

# UC San Diego

RADY SCHOOL OF MANAGEMENT

## General Student Handbook

Rady MBA and Specialized Masters Programs

2024-2025



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Rady School of Management  
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# Table of Contents

Section 1 About Rady School of Management	5
1.A The Foundation, Vision, Mission and Guiding Principles	5
1.B About this Handbook	5
1.C Rady Directory	5
1.D Academic Program Descriptions	5
1.D.1 Master of Business Administration	5
(i) Full-Time Master of Business Administration	5
(ii) Flex Master of Business Administration	5
1.D.2 Master of Science in Business Analytics	6
1.D.3 Master of Quantitative Finance	7
1.D.4 Master of Professional Accountancy	7
Section 2 Graduate Student Policies	7
2.A Conduct	7
2.A.1 Community principles	7
2.A.2 Expectations	7
2.A.3 Dress Code	8
2.A.4 Punctuality	8
2.A.5 Class Attendance	9
2.A.6 Electronic Devices	9
2.A.7 Reporting Misconduct	9
2.A.8 Disciplinary Procedures	9
2.B Academic Integrity	10
2.B.1 General Expectations	10
2.B.2 Copyright	11
2.B.3 Illegal Downloads	11
2.B.4 Plagiarism	11
2.C Rady Academic Policies	11
2.C.1 Degree Requirements	11
(i) General Requirements	11
(ii) Residence Requirements	12
(iii) Degree Time Limits	12
(iv) Normative Timeline Exception (NTE)	13
2.C.2 Courses and Registration	13
(i) Quarters	13
(ii) Course Descriptions	14
(iii) Specialized Courses	14
(iv) Course Enrollment	16
(v) Enrollment Limits	16

(vi) Course Auditing-----	16
(vii) Repeating Courses-----	17
(viii) Concurrent Enrollment-----	17
(ix) Course Evaluations-----	17
(x) Courses Outside of Degree Program-----	17
(xi) Transfer Credit-----	19
(xii) Course Waivers-----	19
(xiii) Leave of Absence-----	19
(xiv) Registration Status-----	20
(xv) Textbooks-----	20
(xvi) Withdrawing from the University-----	21
2.C.3 Grades-----	21
(i) General Policy-----	21
(ii) MBA Core Course Grading-----	21
(iii) Grade Types-----	21
(iv) Good Academic Standing-----	23
(v) Academic Probation-----	23
(vi) Transcripts-----	24
2.C.4 Financial Information-----	24
(i) Billing-----	24
(ii) Funding Opportunities-----	25
1) Fellowship-----	25
2) Fellowship Reallocation-----	26
3) Scholarship-----	26
4) Sponsorship-----	26
5) Academic Student Employee (ASE) Appointments-----	27
6) Financial Aid-----	27
Section 3 Rady Graduate Student Resources-----	28
3.A Important Points of Contact at Rady-----	28
3.A.1 Graduate Student Affairs-----	28
3.A.2 Careers Management Center-----	28
3.A.3 Information Technology-----	28
3.B Student Information-----	29
3.B.1 Personal Information-----	29
(i) Emergency Contact Information-----	29
(ii) Address Change-----	29
(iii) Name Change-----	29
(iv) Password Change-----	29
(v) Restricting Personal Information-----	29

(vi) Student ID Cards-----	29
(vii) Email-----	29
1) General Information-----	29
2) Alumni Lifetime Connection-----	30
(viii) Canvas-----	30
(ix) TritonLink-----	30
3.C Facilities-----	30
3.C.1 Prox Cards-----	30
3.C.2 Lost/Stolen Items-----	31
3.C.3 Student Spaces-----	31
1) Graduate Student Lounge-----	31
2) Change Rooms-----	32
3) Computer Lab-----	32
4) Group Study Rooms-----	32
3.C.4 Reserving rooms-----	32
3.C.5 Photos-----	32
3.D Student Organizations-----	33
3.D.1 General Description-----	33
3.D.2 Point of Contact-----	33
3.D.3 Club Descriptions-----	33
1) Graduate and Professional Student Association (GPSA)-----	33
2) Rady Student Association (RSA)-----	34
3) Information about current Rady Graduate Student Clubs is available online.-----	34
3.E UCSD Resources-----	34
3.E.1 UCSD Basic Needs Resources-----	34
3.E.2 Emergency Information-----	34
3.E.3 Counseling and Psychological Services (CAPS)-----	35
3.E.4 Student Health Insurance Plan (SHIP)-----	35
3.E.5 Division of Graduate Education and Postdoctoral Affairs (GEPA)-----	35
3.E.6 International Services & Engagement Office (ISEO)-----	35
3.E.7 Office for Students with Disabilities (OSD)-----	35
3.E.8 Ombuds-----	36
3.E.9 Plans of Study-----	36
3.E.10 Fellowship Distribution Schedule-----	37

