University of Georgia
Executive MBA
Student Guidebook
Terry College of Business
The University of Georgia

https://www.terry.uga.edu/mba/executive

2024-2025

Table of Contents

Introduction and Executive Personal Directory

Chapter 1: Need to Know
- UGA Portal
- UGA Archpass
- UGA Mail
- Immunization
- UGA OneCard
- Health Insurance
- UGA Mobile App and Student Technology
- eLC

Chapter 2: Athena Introduction/Registration
- Tuition and Fees
- Clearing Holds

Chapter 3: Curriculum
- Program Structure
- International Residency
- Graduation Requirements

Chapter 4: Academic Policies
- Academic Honesty
- Disability & Accommodation
- Non-Discrimination and Anti-Harassment
- Leave of Absence
- Monitory and Compliance
- Withdrawals
- Enrollment Status
- Grade Assignment and Reporting
- Dismissal Policy
- Grade Appeals

Chapter 5: Program Standards and Expectations
- DEI
- Tenets of the Code
- Alcohol and Other Drugs Policy
- Classroom Expectations and Information
- Attendance Policy
- Team Creation

Chapter 6: EMBA Student Council
- EMBA Student Council
- EMBA Student Council Bylaws

Chapter 7: Resources

- MBA Student Resource Course in eLC
- International Student Resources
- Student Care & Outreach
- Disability Resource Center
- Student Veteran Resource Center
- UGA Health Center
- UGA Writing Center
- Equal Opportunity Office
- FERPA

Introduction

Welcome to the Executive MBA program at the University of Georgia. We are excited you have chosen to be a member of the class and look forward to guiding you on your MBA journey. As an EMBA student, you hold an important place in the Terry College of Business and this guidebook serves as a primary resource to assist you through the program. EMBAs are often called upon to lead industry projects and strategize business solutions. This program will not only get you a seat at the table – but it will keep you there. With the benefit of small class sizes, you have exponential resources at your fingertips along with a growing network of alumni to help you reach your career goals. Our missions are the pursuit and dissemination of knowledge to educate and inspire future leaders and promote the effective and ethical practice of business. We are committed to providing innovative and market-leading programs that prepare our graduates to be leaders in their organizations and communities. In doing so, we contribute to the intellectual and economic development of our state, nation, and world. As the business school at the nation's first state-chartered university, the Terry College of Business pursues its mission in three central areas: teaching, research, and service. As a student in our Executive MBA Program, our expectation is that you will leverage the resources available to you to help us change the face of business.

Executive Personnel Directory

Administration
Susan Brown
Director, Executive, Professional and Online MBA Programs
susan.brown@uga.edu

Admissions
Rebekah McElwain
Director of Admissions Executive, Professional and Online MBA Programs
404-842-4849
rebekahm@uga.edu

Tamara Humphrey
Associate Director of Admission Executive, Professional and Online MBA Programs
404-841-8195
tamara.humphrey@uga.edu

Ashley Alderman Forgery
Assistant Director of Admissions Executive, Professional and Online MBA Programs
404-467-5124
ashley.forgey@uga.edu

Charmaine James
Associate Director of Admissions Executive, Professional and Online MBA Programs
404-467-5125
Charmaine.james@uga.edu

Executive MBA Operations and Student Services
Lauren Damouni
Associate Director, EMBA Operations
lwd@uga.edu

Stephanie Aubone
Associate Director, Programming & Communications
s.aubone@uga.edu

Greg Armstrong
Academic Affairs Coordinator
garmstro@uga.edu

Career Management Center
Shannon Caldwell
Director
706-614-6568
shannonc@uga.edu

Mikayla Murray
Associate Director
404-842-4859
mikayla.murray@uga.edu

Mallika Andukuri
Assistant Director
Mallika.andukuri@uga.edu

Chapter 1: Need to Know

MyUGA Portal – UGA Student Information Hub that provides instant access to UGA online services.
- MyUGA Portal - http://my.uga.edu
    - UGA Mail
    - Athena
    - eLC

UGA Archpass
ArchPass is UGA's phone-enabled two-step login solution, powered by Duo. It is required for access to several University systems.
https://confluence.eits.uga.edu/display/HDSH/ArchPass%2C+powered+by+Duo
To access a system protected by Arch Pass, users must:
1. Enter their MyID (UGA Email) & password
2. Verify their ID with a phone or tablet enrolled in Duo

UGAMail
The University of Georgia has partnered with Microsoft to provide its students, faculty, and staff with UGAMail. Powered by Microsoft's Office 365, UGAMail features robust online communication capabilities including email and an integrated calendar. Log in using your MyID and password. For assistance with setting up your email, please visit the Enterprise Information Technology Services (EITS) website at: https://eits.uga.edu/

All university communications while in the program will go to your UGA email account. Info on UGA email (including how to access, forward to personal, etc.) https://confluence.eits.uga.edu/display/HK/UGAMail

Immunization Forms
Immunization forms must be completed and turned in to the University of Georgia Student Health Center prior to registering for courses. Students should have all required vaccinations and records forwarded to the Student Health Center prior to Orientation. For more information, please visit the Health Center website at: https://healthcenter.uga.edu/

Verification of Lawful Presence
UGA must verify that you are lawfully present in the United States before allowing you to enroll. If you have already completed and submitted the Free Application for Federal Student Aid (FAFSA) and named UGA as a recipient, then you may not need to take further action. All other students will need to follow instructions as listed on the Graduate School's website: https://www.admissions.uga.edu/apply/vlp/

Pay Fees
Depending upon when you register for classes, there will be a deadline for payment of fees. Missing one of these deadlines may result in late fees and/or cancellation of classes. Billing information is sent to your UGA email account. Your student account is accessible at MyUGA Portal. If you have a graduate assistantship, you may deduct your fees from your paycheck. Contact the Bursar's Office for questions regarding your account.

