



Weill Cornell
Medicine



Johnson
Cornell
SC Johnson College of Business

Executive MBA/MS in Healthcare Leadership

Program Policies and Procedures

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Introduction

This document contains information concerning the policies of the Executive MBA/MS in Healthcare Leadership Program. It is the responsibility of all students to read and understand this entire document.

Students in the Executive MBA/MS in Healthcare Leadership Program are enrolled at both Johnson Graduate School of Management and Weill Cornell Graduate School and are therefore subject to the policies, regulations, and requirements of both institutions.

Communications regarding academic matters pertaining to the Executive MBA/MS in Healthcare Leadership should be directed to:

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Executive MBA/MS in Healthcare Leadership
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Program Academic Standards & Regulations

A. Course Requirements

Each candidate for the EMBA/MS in Healthcare Leadership Program must successfully complete all of the required courses for the dual degree. Credit is granted for each course towards the academic requirements of both institutions. A total of 60 *credit hours* are required for a student to receive the degree.

B. Academic Standards and Regulations

All students in the Program are subject to the academic standards and regulations shown below. In the case where a student violates any one of these standards and regulations, that student may be asked to withdraw from the Program. However, the specific decision regarding the consequences or sanctions for violating any of these academic standards and regulations rests with the Program's Academic Oversight Committee (AOC):

- (a) Students must maintain an overall grade point average (GPA) of 3.0. Grades of INCOMPLETE (INC) or NO GRADE RECEIVED (NGR) count as F in the calculation of the averages described above.
- (b) Students may not receive a final course grade of less than D- on any course.
- (d) Students are expected to attend all class sessions. A student cannot miss more than 25% of the class sessions of any course. Please review the detailed attendance policy on page 7.

It is each student's responsibility to inform the Director at the earliest possible date of any medical, learning disability, or other challenge that may impede his or her ability to meet the academic standards of the Program.

Academic Decisions & Appeals

A. Academic Oversight Committee (AOC)

The responsibility of applying the Program's academic standards and regulations belongs to the AOC. The AOC is comprised of three members each from Johnson and Weill.

B. Review of Academic Performance

Any student who has violated an academic regulation of the Program is deemed to be in "academic jeopardy." When this situation occurs, the following process is followed:

- (a) The student is informed by the AOC that he or she is in violation of the Program's academic standards and regulations.
- (b) The AOC meets to conduct an initial review, the outcome of which is a description of the action the AOC is contemplating.
- (c) A letter is then sent to the student outlining the actions the AOC is contemplating with respect to the violation. Should the student wish to receive a hearing by the AOC, he or she may do so and may have witnesses with pertinent information, and/or a faculty member acting as an advisor attend the hearing. The letter will provide the student with a date by which the student must notify the AOC of his or her intention to request a hearing. A student who does not respond to the letter by such date will be deemed to have waived his or her rights to a hearing. The AOC will then proceed to make a final decision with respect to the matter in accordance with the process outlined in (d) below. If the AOC is notified by the student that he or she requests a hearing, the AOC will set a date for the hearing. The hearing shall be conducted within three weeks after the day that the AOC receives the notification from the student. A student who elects not to receive a hearing may submit written submissions from witnesses and/or a faculty member acting as an advisor within three weeks after the date that the AOC receives notification from the student.
- (d) Upon: (i) the completion of the hearing; (ii) the receipt of written submissions if the student elects not receive a hearing by the AOC; (iii) the receipt by the AOC of notification that the student agrees with the proposed course of action, terms and conditions set out in the letter; (iv) the failure of the student to respond by the date specified in the letter, the AOC will exercise one (1) of the following options by majority vote:
 - (i) Approve the course of action, terms and conditions set out in the letter.
 - (ii) Specify conditions under which the student is permitted to continue in the Program.
 - (iii) Take the formal action to withdraw the student from the Program. This action ends the student's registration as a student at both institutions. This action is taken when the AOC deems the student

incapable of satisfactory completion of the EMBA/MS degree requirements.

Grading Policies

A. Approaches to Grading

Each faculty establishes the evaluation criteria and grading scheme for his or her course. This is explained by the faculty at the start of his/her course and is also normally described in the syllabus.

The expected average grade for a required course is 3.35. In determining the final course grades, faculty will use a course-specific internal grading process that is unique to a single course and cannot be generalized to other courses. For example, the internal score of 81 in one course may lead to a different final grade (and associated letter grade) than the same raw, internal score in a different course.

B. Reporting of Final Grades

The table shown below summarizes the letter to grade point average conversion for courses you will take across the entire dual degree program:

<i>Letter Grades and Grade Points as are shown on transcript</i>	
Letter Grade	Grade Points
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

C. Missed or Failed Courses

Students in EMBA/MS Program who miss or fail a course must replace that course to graduate and receive a diploma. Students who have missed or failed a course must work with the AOC in order to receive permission to take an equivalent graduate course at another accredited institution. The course must be approved in advance by the AOC and must carry the same or more credits as the missed/failed course. The Committee may impose a minimal grade requirement for the course to be taken. Tuition for a course taken at another institution is the responsibility of the student.

Academic Integrity and Student Responsibilities

A. Attendance

Advance notice of an excused absence from a scheduled class or activity is to be made by the student in writing (e-mail is required) to the Director, faculty for the course, and his/her team. The administration recognizes that emergent absences due to illness, personal emergency, or family emergency are not under the control of students and that it may be impossible for students to notify in writing prior to being absent for these reasons. Nevertheless, it is the responsibility of the student to notify all parties as soon as possible when these events occur.