## Section 1 About Rady School of Management

### 1.A The Foundation, Vision, Mission and Guiding Principles

Learn more about Rady's strategic plan, including its vision and mission statements, [online](#).

### 1.B About this Handbook

UC San Diego graduate academic policy is comprehensive and extensive. What follows is a summary of the academic requirements and program-specific details that are most pertinent to the Rady School of Management's masters programs. Please do not hesitate to address questions or concerns with your program's Graduate Program Advisor. Policies and procedures are subject to change.

### 1.C Rady Directory

A complete list of Rady [Faculty](#) and [Staff](#) with up-to-date contact information can be found on our website. Students may also wish to consult [Section 3.A](#) of this manual for a description of the pertinent department's role.

### 1.D Academic Program Descriptions

Information (including requirements) regarding all of Rady's graduate programs can be found in the [UCSD Catalog](#).

#### 1.D.1 Master of Business Administration

The Master of Business Administration (MBA) at the Rady School is a STEM-designated degree program. There are three different MBA tracks. No matter which track a student takes, all graduates are awarded a Master of Business Administration.

MBA students must take core classes with their cohort. MBA electives are offered on a variety of tracks and are open to all MBA students. For example, a full-time MBA student may enroll in an MBA elective that is offered in the evening.

##### (i) Full-Time Master of Business Administration

The Full-Time MBA is a 92-unit, two year (six standard quarters) program which starts with Summer classes in late August. Classes are typically Monday through Friday.

##### (ii) Flex Master of Business Administration

The Rady School of Management's part-time Flex Master of Business Administration program is designed for students who are working professionals.

##### *Part-Time MBA (formerly known as FlexEvening MBA)*

- Completed in 30 months (includes summer classes).
- For PTMBA who started in FA24, the program is 80 units. For continuing students who started before FA24, the program is 92 units.
- Classes take place Monday through Thursday from 6:30-9:30pm. Core classes are scheduled on Tuesday and Thursday evenings.
- Dinner and coffee are provided for students enrolled in evening in-person classes.

### *Executive MBA (formerly known as FlexWeekend MBA)*

- Completed in 24 months (includes summer classes).
- For EMBA students who entered FA24, the program is 80 units. For continuing students who entered prior to FA24, the program is 92 units.
- Modality for hybrid Executive MBA: The program is designed to be 60% asynchronous and 40% synchronous. In-person, on-campus class meetings take place on three weekends (Saturdays and Sundays) during the quarter, spaced four weeks apart. The in-person, on-campus class weekend schedule can be found [here](#).
- Modality for Executive MBA: The program is designed to be synchronous and in person. In-person, on-campus class meetings take place on six weekends (Saturdays and Sundays) during the quarter. Weekends are typically alternating. However, there may be variances when there is a holiday. The class weekend schedule can be found [here](#).
- Morning coffee and afternoon lunch are provided for students enrolled in weekend classes that take place in person.

### 1.D.2 Master of Science in Business Analytics

The Master of Science in Business Analytics (MSBA) at the Rady School is an intensive 50-unit, STEM-designated degree program. There are two different MSBA tracks. No matter which track a student takes, all graduates are awarded a Master of Science in Business Analytics..

#### (i) Full-Time MSBA

- Completed in 11 or 17 months (includes summer classes).
- Classes typically take place Monday through Friday.
- Full-time enrollment is expected except in summers and final quarter.
  - For 11-month option, 14 units per quarter is considered full time.
  - For 17-month option, between 12-14 units per quarter is considered full time.

#### (ii) FlexMSBA

The Flex Master of Science in Business Analytics (FlexMSBA) is designed for students who are working professionals.

- Completed in 17 months (includes summer classes).
- Classes take place on six Saturdays during the quarter. Classes are typically on alternating weekends, however, there may be variances when there is a holiday. The class weekend schedule can be found [here](#).
- Morning coffee and afternoon lunch are provided for students enrolled in Saturday in-person classes.
- The FlexWeekend MSBA program meets synchronously on Saturdays every other week with flexibility to join up to 50% of class sessions through zoom.