UGA OneCard
The UGA OneCard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. It is your key to accessing UGA areas at the Atlanta campus. The program will cover the cost of your initial card. Replacement cards are at your expense. To get a replacement card you'll need to go through the OneCard online process. https://tate.uga.edu/ugacard/lost-uga-onecard/

Health Insurance
The University System of Georgia provides eligible students with access to a comprehensive and competitively priced Student Health Insurance Plan (SHIP). Health insurance coverage can assist you with your medical and prescription needs. Please visit the Student Health Insurance website for more information.

NOTE: The University System of Georgia requires certain groups of students to have acceptable health insurance coverage. These groups of students are automatically charged for the mandatory student health plan. For further information regarding these mandated groups of students, visit the Mandatory Student Health Insurance section at https://hr.uga.edu/students/Mandatory_Plan/student_mandatory_plan_home/

UGA Mobile App
The UGA Mobile App is the official mobile app for the University of Georgia, where students, staff, faculty, and visitors can find campus resources and learn more about the University.

Student Technology Guide
Now that you've arrived at the University of Georgia's Terry Executive Education Center, there are plenty of technology tools to make learning, teaching, and working easier. EITS, the central IT department at UGA, has a guide for key technology services for you and a checklist for getting connected.

eLearning Commons http://elc.uga.edu/
eLearning Commons (eLC) is the learning management system for the University. You will be granted access to your courses in eLC the day prior to the first day of class. Students are responsible for accessing eLC for assignments, messages, and class documents as instructed by each professor.

Chapter 2: Athena Introduction/ Registration

EMBA students register for classes in ATHENA.
https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage

ATHENA provides access to class schedules and the course catalog.
Athena is the University of Georgia student information system, in which students may register for classes, visit the Financial Aid website, view course descriptions, and see the current schedule of classes.

Tuition and Fees
To see tuition and fees for the current academic year, go to
http://www.bursar.uga.edu/tuition_fees.html.

- UGA Payment Options https://busfin.uga.edu/bursar/payments_options.pdf

- UGA Tuition Payment Plan https://busfin.uga.edu/bursar/bursar_quick_links/

Accessing Tuition Invoices via your UGA Student Account

Tuition is assessed after officially registering for courses in Athena.
eStatements can be used for reimbursement purposes (download pdf version)
1. Access UGA Student Account in Athena
2. Select Student Tab
3. Select Student Account & Access Student Account – you'll be prompted to re-enter MyID & PW.
4. Got to eStatements or "latest bill" under Statements.
5. Select View - Statement Dates are generated by date of registration.
a. Your latest statement can be printed as a Printable Bill.
b. Print to Adobe PDF
c. Save to Desktop (or preferred location)

Athena Student Account Refund Profile Setup
UGA allows for online viewing and refunding of a student's account for payments and Financial Aid through Touchnet's Student Bill + Payment application. This also allows for refunding directly to the bank account of the student's choice. Only one (1) account can be set up as the Refund account
https://busfin.uga.edu/bursar/athena_refund_profile_setup.pdf

Viewing/Clearing Holds in Athena
1. Go to Athena
2. Login with UGA MyID and password
3. Click Student
4. Click Student & Registration
5. Click Registration
6. Click Prepare for Registration

Immunization Hold Information: Immunization
1. Required Form - https://healthcenter.uga.edu/

2. Send completed form to rhi@uhs.uga.edu – University Health Center or
   via fax to 706-542-4959.
3. Holds are cleared w/24-48 hrs.
4. One Time Immunization Hold Waiver Option
   - If you are having issues obtaining your shot records or awaiting results from your doctor request this option.
   - Email rhi@uhs.uga.edu w/the request and reason why.
   - This will only apply to Fall 2022 registration and no future waivers are considered.

Lawful Presence Verification Hold: VLPI
1. If you are applying for Financial Aid (FAFSA) completion of this application will clear this hold.
2. Send documentation or questions regarding VLP to UGA Graduate Admissions: **gradadm@uga.edu** , **Fax# 706-542-6330 or call 706-542-1739.** Documentation sent via email needs to be 2MB's or smaller

Student Accounts Acknowledgement Hold
1. Log into Athena and click on the Student tab.
2. Click on Student Records
3. Select "Clear Student Accounts Acknowledgement Hold"
4. The term for which the hold must be cleared will appear (example Fall 2022). Hover over this highlighted terms and then click on each.
5. Initial under both instructions, press submit, and you're done!

Incomplete Emergency Contact Hold
1. Login to Athena
2. Click on Personal Information
3. Select: Update Emergency Contacts
4. Submit Changes

Chapter 3: Curriculum

Program Structure and International Residency
The Executive MBA is an 18-month program divided into 10 learning modules delivered through weekend instruction, online learning technology, on-site residences, and an International Residency.

The opening weeklong residency focuses on organizational behavior and honing leadership. You will meet your distinguished peers with whom you will study for the next 18 months.

After the residency, there are seven 9-week modules in Buckhead with the focus on core business knowledge and its practical application. The courses will focus on two main areas:
- Functional areas of the organization and appreciation of how marketing, finance, accounting, operations, and other issues interact to determine organizational effectiveness.
- Strategic thinking, and recognizing the role of innovation, technology, and people in creating and sustaining competitive advantages.

The Executive MBA program also includes an International Residency that directly exposes you to a global business environment through a variety of intense learning experiences over 9 days. Students gain perspective on how business processes are influenced by international economic, cultural, and regulatory environments. The expense of the International Residency is nonrefundable and a required course. The residency includes numerous business visits, cultural tours, group dinners, welcome and farewell receptions, free time to explore the city, receptions, lectures, and time to travel. It does not include the round-trip international airfare, visas when applicable, additional meals, hotel extras (laundry, internet, etc.) or souvenirs.

The closing module is an Executive Capstone Simulation course that brings together all of what you've learned over the past 18 months.

Graduation Requirements for the MBA
MBA students must meet all program requirements to satisfy graduation requirements.

Number of Hours
The total credit hours required for graduation from the MBA program are 48 graduate-level credit hours from courses within the Executive MBA program.

