Berkeley-Columbia Executive MBA
Student Handbook
2009-2010
QUICK FINDS

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BERKELEY- COLUMBIA EXECUTIVE MBA HONOR CODE

As a lifelong member of the Berkeley-Columbia Executive MBA community, I adhere to the principles of truth, integrity, and respect. I will not lie, cheat, steal, or tolerate those who do.

The Berkeley-Columbia Executive MBA Honor Code calls on all members of the School community to adhere to and uphold the notions of truth, integrity, and respect both during their time in school, and throughout their careers as productive, moral, and caring participants in their companies and communities around the world.

Please see the Web site, http://www0.gsb.columbia.edu/honor/index.html, for more information on where and how to get answers on Code-related questions, steps to take if you have witnessed a Code violation, a resource outlining expectations for all students, a discussion forum to have your say, and a list of recommended books on leaders grappling with the ethical issues we all face.
The Academic Program
The Berkeley-Columbia Program awards a Masters of Business Administration from the University of California, Berkeley and from Columbia University. Graduates are awarded degrees from both institutions and will be governed by the common regulations in this document. It is the responsibility of each degree candidate in the Berkeley-Columbia Program to know and fulfill all degree requirements and adhere to all regulations. In addition to these specific regulations, students are also governed by the general regulations that apply to all University of California students (http://uga.berkeley.edu/sas/conductindex.html) and Columbia University students (http://www.columbia.edu/cu/facets/).

If a student fails to meet the academic requirements at one or both of the Schools and is dismissed for academic reasons, the student will be dismissed from the Program overall.

While both the University of California and Columbia University reserve the right to amend these requirements and regulations at any time, every effort is made to inform students before any change is put into effect. Students should consult the Program Office at Berkeley or Columbia well in advance of graduation to review their records and to monitor completion of degree requirements. Because students are matriculated at both institutions, we reserve the right to share all confidential information between the administrations of both Universities.

Students must complete the minimum unit requirements at both institutions. Students who wish to take additional units must receive approval from the Program Office, and will incur additional tuition and fees.

Berkeley
The MBA degree from the University of California, Berkeley is awarded after the successful completion of 24 approved units (with a minimum cumulative GPA of 3.0) in residence at the University of California, Berkeley.

Columbia
The MBA degree is awarded upon completion of 60 credits (with a minimum cumulative GPA of 5.5) taken in residence at Columbia Business School in five terms of full-time study. These include a set of required, or core, courses that are normally completed in the first three terms. Students must complete 30 credits of elective courses, and are strongly encouraged to take an International Seminar option as part of the 30 credits. No transfer credits from other institutions may be applied toward the MBA degree.

Curriculum Overview
All students must complete the core curriculum during the first three terms of study. Elective courses will be offered in the third, fourth and fifth terms. The table below details the curriculum:
### Curriculum Grid

<table>
<thead>
<tr>
<th>Term 1 *</th>
<th>Term 2*</th>
<th>Term 3*</th>
<th>Term 4</th>
<th>Term 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Managerial Economics</strong></td>
<td><strong>Global Economic Environment</strong></td>
<td><strong>Operations Management</strong></td>
<td>Elective</td>
<td>Elective**</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td><strong>Leading and Managing in Organizations</strong></td>
<td><strong>Strategic Management</strong></td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Managerial Statistics</strong></td>
<td><strong>Corporate Finance</strong></td>
<td><strong>International Business</strong></td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Financial Accounting</strong></td>
<td><strong>Financial Planning &amp; Analysis (half-term course)</strong></td>
<td><strong>Capital Markets and Investments</strong></td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td><strong>Decision Models (half-term course)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Core courses are in bold. Please note the above is subject to change.

**An International Seminar course may be taken in term 5 and is one week in length. The course counts as one elective. Space is available for each student to attend one International Seminar.

In order to graduate, students are required to complete all core courses. A student’s academic or professional background is not a valid substitute for a core course.

### Registration & Add/Drop

All students are automatically registered for core courses by the Program Office. Registering for elective courses is managed through an online registration process.

Students who wish to add or drop a course will need to do so by the established add/drop deadline for that term. Students will receive a grade in each course in which they are registered.

### Course Load

The standard course load is 4 courses, or 12 credits (Columbia), per term. Students requesting an increased or decreased course load are required to seek approval through the Program Office. Five courses is the maximum number of courses a student can request for an overload. Good academic and financial standing is required for any increased course load. Students on academic probation will not be permitted to register for an increased course load. Potential issues students should be aware of:

- Financial aid implications for taking below six credits in a term
- Taking less than 12 credits results in half-time enrollment status
- Student visa implications
- Attempted credits above 60 require additional tuition fees
- Tuition invoices are determined on a per credit basis
Electives

Program elective offerings will be determined based on the combined input of students, faculty availability, academic departments, and the Program Office.

Students begin taking elective courses in the third term. Capital Markets and Investments is an enforced pre/co-requisite for all upper level finance electives. Students may elect to take an exemption exam. If a passing grade is received, then students may take another elective in place of Capital Markets and Investments. Once registered, students will be able to access course information and materials through Angel, the on-line courseware application.

Auditing

Auditing electives is permitted under two conditions: 1. There must be capacity in the course. Please contact the Program office to check on capacity. Courses at capacity after add/drop will not allow auditing. 2. The professor must approve. It is at the professor's discretion whether auditing will be allowed. Audited courses do not appear on the transcript and no credit is earned. Auditors may purchase any course materials after add/drop closes, and all registered students have received materials. International seminars may not be audited.

International Seminar

International Seminars are week-long courses conducted outside the United States. While they may differ in content, they provide students with an opportunity to study in an international environment.

The Program includes enrollment in one International Seminar for each student. Students may substitute any International Seminar with an on-campus elective if they are unable to travel for either personal or professional reasons. Tuition and fees cover hotel accommodations and some meals for one International Seminar. Tuition does not cover transportation costs to and from the region and students are responsible for making individual travel arrangements.

Attendance at all classes and course-related functions is required for successful completion of the course. International Seminar courses are for registered students only, and as such, guests' attendance is limited to social events such as the opening and closing dinners. Any logistical support or surcharges for an additional guest are a student's responsibility.

The Program Office reserves the right to change the destination of any International Seminar as necessary to protect and ensure the safety of the students.

Block Week Format Electives

In addition to the International Seminar options, the Program may offer some elective courses in the block week format. These courses may meet at Columbia or Berkeley. Students are responsible for all costs (airfare, accommodations, etc.) associated with these courses.

Independent Study and Team Project Courses

A student may elect to take an Independent Study or Team Project course as an elective in their third, fourth, or fifth terms. A maximum of 6 credits (Columbia) or 4 units (Berkeley) may be taken. Students may choose a faculty advisor from either Columbia Business School or Berkeley.
Credit/Unit Weighting
One unit at Berkeley is equal to 1.5 credits at Columbia. The unit conversion chart below may serve as a reference for converting Independent Study/Team Project weighting, and off-program elective units between schools.

<table>
<thead>
<tr>
<th>Berkeley Units</th>
<th>Columbia Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>2 or 3</td>
<td>3</td>
</tr>
</tbody>
</table>

Off-Program Electives
Off-Program electives are those offered outside of the Berkeley-Columbia Program curriculum. Block week electives and International Seminars are not considered off-program electives. The Program Office must approve enrollment in all off-program electives. These electives are selected, on a space available basis, from the Evening & Weekend, Full-Time MBA, or Master’s in Financial Engineering (MFE) Program at Berkeley. Courses taken in the Full-Time MBA Program at Berkeley appear as an Independent Study on a student’s Berkeley transcript. An off-program course taken at Berkeley appears as ‘Berkeley Elective’ on the Columbia transcript and is graded as P(Pass)/F(Fail).

Students must be in good academic and financial standing in order to enroll in off-program courses.

Good academic and financial standing are defined as:
- Not on academic probation at either institution
- Financial accounts must be current
- No failing grades in the previous term
- No account holds placed by either University (e.g. health, library, deans)

Exchange Program

Columbia

The Columbia Exchange Program may be taken in either the fourth or fifth terms (but not both), and is limited to five students per semester.

Students must be in good academic and financial standing to participate. Good academic and financial standing are defined as:
- Minimum of 24 units completed at Berkeley. If applying for the Fall Exchange, the student must plan to accumulate the 24 Berkeley units by the end of Term 5 to fulfill their Berkeley graduation requirements. This could mean that the student may be restricted to enrollment in Berkeley-taught courses in the fall.
- Must show satisfactory progress and not be on academic probation at either institution
- Financial accounts must be current
- No failing grades in the previous term
- No account holds placed by either University (e.g. health, library, deans)
The Berkeley Exchange may be taken in the fourth or fifth terms (but not both) and is limited to five students in the Evening/Weekend MBA program.

Students must be in good academic and financial standing to participate. Good academic and financial standing are defined as:

- Must show satisfactory progress and not be on academic probation at either institution
- Financial accounts must be current
- No failing grades in the previous term
- No account holds placed by either University (e.g. health, library, deans)

A limited number of hotel nights are available for both Columbia and Berkeley Exchange students and are on a space available basis. Please contact the program office for more information.

**Course Evaluations**

At the conclusion of each term, students will complete course evaluations for each course taken in that term. This information is useful to both the professor and both schools.