### 1.D.3 Master of Quantitative Finance

The Rady School of Management's Master of Quantitative Finance (MQF) is a 52-unit STEM-designated degree program. Students have the option of completing the program in one year or electing to complete the program in 15 months by choosing to seek an internship during the summer quarter and then returning to Rady for a final quarter in Fall.

### 1.D.4 Master of Professional Accountancy

The Rady School's Master of Professional Accountancy (MPAc) is a 50-unit STEM-designated degree program. The Master of Professional Accountancy program is designed as a full-time, nine-month (three quarter) immersive program that runs from the Fall quarter to the Spring quarter.

## Section 2 Graduate Student Policies

### 2.A Conduct

#### 2.A.1 Community principles

Rady Graduate Students should review and be familiar with the [UC San Diego Principles of Community](#).

#### 2.A.2 Expectations

Rady students are enrolled in a professional degree program and take courses in a business environment. As representatives of the Rady School of Management, it is important that students act professionally.

On any given day, business professionals may attend Rady classes as speakers, consultants or evaluators, and company representatives may be on the Rady campus for career events, executive education programs, or meetings with faculty or staff. These professionals shape their impressions of Rady by interactions with Rady students and faculty. Rady has very active involvement from our business community: we urge students to recognize that, at any time, they may meet senior executives and others of great personal and business importance. Our goal is for students to always be prepared to meet a potential employer, business contact, mentor, or other representative from the San Diego business community in a professional manner.

#### **Expectations of Professionalism and Respect**

As a student in one of the Rady professional graduate degree programs, **it is expected that all students should conduct themselves in a professional and respectful manner in all classroom modalities, as well as via email, in forums, and during any group-related activity.** It is important to develop a professional working relationship with your instructors, teaching assistants, and your cohort. Please be courteous, professional, and mindful of your cohort members' culture, time, and life circumstances.

- All interactions with peers and instructors should be done courteously
- Address your peers by their preferred names, and address your instructors by their title or preferred title.

- When meeting with your classmates and instructors in a remote learning environment, (i.e., Zoom), **students need to ensure their surroundings are professional**: if you are doing something distracting to your course-mates (eating, talking to family, not wearing professional attire) please turn off your webcam and microphone.
- Use appropriate spelling, grammar, and tone in all communication.
- Emails should be written using formal language, not in shorthand.
- Keep in mind written language lacks the emotional cues of in-person interaction.
- **Be patient when sending emails; allow for 72 business hours for a response.**
- You have the right to your opinion, as do your peers.

### 2.A.3 Dress Code

For most events at the Rady School, students are expected to dress business casual or business professional. Examples of attire and occasions for each are listed below. You can also find useful attire information on the [Rady Career Management Center website](#).

*Business Casual*: Trousers, khakis, slacks, skirts; polo shirt, collared shirts, blouse, button-down shirt; sport coat, blazer, jacket, sweater; dress shoes, loafers, lifestyle sneakers in canvas or leather (no tennis shoes or flip-flops).

Suggested combinations: coordinates (skirt/slacks with jacket/sweater); t-shirt (no writing on it) under jacket with khakis/slacks; shirt & skirt/slacks (no jacket)

Dress business casual for:

- Class
- Professional seminar presentations
- Informal networking events

*Business Professional*: Suit and tie; dresses, skirts or slacks with button-down shirts or blouse and a blazer; business dress shoes.

Dress business professional for:

- Job and internship interviews (including mock interviews)
- Career fairs
- Company presentations and company visits
- Professional association networking events
- Presentations (when presenting)

### 2.A.4 Punctuality

Students are expected to arrive on time for all appointments, classes, seminars, and events. If a student will be late for an appointment, the student is expected to email or call the organizer to let them know, apologize for being late, and give them an



estimated time of arrival or offer to reschedule the appointment. Chronic tardiness is detrimental to any reputation with classmates, faculty, colleagues, and supervisors.

### 2.A.5 Class Attendance

Attendance at all scheduled classes is expected. Rady graduate students should appropriately plan to attend all class sessions. In many instances, attendance and class participation are part of your overall class grade. Students should consult their class syllabus for the instructor's attendance and class participation policy.