Grade Point Average Requirement
The minimum required grade point average is 3.00, which is the standard set by the Graduate School. Students must earn a grade of C or better in each course that is listed on the Program of Study.

Program of Study Form
A Program of Study form must be completed and included in the application for graduation to the UGA Graduate School. Deadlines for submission and assistance in completing this online form will be provided by the Office of Student Engagement, but it is the student's responsibility to work with the Graduate School to ensure that proper

procedural paperwork is filed by the deadlines set by the Graduate School. Incorporate these deadlines into your working calendar.

Chapter 4: Academic Policies

Formal policies are created and implemented by various committees in the University System of Georgia (USG), including UGA's Graduate School, Terry College, and the EMBA Program to ensure a fair and consistent experience for students. By adhering to the following policies, we unite in the spirit of our collective goals and program culture.

UGA Academic Honesty Policy

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. Academic honesty is defined broadly and simply - the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All members of the University community are responsible for creating and maintaining an honest university, and all must work together to ensure the success of the policy and code of behavior. All members of the university community are responsible for knowing and understanding the policy on academic honesty. The goals of the UGA honesty policy are to:

1. Foster a culture of academic honesty in the university community.
2. Maintain the integrity and academic reputation of the university.
3. Process fairly and consistently matters related to academic dishonesty.

The complete policy is available here: https://honesty.uga.edu/Academic-Honesty-Policy/.

The academic honesty policy is supplemented (not replaced) by an Honor Code which was adopted by the Student Government Association and approved by the University Council May 1, 1997, and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the initial UGA Admissions Application.

Any member of the University community who has personal knowledge of facts relating to an alleged violation of this policy has a responsibility to report that alleged violation to the Office of the Vice President for Instruction as provided in this policy. Required conduct includes, but is not limited to, participating in a discussion with the student believed to have violated the policy and truthfully answering questions and providing documentation of the matter to an Academic Honesty Panel.

While the Academic Honesty Panel determines the consequence of the student's conduct, the EMBA program's recommendation to the panel will be a minimum of one suspension from the program or dismissal from the program.

UGA Policy on Persons with Disabilities

The University of Georgia is committed to its mission of providing equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities. The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal educational opportunity. These laws guide The University of Georgia in its commitment to serve qualified students. Students may register for services at the Disability Resource Center,

located at 114 Clark Howell Hall, 706-542-8719, or visit their website at
http://drc.uga.edu/

Non-Discrimination and Anti-Harassment Policy

The University of Georgia is committed to maintaining a fair and respectful environment for living, work, and study. Every member of the University community is expected to uphold the Non-Discrimination and Anti-Harassment Policy as a matter of mutual respect and fundamental fairness in human relations. Every student, staff, and faculty member of the University has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment and/or employment.

Detailed information regarding The University of Georgia's Non-Discrimination and Anti-Harassment Policy can be found at http://legal.uga.edu/olapol.html.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Executive MBA Program Director and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. *

An approved leave of absence stands in lieu of registering for the minimum credits for each module for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

*Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.

Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum credits for each module for which the leave of absence is granted.

It is the student's responsibility to apply for a leave of absence in a timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid requires enrollment for more credits than the Continuous Enrollment Policy.

A student may apply for a leave of absence before or during any module in which they are not registered for courses. Application for a Leave of Absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the module for which it is requested. A leave of absence will not be granted retroactively after the end of a module.

A student may request a leave of absence for one module, two consecutive modules, or three consecutive modules. There is a 12-month limit for anyone's request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3-module limit for master's students.

Monitoring and Compliance

After the last day of each module, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. The Graduate School will notify suspended students of this action in writing within thirty (30) days of the start of the next module

Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees. Re-admission is not guaranteed and requires approval of the student's former program, (b) pay a re-enrollment fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each non-enrolled module, including summer, up to a maximum of 9 hours.

Students may appeal actions resulting from violation of the Continuous Graduate Enrollment Policy or denial of a requested leave of absence by submitting a request in writing to the Dean of the Graduate School. The appeal should include documentation of unusual and extenuating circumstances that could justify an individual exception to the policy. A negative decision by the Dean of the Graduate School may be appealed to the Administrative Committee of the Graduate Council.

Course Withdrawals

Students considering an individual course withdrawal or withdrawal from all courses should contact their advisor, Greg Armstrong (garmstro@uga.edu), via email prior to any course withdrawal.

It is the responsibility of students to contact other university offices to determine how the decision to withdraw may affect them. Withdrawing may affect a student financially that may include, but is not limited to, financial aid, mandatory repayment of already disbursed funds, partial tuition, etc. Students should contact the offices of UGA Financial Aid & UGA Student Accounts prior to requesting the withdrawal.

- **UGA Student Accounts – https://busfin.uga.edu/bursar/bursar_contact_us/**
- **UGA Financial Aid - https://osfa.uga.edu/about/contact-us/**

Scholarship Recipients: If you are receiving a scholarship from your current program, please note that scholarship funds cannot be applied to courses that were withdrawn.

Additionally, active military, veterans & spouses of veterans who are receiving benefits must notify the Office of Veterans Educational Benefits of any course load reduction.

UGA Veterans Affairs - https://reg.uga.edu/students/veterans/
Email – va@uga.edu

NOTE: The EMBA program is a total-cost program divided into five payments. Tuition is billed per semester, **not per module or class.**

Tuition payment breakdown:
- Fall Term (1st yr.) **Modules 1&2** – Payment 1
- Spring Term (1st yr.) **Module 3&4** – Payment 2
- Summer Term (1st yr.) **Module 5&6** – Payment 3
- Fall Term (2nd yr.) **Modules 7&8** – Payment 4
- Spring Term (2nd yr.) **Modules 9&10**– Payment 5

Additional Withdrawal Information links:
1. https://reg.uga.edu/general-information/calendars/parts-of-term/
2. https://osfa.uga.edu/resources/policies/enrollment-financial-aid/dropping-courses-vs-withdrawing/
3. https://sco.uga.edu/hardship-withdrawals/

Enrollment Status

Students who withdraw from a course should know a reduction in their course load because withdrawal may affect their, financial aid, athletic eligibility, and student status. Students should contact the appropriate office if they have questions about the impact of their withdrawal from a course.