At Columbia, the Samberg Institute for Teaching Excellence manages the course evaluation process. To assist students in choosing electives, archival course evaluation summary data for elective courses is posted on the Berkeley-Columbia Student website.

When on the Berkeley campus, students can access Haas course and teacher evaluations through TIES, which can be located on the Berkeley-Columbia Student Website.

**Grades**

Students are expected to maintain an acceptable level of academic performance at each institution as detailed below. Grades will be reviewed at the end of each term. If, at any point, a student’s academic performance is deemed unsatisfactory, s/he will be placed on academic probation and his/her status in the Program will be evaluated by the Program Office.

Off-program courses taken at Berkeley and Independent Studies/Team Projects supervised by Berkeley faculty, appear on the Columbia transcript as “Berkeley Elective” using the P(Pass)/F(Fail) grading scale. Approximately half of all courses will also appear on the Berkeley transcript. Columbia grades can be accessed online via Student Services On-Line: https://ssol.columbia.edu. Berkeley grades can be accessed via Bearfacts: https://sis.berkeley.edu/bearfacts/.

Berkeley and Columbia University policy prohibits staff from disclosing grades over the phone or by email. Columbia faculty members are not required to return final exams. If students want to review their exam results, then they may set up a meeting with the faculty member to discuss their exam performance.
Berkeley-Columbia Grading Systems

Students in the Berkeley-Columbia Executive MBA Program are awarded grades on two different grading scales. At Columbia, the following scale is used: H (honors), HP (high pass), P (pass), LP (low pass), and F (fail). Grades of P appear on the transcript as P1 to differentiate from the P(Pass)/F(Fail) grading scale.

At Berkeley, grades are awarded on the A – F scale (including plus and minus). When attached to the grades A, B, C, or D, plus (+) grades carry three-tenths of a grade point more per unit, and minus (-) grades three-tenths of a grade point less per unit, except for A+, which carries 4.0 grade points.

Grade Distribution for Core Courses with Columbia Faculty

At Columbia Business School, there is a forced grade distribution for all core courses. There is no grade distribution requirement for Berkeley instructed courses. The breakdown is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>25-30%</td>
</tr>
<tr>
<td>HP</td>
<td>55-65%</td>
</tr>
<tr>
<td>*P, LP, and F</td>
<td>10-15%</td>
</tr>
</tbody>
</table>

*Professors are not required to award LP or F grades.

Incomplete

Students who have satisfactorily met all course requirements, including the final exam, but have not completed certain assigned papers or reports (postponed for exceptional reasons satisfactory to the instructor), may receive an Incomplete (IN). If the required work is not completed by the end of the following term, the IN automatically converts to an F.

Academic Standing

Berkeley

Berkeley grades students on a traditional A-F grading scale that includes pluses and minuses (e.g. B+, A-). Students whose cumulative Berkeley grade point average falls below 3.0 will be placed on academic probation. **A student receiving a grade of D+ to D- in a core course will be required to repeat the course the following year.** Both grades will appear on the transcript and will be calculated in the grade point average. Failed courses, when successfully repeated, remain on the transcript but are not calculated into the grade point average. **Students who earn a D+ or below in an elective course will not receive credit for the course and will be required to repeat it or enroll in another elective.** If the student cannot participate in an elective, the student will have to repeat the course in the Berkeley-Columbia Program the following year. Grades for both courses will appear on the transcript and will be calculated into the grade point average.

Columbia

The academic review process monitors all student performance and provides a support system should assistance be needed. Students whose academic performance is less than satisfactory
are reviewed and subject to possible dismissal. Less than satisfactory academic performance in the Program is determined as follows:

<table>
<thead>
<tr>
<th>After Term 1:</th>
<th>GPA less than 4.40 dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GPA less than 4.80 probation</td>
</tr>
<tr>
<td>In subsequent terms:</td>
<td>GPA less than 4.80 dismissal</td>
</tr>
<tr>
<td></td>
<td>GPA less than 5.20 probation</td>
</tr>
<tr>
<td></td>
<td>GPA less than 5.60 warning letter</td>
</tr>
<tr>
<td>Graduation requirement:</td>
<td>GPA greater than or equal to 5.50</td>
</tr>
</tbody>
</table>

GPA calculations are based on the following: H=10, HP=7, P=4, LP=1, F=0.

A student can be on probation for one term; a second probation implies dismissal.

Those dismissed for academic reasons may appeal the decision by petitioning the Academic Committee.

A failed core course must be repeated; a failed elective must either be repeated or replaced by another elective. Additional tuition and fees will apply. The grade of F is a final grade and is not subject to re-examination; it remains on the transcript with the new grade of the repeated course and is calculated into the GPA.

Grade Appeals

Berkeley

If students have a grievance about grades, they may appeal. Students have grounds for appeal if they feel that considerations of race, politics, religion, sex, or sexual harassment affected the grade, or that work was evaluated by other criteria that do not directly reflect performance of the course requirements. Appeals should be given to the Executive Director for initial review. The following formal procedure may not be activated unless the student, the instructor, an ombudsperson (or any mutually accepted third party), and the department chair have failed to resolve the dispute informally. The procedure, once initiated, is to be completed at the unit level within 20 days and at the Senate level within 40 days if both parties are in residence and the University is in regular session. The formal process must be initiated within two semesters of the alleged offense.

Columbia

Students who believe they have been unfairly graded may appeal to a formal review process. However, it is understood that faculty members have the right to determine grading policies for their classes and the expertise to evaluate student work unless substantive and objective evidence to the contrary is presented. The following steps have been established: a written statement outlining the disagreement should be submitted to the relevant instructor no later than one term after receiving the grade. If this proves unsatisfactory, a written statement should be submitted to the Assistant Dean and the Vice Dean.
**Final Examinations**

Students are expected to take final examinations as scheduled. An exam conflict is defined as either:

1) two final exams scheduled at the same time or;
2) four or more final exams scheduled within a two-day period.

Perceived conflicts not outlined here will be evaluated on a case-by-case basis.

Students with conflicts should contact the Program Office at the beginning of the term, but no later than four weeks before the scheduled exam date. In situations that warrant an exception, the Program Office will handle arrangements for the make-up exams.

**Attendance**

Students are expected to attend each class session. To support this requirement, all students provide a letter of sponsorship from employers indicating that, at a minimum, students will be relieved of work responsibilities in order to attend class.

If a student is unable to attend a class, it is the responsibility of the student to notify the faculty member and the Program Office prior to the class session or shortly thereafter (in the case of illness).

Students may not miss more than two sessions per course in a given term. Should a student miss more than two sessions of a course, disciplinary action may be taken. Such actions may include warnings, probation, and where appropriate, expulsion from the Program. Chronic attendance problems over the course of two or more terms will also result in disciplinary action, even if the individual absences do not exceed the policy outlined above.

The attendance policy stated above is Program policy; however, it is at the discretion of each faculty member to set his/her own classroom attendance policy, including the effect of absences on the course grade.

**Study Groups**

Students are pre-assigned to study groups of three to four students prior to the start of Term 1. These study groups will remain intact for the first two terms. Study group changes in Terms 1 or 2 cannot be accommodated. After the completion of Term 2, students may choose to remain in their current study group or form new groups. Study groups may be reconfigured at Professors' discretion.

**Tutoring**

Each student receives 15 hours of tutoring per term in terms 1 through 3 for quantitative core courses and the pre/co-requisite finance elective, Capital Markets and Investments. Core quantitative courses include: Global Economic Environment, Managerial Statistics, Managerial Economics, Financial Accounting, Corporate Finance, Financial Planning & Analysis, Operations Management, Marketing Strategy, and Decision Models.

Students may only use the 15 hours/term toward tutors provided by the program. A list of approved tutors is posted online each term for students to contact tutors directly. Tutors are primarily located at Columbia; therefore, tutoring may occur via the phone or internet.
Every effort is made to recruit tutors, however, the number of tutors and access to them may be limited. Students may find it helpful to hire outside tutors on their own. Payment for additional tutoring hours is the responsibility of the student.

**Leave of Absence, Withdrawal and Readmission**

Situations may arise requiring a student to take a leave of absence. Students who need to miss a term of study must notify the Program Office before the term begins. Students who interrupt studies for more than one term for any reason must apply for the leave in writing and must state when academic work will be resumed. Approved leaves are extended at the discretion of the Program Office, and students must complete withdrawal forms for both Universities. Students absent for more than one term without obtaining prior approval must submit a formal application for readmission to the Program. Students approved for a leave of absence will be ineligible for all student services until their return to the program. These services include class email lists, career services, auditing privileges etc.

Failure to attend classes or notify instructors does not constitute formal withdrawal. If, at the time of withdrawal from the Program, a student has a grade point average below 3.0 at Berkeley, then the student may not be eligible for readmission to the Program. A student will automatically fail a course if she/he fails to attend class without informing the instructor and administrators of his/her intention to withdraw from the course or the Program.

Students may not be degree candidates for more than five calendar years from the initial registration date. Those who fail to complete the degree requirements within this period must be readmitted to the Program. Students must complete the requirements and pay Program fees, which may include a readmission fee, in effect at the time of re-entry. While sequencing of classes may change, students will still be required to complete all required core courses. This may require additional semesters of coursework and travel to the Berkeley and Columbia campuses.