If you are unable to attend a class, you are responsible for consulting directly with the professor in advance and for notifying your study group members. Assignments due at a missed class should be submitted on time or in advance. The professor may require additional work to be submitted to make up for a missed class.

In the event of an emergency, contact your professor as soon as possible to explain your absence. You will need to abide by the professor's policies about arrangements for making up missed work.

### 2.A.6 Electronic Devices

All electronic devices (e.g. cell phones) should be turned off or silenced and put away during business meetings, seminars, and classes. If an emergency situation requires continuous reachability, students should consult with the instructor or presenter in advance, informing them of the reason why their phone needs to be left on. If, with instructor permission, a student must leave a phone on, it should be switched to vibrate, and the student must exit the classroom before taking the call.

Laptops should only be used for note taking during class and may only be used if permitted by the instructor, approved through your OSD accommodation, or permitted by the person presenting at the meeting or seminar. Laptops should not be used to communicate with others during exams. Refer to the [Academic Integrity](#) policy for more information.

### 2.A.7 Reporting Misconduct

Violations of the [UC San Diego Principles of Community](#) should be reported to one of the following:

- Associate Dean of Academic Programs
- Assistant Dean of Graduate Programs
- Director of Graduate Student Affairs
- [Office for the Prevention of Harassment and Discrimination \(OPHD\)](#)
- [Center for Student Accountability, Growth, and Education \(SAGE\)](#)
- For behavior that violates the law or puts individuals in physical danger, contact: UCSD Police Department, 858-534-4357, or [report online](#).

### 2.A.8 Disciplinary Procedures

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law. University students on University property or attending any official University function assume an obligation to conduct themselves in a manner compatible with the University policies and campus rules and regulations. Failure of students to conduct

themselves in such a manner may result in discipline under the [UCSD Student Conduct Code](#). Additionally, students who violate federal, state, or local laws may be referred to the local criminal justice system for prosecution.

## 2.B Academic Integrity

### 2.B.1 General Expectations

Academic integrity means students approach their academic endeavors at UCSD honestly, respectfully, responsibly, truthfully, and fairly. The Rady School of Management works closely with the [Academic Integrity Office](#) to ensure the quality of teaching and learning at UCSD remains exceptional. The university's Academic Integrity Policy and process can be found [online](#).

All members of the Rady community have a responsibility to ensure the highest level of integrity in our academic, social, and professional practices. Ethical behavior is core to our values both as a learning community and as a professional organization. This behavior impacts our stakeholders, our community, and our world.

The Rady School promotes leadership, innovation and risk-taking, collaboration, and integrity. Integrity – honesty, responsibility, accountability, and honor – is the foundation on which collaboration and responsible risk-taking can occur. Members of the Rady community work together to ensure that these qualities are exhibited and respected by all. Faculty and staff honor these values in their individual and shared responsibilities to students in teaching and service. In turn, students acknowledge this commitment by pursuing leadership, innovation and risk-taking, collaboration, and integrity in their own academic and professional endeavors.

The [UC San Diego Policy on Integrity of Scholarship](#) states that integrity of scholarship is essential for an academic community. The University expects that both faculty and students will honor this principle and, in so doing, protect the validity of its intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

Students are expected to:

- Complete and submit academic work that is an honest and fair representation of their knowledge and abilities at the time of submissions.
- Be responsible for knowing and following the standards of the class and the institution.

No student shall engage in an activity that undermines the academic integrity or facilitates academic integrity violations of others. Examples of this type of misconduct can be found in section I.A.a)-g) of the [Academic Integrity Policy](#). A student acting in the capacity of an instructional assistant (IA), a category including but not limited to teaching assistants, readers, and tutors, has a special responsibility to safeguard integrity of scholarship and is also bound by the [Academic Integrity Policy](#). Allegations of violations of the Academic Integrity Policy are immediately referred to the Academic Integrity Office in accordance with their [process](#). The Rady School of

Management does not investigate or resolve reports. This process is wholly managed by the Academic Integrity Office.

Students also play an important role in ensuring academic integrity is practiced in all areas of the University. UCSD offers students several roles in educating other students about academic integrity and dealing with academic integrity issues. More information on how to get involved can be found [online on the Academic Integrity Office's website](#). Students selected for any role in the Academic Integrity Office should let the Director of Rady Graduate Student Affairs know so that we can refer students to them as needed

## 2.B.2 Copyright

Copying and/or distribution of copyrighted works is an infringement on the owner's copyright and is illegal. Any use of duplicating facilities or computers by students, faculty, or staff for duplication of copyrighted works is subject to disciplinary action, including expulsion from the university, as well as those civil remedies and criminal penalties provided by federal law.