Course Audit Policy

A course may be audited under the following conditions:
- Students must complete a Course Audit Application Form.
- Audited courses do not carry academic credit.
- Students auditing a course must establish eligibility for admission, apply, and are responsible for required course materials.
- Professor/Instructor Approval is required for all audit requests as well as seat availability.
- The Auditor must be a UGA Executive, Online or Professional MBA program Alumnus to be eligible.
- Electives are the only courses eligible for audit requests. Core courses are not eligible to audit.
- Students currently taking courses for credit cannot audit a course during the same timeframe.
- Students who have completed all degree requirements but are only awaiting official degree conferral, can request to audit a course.
- Auditors will not be placed on a team, will not be asked or required to do written

assignments, and if the auditor chooses to do them, they will not be graded by the faculty member.
- The Auditor must comply with the instructors' classroom policy, including attendance and participation. If an Auditor does not meet instructor's expectations, he/she may be terminated as an auditor at any time.
- Auditors will be confirmed into the class only after all students enrolling for credit are confirmed into it, typically 1-2 days prior to the start of the course.
- Students taking the course for credit have priority over auditors. The program reserves the right to remove an auditor when needed to open a seat for a student taking the class for credit.
- The program reserves the right to remove an auditor from a class for administrative or faculty reasons as needed.
- Seat priority is tied to the program from which the applicant graduated, i.e. A PMBA graduate would receive a PMBA course seat over a graduate of the EMBA or OMBA program. Applicants requesting a seat outside of their completed program will be reviewed after applicants who graduated from that program.
- *Auditing permissibility outside of graduating program*:
  - Due to the limited electives offered in the EMBA program, EMBA Alumnus are permitted to audit PMBA electives.
  - OMBA Alumnus are permitted to audit PMBA electives (Note: These classes are held in person at the Atlanta campus)
  - EMBA/ PMBA Alumnus are not permitted to audit OMBA electives
  - PMBA/OMBA Alumnus are not permitted to audit EMBA electives

To request to audit a class contact *Greg Armstrong* garmstro@uga.edu

Grade Assignment
A graduate student who withdraws from a course or is withdrawn by the instructor for excessive absences prior to the midpoint of a module is assigned a grade of W by the instructor. A student who withdraws or is withdrawn for excessive absences after the midpoint of the module (date to be specified in the Schedule of Classes) is assigned a grade of F, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.

Grade Reporting System
The grading scale for graduate students is as follows:

Grade	Scale	Numerical Value
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-	Not accepted as a passing grade; 1.7 on MBA program of study	
D	Not accepted as a passing grade; 1.0 on MBA program of study	
F	Failure	0.0

The W designation indicates that the student was permitted to withdraw from a course while doing unsatisfactory work or withdrew after the midpoint of the grading period. The withdrawal from a course under these circumstances is equivalent to a failure. The symbol W will be assigned for withdrawals after the midpoint of a grading period in cases of hardship. A determination that a hardship exists must be made by the Office of the Vice President for Student Affairs and communicated to the Graduate School.

S/Satisfactory – Not Computed
This grade indicates satisfactory participation in certain required courses. Normally, S grades are given in a limited number of professional, seminar, or graduate-level courses. Credit is included in hours earned. The grade is not included in the grade point average computation.

U/Unsatisfactory – Not Computed
This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three modules may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I grade is not satisfactorily removed after three module, the I grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.

A/S – Not Computed
This symbol indicates that both A-F and S/U grading systems are permitted in a course. Such courses are identified in their course description and are limited in number. The instructor should explain the conditions for the use of both grading systems at the beginning of the course.

If a student does not receive a grade in a course for which the student is enrolled, one of the following designations must be placed on the student's record:

I/Incomplete – Not Computed
This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three modules may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I grade is not satisfactorily removed after three modules, the I grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.

W/Withdrawal – Not Computed
This grade indicates that a student was permitted to withdraw from a course. Withdrawals will not be permitted after the withdrawal deadline of the module (date is specified in the Academic Calendar) except in cases of hardship as determined by the appropriate official. This grade is not included in the grade point average computation.

V/Audit – Not Computed
No credit is given for an audit. Students may not transfer from audit to credit status or vice versa after the closing of the drop/add period of each module.

ER/Error – Not Computed
This symbol indicates an error in reporting. If not removed after one module the ER becomes a grade of W. Upon receiving a grade of ER, the student should consult with the course instructor.

Academic Probation Policy
Students of the Terry EMBA program and The University of Georgia Graduate School may be dismissed by their program at the end of any module if they have not made sufficient academic progress to warrant continuance of study.

The EMBA program defines sufficient academic progress to warrant continuance of study below in its Satisfactory Progress Policy. Executive MBAs must earn at least 48 credit hours with a letter grade of C or above (fall, spring, summer). Grades below C or Incompletes do not count as earned credit hours.

If the student has been placed on academic probation for any reason for one term, received written communication from the EMBA program concerning insufficient academic progress, and does not meet the standards outlined above, the EMBA program reserves the right to prevent the student from enrollment in future terms and to formally dismiss the student from the EMBA program.

Dismissal Policy
The University of Georgia Graduate School maintains the official graduate policy regarding the dismissal of a student from their program of study. Students may be dismissed from the EMBA program by the Graduate School at the end of any module if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow the policies and procedures adopted by the Terry Executive MBA program and will be reported to the UGA Graduate School.

Dismissal of graduate students will follow policies and procedures adopted by the program. The program must immediately notify the Graduate School of a dismissal. A program may dismiss a student for:
- Failure to pass comprehensive or other required examinations
- Inadequate academic progress
- Failure to meet program requirements (academic, professional)
- Failure to adhere to the honor code
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical (professional) standards

Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA. Dismissal by a program may be appealed to the Dean of the Graduate School after all avenues of appeal have been exhausted at the school or college level. This should be completed within 30 calendar days of the decision at the previous level.