**Transfers**

**Berkeley**

Students may not transfer to another Berkeley MBA Program. However, a student may apply to another Berkeley MBA Program through the standard admissions process. Admission to another MBA Program is not guaranteed. If admitted to another MBA Program, the student may request that the new Program accept Berkeley units completed in the Berkeley-Columbia Program for up to 50 percent of the new Program’s requirements, provided these units have been taken within seven years prior to the expected date of graduation.

**Columbia**

Due to the curricular requirements and formats of specific programs, a formal transfer to another program is discouraged. However, students with extenuating circumstances may be reviewed on an individual basis.
**Academic Honors**

**Berkeley**
The Haas School of Business awards graduation honors to the top 10% (approximate) of the graduating class. This will be noted in the Haas graduation program and will not be listed on the transcript.

**Columbia**

**Beta Gamma Sigma Honor Society** is the national honor society for business studies. It is analogous to Phi Beta Kappa in Arts and Sciences and Sigma Xi in Science. At most, 20 percent of a class may be elected to Beta Gamma Sigma, and students are eligible for consideration at the end of the academic program.

Eligibility for Beta Gamma Sigma requires a cumulative weighted average of 8.5 or better. Weights assigned to three credit courses are: H=10, HP=7, P=4, LP=1, F=0 (for 1.5 credit courses, divide the weights by two). Courses taken outside the School do not count toward the overall total.

While the 8.5 average is a requirement for eligibility, it is not a sufficient condition if more than 20 percent of the class has an 8.5 average or better.

**Dean’s Honor List** requires completion of all courses and an 8.5 weighted average for a given term (weights are assigned as for Beta Gamma Sigma). While grades for non-School courses are included in the overall total, only full-time students taking 12 or more credits qualify. There is no Dean’s Honor List for first-term students.

**Graduation**

Application for Degree
At Columbia, degrees are awarded three times per year: October, February, and May. Candidates for any Columbia Business School degree (except doctoral) or certificate must file an application with the University Registrar. Applications received after the stated deadline will automatically be applied to the next conferral date.

At Berkeley, degrees are awarded two times per year: May and December. Candidates for any UC Berkeley degree or certificate must file an “Application for Candidacy for the Master’s Degree” with the UC Berkeley Graduate Division office. Applications received after the deadline will be automatically applied to the next conferral date.

A recognition ceremony for the Berkeley-Columbia Executive MBA Program will take place at the University of California, Berkeley in February. Degrees will be conferred by Columbia University in February and by Berkeley in December. ¹

Students may also participate in University Commencement exercises held at both Berkeley and Columbia in May.

¹ Berkeley diplomas will be available in April and will be mailed out through the Graduate Division Office by request only. Columbia degrees are mailed to the student’s home six to eight weeks after degrees are conferred in February. Students are encouraged to keep their address current with the Columbia University Registrar.
Graduation Awards
The following awards are presented at the recognition ceremony:

The Earl F. Cheit Award for Teaching Excellence is an award presented to the Berkeley faculty member who displays teaching excellence during the Program. A student panel nominates faculty for this award.

The Executive MBA Award for Commitment to Excellence is an award presented by Columbia Business School. The EMBA class of 1991 established the award as a class gift to the School. The award recognizes a member of the faculty or administration for their contributions to the class and the Program.

The Berkeley-Columbia Distinguished Service Award is presented to a student, selected by the members of the class, as deserving special recognition for contributions to the spirit and achievement of the class.

The Berkeley-Columbia Student Speakers are selected by fellow classmates to represent the graduating class at the Recognition Ceremony. Student speakers should be chosen based on contributions to the Program.
STUDENT AFFAIRS

Student Representation
The class will elect one Academic Representative, one Class Representative, one Ethics Committee Representative, one Speaker Series Representative, and one Career Liaison. Elections will be held at the beginning of Term 1 and the end of Term 3. Students elected in Term 1 will serve for Terms 1-3, and students elected in Term 3 will serve for Terms 4 and 5.

Academic Representative
- Communicates class-wide academic issues and concerns to faculty and Program Office
- Acts as a main point of contact for professors in reaching the students within the class
- Promotes reasonable academic expectations from within the class
- Initiates and monitors informal feedback sessions attended by professors and small groups of students
- Participates in regular meetings with the Program Office
- Serves on the Haas Cheit Award Committee
- At Berkeley, this position is recognized as the Class President.

This person should have an awareness, concern, and genuine interest for the academic experience within the class.

Class Representative
- Solicits general feedback from the class to share with the administration
- Collaborates on student activities with the Program Office to organize, staff, and promote Business School/EMBA networking events
- Facilitates class member involvement in all program and student organized social functions
- Participates in regular meetings with the Program Office
- Serves on the Haas Cheit Award Committee
- Facilitates the use of the class fund

This person should be a good motivator and skilled at organizing people for class-specific activities and events. In addition, this person fosters community within and among the classes and is willing to put forth the extra time and effort (outside of class) to plan and run various events.

Speaker Series Representative
- Solicits and consolidates students’ ideas for speakers
• Works closely with the Program Office to coordinate dates and times for speakers. Currently the allocated time for speakers is Fridays of the Block Week from 12 – 1pm.

Career Liaison
• Works closely with both schools’ career management Offices.
• Communicates class-wide and individual feedback regarding Career Management resources/programs to career management offices.
• Collaborates with both career offices to collect career related information from the class and make suggestions regarding career resources.
• Attends meetings with both career services offices at least once per term

Ethics Committee Representative at Berkeley
• Represents the Berkeley-Columbia Program (both classes)
• Attends meetings when scheduled
• Facilitates class awareness of ethical issues
• Serves for a one year period

This person should be interested in ethical issues as they relate to the honor code, students, faculty, and course materials and content. This individual will need to establish communication channels with both Berkeley-Columbia classes.

Course Materials
There is no additional charge for required textbooks, cases, and readers. Students will receive required course materials by mail or in person prior to the start of each term for all registered courses. To ensure materials are sent to the correct address, students are asked to update their mailing address each term. During electives students will be asked to update the preferred shipping address for both Haas and Columbia Business School. Auditors are responsible for ordering and purchasing their own course materials.

Nameplates & Nametags
The Program Office provides each student a nameplate and nametag with his/her preferred name to facilitate classroom discussion. Students are responsible for bringing their nameplates to each class session. If a student loses his/her nameplate/nametag, the Program Office will provide the first replacement free of charge. Additional replacements cost approximately $20.

Student Identification Cards
Students are issued a UC Berkeley and a Columbia University ID card in order to access School buildings, libraries, student lounges, etc. While on campus, students must have IDs available at all times. Additionally, a student ID may serve as proof of student status to be eligible for student discounts offered by various vendors.
Business Cards
Berkeley-Columbia business cards may be ordered through the Program Office. Business cards are printed in one standard format, and printing takes up to 4 weeks. The cost is approximately $70 for 250 cards.

Business & Computing Centers
Berkeley and Columbia both offer computing services through Business and Computing Centers. The Centers are supported by their respective IT Help Desks.

Berkeley
The Berkeley-Columbia Business Center is located on the fourth floor of the Cheit Building in Room C497 and provides an array of services including:
- Printers, fax, and copy machine
- Lounge area for students
- Charging station for handheld devices

Student mailboxes are also located in the Business Center. Students are encouraged to check their mailboxes regularly for graded assignments and announcements from the Program Office. There is also a business center at the Durant Hotel available for student use.

The Haas Computing Center (HCS) is also available to Berkeley-Columbia students. Located on the third floor of the Students Services Building, HCS provides an array of services including:
- Drop in assistance during open hours
- Access to approximately 170 computers each loaded with business and statistical applications, communications and multimedia utilities.
- Multiple printers and color printers
- Multimedia lab
- Group study rooms

HCS also houses Media Services where students can checkout anything from laptop computers to laser pointers
The EMBA student lounge on the fourth floor of Warren Hall includes a copier/printer, computers, and our Student IT Support desk. Student mailboxes are also located in the student lounge on the 4th floor. Students should check these mailboxes while on campus for information and graded assignments. Additional computers and printers can be found outside the classrooms on each floor of Warren.

Similar computing resources are available at the Sheraton Hotel and Towers.

Career Management
The Berkeley-Columbia Program offers students a wide range of specialized career management resources. Services may include online resources, targeted workshops (e.g. public speaking, presentation skills, and leveraging the MBA post graduation), and individual
career counseling. Please note that services and eligibility differ between the Columbia and Berkeley campuses.

**Haas Career Services**  
Haas Career Services offers students an extensive variety of career management programs and services designed to meet the needs of mid- to senior-level professionals.

**Services Include:**
- **Advising** – available day or evening, year-round, in-person or over the phone  
  Sessions may include:
  - Resume/cover letter review  
  - Job search strategy/marketing plan  
  - Job offer evaluation  
- **Mock Interviewing** – both behavioral and case practice  
- **On-Campus Recruiting (OCR)** for full time jobs is available to BCEMBA students in the Fall before graduation. Training is required for participation; OCR targets entry level MBA positions only; students sponsored more 50% require employer permission.

