

ACADEMIC POLICIES FOR RESIDENTIAL MASTER'S DEGREE PROGRAMS

The Yale School of Management has rigorous academic standards, designed to help students develop the depth of knowledge and understanding that they will need to be successful leaders. Classroom work is challenging and requires a substantial commitment in time and energy.

The school provides extensive resources to assist students in making the transition to management course work and improving their work in areas of difficulty. Students who fail to maintain the quality standard for their degree programs may be dismissed, subject to appeal, from the program.

ATTENDANCE

Students are expected to attend classes regularly, be on time, and be prepared to contribute to class discussion. If religious observance, illness, or a personal emergency will prevent a student from attending a class, the Academic Affairs and Student Life office should be notified in advance whenever possible. If the circumstances make advance notice impossible, the student should notify the Academic Affairs and Student Life office as soon as possible after the missed class. Such notification must be given within a week of the absence. The student must make arrangements with a classmate to get notes and copies of class handouts.

Students are responsible for all missed course content, assignments, lecture notes, handouts, and other course materials. The due dates of assignments will not routinely be extended even in situations where an absence may be excused. In cases of absence due to a prolonged medical or personal emergency that makes the completion of course work impracticable, or in acute medical or personal emergencies that preclude turning in a completed assignment, students should contact the instructor and dean of students to discuss a reasonable extension of the assignment due date. Assignment extension requests will not be granted in cases where an absence was not excused.

If a student will be out of class for an extended period due to a personal or family emergency or because of illness or a medical issue, the student must first contact the dean of students.

If any circumstance will cause a student to miss more than two weeks of classes within a single term, the student will be directed to take a leave of absence for the term. Students facing a situation that may result in missing more than two weeks of classes should contact the dean of students. See the chapter General Information for more information on Leaves of Absence.

ELECTRONIC DEVICES POLICY

Using cell phones, browsing the Internet, or reading email during class distracts the instructor and classmates and interrupts the learning experience. Cell phones and other

electronic devices are to be turned off during class. Laptops and tablets are not to be used in the classroom unless explicitly permitted by the instructor.

EXAMINATIONS

Students are expected to take all exams at the scheduled time. Exams may be rescheduled with advance permission of the dean of students only in exceptional circumstances such as a religious observance, incapacitating illness, or serious family emergency. Travel arrangements, mild illness, recruiting activity, case competitions, conferences, and any other avoidable conflicts are not acceptable reasons to change an exam time.

If there is a need to change the date or time of an exam, the student is to contact the dean of students before the scheduled exam begins. In case of illness, the student will be required to provide written confirmation from a health care professional on the staff of Yale Health. An alternate exam date will be determined by the dean of students in consultation with the instructor.

INCOMPLETE COURSEWORK

Students are expected to complete all assignments by the deadlines established by the instructor. Marks of Incomplete are rarely approved, and only in cases where incapacitating illness or serious family emergency prevents the student from completing class work on time. A student who anticipates a problem should contact the dean of students before the last day of class. If the dean of students approves an Incomplete, the mark must be converted to a grade no later than sixty days after the date on which grades for the term are due. If no grade has been received by that date, a grade of Fail will be recorded unless an extension is granted by the dean of students.

STUDENT RECORDS

A permanent file is created for each student upon admission to Yale SOM. This file contains the student's application materials, acceptance letter, and registration forms, as well as copies of any additional correspondence with the student. Access to this file is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). When a student graduates, the student's file is transferred to the Yale University Archives for permanent storage. A \$15 fee will be charged if an alumnus/a requests student record retrieval from permanent storage.

Access to Records

Official student records for currently enrolled students are housed in the registrar's office. Under FERPA, student records are accessible to faculty members, deans, and staff members who have a legitimate educational interest in reviewing the records. Students have automatic access to all parts of their own records except confidential recommendations submitted as part of the application for admission.

The following personal information may be released to the public unless a student requests otherwise: name, address, telephone number, dates of attendance, and degrees received. Any student may request that this information be treated confidentially.

Transcripts

Student transcripts are maintained permanently in the registrar's office. From time to time, students may need to supply the official transcript to a potential employer or another third party. An official copy of a Yale SOM transcript will be released only with authorization from the student or alumnus/a through the university registrar's transcript request systems described here at <https://registrar.yale.edu/students/transcript-requests>.