If a student is dismissed by a program, they may reapply to the Graduate School for admission to the same graduate program or a different degree-granting unit, unless the dismissal was triggered by:

- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical (professional) standards in program's handbook (or professional society)

Graduate School Dismissal. Students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding module until the cumulative graduate GPA is 3.0 or above. If they have a grade below a 3.0 semester, graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and W will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the module in which the conversion takes place, even if the student is not registered for the module in which it converted.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. Contact gradassociatedean@uga.edu for more information.

Grade Appeals

Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the department in which the course is housed, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision by the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee. To contact the Educational Affairs Committee, please email ovpiappeals@uga.edu.

Chapter 5: Program Standards & Expectations

DEI Statement
The Terry College of Business is committed to promoting an inclusive learning and working environment among its students, faculty, and staff. This class welcomes the open exchange of ideas and values freedom of thought and expression and provides a professional environment that recognizes the inherent worth of every person. It aims to foster dignity, understanding, and mutual respect among all individuals in the class.

Tenets of the Code
Respect: Students are expected to demonstrate due regard for the rights, beliefs, time, and traditions of all parties and behave in a thoughtful and courteous manner. All communication and demeanor with faculty, staff members, classmates, employers, and all other campus constituents shall abide by the policies and standards outlined in the Terry College's commitment to fostering awelcoming and inclusive learning and working environment while promoting dignity and respect to all parties. This expectation extends to appropriate preparation for scheduled meetings, punctuality, polite manners, and regular class attendance and participation.

Integrity: The EMBA program expects honesty in all interactions and communications. The integrity tenet incorporates all guidelines outlined above in the UGA Academic Honesty Policy section.

Professionalism: Professionalism is the practice of integrity and respect in all interactions. It is viewed as the gold standard in behavior that demonstrates a student's level of competence and skills. This includes punctuality, appropriate attire, demeanor, awareness of audience, respectful behavior, and timely communication in all interactions whether on or off campus.

Violation of Code of Professional Conduct
Failure to abide by this Code of Professional Conduct is considered a breach of responsibilities to the EMBA Program, the Terry College, and the University of Georgia. The consequences for violating the code of conduct can range from a warning to dismissal from the program. The consequences exist to reinforce to internal and external constituents the Program's commitment to high standards of ethical conduct.

Student Code of Conduct
The Code of Conduct has been developed by the Office of Student Conduct to provide students with expectations for behavior that upholds the principles outlined in the Pillars of the Arch. Detail information on the UGA Code of Conduct can be found here:
https://studentaffairs.uga.edu/policies-and-code-of-conduct/

Policy on Alcohol and Other Drugs
The abuse and misuse of alcohol and other drugs by members of the UGA community are incompatible with the goals and mission of the institution. To further the University's commitment to providing a healthy and thriving educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University has established the following policy on alcohol and other drugs. This Policy on Alcohol and Other Drugs can also be viewed here and at safeandsecure.uga.edu

Classroom Expectations and Information

Dress

Generally, students dress in business or smart casual for class, guest lectures, presentations, and/or on-campus events. On UGA game days, game day attire is acceptable within the guidelines below.

Clothing should be crisp, neat, pressed and never wrinkled, to project a professional, *business*-like image. Torn, dirty, or frayed *clothing* is unacceptable.

Business/ Smart casual

Business casual combines elements of business professional and smart casual to create a tailored, put-together look.

Examples of business casual clothing:

- Jackets
- Dress pants or khaki pants
- Button-down shirts
- Polo shirts
- Skirts or dresses
- Sweaters
- Sports jacket/Vests
- Ties
- Dress shoes or boots

Smart casual is difficult to define. In this case, it is easier to provide **clothing items to avoid when dressing smart casual**:

- Athletic wear
- Shorts
- Miniskirts
- Sundresses
- Sweatshirts
- T-shirts, Tank tops
- Athletic Sneakers
- Flip flops

Tardiness

EMBA students are expected to arrive for classes, events, team meetings, and appointments on time and ready to contribute. Professors may choose to decrease the grade of students with excessive tardiness as outlined in the syllabus.

Attendance Policy

Student attendance for all class sessions is considered one of the most important factors in achieving the educational goals of the Executive and Professional MBA programs. Class sessions represent unique opportunities for students to learn from instructors through lectures and student questions, and to learn from classmates through active discussion. The programs

therefore expect that students will attend all classes throughout the length of the programs. However, the programs acknowledge that work and life responsibilities create challenges for students to manage conflicts with class time, and that occasionally student absences may be unavoidable. The following provides guidelines on the programs' standards for student attendance.

Each faculty member has an individual attendance policy and expectations on attendance may vary. Instructors are responsible for communicating the details to students and enforcing the policy.

- If a student must miss class, he/she should communicate this absence via email to the instructor prior to the beginning of class. Instructors will regularly take attendance and note any absent students. Students are responsible for notifying his/her professor of an absence, as well as taking necessary measures to make up the missed material.

- Performance and grading may be affected by a lack of attendance, depending on the individual faculty member's policy.

- If a student has **more than one absence** in a course, the instructor reserves the right to lower students' final grade by one full letter grade (e.g., from an A to a B).

- If a student has **more than two absences in a course**, the instructor reserves the right to administratively withdraw the student from the course or if past the applicable deadline, to issue a failing grade. A failed core course must be retaken later as it is part of the program course of study.

- When a Saturday is a full day of the same class and thus counts as 2 class sessions, missing half of a Saturday is considered 1 absence and missing a full Saturday is considered 2 absences.

Please also note that many faculty members have a class participation policy. Attending class does not automatically count toward participation.

As a final reminder, we remain in-person programs. We do not actively record classes or offer virtual options.