When a student does not attend a required session and has not provided any notice or explanation of the absence, the student is in violation of the standards of conduct required by the Program. Such absences will result in sanctions that may include, but are not limited to, receiving a zero grade for the activity missed, receiving a marginal grade in the course, or if serious, receiving a failing grade in the course.

Students are responsible for acquiring any information missed or for making up any assignments that were not completed due to his/her absence. It is up to the discretion of the administration and faculty to administer make-up examinations, equivalent or extra sessions to accommodate voluntary unexcused absences.

Please note that a student cannot miss more than 25% of the class sessions of any course. In case of ongoing or multiple absences, the student may fail the course and be referred to the AOC.

B. Recording Policy

Some courses during the Program may be recorded based on the content of the course and at the discretion of the faculty/administration. Classroom recordings are not meant to substitute for in-class attendance and learning. For courses that are recorded, videos will be available to stream (not download) via Blackboard to students enrolled in the course ONLY. Students are not permitted to: (i) reproduce or distribute classroom recordings, (ii) record or capture lectures on their personal devices, and (iii) use video- or audio-conferencing technology during class.

C. Academic Integrity

Students are expected to uphold the high level of academic integrity and ethical standards present within the Johnson and Weill communities. Plagiarism is a serious offense and will not be taken lightly.

The following are examples of conduct that is not suitable for students within the Program and could lead to disciplinary action by the AOC:

1. knowingly or carelessly representing the work of others as one's own
2. using or giving unauthorized assistance in any academic work
3. restricting the use of study materials in a manner prejudicial to the interest of other students
4. using any external sources or assistance, whatsoever, including the internet, when it has not been specifically authorized by the faculty
5. purposely misleading or giving false information to another student
6. being repeatedly absent from a required course
7. committing a breach of academic and/or professional integrity
8. committing an act of physical abuse or violence of any kind

Other Academic Policies

A. Withdrawals and Re-admission

A student who withdraws from the Program, whether voluntarily or as a result of a program mandated requirement to withdraw, is no longer considered to be an enrolled student of either Cornell University or Weill Cornell Graduate School. Following withdrawal from the Program, former students may apply for re-admission at a future date if they wish. It is important to note that prior admission to the Program is not a guarantee of future re-admission. To initiate an application for re-admission, former students must submit all documents and materials required by the admissions process in place at the time of their application for re-admission. Re-admission decisions tied to a prior program mandated requirement to withdraw rests within the AOC. In some cases, a student who withdrew as the result of a AOC related action will be re-admitted on probation. Students who withdraw while under probation will continue on probation if they are re-admitted to the Program. To begin the withdrawal process, please contact Shivani Dhir, Director.

Students who withdraw from the Program will be charged tuition from the first day of the current term to the effective date of the withdrawal as reported to and recorded by the Director. Below is a table that breaks down what percentage of refund you may be able to receive.

WEEKS	CHARGES %	REFUND %
1	0	100
2	10	90
3	20	80
4	30	70
5	40	60
6	50	50
7	60	40
8	80	20
9+	100	0

B. Probation

The consequences for students who violate Program academic standards and regulations are explained above and in other documents (below) from both institutions. All such violations will be reviewed by the AOC. Probationary standing is imposed by the AOC and is normally accompanied by a performance contract, or a set of expectations that must be met. Probationary status continues until the AOC determines that the terms and conditions of the contract or the expectations have been met. Failure to meet the terms and conditions of the contract or expectations normally leads to the student's required withdrawal from the Program.

D. Assignments and Examinations

Student evaluation for all courses within the Program is determined by the course faculty. Accordingly, faculty may employ evaluation devices such as assignments, projects, presentations, participation or examinations in any course at any point within the Program. Faculty normally inform students of the specific form and timing of the evaluation devices for a particular course at the start of that course.

During in-class examinations, no student may use, give, or receive any assistance or information not given in the examination or by the proctor. No student may take an examination for another student. Between the time a take-home examination is distributed and the time it is submitted by a student for grading, the student may not consult with any persons other than the course faculty and teaching assistants regarding the examination. The student is responsible for understanding the conditions under which the examination will be taken.

Assigned work must be completed by the prescribed times unless other arrangements have been approved by the instructor. A student is strongly encouraged to contact the course faculty if it appears that he or she may not be able to complete assigned work within the time period prescribed. Students should assume that penalties will be applied for late submission of any work.

Resources and Documents

Students in the Program are enrolled at both institutions and are subject to the policies, regulations, and requirements of both of these two institutions. **Students are required to understand these policies, requirements, and supporting resources.** For detailed information, please refer to these resources:

Cornell University – Code of Conduct and Academic Integrity

Cornell Code of Conduct

<https://www.dfa.cornell.edu/tools-library/policies/campus-code-conduct>

Code of Academic Integrity

<http://cuinfo.cornell.edu/aic.cfm>

Recognizing and Avoiding Plagiarism

<http://plagiarism.arts.cornell.edu/tutorial/index.cfm>

Other Resources at Cornell:

Student Disability Services

<http://sds.cornell.edu>

Judicial Administrator

<http://judicialadministrator.cornell.edu/>

Sexual Harassment and Sexual Assault (SHARE)

<http://share.cornell.edu/>

Weill Cornell Medicine Code of Legislation:

https://gradschool.weill.cornell.edu/sites/default/files/code_of_legislation_weill_cornell_graduate_school_of_medical_sciences_april_2010.pdf

Other Resources at Weill Cornell Medicine:

Resources to Understand and Avoid Plagiarism:

<http://weill.cornell.edu/education/curriculum/plagiarism.html>

Disability Services

<https://studentservices.weill.cornell.edu/student-life/student-disability-services>

Sexual Assault/Sexual Misconduct:

http://weill.cornell.edu/education/student/stu_campus_sec.html