For more information, visit the [UC Copyright](#) website.

## 2.B.3 Illegal Downloads

Downloading or distributing copyrighted materials without authorization of the copyright holder is a violation of several UCSD and UCOP policies. It may also violate federal copyright law. Along with possible civil and criminal liabilities, there are university consequences for student violations. Information about those university consequences can be found [online here](#). More information can also be found online:

- [Copyright Law](#)
- [Peer-to-Peer File Sharing](#)
- Legal alternatives to file-sharing, Click [here](#) or [here](#).

## 2.B.4 Plagiarism

The most common form of cheating is plagiarism. UCSD professors use [TurnItIn](#) software to ensure students do not submit plagiarized work. A missing reference indicated by "**Error! Reference source not found**" is the most common type of plagiarism.

Students are encouraged to use this software prior to submission to ensure they do not mistakenly plagiarize someone else's work or work that they have previously turned in.

## 2.C Rady Academic Policies

### 2.C.1 Degree Requirements

#### (i) *General Requirements*

**Students must have a 3.0 or above for their Cumulative GPA.** Students must pass all core courses and successfully earn passing grades in elective coursework (see section [2.D.3](#) for more information). Total unit requirements defined by each program must be met.

<b>Program</b>	<b>Total Units Required</b>
MBA	92
FlexMBA and EMBA (post FA24)	80
MSBA	50
MQF	52
MPAc	50

*(ii) Residence Requirements*

The minimum residency requirement for all Rady School masters programs is three academic quarters – the length of each program is outlined [below](#). Residency is determined by course enrollment and subsequent payment of tuition and fees. Residency is established by satisfactory completion of six units or more per quarter, some of which must be at the graduate level.

*(iii) Degree Time Limits*

Students pursuing a Rady Master’s Degree must adhere to their program’s specific time limitations as outlined below.

<b>Program</b>	<b>Time Limit</b>
Full- –Time Master of Business Administration (MBA)	6 academic quarters with or without a Summer internship
FlexEvening Master of Business Administration (MBA)	12 academic quarters
Executive Master of Business Administration (MBA)	12 academic quarters
MS in Business Analytics (MSBA)	4 academic quarters
Flex MS in Business Analytics (FlexMSBA)	6 academic quarters
Master of Quantitative Finance (MQF)	4 academic quarters without a Summer internship <b>or</b> 5 academic quarters with a Summer internship
Master of Professional Accountancy (MPAc)	3 academic quarters

Students in all programs are obligated to graduate in the quarter in which they complete degree requirements. Participating in the commencement ceremony may occur before or after the official graduation quarter.

*(iv) Normative Timeline Exception (NTE)*

Students who will not complete their academic program in the normative timeframe will be required to submit a [Normative Timeline Exception \(NTE\) Request](#). This is required for students completing their programs before or after their normative timeframe expires. Students should consult the following chart to see if they are required to complete an NTE request. All NTE requests should be submitted as soon as the student is aware of the change in their program timeline.

<b>Program</b>	<b># of Standard Quarters</b>	<b>Notes</b>
FTMBA	6	Does not include the Summer between 1st and 2nd year
MQF	4	Final quarter is either Summer or Fall; If a student takes the capstone course in the Fall quarter, they are not required to submit an NTE request
MPAc	3	Final quarter is Spring.
MSBA	4 or 5	Final quarter is either Spring or Fall; Students who elect to finish in the Fall quarter are not required to submit an NTE request
FlexMSBA	6	Includes initial (Summer) term
FEMBA	10	Summer(s) between academic years are included in this total
EMBA	8	Summer(s) between academic years are included in this total

Process for Normative Timeline Exception (NTE) Request

1. Review the NTE chart to determine if you need to make an NTE Request.
2. If so, inform your Graduate Program Advisor on your specific situation.
3. Submit an official [NTE Request](#) after speaking with your Graduate Program Advisor.
4. The Graduate Program Advisor will present the information to the Program Director.
5. Once the Program Director has made a decision, the student will be informed via email.