Attending Non-registered Classes- Students who are not officially enrolled in a class by the registration deadline will not be permitted to attend or participate in any class activities, including online assignments, exams, and homework submissions. This policy also applies to students who have been dropped from classes due to non-payment. Although students can be administratively registered after the registration deadline and/or reconcile their student account for nonpayment, the acceptance and grading of late work and application of absence penalties will be at the discretion of the faculty. Additionally, students are not permitted to attend a different section of the class than the one in which they are enrolled.

Class Recordings
Unless a contradictory policy is announced in a particular course, electronic recording of class discussions is not permitted without the express and written permission of the instructor or without a disability accommodation approved by UGA's Disability Resource Center. Students given permission to record a class will be required to sign an Agreement for Use of Electronic Recordings**.**

Class Participation

Class participation and group participation is encouraged in EMBA classes when appropriate to the content of the course. However, talking during class and disrupting the learning environment of other students is unacceptable. Students talking excessively and disrupting others may be asked to leave the classroom and disciplinary action may be taken.

Class Times
- Friday 8:00 a.m. – 4:00 p.m.
- Saturday 8:00 a.m. – 4:00 p.m.

Lunch is included both days from 11:30 a.m. – 12: 30 p.m.

Parking Permits and Parking Card

Parking permits are not required. The program will provide each student with one parking card to be used for the Live Oak Parking Deck on Kingsboro Road. If lost, replacement cards are at your own expense.

Terry Executive Education Center (TEEC)

Live Oak Square
3475 Lenox Road NE
Atlanta, GA 30326

The main entrance (lobby) of the building is located on the fourth level of the parking garage. This is a public parking garage shared by the businesses in our building as well as the Bucket Shop. As always in a public parking garage or lot, be vigilant about not leaving valuables in the car (particularly in sight), lock your car doors, and be aware of your surroundings.

Professional Headshot

The EMBA program provides each student the option to have their professional headshot taken by the Terry College of Business Office of Marketing approved photographer. These photos will be used for the class viewbook and at the student's discretion. To meet UGA photograph requirement standards, no substitution or altercation photos will be accepted in the viewbook.

Team Creation

Teams are formed during Welcome Weekend and are purposefully built to pair you with people who are different from you. Students will work in teams in various ways. Prior to the start of Module 5, the program will reshuffle teams within the cohort. The students will transition to their 2nd team at the start of Module 5, where they will stay until the end of Module 9, with the exception of Module 6. During Module 6, students will take electives and teams for the elective classes will be formed based on faculty preference. For the final Capstone Module, teams will again be reformed according to faculty preference. By working in new teams, it allows you to expand your network and challenges you to adapt to new team dynamics.
Below are Frequently Asked Team Questions

- **What happens if I no longer want to work on the same team?**
  Students can negotiate team swaps within their cohort. If you join a new team, you are required to notify the program of the change.

- **What if a problem arises with a member and the overall group no longer wants that member on the team?**
  The program will not force a team to work with a member they no longer feel is contributing equally to the team. A team can move on without a team member. Teams who drop a member are required to notify the program of the change.
- **My team no longer wants to work with me, what should I do?**
  If your team chooses to no longer work with you, it is your responsibility to find another team within your cohort. Once you find a new team, you are required to notify the program.
- **Can we add new members to our team? Is there a team member limit?**
  Teams can add members; however, teams should not exceed 5 members and/or be less than 3 members. For any team additions, you are required to notify the program.
- **Who do I notify about changes?**
  Email Lauren Damouni, lwd@uga.edu

Chapter 6: Executive Student Council

Executive MBA Student Council

As an EMBA Student Council member, each student will serve as leaders and advocates for the mission of the Terry College School of Business. Your contribution of ideas will help us identify opportunities for growth in the Executive MBA program. The goal of the EMBA Student Council is to improve engagement, connectedness, communication, and positive influence across the cohort.

The program is looking for a maximum of 15% of the class including a President, Vice President, and Treasurer with a minimum of 10% of the class. If failure to meet the required minimum number of participants, the class will not have an EMBA Student Council for the year. The council members' duties would include

- Meet quarterly amongst the EMBA Student Council
- Provide valuable program feedback
- Increase communication regarding EMBA Student Council updates among classmates via email and in-class announcements
- Help identify and recruit class volunteers for special events
- Serve as a representative for some admission events

Requirements
- Applicants must be in good academic standing and ahere to the academic honesty policy
- Applicant must abide by the bylaws during their tenure
- Applicants must have a genuine desire to elevate the EMBA program
- Applicants must currently be in a team of three or more students
- Applicants must fill out the Qualtrics link that includes a brief statement of interest

Students participating in the EMBA Student Council must be in good academic standing at the time of the **application process and throughout the program.**

Good academic standing is defined as a 3.0 GPA or higher, currently not under a violation investigation, no academic probation or warning, no academic dishonesty sanctions and/or violations, and no code of conduct sanctions and/or violations. Students who admit guilt and

/or have been found guilty and issued sanctions for violating the honor code and /or code of conduct <u>prior to the application</u> process are ineligible to participate in the student council. Students who admit guilt and /or have been found guilty and issued sanctions for violating the honor code and /or code of conduct <u>after the application process</u> will be withdrawn as participant.

> *Note: Sanctions may include but are not limited to warning, reprimand, grade penalty, re-do of assignment(s) and/ or exam(s), repeat of course, removal or withdrawal from the course, probation, suspension, dismissal from the program, expulsion, or any combination of the above.*
> https://honesty.uga.edu/Academic-Honesty-Policy/Frequently-Asked-Questions/

Executive MBA Student Council Bylaws

Article I: Name and Purpose
Name: The name of this organization shall be the University of Georgia, Terry College of Business Executive MBA Student Council, hereinafter referred to as the "EMBA Student Council."
Purpose: The purpose of the EMBA Student Council is to represent and advocate for the interests of the student body, promote student engagement, identify opportunities for growth in the
Executive MBA program and facilitate communication between students and the university administration.