**Programs Include:**
- **Workshops & Webinars** – many recorded and offered as streaming videos  
- **Job Search Strategy Teams** – 6-week intensive program to strategize and network with fellow job-seekers  
- **Experienced Hire Career Fair** – for mid-to-senior management positions  
- **Networking Opportunities** – company presentations, firm nights, joint MBA & alumni events

**eResources:**
- **Job Postings** – 60+ listings posted weekly in searchable databases  
- **Experienced Hire Resume Database** – available to over 400 companies  
- **Assessment Tools** – a variety of assessments are available including MBTI and CareerLeader  
- **Company & Industry Research** – access to internal website – CareerNet, OneSource, Factiva, etc.  
- **Haas Alumni Online Community** – build business connections using Haas@Cal which includes access to affinity groups and alumni contact information  
- **LinkedIn** – Haas Alumni Network has formed a special group for Haas within LinkedIn

For specific questions about our services please contact us via email at careers@haas.berkeley.edu

**Columbia EMBA Career Management**  
The Office of EMBA Career Management (CM) was established to provide ongoing professional development services to all EMBA students. This resource was created based on student feedback that indicated a need for career management assistance for those undergoing job transitions as well as those looking to advance within their current organizations.

CM offers several categories of services, including workshops and events focused on specific career-related topics, virtual programs, an extensive website with numerous e-resources, career
assessment tools, one-on-one advising/coaching, an online resume book, and networking opportunities to connect with the extended Columbia Business School community. Many CM resources can be accessed remotely and the Office actively explores ways to enhance virtual programming so that students, who are frequently away from campus, can benefit from increased convenience when utilizing career management tools and services. Additionally, CM looks to develop relationships with recruiting organizations who may wish to access the School’s highly talented pool of students.

EMBA students may use CM resources throughout their five terms at Columbia Business School. Additionally, they can take advantage of CM services during the “Sixth Term” immediately following their completion of the academic program. Whereas the majority of CM programs are applicable to all students, those who are fully financially sponsored will need a letter of consent from their employer in order to access resources designed specifically to assist with the job search process.

Students interested in learning about the most current programs should visit the COIN system, which is accessible via links on this site. Furthermore, specific questions about our services may be sent via e-mail to EMBACareers@gsb.columbia.edu.

Health Insurance

Berkeley
The University of California requires all students to have major medical insurance, and provides the Student Health Insurance Plan to meet that requirement. The University automatically assesses each student a health insurance fee. Students are responsible for either waiving or paying this fee each fall and spring.

This fee will be waived for students who submit an online health insurance waiver form each academic year. Students who do not already have health insurance or who choose to enroll in the University Student Health Insurance Plan should not submit a waiver form and will be automatically enrolled in SHIP. For more information about the Student Health Insurance Plan, please visit http://uhs.berkeley.edu/students/insurance/index.shtml.

All registered students may use the services of UHS, regardless of what type of insurance they have. UHS, located in the Tang Center on campus, is a comprehensive, state-of-the-art health care facility, with medical, mental health and wellness departments. Their clinicians and staff are dedicated to students’ good health and well-being.

Columbia
It is expected that all students carry health insurance when they enter the Program. As EMBA students carry their own insurance, access to University Health Services is on a fee basis. Students may choose to enroll in the plan offered by Columbia, or to carry an alternate comparable insurance plan. For more information about insurance options, please the link to Columbia Health Services. see .

Change of Address
If your address changes during the course of the Program, please take the following steps to ensure that all correspondence is delivered correctly:
• Change your address with Columbia University using Columbia Student Services Online (SSOL). Go to https://ssol.columbia.edu. Log in with your Columbia University UNI and password.

• Change your address with the UC Berkeley Campus using Bearfacts, the UC Berkeley student information website.
Go to https://sis.berkeley.edu/bearfacts/student/studentMain.do?bfaction=welcome/. To access Bearfacts enter your CalNet ID (your 8 digit UC Berkeley Student ID Number) and password. This is the same information used to access Airbears, the wireless network at the Haas School of Business.

• Students can updated their address (and any other personal information) on the Haas Student Directory located on the Student Website. Students will be required to login with their Haas Login.

• Change your address in the Haas Alumni Network Directory. Go to the Haas alumni webpage: haas.berkeley.edu/alumni, and logon to the “New” Haas@Cal Alumni database- you will need your CalNet ID and passphrase to logon. Click on the “My Profile” tab at the top of the page to update your contact information. Questions about the Haas Alumni Network Directory should be directed to alumni@haas.berkeley.edu, 510-642-7790.

Accommodations & Residency
Student residency is an integral component of the overall Program—enhancing both the academic and community experiences. As such, Wednesday, Thursday, and Friday night residency in Berkeley and Tuesday, Wednesday, Thursday, Friday and Saturday night residency in New York is a requirement of the Program regardless of a student’s home location and is included in the total cost of the Program. In addition, Saturday evening accommodations will be provided on the last block of each term if a final exam has been scheduled for the following Sunday. One night’s accommodations will be provided the night prior to the Berkeley-Columbia Recognition Ceremony in Berkeley.

No other additional nights are covered and no refunds or credits are given for unused nights. Hotel nights are not transferable and unused nights may not be accrued or applied in future terms. All incidental room charges, phone charges, and upgrades will be the responsibility of the student.

Residency procedures, locations, and rates are subject to change at the discretion of the Program Office.

Room Upgrades/Additional NightThe Berkeley-Columbia Program has negotiated discounted rates for students wishing to stay beyond the nights covered by the Program or those who wish to upgrade their room. Rates during UC Berkeley home football games will vary. Students who wish to upgrade during a Program block are responsible for the price difference between the standard and upgraded room. Reservations for extra nights or upgrades should be made directly with the Program’s contact at the hotel.

Commuter Option
The Berkeley-Columbia Program offers a commuter option for those students who live outside of the Bay Area and need to stay at the program hotel on Saturday night of the Berkeley blocks due to limited flight schedules back home. For students who would like participate in the
computer option, the Berkeley-Columbia Program Office will pay for 50% of the cost of a Saturday night hotel stay.

**How it works:** One month prior to each term, the Program Office will send an email poll asking which students would need the Commuter Option package for the upcoming term. In order for the Hotel Durant to guarantee the additional Saturday nights, you must commit to an entire term (4 extra nights each term). The hotel will bill your personal credit card for 50% of the program rate upon arrival each block. Rates may vary depending on busy seasons, and unused nights cannot be refunded. The typical program rate is $149.00 (and $199.00 on football game weekends). We will alert you prior to each term what fees you can expect. If you do not respond to the email poll by the deadline, the Program Office will make every effort, but cannot guarantee, to offer this package. You would then have to contact the hotel yourself and be responsible for 100% of the cost of the extra nights.

**Transportation and Parking**

**Berkeley**

**By Air**
Two airports serve the East Bay/Berkeley area: Oakland International (OAK) and San Francisco International (SFO) Airports. Cabs are available at the airport or shuttles may be arranged in advance.

**Local Transportation**
A complimentary campus shuttle service is available around the perimeter of campus from 7 am to 10 pm. BART provides train service around the Bay Area. The Berkeley BART station at Shattuck Avenue is a short walk from campus. Emery Bay Luxor provides service from the Oakland and San Francisco Airports to the Durant Hotel. Reliable East-Bay taxi services include:

- Bay Area Checker: Contact Toni at 510-612-6546
- Commuter's Cab: Contact Opi at 510-414-5325
- Friendly Cabs: Contact Ted at 510-385-5300

**By Car**
Students are advised not to drive to campus, as parking is severely limited. Public garages are available in the area surrounding the campus. In the evening hours and on weekends, several campus lots open to the public for a daily parking fee. The Program Office cannot reimburse for parking fees or parking tickets for personal automobiles.

For more information about parking on the Berkeley campus, please visit the UC Berkeley Office of Parking and Transportation at http://pt.berkeley.edu/.
Columbia

By Air
There are three airports in the New York City area: LaGuardia, JFK, and Newark. Taxi service is available to the Columbia campus and the Program Hotel from all three locations. Taxi rates to campus are approximately $25 from LaGuardia, $45 from Kennedy and $65 from Newark. Please note: Rates do not include tolls or tip.

By New York City Public Transportation:
Five bus lines (M4, M5, M11, M60, and M104) and one subway line (the No. 1 local) serve the Columbia neighborhood.

If taking the No. 2 or 3 trains, be certain to transfer at the W. 96th Street station for the No. 1 uptown. The M60 bus is a direct link between campus and LaGuardia Airport. The Columbia stop for the subway and buses is at W. 116th Street.

When you arrive on campus at the Main Gate at W. 116th and Broadway, walk east across campus along College Walk to Amsterdam Avenue. Walk one block south to W. 115th Street. Warren Hall is located on the corner of W. 115th Street and Amsterdam Avenue.

By Car:
Students are advised not to drive to campus, as parking is severely limited. Public garages are available in the area surrounding the campus. There is also limited on-the-street parking. The Program Office cannot reimburse for parking fees or parking tickets for personal automobiles.

Alumni Relations

Berkeley
All Haas School of Business current students and alumni are members of the Haas Alumni Network (HAN). HAN has over 32,000 alumni worldwide with volunteer coordinators in 44 countries and 31 USA locations. HAN’s mission is to engage students and alumni in the advancement of the Haas School of Business and, in turn, to provide superior opportunities for personal and professional growth through a lifetime connection to Haas and to one another. Students have access to the complete Haas School of Business and University of California, Berkeley alumni directory upon enrollment. Information on accessing the directory and all other HAN benefits and services can be found at http://www.haas.berkeley.edu/alumni/.