**2.C.2 Courses and Registration**

*(i) Quarters*

The University of California operates within the quarter system. Quarters (Fall, Winter, Spring, and Summer) are eleven weeks long with the last week dedicated to final exams. The university's official academic calendar, which includes specific dates regarding quarter start, end, and important deadlines, can be found [online](#).

(ii) *Course Descriptions*

*Core*

Each Rady graduate program has its own set of core courses that are required for graduation. The objective of these types of courses is to provide competency in foundational topics that will be used in higher-level elective coursework.

*Elective*

In addition to core courses, students are required to take elective coursework. The number of required electives will vary from degree to degree and can be determined from the sample plan of study for each program (found in [Section 3.E.10](#)). Students are encouraged to take electives in areas they are interested in for their profession after graduation.

(iii) *Specialized Courses*

*Capstone Courses*

Capstone courses will vary by program. The objective of the Capstone is to have students work in teams on a project associated with an internship, industry partnership, or collaborative project with a faculty member. The majority of the projects function as an opportunity for students to act as external consultants on projects for a client company.

The capstone course will typically serve as a primary measure of students' learning in their respective programs. For full details regarding your program's capstone course, please refer to your program's plan of study and course descriptions.

<b>Program</b>	<b>Capstone course</b>
MBA	<b>Consulting Track:</b> MGT 414: Rady Action Project and/or <b>Entrepreneurship Track:</b> MGT 412: New Venture Design <i>AND</i> MGT 415: New Venture Development
MSBA	MGTA 454: Business Analytics Capstone Project
MQF	MGTF 490: Capstone Applied Finance Project
MPAc	MGTP 444: Issues in Financial Reporting for Global Business: International Merger, Acquisitions, and Complex Financial Structures

### *Special Topics Courses*

Special topics courses are advanced topics to expose students to pertinent and evolving topics in a particular area. The course number corresponds with the subject area of the course. These courses are typically used as elective requirements for Rady Masters degrees.

A complete list of Special Topics and associated course numbers are as follows:

<b>MGT 419</b>	Global Business Immersion
<b>MGT 429</b>	Corporate Governance
<b>MGT 439</b>	Organizational Behavior
<b>MGT 442</b>	Decision Sciences
<b>MGT 443</b>	International Business (experience abroad)
<b>MGT 444</b>	Business Strategy
<b>MGT 449</b>	Operations & Technology
<b>MGT 459</b>	Innovation
<b>MGT 469</b>	Accounting
<b>MGT 489</b>	Marketing
<b>MGT 495</b>	Finance (for MBA students)
<b>MGTF 495</b>	Finance (for Finance students)
<b>MGTA 495</b>	Analytics
<b>MGTP 459</b>	Taxation
<b>MGTP 495</b>	Accounting
<b>MGT 497</b>	Advance MGMT Research Practicum
<b>MGT 499</b>	Individual Directed Study

**Special topics courses may be taken for credit four times, for a maximum of sixteen (16) units in a given subject area/special topic area (e.g. MGT 449 may only be taken four times) towards any degree program at Rady.**

#### *Advanced Research Management (MGT 497)*

The Advanced Research Management course is primarily used for students undergoing Curricular Practical Training (CPT). Students should register for one unit of this course in any quarter in which they have been approved under CPT rules to hold a

position outside of the University. Students should contact ISEO or their Graduate Program Advisor for more information.

#### *Individual Directed Study (MGT 499)*

Individual Directed Study is a course for individual study or research under the direction of a Rady faculty member. To qualify for academic credit units, the independent study must provide new learning and cover new academic ground that develops degree-related expertise and is not otherwise covered in the curriculum. Students are limited to 12 MGT 499 units to apply to their degree.

The submission deadline for Independent Study applications is the Friday of week 10 in the preceding quarter. Students must contact their Graduate Program Advisor if they are considering Independent Study. The MGT 499 application may be found [online](#).

#### *(iv) Course Enrollment*

All students at the Rady School of Management process Course Enrollment through the University [WebReg system](#). Information will be provided by your Graduate Program Advisor.

#### *(v) Enrollment Limits*

Students are permitted to enroll in a maximum of 20 units per quarter. If a student wishes to take more than 20 units, they must request approval to do so through this [Qualtrics Survey](#) prior to the conclusion of Week 1 of the quarter. Students requesting an enrollment exception must be in good academic standing. Upon receiving the request, the advisor will coordinate with the appropriate Program Director for approval. Once a decision has been made, the student will be notified. If the request has been denied, the student will be required to drop the excess coursework.