Article II: Membership
Composition: The EMBA Student Council shall consist of elected representatives from the current EMBA cohort, as well as appointed members.
Eligibility: All registered students of the Executive MBA Program who are in good academic standing are eligible for candidacy and membership upon review of applications and interviews. To be considered, the student must be an active team member of a team of 3+ people in their cohort.
Dismissal: The administration of the Executive MBA program reserves the right to dismiss a member from the EMBA Student Council at any juncture during their tenure. Dismissal from the Student Council can result from, but is not limited to conduct that intentionally or recklessly provokes a disturbance to peers, faculty, and/or program administration, academic probation and/or dishonesty, lack of participation in the EMBA Student Council, not abiding by the Student Code of Conduct, etc.

Article III: Officers
Executive Committee: The officers of the Council shall include a President, Vice President, and Treasurer, collectively forming the Executive Committee.
Duties: Officers shall be responsible for the meetings and operations of the EMBA Student Council and shall represent the Student Council in various capacities.

Article IV: Elections
Timing: Elections for EMBA Student Council positions shall be held annually during the second year of the applicant's EMBA Program in the Spring.
Nomination and Voting: The Executive Committee shall serve as a search committee for the incoming Student Council. Procedures for nomination, campaigning, and voting shall be determined by the current Executive Committee. In the event, that there is not a current EMBA Executive Committee the voting shall be done by the administration. The Executive Committee

for the new term will be elected by the Executive MBA program administration. Recommendations from the existing Executive Committee will be accepted by the administration.

Article V: Meetings

Meetings: The EMBA Student Council shall hold at least one virtual meeting per module during the academic year. The Executive Committee is responsible for setting the meeting date and time and creating and providing a video link. Administration will be available to join meetings upon request of the EMBA Student Council. Meeting minutes are required and are to be provided for all meetings by the council to program administration within 3 days of the meeting.

Article VI: Finances

Funding: The EMBA Student Council will receive funding from the Executive MBA program and shall manage its finances in accordance with state, university, and program administration policies.

Budget: The EMBA Student Council will be given their budget by the EMBA program administration each fiscal year. The Treasurer is responsible for keeping track of the budget in partnership with the EMBA program administration.

Budget Allocation: The EMBA Student Council budget shall only be used for Executive MBA program-related events that serve the entire student body and are in accordance with state, university, and program administration policies. Specific use of budgeted funds must be approved in advance by the EMBA program administration. Students are not allowed to contract for services – the contracting must be done by the program administration.

Approved Vendors: A Student Council member cannot hire and/or sign contracts on behalf of the University. All vendors must be approved by the Executive MBA staff and Terry College of Business.

Article VII: Amendments

Proposal: Amendments to these bylaws may be proposed by any EMBA Student Council member.

Approval: Proposed amendments shall be approved by the Executive MBA administration.

Article VIII: Dissolution

Procedure: In the event of dissolution, any remaining funds or assets shall be transferred to the EMBA program budget.

Article IX: Ratification

Ratification: These bylaws shall be ratified by the Executive MBA administration.

Executive MBA Student Council Bylaws are subject to change.

UNIVERSITY OF
GEORGIA

Chapter 7: Resources

MBA Student Resource Course in eLC
As you enter the program, you will be added to the EMBA Program Hub located in the Electronic Learning Commons (eLC). Along with your academic courses, this resource serves as a method to stay engaged with our office through course announcements and houses many campus-wide resources opportunities to better support you during your time in the program. This resource is a one-stop shop for you to stay fully connected with our office besides stopping in to see us!

UGA Libraries: *Homepage: http://www.libs.uga.edu*
UGA has the largest library in the state, with 4.6 million books, and access to thousands of journals. All print resources at any state school in Georgia are available to UGA students through online request, as well. Library buildings on campus include:

- **Main Library on North Campus**: humanities, social sciences, business, and Digi Lab;
- **Science Library on South Campus**: science, technology, agriculture, and Maker's Space.
- **Miller Learning Center**: online library resources and recording studio.
- **Special Collections Library**: rare books, manuscripts, media archives, and many exhibits.

For college-level research projects and papers, your instructors will expect you to use *published scholarly* resources and *critically evaluate* all sources.

Your MyID and password will grant access to all our databases, e-books, and library accounts online, from anywhere.

For more questions, contact John Prechtel, prechtel@uga.edu or 706 542-3472.

For more information:
http://guides.libs.uga.edu/terrybuckhead

Computer Requirements
EMBA students are required to own a laptop computer. You will need the most recent version of Microsoft Office. Students can install Microsoft Office 365 ProPlus for free through the Student Advantage program. See the Laptop Recommendations page, https://terry.uga.edu/academics/policies/computersfor links to the most affordable Office Suite options. Students are eligible for extremely reduced pricing, so please take advantage of these offers. You will not need Microsoft Access for class use. There may be additional software that will be provided for you to install in some classes, so you will need to make sure that you have available hard drive space.

On Campus Computing Resource
As an EMBA student at Terry, you have access to various computing resources, including:
UGA EITS – http://eits.uga.edu, 706.542.3106, helpdesk@uga.edu

Enterprise Information Technology Services (EITS) is the University of Georgia's central IT organization. They provide computing resources to the entire UGA community, including email, web space, and help desk services for students, staff, and faculty.

Web Links of Interest to Terry College of Business Students

Terry College of Business	http://terry.uga.edu
Terry MBA Website	http://terry.uga.edu/mba
UGA eLearning Commons	http://elc.uga.edu
Terry College Faculty and Staff Directory	http://terry.uga.edu/directory
University of Georgia	http://uga.edu/
UGA Master Calendar	http://calendar.uga.edu
UGA Academic Calendar	http://reg.uga.edu/calendars
UGAMail	http://ugamail.uga.edu
UGA Library System	http://www.libs.uga.edu

(Gateway to online databases, journals, library catalog, and library services)

EITS   http://eits.uga.edu
UGA MyID   http://my.uga.edu
UGA Computer Security and Ethics
http://eits.uga.edu/access_and_security/infosec/protect_your_computer

Computer Security Requirements

Keeping your laptop **safe and secure** ensures not only that you have a stable platform to rely on, but also that you help protect others on the Terry and UGA network. Terry OIT will be happy to consult with you if you have any questions about keeping your laptop secure. EITS reserves the right to block any machine from the network if it is infected with a Trojan or other virus. Don't let this happen to you!