Columbia
As a graduate of Columbia Business School, Berkeley-Columbia students have access to all of the benefits and worldwide networks of more than 37,000 alumni. Members of the EMBA staff work in close collaboration with the Office of Alumni Relations to ensure a smooth transition from Columbia Business School student to Columbia Business School alumnus.
Information Sessions
Many prospective students have found it beneficial to hear the perspective of a former student in the Berkeley-Columbia Program. We invite alumni to speak at information sessions and at admitted student receptions.

BANC (Columbia University)
The key to the alumni network is the Business Alumni Network Community, the online alumni website and directory. Upon graduation, students are sent their personal access login and password. In recent years, the online system has become a vital part of the alumni network. The graduating class of 2001 identified the online component as an area of growth and dedicated their class gift of over $850,000 to upgrading the system. The enhanced BANC system allows alumni to update their addresses and employment changes as they occur. This is a great tool to help alumni keep in touch with their fellow graduates.

Haas@Cal (Haas School of Business)
Haas@Cal is the password protected online community to over 32,000 Haas School alumni and over 400,000 Cal alumni. Haas@Cal provides valuable tools to stay in touch with other Haas alumni. This community includes an alumni directory, topic specific email lists, email forwarding, a searchable jobs database, local Haas Alumni Network Chapters, and much more. It also provides you with the ability to update your contact information anytime, anywhere via the internet. You are a member of the Haas@Cal database upon enrollment in the Berkeley-Columbia program.

Lifetime Email Forwarding and Mailing Lists
Alumni may continue to use their @berkeley.columbia.edu Lifetime Email address (e.g., JSmith03@berkeley.columbia.edu) following graduation.

This lifetime email forwarding service is provided and supported by the University’s Office of University Development and Alumni Relations. Please use BANC (www.gsb.columbia.edu/alumni) and Haas@Cal (haas.berkeley.edu/alumni) to keep your Lifetime Email forwarding updated so that your old classmates can always find you.

Mailing lists, similar to the student lists, are available to alumni as well. Please use the BANC web site and the Haas@Cal website to update your subscription to these and other mailing lists (e.g., Alumni E-Newsletter, Industry, Job Function, etc.) which are listed in BANC under ‘Email Lists’.

The Columbia University Club
The Columbia University Club of New York is located at 15 West 43rd Street between Fifth and Sixth Avenues. All graduates of Columbia University are eligible for membership. The web site, www.columbiaclub.org, includes information regarding application for membership. Membership dues are based on location and graduation year. If you would like to receive a complete information packet, send an email to info@columbiaclub.org.
Auditing
Alumni may audit classes at Columbia Business School or the Haas School of Business when space is available and the course has been approved for audit. Permission of the instructor is also required. Alumni that choose to audit classes in the Berkeley-Columbia Program or at Columbia Business School need to be aware that they may not have access to Angel and they are responsible for purchasing any course materials. At Berkeley, access to bSpace (course software) is complimentary, but students are responsible for all texts and readers. Course materials will not be available to alumni until the drop/add period for that semester has ended and all students enrolled in the course have received their materials.

Annual BCEMBA Gala
During the month of September, a BCEMBA gala is held for current students and graduates. The event is an opportunity for current and past students to connect and build community. The event is held in the Bay Area.
Information Technology

Computing policies for both Schools are available on their respective web sites. Please note that each campus offers different support services for students, but office hours for laptop drop-off are available at both Haas and Columbia.

Most administrative announcements and communication from faculty will be made via email. Students are responsible for checking email on a regular basis. Students also must ensure that their Program and University emails are being forwarded to the proper account.

Services and Policies

It is expected that all students will have the original media for all installed software on their computers. Students using corporate notebooks should speak to their corporate IT departments to ensure that all software media and licenses are available (serial numbers, product codes, etc.) before arriving on campus. Software for which you should have the original media can include Microsoft Windows, Microsoft Office, and hardware device drivers. Please note that Apple Mac computers are not officially supported and that some software provided for class work will not function in MacOS. If you prefer to use a Mac, you MUST purchase Windows emulation software.

Neither Berkeley nor Columbia keep a stock of power supplies, network cables, or drives (floppy drives, CD-ROM drives, etc). Please be sure to have these with you at all times while at School.

Haas School of Business Helpdesk Hours and Contact Information

- Monday to Friday, 8:00 am to 5:00 pm
- Enter Helpdesk Requests at http://helpdesk.haas.berkeley.edu
- Mail requests to: helpdesk@haas.berkeley.edu
- Call at: (510) 642-0434

Columbia Business School Helpdesk Hours and Contact Information

- Monday to Friday, 9:00 am to 5:00 pm
- 8:00 am to 4:00 pm on class days
- Mail requests to: stusup@gsb.columbia.edu
- Call at: (212) 854-3730
Total tuition for entering Summer 2009 Berkeley-Columbia students is $144,960 for 60 credits. **All tuition will be billed on a per credit basis at $2,416.00 per credit.** For example if you take 15 credits instead of 12 credits in one term, you will be billed $36,24000 instead of $28,99200. ***Any variation in credits will result in payment*** Tuition and fee transactions will be managed by Columbia University Student Financial Services (SFS). SFS manages billing and payments for over 22,000 Columbia University students. Some of the advantages for students include online Student Account Statements, direct deposit of tuition refunds, and a wide variety of payment methods, including payment by electronic check.

**Late Payments**
Regardless of financial sponsorship, students are expected to ensure that tuition payments are made on time. Students whose accounts are delinquent will have their registration for the upcoming semester dropped and will be prohibited from continuing with the program until payment has been received. Students are responsible for all late fee payments.

**Withdrawal from Program**
The following schedule will be followed for students who withdraw from the Berkeley-Columbia program once the program has begun.

- 100% tuition refunded (minus non-refundable deposit) if student withdraws before Orientation
- 80% tuition refunded (minus non-refundable deposit) if student withdraws after block 1
- 60% tuition refunded (minus non-refundable deposit) if student withdraws after block 2
- 40% tuition refunded (minus non-refundable deposit) if student withdraws after block 3
- 20% tuition refunded (minus non-refundable deposit) if student withdraws after block 4
- 0% tuition refunded (minus non-refundable deposit) if student withdraws after block 5

This schedule will continue into the 2nd, 3rd, 4th, and 5th semesters. For example, if a student withdraws after the first block of Term 2, the student would be eligible for an 80% refund of the overall tuition for Term 2.

**Contact**
To get the best service for your billing questions, first contact the EMBA Business Office at 212.854.6757 or at embabilling@columbia.edu. You may also call Student Financial Services directly at 212.854.4206 or sfs@columbia.edu

**Payment Options**
For payment options, please click on [http://www.columbia.edu/cu/sfs/docs/billing/payment-options.html](http://www.columbia.edu/cu/sfs/docs/billing/payment-options.html)

**Tuition Adjustment**
Students that exceed 5 terms will pay the current tuition rate for that specific term. If you withdraw, defer or take a leave of absence from the program, the most current tuition rate will apply upon your return.
Please do not forget to fill out and turn in the following:

**Direct Deposit Form:** If you are receiving a refund, please complete the Direct Deposit instructions in the Accounts section of SSOL: [http://ssol.columbia.edu](http://ssol.columbia.edu)

**Third Party Billing Agreement:** Complete this form if another entity is directly paying tuition on your behalf. You do not need to complete this form if you will be reimbursed by your company for tuition. Please fax the completed form to Johnna Jackson, Finance and Operations Manager at 212-854-8998.


**Contact Information**

1. For all billing related questions, contact: Student Financial Services
   1140 Amsterdam Avenue,
   205 Kent Hall
   New York, NY 10027
   Tel (212) 854-4206
   Email: sfs@columbia.edu
   www.columbia.edu/cu/sfs

2. For any additional help with regular or Third Party Billing (partially/fully sponsored), contact: EMBA Business Office
   1125 Amsterdam Avenue, Room 411
   Warren Hall
   New York, NY 10025
   Tel (212) 854-6757
   Email: embabilling@columbia.edu

3. For all Financial Aid related questions, contact: Office of Financial Aid
   3022 Broadway
   218 Uris Hall
   New York, NY 10027
   Tel (212) 854-4057
   Email: finaid@gsb.columbia.edu
FINANCIAL AID APPLICATION PROCEDURES

Financial Aid Office

Applying for financial aid is a self-managed process. It is the responsibility of the individual student to ensure that paperwork is completed and submitted in a timely fashion. Students may obtain financial aid information on the Financial Aid site http://www4.gsb.columbia.edu/financialaid/emba or by checking the Admitted Students Website.

Federal Stafford Loans (Subsidized & Unsubsidized)

Available to U.S. citizens and U.S. permanent residents only

The maximum Federal Stafford Loan available in a given academic period (two semesters) is $20,500. This loan is available to U.S. citizens and U.S. permanent residents only. The loans will be disbursed to the University electronically in installments of $10,250 per term less any origination fees. This process will have to be repeated for the next academic year - it will not happen automatically. In your time at Columbia Business School, you will be able to receive Federal loans three times for a total of $61,500 over the five-semester timeframe. Please see the financing chart included at the end of this document for a disbursement schedule.

Step 1

In order to apply for Stafford Loans, you must first complete a 2009-2010 Free Application for Federal Student Aid (FAFSA). This form can be filed online at the FAFSA website, www.fafsa.ed.gov. It is a requirement for Federal aid consideration but it is not a loan application. Further loan applications are required to secure loan funds. Please use Title IV school code E00116 for Columbia Business School for all EMBA programs including Berkeley EMBAs who are billed through the NY office.