#### *(vi) Course Auditing*

Current Rady graduate students are not eligible to audit courses. An exception for course auditing as a current student is only permitted when a student has not met the minimum mastery of course content. Graduate Student Affairs must obtain instructor approval before placing a student in a course to achieve minimum mastery.

Current Rady PhD students are not eligible to audit PhD courses. However, in some circumstances, Rady PhD students may be able to audit Rady graduate courses (upon instructor approval).

Alumni course auditing allows Rady alumni to audit courses offered at the Rady School upon program completion. Graduating students are not eligible to audit courses until their degree is officially conferred through the University. Eligibility for course auditing begins one quarter after graduating from your program, per the below timeline:

- Fall graduates are eligible in the Spring Quarter
- Winter graduates are eligible in the Summer Quarter
- Spring graduates are eligible in the Fall Quarter
- Summer graduates are eligible in the Winter Quarter

Students may apply to audit courses through the Rady Alumni Office's [Application](#).



*(vii) Repeating Courses*

Courses in which a student earns a D, F, or U may be repeated for credit, if the course will be used to meet a degree requirement. Approval is required. Consult with your Graduate Program Advisor for more information.

*(viii) Concurrent Enrollment*

Students may choose to pursue courses outside of Rady through University of California San Diego Extension. For eligibility requirements, process, and procedures, please visit the [UCSD Extension Concurrent Enrollment](#) website.

*(ix) Course Evaluations*

Students have the opportunity to evaluate their courses at the end of each quarter. Evaluations are confidential and include both numeric ratings and comments. Each quarter, course evaluations are available during the last two weeks of instruction. For courses that do not align with the traditional 10-week quarter, course evaluations for that course will open earlier and will remain open for one week. The [online course evaluations system](#) will automatically email students when any course evaluation opens. The course evaluation link is also listed in students' Canvas courses. It is strongly encouraged that students fill out their course evaluations each quarter.

After final grades have been posted in [TritonLink](#), course evaluation results with aggregate ratings for each question are provided to the instructor to assist in enhancing the effectiveness of their course, as well as assisting the School in curriculum review and planning. Evaluations also become part of the faculty member's personnel file and are used in merit reviews.

Faculty may also choose to do interim evaluations at one or more occasions during the quarter as a means of assessing the progress of a course; such evaluations are confidential, and results are available only to the faculty member.

Teaching Assistant evaluations are requested at the close of each term. Evaluations are confidential and include both numeric ratings and comments. Evaluation results are provided to the TA after final grades have been posted in [TritonLink](#) to assist individual TAs in enhancing the effectiveness of their teaching. TAs who are PhD students also use the TA evaluations when they are applying for faculty positions.

*(x) Courses Outside of Degree Program*

*Graduate Courses at UC San Diego*

An approval request must be made by any student who wishes to take an elective course to apply to their degree requirements and is not predefined by their program's plan of study. With Departmental approval, a student in any Masters program may take up to 12 units of graduate coursework in another UC San Diego department. This allows students to take classes from top-ranked programs by professors who lead their field of study.

Please note: Rady core courses are intended only for that particular graduate program and cohort. No one outside of that cohort is allowed to take the core course. Rady graduate students will not be approved to take a core course from another Rady graduate program.

Predefined electives by program are:

MBA	Any 400+ level MGT course offered by the Rady school of Management
MSBA	MSBA Electives: MGTA 401, MGTA 414, MGTA 415, MGTA 456, MGTA 457, MGTA 458, MGTA 459, MGTA 460, MGTA 461, MGTA 462A, MGTA 462B, MGTA 463, MGTA 475, MGTA 479, MGTA 495
	Other Electives: CSE 251A, CSE 251B, CSE 256, MGT 451, MGT 477, MGT 489, MGTF 405, MGTF 406
MQF	MGTF 401, MGTF 405, MGTF 406, MGTF 407, MGTF 408, MGTF 409, MGTF 410, MGTF 411, MGTF 412, MGTF 413, MGTF 419, MGTF 421, MGTF 422, MGTF 423, MGTF 495
MPAc	MPAc Electives: MGTP 422, MGTP 429, MGTP 431, MGTP 433, MGTP 441, MGTP 443, MGTP 452, MGTP 459, MGTP 495
	Other Electives: MGT 419, MGT 421, MGT 422, MGT 426, MGT 427, MGT 429, MGT 430, MGT 439, MGT 442, MGT 443, MGT 450, MGT 451, MGT 454, MGT 459, MGT 492, MGT 495

