a webcam	

Zoom Live Sessions

Zoom only requires that you have an internet connection, a web browser, and Zoom downloaded onto your computer to attend a web conference. Zoom supports nearly any operating system including Windows, Macintosh, Linux and Solaris, as well as most widely used browsers including Firefox, Safari, and Chrome. Generally, we recommend a live video session and a concurrent VOIP session. However, for some users this may lead to sub-optimal audio quality due to bandwidth constraints in their local connection. Therefore, it is recommended that all faculty and students have access to a landline or cellular phone line to ensure audio session quality during live sessions. The program will provide all faculty and students with toll-free dial-in access to the audio conference function. In addition, faculty and students must use a headset during all classes. When one logs in for the first time, they will need to run a technical check to make sure his computer is set. This is the time to install any necessary updates.

If you do not already own a laptop and wish to purchase one:

The Carolina Computer Initiative through UNC offers multiple laptops and tablets at a special rate and payment plan. Students may view these options at the [Student Stores CCI website](#).

A. Software

Students can download digital copies of discounted Microsoft software such as Office and Windows from UNC ITS (software.unc.edu) at discounted rates.

5.4: Research Tools and Library Resources

As a student of UNC's Kenan-Flagler Business School, you have access to the libraries on campus as well as online resources. To access online resources, you will need your ONYEN and password. To find out more about off-campus access, please go to <http://proxy.lib.unc.edu/> and <http://kenanflaglerresearchtools.web.unc.edu/>.

5.5: Email

Along with your network login, an email account has been setup on the UNC Kenan-Flagler server. As an MBA student, your business school email account will be the main email contact between you and the MBA staff and faculty. You can access your email in a variety of ways; for example, you can connect to our Exchange server by using Outlook, IMAP protocol with Outlook, Outlook Express, or other email programs, or you can access your mail via the web at <https://webmail.business.unc.edu/owa/>. Your email address will be:

firstname_lastname@kenan-flagler.unc.edu

The IT Help Desk will provide assistance for any email questions or problems.

After Graduation — Upon graduation, we encourage you to set up your @alumni.kenan-flagler.unc.edu Google Education Gmail account. **Your Kenan-Flagler email will be discontinued 180 days after graduation.**

The Kenan-Flagler Gmail account is a web-based email account set up under a Kenan-Flagler educational account. You can use and manage it like any other web-based email account.

- [Click here](#) to access your online profile
- Scroll down to the Kenan-Flagler Gmail Tab
- Click the blue Edit button
- Carefully read the steps to set up your account
- ****Important**** - a confirmation email will be sent to your displayed preferred email. The message may look like spam so be sure to look for the message and check your spam folder if you don't see it.
- If you would like to forward your new address to another account, please follow [Gmail's forwarding instructions](#).
- Contact kfalum@unc.edu with any questions or problems.

5.6: Onyen and Personal ID Number (PID)

"Onyen" stands for the "Only Name You'll Ever Need" and is used to access systems on campus. You will have created your ONYEN following the admissions process. Visit the Onyen web page for further information https://onyen.unc.edu/cgi-bin/unc_id/services.

The Person ID Number (PID) is an identification number assigned to all persons with a university relationship, as defined by an official university department. This number is designed to give all persons a universal number (PID or Person ID) that is unique to the University of North Carolina at Chapel Hill. The number is nine digits long. The PID is the primary record keeping key for all departments within the university and must be used for all communication. If you have any problems or questions about your PID, please visit <http://www.pid.unc.edu/> or contact the PID Office at 962- 9561 or by email at pid@unc.edu.

5.7: Password Resets

You can reset your UNC Kenan-Flagler account password or your Onyen password by visiting the Password Station: <https://ims.kenan-flagler.unc.edu/>.

5.8: Security in Online Courses

By enrolling as a student in online courses, you agree to abide by the University of North Carolina at Chapel Hill policies related to the Acceptable Use of online resources. Please consult the Acceptable Use Policy (<http://help.unc.edu/1672>) on topics such as copyright, net-etiquette and privacy protection.

As part of a course you may be asked to participate in online discussions or other online activities that may include personal information about you or other students in the course. Please be respectful of the rights and protection of other participants under the UNC Chapel Hill Information Security Policies: (http://its.unc.edu/ITS/about_its/its_policies/index.htm) when participating in online classes.