To complete the FAFSA, please have your 2008 federal tax returns handy to easily answer the questions. Once the FAFSA is complete and e-signed, a Student Aid Report (SAR), based on the results of the FAFSA processing, will be sent to you and an electronic version will be transmitted to the Financial Aid Office at Columbia Business School. This step starts the Stafford Loan process.
Please read the SAR carefully. Your SAR will specify if any additional information is required by the school. There is a federal process called “verification” for which some students may be randomly selected. If verification is designated on your SAR, you are required to forward a copy of your 2007 tax returns (with W2 forms and all schedules) to the Columbia Financial Aid Office and complete a “Verification Worksheet.” Do not forward your tax return unless your SAR indicates you have been selected for verification. You may also need to provide proof of citizenship or Selective Service. You will be contacted separately by the Financial Aid office if additional paperwork is necessary.

Step 2

In addition to the FAFSA application, you must complete a Stafford Master Promissory Note (MPN), which can be completed online as well. Be sure to e-sign this application with the same PIN code used for the FAFSA. You must select an eligible Title IV lender to fund your loans. We have a lender chart provided on the Admitted Students Website for your reference but feel free to select any lender of your choice and complete their corresponding online loan application.

Step 3

At the beginning of your first term, you will need to complete a Federal Entrance Interview and at the end of your fifth term an Exit Interview. Stafford Loan funds cannot be released to the University without the Entrance Interview and your diploma cannot be released without the Exit Interview. These interviews are both online and inform you of your rights and responsibilities as a borrower. To complete the Entrance/Exit Interviews, go to http://ssol.columbia.edu. Please print and retain a copy of the entrance interview confirmation e-mail.

The Federal Stafford Loan is a long-term, fairly low interest student loan supported by the federal government.

- This loan is available to U.S. citizens and U.S. permanent residents. The interest rate is fixed at 6.8% and usually carries an origination fee between 0.5 and 1%. There is a possible combination of two loan types, subsidized and unsubsidized.

Subsidized: Students do not incur interest on the loan principal while enrolled in school. The federal government pays the interest during enrollment and during the six-month grace period following graduation. A student can qualify for a maximum of $8,500 per academic year.
Unsubsidized: Students incur interest while enrolled in school and have the option to pay the interest while in school. Currently, the maximum amount in loan funds per academic year is $20,500 less the amount of the subsidized loan; these funds are disbursed over the course of your first two semesters. Please refer to the financing chart at the end of this document for further scheduled disbursements of your Stafford loan.

- You must remain at least half-time (enrolled in 6 credits) and maintain good academic standing to receive these funds. Loan repayment begins 6 months after you graduate or drop below 6 credits, whichever happens first.

- Since the EMBA program takes place over five semesters spanning two and one-half academic years, students can apply for these funds three times during the course of the degree program for a total of $61,500 over two and one-half years.

- To determine eligibility for the Stafford Loan each student must complete the Free Application for Federal Student Aid (FAFSA). This form can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

- As an indicator to the Financial Aid office and promise of repayment, a Master Promissory Note (MPN) must also be completed. The lender you choose will determine which online loan application to complete. To renew your loans for subsequent semesters, a new FAFSA and some internal forms will be necessary as well.

Alternative/Supplemental Loans

(*Private loans are available to all students but the Federal Graduate PLUS loan is for U.S. citizens and permanent residents only*).

Students may work through any lending institution of their choice to secure alternative loans; however, Columbia University has several suggested lenders in case you wish to have this information. An updated lender list for the 2009-2010 school year will be made available in early May.
U.S. citizens and permanent residents can apply for either the Federal Graduate PLUS loan or a private loan and international students can only apply for private loans providing they have a creditworthy cosigner who is a U.S. citizen or permanent resident.

1. Federal Graduate PLUS loans: The interest rate is fixed at 8.5%, the loan carries a 3% origination fee and loan approval is contingent upon a student’s credit history. You must have a FAFSA form on file to qualify.

2. Private loans: The interest rate is variable for the life of the loan, usually adjusted quarterly, and is contingent upon a student’s credit history/score. It is best to use as much Federal Stafford loan eligibility as possible before turning to the private loan. Interest rates fluctuate with either the Prime Rate or the 1 or 3-month LIBOR until the loan is repaid.

Once you have selected a loan product:

Step 1

Once the lender list is available, please check the To Do list for a side-by-side comparison to select a lender and a loan product. The corresponding website to apply online will be listed next to each lender. This chart is only a suggested comparison tool; feel free to select any lender outside this chart.

Step 2

Tabulate the loan amount requested for the first two terms. If you are borrowing Stafford Loans, deduct $20,500 from the initial two terms of tuition and another $20,500 for your third term. If you need additional money to cover your travel expenses, you should calculate that amount over the course of two terms and add it to your requested loan amount. Please note that when our office sends you a Financial Aid Award Letter it will include a large alternative loan amount to cover living expenses. You should only apply for as much as you need and should use the chart below instead of the award letter if you wish to only cover tuition.
## Financing Schedule

<table>
<thead>
<tr>
<th>Borrower Based Academic Year</th>
<th>Semester</th>
<th>Year</th>
<th>Amount</th>
<th>Due</th>
<th>Financial Aid</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Federal Stafford Loan less the origination fee</td>
<td>Suggested Alternative Loan</td>
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<td>Deposit</td>
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<td>$2,500</td>
<td>1-Apr</td>
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### 1st set of loan applications

<table>
<thead>
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<th>Year 1</th>
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### Totals

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### 2nd set of loan applications
Term 3

Before the extra $20,500 (less origination fee) can be released to you in the Spring of 2010, you will need to complete an online Stafford Loan Request Form with the financial aid office. You should also complete a new Alternative Loan application with your lender for any additional financing needs.

Terms 4 & 5

If you intend to reapply for the Stafford Loan you will need to renew your FAFSA for the 2010-2011 academic year. Alternative loan applications will also need to be completed to renew the loans for the second year. Email is the official mode of communication by the Financial Aid office. We will remind you when it is time to renew your aid via email. All loan renewal applications should be completed no later than June 15, 2010.
Frequently Asked Questions: Financing the Executive MBA Program

Who is eligible for student loans?

U.S. citizens, permanent residents, and international students with creditworthy cosigners who are U.S. citizens or permanent residents are all eligible for student loans.

Can I get scholarships?

Executive MBA Students are not eligible for scholarships through Columbia Business School. However, there are other sources such as the Free On-line Scholarship Notification Service at www.fastweb.com, and for international students, The Institute of International Education at www.iie.org.

What are the criteria to get a student loan?

1. To be eligible for Federal Stafford loans you must be a U.S. citizen/permanent resident, have never defaulted on a student loan and if you are male, you must have registered with Selective Service (or must prove exemption). There is no credit check associated with the Federal Stafford loan and level of income does not preclude you from being eligible.

2. U.S. citizens and permanent residents must have a good credit history for alternative loans. If this is not the case, then a co-borrower will be needed to secure the loan funds.

3. International students can apply for a private loan and must have either a U.S. citizen or permanent resident.

When do I need to apply for Financial Aid?

Students must apply for Financial Aid three separate times over the course of the program. This process does not happen automatically, even if you have received funding in the previous term.

The schedule is as follows:

1st, 2nd Terms Applications Due Before: May 15, 2009
3rd Term    Applications Due Before: November 15, 2009

4th & 5th Terms    Applications Due Before: May 15, 2010

NOTE: The FAFSA can take 2-4 weeks for processing and loan applications can take another 2-4
weeks as well. Please inform the EMBA Business Office that you will be using loans to cover the
expense of the program. Copies of all applications and award letters should be made for personal
record keeping.

How does loan money come to the University?

There are two ways that loans are currently disbursed to the University. The Federal loans
(Stafford and Graduate PLUS) are sent to your Columbia tuition account via an electronic funds
transfer (EFT). However, you must complete an online “Entrance Interview” beforehand;
otherwise, the funds will be returned to the lender after a two-week period.

The private loans are disbursed to the University in the form of a paper check that is sent directly
to the EMBA Business Office. The checks must be endorsed by the student and deposited by the
University. Any loan proceeds remaining after tuition is paid can be refunded to the student.

Can I take out additional money for my travel expenses?

Yes, you can. Estimate how much you will spend in travel per term and factor it into the
alternative loan amount that you are requesting. Once the money is credited to your account and
your tuition is paid, a refund can be processed by the University. Please be mindful that applying
for financial aid can be a lengthy process.

Who is my contact on Financial Aid matters?

You can obtain further advice on the loan process, amounts to request, and the timeframe in
which to apply by contacting the Financial Aid Office by phone: 212-854-4057 or email:
finaid@gsb.columbia.edu.

Who is my contact on Invoice and Account Statement matters?

You can check your account online at any time using Student Services On Line
http://ssol.columbia.edu logging in with your UNI. The EMBA Business Office can assist you with
any issues by phone (212) 854-6757 or email embabilling@columbia.edu.

What is the scheduled breakdown of loan money? And how much should I request for tuition?

Please refer to the Financing Chart for an exact breakdown of loan amounts to request.
Loans can only be certified for the EMBA budget (amount of invoice plus travel expenses) less any financial sponsorship, whether or not such support is given prior to, during or after participation in the program.