UGA Computer Use Policy Statement:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup

Very important: You will be held accountable for understanding this policy regarding the responsible use of computers at UGA.

Antivirus Software
Any machine that connects to a University of Georgia or Terry College network is required to have antivirus software running with up-to-date definitions. If you do not already have anti-virus on your machine, UGA's EITS suggests installing Microsoft Security. You may want to install a strong anti-spyware tool like Ad-Aware, SpyBot, Malwarebytes or SuperAntiSpyware.

Best Practices to Keep your Machine Secure
- Windows Updates: Run this often if you do not choose to set it to run automatically. Automatic updates are strongly recommended.
- Office Updates: Check for these often – more often if you are using Outlook for email.
- Say NO to Freeware: Be VERY careful in what you choose to download and install. Often innocuous-looking software can install spyware or open security holes in your machine without your knowledge.

- - Say NO to most free file-sharing software: This type of software is illegal, unethical, against UGA's Computer Use Policy and can cause multiple problems on your machine.

Terry OIT and UGA's EITS reserves the right not to support any machine running illegal sharing software and to restrict access to the network for any machine broadcasting spyware or other disruptive services.

Spam and Phishing Emails
Be aware the University does receive spam and phishing emails. Any suspicious email can be forwarded to abuse@uga.edu to report the scam.

Wireless Network Information
You can gain access to the wireless network by authenticating via your UGA MyID and password.

Student Care & Outreach
The mission of Student Care & Outreach is to coordinate care and assistance for all students, undergraduate and graduate, who experience complex, hardship, or unforeseen circumstances by providing individualized assistance and tailored inventions. More information found at: https://sco.uga.edu/.

Disability Resource Center
The Disability Resource Center's primary commitment is to assist the University of Georgia in educating and serving students with disabilities who qualify for admissions. Their mission is to ensure equal educational opportunities as required by the ADA and other legislation. The DRC strives to promote a welcoming academic, physical, and social environment for students with disabilities at UGA.

The Disability Resource Center assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. The Disability Resource Center, DRC, coordinates and provides a variety of academic and support services to students. Our mission is to promote equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities at the University of Georgia.
If you are a new or current student seeking services at the Disability Resource Center (DRC), we look forward to meeting with you! On the DRC website, www.drc.ugs.edu, you will find information about the accommodations and services we coordinate for UGA students who have disabilities. The site will give you a picture of who we are and our programs and services. You can register with the DRC at any time, although we encourage students to submit their information as early as possible. Once everything is submitted, the process to evaluate the application can take around 1-4 weeks, so the earlier you submit the application, the earlier we can begin that process. All information provided to the DRC is confidential. More information can be found here: https://drc.uga.edu/.

Student Veteran Resource Center
Founded in spring 2013, the Student Veterans Resource Center (SVRC) serves as a central location for information about the university's services for student veterans while also offering support and advocacy.

The center's strength lies in its established relationships with almost every office at UGA and with many service organizations across the region. The SVRC markets these services while keeping student veterans informed through weekly communications.

SVRC provides a convenient point of contact for student veterans, a service desk staffed by veterans, an evolving network of partnerships working to improve services and programs, a comfortable lounge, and a community for student veterans. A range of diverse opportunities enables student veterans to meaningfully engage with the University and the surrounding community. More information found at: https://svrc.uga.edu/.

- VA Certifying Official/ Benefits https://reg.uga.edu/students/veterans/

Mental Health Resources
If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit https://sco.uga.edu/
They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

UGA has several resources for a student seeking mental health services or crisis support https://www.uhs.uga.edu/bewelluga/bewelluga
https://www.uhs.uga.edu/info/emergencies

If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (https://www.uhs.uga.edu/bewelluga/bewelluga) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

Counseling and Psychiatric Services (CAPS) is your go-to, on-campus resource for emotional, social and behavioral-health support: https://caps.uga.edu/, TAO Online Support (https://caps.uga.edu/tao/), 24/7 support at 706-542-2273. For crisis support: https://healthcenter.uga.edu/emergencies/.

Additional resources can be accessed through the UGA App.

- Counseling and Psychiatric Services (CAPS)
  CAPS is located on the 2nd floor of the Health Center and is dedicated to student mental health and well-being. CAPS offers:
    - Short-term individual counseling
    - Group Counseling
    - Free workshops (BeWellUGA)
    - Consultation to student leaders, faculty, and staff
    - Psychiatric services- to monitor medications
    - Crisis intervention
    - Referral assistance to other providers, both on campus and in the local community.
  We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information about CAPS services, please call 706-542-2273 or see our website www.uhs.uga.edu/caps.
  For after-hours emergencies call 706-542-2200 (UGA police) and ask for the on-call clinician.

- UGA campus has several resources for a student seeking [mental health services](#) and/or [crisis support](#) .

FERPA
The University of Georgia is legally and ethically obligated to protect the confidentiality of students' records. The Office of the Registrar provides several resources to help faculty and staff learn about student privacy rights and responsibilities under the Family Educational Rights and Privacy Act (FERPA).

Directory Information (Public Information) is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. As per guidelines provided by the FERPA Compliance Office, UGA defines the following as Directory Information:

- Student's Name
- Phone number(s)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Dates of UGA attendance
- Thesis/Dissertation title and Faculty Mentor
- UGA Photograph

- Address(es)
- Email address(es)
- Major fields of study
- Most recent previous educational institution attended
- Height/weight of athletic team members
- Employment title and contact information

Under the Georgia Open Records Act, UGA is required to release directory information as requested.

The Executive MBA Handbook is emailed to all students via their UGA email and upon enrollment students are considered to be acknowledging the code of conduct and receipt of the handbook.