When using online resources offered by organizations not affiliated with UNC Chapel Hill, such as Google or YouTube, please note that the Terms and Conditions of these companies and not the University's Terms and Conditions apply. These third parties may offer different degrees of privacy protection and access rights to online content. You should be well aware of this when posting content to sites not managed by UNC Chapel Hill.

When links to sites outside of the unc.edu domain are inserted in class discussions, please be mindful that clicking on sites not affiliated with UNC-Chapel Hill may pose a risk for your computer due to the possible presence of malware on such sites.

5.9: Mobile Devices

Students can set up their Blackberry, iPhone, or Droid to connect to the Kenan-Flagler Exchange servers to sync email and calendar. A Kenan-Flagler username and password is necessary to configure devices. Usernames and passwords will be distributed to students approximately one month prior to the beginning of classes. Detailed instructions will be available in the LMS as well as on the Kenan-Flagler intranet page at: <https://home.kenan-flagler.unc.edu/Resources/IT/KnowledgeIT/Pages/default.aspx>.

Section 6: Resources

6.1: Alumni

You will have access to UNC Kenan-Flagler's exclusive alumni exclusive services web site (<http://www.kenan-flagler.unc.edu/alumni>) once you have started the program and have begun classes. Navigate to "Update My Info" and use the "First Time User Login" to establish your account. You will have access to the Alumni Directory, the Alumni Career Advisors Network and a full range of career resources including job postings. If you have an open position in your company we hope you will post it on our site as well.

UNC Kenan-Flagler's continued success depends on its alumni and the friends and benefactors it has cultivated. Some of these are longstanding relationships with contacts that have been nurtured and integrated into a long-term strategy for the school. The Development Office holds the primary responsibility for implementing this strategy. Please refrain from contacting UNC Kenan-Flagler friends or benefactors on behalf of the school, its programs, or clubs without contacting the External Affairs Office first. Contact the MBA@UNC Office if you have questions about this policy.

6.2: Business Communication Center

If you'd like to polish your written and oral presentation skills, our UNC Kenan-Flagler Business Communication Center offers, at no charge, the opportunity to work with consultants to revise written assignments and strengthen presentation skills. Consultants are second year residential MBAs who are skilled in effective communication techniques. All have been through extensive training.

The Center is located in McColl Building. Because working professionals have special time constraints, telephone appointments can be made. Check the web site <https://extranet.kenan-flagler.unc.edu/BCC/Pages/default.aspx> for hours and to make an appointment. Prior to your scheduled meeting, you will need to email the document you wish to work on. Availability may be especially limited near assignment due dates. Plan ahead to polish your persuasive proposals and energized presentations.

6.3: Career and Leadership Development

At UNC Kenan-Flagler, the Career & Leadership for MBA & Alumni Department's mission is:

Equip. Shape. Connect.

Career Management: *Equip* MBA students and alumni with a foundation to effectively manage and develop within their careers

Leadership Development: *Shape* MBA students and alumni to be exceptional leaders who positively impact their organizations and communities

Employer Engagement: *Connect* employers with MBA students and alumni to develop mutually beneficial relationships

The UNC Kenan-Flagler MBA experience is a continual cycle of learning, practice, feedback and reflection on the principles that form the foundation of true leadership. Leadership and teamwork are longstanding values at UNC Kenan-Flagler and have been a part of our leadership tradition from the start.

Our mission is to develop our MBAs to be exceptional leaders who positively impact the organizations they lead and the communities they serve. Our integrated approach focuses on your individual development as a leader, resulting in a competitive advantage for continued career success.

As you go through your MBA, you will have access to a number of career management and leadership development resources that can help you. These resources include:

One-on-One Career Coaching

Our Career & Leadership coaches work one-on-one with you to design an individualized career management & leadership development strategy for you. Depending upon your specific situation, these sessions can focus on exploring and clarifying your short- or long-term goals, building your personal brand and your professional network, planning and activating a job search or the pursuit of an internal promotion, and prepping for and landing your dream promotion or job.

Our coaches are available to meet via the Zoom platform, on the phone, or face-to-face at Summits.

Integrated Leadership Education

Our uniquely effective, renowned UNC Kenan-Flagler Leadership Development ***Continuous Learning Model*** offers you four powerful benefits in integrated leadership education.