Again, Financial Aid is a self-managed process. As an Executive MBA student you will be expected to gather all necessary materials to complete your financial aid package. This list of Frequently Asked Questions has been compiled as a tool to assist you with this process. Please contact the Financial Aid Office if you have any additional questions you would like answered about the process.
Disciplinary Procedures

Berkeley-Columbia Joint Disciplinary Procedure
1) Should an instructor or student become aware of an issue of ethical conduct in connection with any class, exam, course project or otherwise, the instructor or student will immediately contact the Executive Director at Berkeley (ED) and the Assistant Dean (AD) at Columbia or their designated representatives. The Program Office will make their best efforts to ensure that consultation between Schools takes place within three working days from the time the issue is reported.

2) The ED/AD or their designated representatives will reach agreement in each case as to which institution will have the primary role and the scope of both Schools’ roles in pursuing the alleged ethical violation. The ED/AD may agree in any given case that both institutions will pursue the matter although the parties anticipate that in most circumstances the ED/AD will agree that one School will have “primary jurisdiction” in the matter.

3) Neither School’s disciplinary process will start until the ED/AD have reached the agreement described above, provided that if no agreement has been reached within ten working days following the report of the issue, either ED or AD may institute a disciplinary process in accordance with the School’s policies and procedures.

4) The presumption in selecting which School will have “primary jurisdiction” is that it will be the home School of the course instructor or other matter in question.

5) Each School retains its right to pursue fully any ethical matter presented to it. The process described above is a statement of policy regarding how that right will likely be pursued. This process does not constitute a waiver by any School of its obligation to ensure adherence to that School’s ethical code, nor does it constitute any release of the students from their obligation to abide by the ethical code of each School.

6) Disciplinary action at either institution will be shared with the other institution and may result in sanctions unrelated to the course or Program in question.

Berkeley
Campus Code of Student Conduct

The University of California at Berkeley is a community of scholars committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, including established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a scholarly environment. In this context, faculty are guided by The Faculty Code of Conduct, Section 015 of the Academic Personnel Manual, and students by the Berkeley Campus Code of Student Conduct.

Accompanying the Berkeley Campus Code of Student Conduct (Code) is an established process to arrive at a clear understanding of the facts and circumstances surrounding any claim
of violation of the Code and to respond appropriately when violations are sustained. Students facing a possible violation of the Code are given an opportunity to meet with a member of the Student Judicial Affairs (SJA) staff and discuss both sides' understanding of the facts surrounding the incident in question. Ideally, claims can be resolved informally through discussions with SJA staff. If necessary, SJA will conduct an investigation and gather further information relevant to the complaint. Students may also provide any additional information to clarify the facts. If the investigation yields insufficient evidence or if the investigation shows that there was no Code violation, the case may be dropped or a Notification issued with no further action. If the investigation yields evidence of a Code violation, SJA will propose a resolution and students will again be given the opportunity to resolve the case informally. If the student chooses not to accept informal resolution or SJA determines it necessary, the case will be handled formally through an administrative hearing process.

Once the formal process begins, students can expect to be scheduled for a hearing at which they may provide information to a hearing panel composed of faculty, staff and students. SJA staff will present witnesses and evidence to support the case for the campus and students will have the opportunity to testify, present witnesses and evidence on their behalf and cross-examine the campus' witnesses. The hearing panel will determine whether it is more likely than not that students violated the Code, and if so, will recommend an appropriate sanction to the Dean of Students. If a sanction is imposed, students have the right to appeal their case to the Vice Chancellor of Student Affairs.

Because this is an educational process, students are expected to speak for themselves. They may, however, seek the advice of another person to assist them in either the formal or informal process. In the event that the student chooses not to participate in the hearing process, the hearing panel may choose to proceed in his or her absence.

Sanctions in both the formal and informal processes are intended to have the effect of discouraging violations of the rules of conduct and educating students about appropriate behavior within the community. Sanctions often include such elements as community service, letters of apology, counseling or additional coursework to encourage students to learn from their prior behavior and educate others about the standards of the campus community.

For more specific information on Berkeley’s policies on student conduct, see http://uga.berkeley.edu/sas/conductindex.html.

Columbia
Dean’s Disciplinary Procedures

Procedure for Student Discipline

The Business School is an academic and professional community committed to fostering intellectual inquiry and learning in a climate of academic freedom, integrity, honesty, and respect for the rights of others. Its members are expected to uphold these principles at all times and to abide by the regulations of the Business School and the University. They are also expected to obey local, state and federal laws. Students continue at the University, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the Business School and the University. The Trustees of the University have delegated responsibility for student discipline to the deans of the individual schools. Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or violence, threatening behavior, or harassment are particularly serious offenses that will be dealt with severely under
the Business School and University Disciplinary Procedures. Thus, any student who engages in any form of academic or personal misconduct is subject to the disciplinary procedures developed by the Business School. Since student status does not render the individual immune from non-University jurisdiction, infractions of city, state and federal laws may be referred to civil authorities. Such referral does not preclude disciplinary action within the University when it would serve the best interest of the academic community. This document outlines these policies and the disciplinary procedures invoked in cases of student misconduct.

**Policy on Academic and Personal Misconduct**

The Business School prohibits academic dishonesty or misconduct. Without trying to list every example, the following illustrate the different forms that academic fraud or misconduct can take:

1. Failure to comply with the Columbia Business School Honor Code.
2. Cheating on examinations or tests; fabrication of data and/or fabrication of results.
3. Plagiarism, the failure to adequately acknowledge ideas, language or research of others, in papers, essays, dissertations or other work.
4. Knowingly assisting others in plagiarism, by making one’s papers, essays, or written work available for such use.
5. Misstatement/misrepresentation regarding any academic matter, such as application for admission or financial aid, or during a formal inquiry by University officials.
6. Misuse, alteration, or fabrication of University documents, records and credentials, including transcripts and ID cards.
7. Improper use of the library and its resources: theft or purposely hoarding or hiding books or materials.
8. Misconduct in carrying out teaching or research responsibilities. These guidelines apply to anyone teaching or conducting research at Columbia.

The Business School also strictly prohibits conduct that disrupts or interferes with the operations of the University or activities of any member of the University community. The following types of misconduct fall under this rubric:

1. Harassment, coercion, or intimidation of any member of the community. This includes behavior that is rude or abusive and harassment based on personal characteristics such as gender, race, ethnicity, religion, disability, age or sexual orientation.
2. Interference with instruction or research.
3. Unauthorized or improper use of University services, equipment, library or laboratory facilities, including computers, CU email, CU web addresses, and telephones.
4. Failure to comply with an order of a legitimate University authority acting in the line of duty, including a security officer, faculty member, or other official.
5. Violation of other rules of the University or the Business School.

Please note: The University has established alternative policies and procedures for the following types of misconduct:
1. Disruptions of the operations of the University during demonstrations, rallies, picketing and circulation of petitions may be dealt with through the Rules Administrator of the Rules of University Conduct (See heading “Rules of University Conduct”).

2. Discrimination and sexual harassment may be dealt with through the Office of Equal Opportunity and Affirmative Action, the Ombuds Office, the dean of the school of the accused if the accused is a student or the Department of Security if the situation may involve criminal activity.

3. Sexual misconduct by a student may be dealt with through the Office on Sexual Misconduct Prevention and Education.

4. Academic assessment of students resides with the Business School faculty. Thus, in disciplinary cases where assessment is an issue, the procedure is limited to assuring that the assessment was made impartially and according to procedures applicable to all students.

**Procedure for Disciplinary Cases**

*Informal Resolution*

In many cases charges of misconduct are resolved by an individual faculty member and the student involved. Either party may wish to involve the Divisional Chair at the outset of the resolution process. Discussions aimed at informal resolution must remain confidential and generally should last for no more than 30 working days. All incidents that result in sanctions must be summarized and sent to the Assistant Dean of Student Academic Affairs (MBA) and the Assistant Dean of Executive MBA Programs (EMBA), hereafter ADSAA.

*Formal Charge of Misconduct*

Charges of misconduct not resolved informally or at the divisional level may be brought to the attention of the ADSAA for a formal proceeding of the Disciplinary Committee. The Committee has authority to conduct a proceeding for the following types of complaints: 1. A charge of academic misconduct against a student, usually brought by a faculty member or division. 2. A charge of non-academic misconduct against a student, which could be brought by any member of the Business School or University community.

*Regulations for Hearings of the Committee on Discipline*

**Prior to Hearing**

To initiate a proceeding, the complainant submits a written statement to the ADSAA outlining the charge, and conduct precipitating the charge, for referral to the Disciplinary Committee. Charges shall be timely if brought within one semester of the alleged misconduct. However, under special circumstances, this time limit may be extended. A student accused of academic dishonesty or misconduct will receive written notice of the complaint at least two weeks before he or she is required to appear before the Committee. The written complaint sets forth the charge and the alleged conduct in support of that charge. Both the accused student and the complainant will be informed of the requirements of confidentiality of the proceedings, and the need to inform any potential witnesses of these requirements. The student will be advised that he or she is expected to cooperate in the investigation of the complaint and that he or she has a right to appear before the Disciplinary Committee to speak in his or her defense. The student is also informed of the potential penalties should he or she be found guilty. An accused student may, but need not, submit a written statement in response to the complaint, and will typically appear at the proceeding.

Both the complainant and the accused student will be informed prior to the hearing of their rights to identify witnesses and documents. Witnesses’ names will be submitted to the ADSAA at least ten days in advance of the first session of the hearing. Rebuttal witnesses, if any, may be
identified and their names forwarded to the ADSAA during the hearing process. The ADSAA will contact witnesses to schedule their appearances and to advise them about procedure and the requirement of confidentiality of the proceedings. Prior to and during the hearing, the ADSAA may grant extensions of time for good reason to either party in order to produce supporting evidence or to appear at a session. At any time after a complaint has been received, but prior to a decision being rendered by the Committee, the parties may agree to settle the matter between themselves with the help of a mediator or the ADSAA.

The Hearing Process

The hearing is held before the Disciplinary Committee, which is composed of (a) three faculty chosen by the ADSAA from among the Faculty Standing Committee for Discipline ("FSCD"), (b) two students chosen by the ADSAA from among the Student Standing Committee for Discipline ("SSCD"); and (c) the ADSAA who serves ex officio in a non-voting capacity. The ADSAA chairs the meeting and provides whatever administrative support the committee needs. A quorum shall consist of four voting members. Before members of the Committee begin their deliberations, the ADSAA may appoint a replacement for any member of the committee who believes him or herself to be biased or to have a conflict of interest. Faculty will be replaced with faculty, students with students, and the ADSAA with an administrator of the ASDAA’s choosing. The hearing may involve one or more sessions, depending on how long it takes to collect, present and evaluate the evidence needed to review the charge of misconduct. Hearings are conducted in a timely fashion, that is, are completed by the end of the semester following the one in which the student received notification of the charge of misconduct. Once the hearing has commenced, the Committee may make any procedural decisions it deems necessary to ensure fairness and to avoid undue delay. It also may look at any evidence it deems relevant and material to the proceedings, and may decide the appropriate weight that should be accorded to any evidence it considers. The Committee determines the admissibility, relevance and materiality of the evidence offered, and may exclude any evidence or witnesses it deems repetitive, irrelevant or disruptive.

At the first session the charge is read and understood by all members of the Committee, and the written complaint discussed by the committee. If the accused has provided a written statement in response to the complaint, that statement also is given to the committee and discussed. The complainant may be asked by the Committee to appear before it to discuss the complaint, and to answer any questions its members may have. The accused student does not have the right to be present at this proceeding and is not privy to committee deliberations. Similarly, the student may be asked by the committee to appear before it to discuss the complaint, and to answer any questions committee members may have, but may choose not to do so. The student may select a member from the Business School community to appear before the committee to speak on his or her behalf in place of the accused. The advocate may not pose questions to the committee members or intervene in the proceedings in any way, and is not privy to committee deliberations. Although the student is free to consult with an attorney, he or she is not permitted to have an attorney present during the disciplinary proceeding or at any appeal.

If the accused chooses not to appear or testify he or she is informed that the Committee will proceed to a decision. The proceeding is not an adversarial courtroom-type proceeding. Rather, the proceeding is intended to educate the members of the Committee so that they may determine the truth of the charges made. There is no verbatim transcript. All deliberations of the Committee are held in private. To find the accused guilty of the charge, the Committee must be persuaded that there is “clear and convincing” evidence that an infraction of the rules for academic or personal conduct has occurred, and must decide by majority vote. The committee also decides on the appropriate sanction if an infraction has occurred.
The decision of the Committee is rendered in a written report and includes the rationale for the decision and any supporting evidence, and the sanction recommended. The decision should in most cases be rendered within ten working days of completion of the hearing.

Sanctions

A decision to impose sanctions requires at least three members of the committee voting in favor of sanctions. Sanctions shall be imposed that are appropriate to the nature and severity of the violations to which they are attached and to the student's general character and behavior as a member of the Business School community. A non-exhaustive list of authorized sanctions includes:

- Warning, a reprimand, which becomes part of the student's official record but is not considered a formal disciplinary action;

- Additional work such as writing extra papers, or accumulating extra credits in order to graduate;

- Probation, with or without conditions such as counseling, which is intended to serve as a serious warning to students whose conduct gives cause for concern. It is hoped that probation will cause the student to return to satisfactory behavior. The student will be relieved from probation if, at the end of a set period of time, satisfactory conduct has been maintained. Failure to meet the conditions of probation is a serious matter, and will ordinarily result in suspension or dismissal;

- Suspension, which requires that the student not register for a period of one or more semesters and is recorded on the student’s permanent transcript;

- Dismissal, an action taken in serious disciplinary cases, which ends a student’s connection with the University and is recorded on the student’s permanent transcript.

A combination of sanctions is also authorized.

Notification

Notification of the Committee's decision and its written report are sent to both the accused and complainant, members of the committee and the Business School’s Dean. The ADSAA also informs the student of the sanction imposed and of his/her right to appeal.

Appeals

An appeal may be submitted by letter to the Faculty Executive Committee within thirty working days of receipt of notification of the sanctions imposed, clearly stating the grounds for appeal. The Executive Committee shall review the record and may consult with the members of the Disciplinary Committee, but shall not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. If the Executive Committee finds that there is new evidence that the Disciplinary Committee did not consider, the Executive Committee may ask the Disciplinary Committee to reconvene to consider the new evidence. The decision of the Executive Committee is final. Both the complainant and accused are advised of the outcome of any appeal in writing, as are members of the Disciplinary Committee.

In the event that the executive committee is unable to meet for a sustained period of time, the Dean will assume the appellate role of the Executive Committee. Any decision rendered by the Dean on an appeal should be reported to the Executive Committee in a timely fashion.
Student Records

Berkeley
Policies regarding student records are subject to the requirements of the 1974 Federal Family Educational Rights and Privacy Act (FERPA - Buckley Amendment), current Health and Human Services regulations, state legislation on applicant records (Stull Bill), and the elements of access rights under California public records legislation. A copy of the Berkeley Campus Policy Governing Disclosure of Information from Student Records is available from the Office of Student Life.

Columbia
Information on Columbia University policies may be found in the ‘FACETS’ publication online at http://www.columbia.edu/cu/facets/.
Program Contact Information

Program Offices
UC Berkeley - Haas School of Business 510-642-3211
2220 Piedmont Avenue Fax: 510-642-0631
440 Student Services Building #1912
Berkeley, CA 94720-1912

Columbia Business School 212-854-2211
Warren Hall Fax: 212-854-8998
1125 Amsterdam Avenue, Room 404
New York, NY 10025

Office Hours
The Program Offices will be open when classes are in session. At all other times, the Offices are open during regular business hours, 9 am to 5 pm Monday through Friday.

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Fax: 510-643-5902

Jennifer Charron,  
Associate Director of Admissions  
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Fax: 510-643-5902

Grace Han  
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phil@haas.berkeley.edu

Columbia
stusup@gsb.columbia.edu  
212-854-2211

Career Services

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mah66@columbia.edu
Columbia EMBA Business Office
Lorin Killian 212-854-8190
Director of Finance and Operations
embabilling@gsb.columbia.edu or ldk2105@columbia.edu

Office of Financial Aid
Marilena Botoulas 212-854-4057
Director, Financial Aid
mb2602@columbia.edu

Business Libraries

Berkeley
Thomas J. Long Business & Economics Library
Website: http://www.lib.berkeley.edu/BUSI/
Receptionist: 510-642-0371
Librarian: 510-642-0400

Columbia
Thomas J. Watson Library of Business & Economics
Website: http://www.columbia.edu/cu/lweb/indiv/business/
Email: business@libraries.cul.columbia.edu
Phone: 212-854-4000

Medical Care

Berkeley
University Health Services
http://www.uhs.berkeley.edu/
2222 Bancroft Way
Berkeley, California
510-642-3188

Campus Crisis Hotline: (510) 642-9494
After Hours: (510) 643-7197

Alta Bates Hospital
Emergency Room
2450 Ashby Avenue
Berkeley, California 94705
510-204-4444

Columbia
University Health Services
Access to Health Services at Columbia is fee based.
http://www.health.columbia.edu
John Jay Hall, 3rd & 4th Floors
Appointments: 212-854-2284

Emergency Care
St. Luke’s Hospital
1111 Amsterdam Avenue at W. 114th Street
New York, NY 10025 212-523-4000

Program Hotels

Berkeley
Durant Hotel 510-845-8981
2600 Durant Ave.
Berkeley, CA 94704
Reservations: Kulia Blick at kblick@jdvhotels.com

New York
Sheraton New York Hotel & Towers 212-581-1000
811 Seventh Avenue
New York, NY 10019
Reservations: Joyce Rose at 212-841-6459 or joyce.rose@starwoodhotels.com
University of California, Berkeley
Office of the Registrar 510-643-7490
Ombudsperson 510-642-5754
Haas School of Business Ombudsperson 510-642-5754
Scholar’s Workstation (computer store) 510-642-8424
Services for International Students and Scholars 510-642-2818
Sexual Harassment, Sexual Assault, and Rape Resources 510-643-5730
Travel Center 510-642-3000
University Health Service Student Insurance 510-642-5700

Columbia University
Office of the Registrar 212-854-4330
Ombudsperson 212-854-1234
Computer Store 212-854-8108
International Students and Scholars Office 212-854-3587
Office of Sexual Misconduct and Education 212-854-1717
University Health Service Student Insurance 212-854-7210