Your leadership development experience here at UNC Kenan-Flagler will take many forms, and we encourage you to work one on one with your Career & Leadership Coach to assess your needs, identify gaps, and craft and deploy strategies to help you reach your leadership development goals. Among the opportunities for leadership development during your time in the program are the following:

- **Career & Leadership opt-in leadership development workshops, webinars, assessments, and other experiences.** The Career & Leadership team offers and promotes monthly leadership development opportunities throughout the year, and frequently works with outside experts to bring next level offerings to our working professional students.
- **Coursework offerings from the Organizational Behavior faculty** serves as an excellent opportunity to weave advanced topics into your curriculum. Starting with MBA 801: Leading & Managing in Core, you'll have access to tools, lectures, and experts that will help you identify and refine your leadership skills.
- **"In Your Own Backyard" leadership experiences**, unique to your company, industry, network, and geography will supplement the work you do in the classroom and workshop spaces here at UNC Kenan-Flagler.

Four Recommended Components of Your Leadership Development Experience

1. 360/Multirater Leadership and Global Assessment and 60-minute one-on-one Virtual Assessment Debrief with a Debrief Coach.
2. Ongoing career coaching sessions with your Career & Leadership coach to assess needs, identify gaps, and craft and deploy strategies to reach your leadership development goals, integrated with your career management coaching.
3. MBA 801 (Leading & Managing) – Term Two or later
4. At least 1 Leadership Development or Experiential Learning elective
 - a. MBA 822: Negotiations Elective
 - b. MBA 823: Leading in the Middle Elective
 - c. MBA 826/826B: Consulting Skills & Frameworks Elective
 - d. MBA 892 (Summit@): Personal Leadership Track (Summit@Chapel Hill), Cornerstone Leadership Track (Summit@Chapel Hill), Consulting Track (various Summits)

Additional Optional Components:

- Unlimited one-on-one Career and Leadership Services Coaching
- Career Management and Leadership Development [Resource Hub](#)
- Additional Leadership Development or Experiential Learning electives listed above

360 Multirater Leadership & Global Assessment

UNC Kenan-Flagler prides itself on providing outstanding leadership development to our MBA students across all MBA Programs. All students begin their MBA journey by performing a 360 Multirater Leadership & Global Assessment focused on leadership behaviors and global acumen.

The results of this assessment will be woven into future leadership development elements, including but not limited to your core course MBA 801 (Leading & Managing).

Employer Engagement

Gain access to our exclusive UNC Kenan-Flagler on-line recruiting system, Career Connections, where global employers post jobs or search on-line resumes to find experienced working professionals. Students gain access to Career Connections midway through their first term in MBA@UNC, and retain access post-graduation.

Proudly represent UNC Kenan-Flagler Business School and network with employers and MBA colleagues at MBA Conferences around the globe.

Attend online, virtual company information sessions to learn about firms and career opportunities.

Career Management Education & Resources

Attend live topical webinars, participate in industry information sessions, chat with alumni career advisors, perform exploratory self-assessments and access extensive on-line career resources. Visit [our Career & Leadership Resource Hub](#) (login with Onyen) for a look at our wide-ranging content and resources.

Lifelong Alumni Career Support

At UNC Kenan-Flagler, our support for your career success is lifelong. Our [Alumni Career Management](#) services provide personalized career coaching on topics ranging from career choice and resumes, to interviewing and negotiating, and beyond. We also offer online career and job-search advice, [job postings](#), [live webinars and workshops](#), [webinar videos](#), and a number of [tools to help you connect with fellow alumni](#)

You will find more Career & Leadership information/resources within the 2NC Platform, as well as in MBA Career Connections.

6.4: Executive Development

UNC Kenan-Flagler's Office of Executive Development offers non-degree programs for executives. In addition to longer general management programs, Executive Development offers many focused workshops. Executive Development also designs and delivers custom programs for client companies, and interventions for senior management teams, strategic business units, functional areas, and external contributors. For more information on Executive Development, call 919.962.1531 or go to <http://www.exed.unc.edu>.

Section 7: Amendment

Statements in this manual are subject to amendment with or without notice. UNC Kenan-Flagler will attempt to keep students informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.