The steps to request this approval are:

1. Students should check to see if the course is a predefined elective from the student's program plan of study.
2. If the course does not appear on a pre-approved list, then the student should check to see if there are any associated requirements for the course, such as:
  - a. Pre-requisite courses
  - b. Programmatic limitations (i.e. – the student's program does not match course requirements)
3. If the student meets the requirements of the course or can request registration to the course, then the student should proceed with an [Outside Course Approval Request](#).
4. If the student is approved, the student will be notified and should request approval to enroll in the course through an [EASy Request](#) (if applicable) or register for the course through [WebReg](#).
5. If the student is not approved, the student may consider still taking the course with the full understanding that the units earned will not apply to the student's degree.
6. The student must earn a C or better in the course for it to apply to degree requirements.

*Graduate Courses outside UC San Diego*

Please contact your Graduate Advisor for information regarding courses outside UC San Diego.

### *Undergraduate Courses at UC San Diego*

Graduate students may not earn credit units toward their graduate degree for undergraduate courses; students may however take UCSD undergraduate courses for their own benefit. Additional fees will be assessed.

#### *Course Offerings*

Core courses and the capstone courses are only offered once per year. Students must sequentially enroll in these courses in accordance with the offered schedule. Any extenuating circumstances that may affect the scheduling of core courses must be discussed with a Graduate Program Advisor.

Elective courses may be chosen within the framework of available course offerings and fulfillment of any course prerequisites. Most electives are offered only once per year. Please contact your Graduate Program Advisor if you have any questions about the curriculum timeline or what may be the best choice of electives for your personal goals.

#### *(xi) Transfer Credit*

Requests for transfer of credit should be submitted to a Graduate Program Advisor by the fourth week of the first quarter of attendance. Only select graduate programs accept transfer credit. Please contact a Graduate Program Advisor for more details. Students with approved transfer credit may be eligible for a course waiver. See [Section 2.C.2.XII](#) for more details.

#### *(xii) Course Waivers*

Waiver requests are evaluated by Rady faculty on a case-by-case basis. Details on the coursework completed, including syllabi, texts used, completed assignments, etc., are required to demonstrate that learning objectives, skill sets, and academic rigor are equivalent to the Rady course curriculum. Students should follow up with a Graduate Program Advisor during the first quarter of attendance regarding any pending waiver requests.

Waiving core courses does not reduce the overall unit requirements for completion of the degree. Students who have waived a course would enroll in additional elective coursework to complete the required degree units.

#### *(xiii) Leave of Absence*

A Leave of Absence (LOA) is intended to cover a temporary interruption of a student's academic program for military deployment, health, family issues, or other acceptable reasons and must be accompanied by documentation. A student must be in good academic standing in order for a Leave of Absence to be approved. Leaves of Absence are limited to three academic quarters and may not be approved unless the student has completed at least one academic quarter successfully.

Students on academic probation who wish to take time off from the program must withdraw and apply for readmission at a later date.

#### *Health Insurance While on Leave of Absence*

Graduate students on an approved LOA may purchase two quarters of UC SHIP insurance per lifetime. Enrollment in LOA UC SHIP is not automatic. More information is available online [here](#).

### *Lapse of Status*

Students are expected to be enrolled, without interruption, in the year-round curricular requirements of their program, including final exams and completion of "Incomplete" grades. Unless a Leave of Absence is granted, a student who has not paid for a quarter by the final payment deadline is considered to have withdrawn from the program. In this case, the student's status and candidacy for the degree will lapse.

### *(xiv) Registration Status*

#### *Full-Time*

Each Rady Graduate Program has its own minimum unit registration requirements for every quarter. Refer to your program's plan of study for more information.

#### *Half-Time*

Graduate students who are approved and enrolled in six or fewer units in a given quarter are considered "half-time." Approval is not automatic or guaranteed. Students must submit a [Petition for Graduate Half-Time Study](#). A conversation with your Graduate Program Advisor is strongly recommended before submitting the request. Full-Time MBA students are required to meet with their Graduate Program Advisor prior to submitting this petition.

Approved students *may* be eligible for [reduced fees and billing](#). This is entirely dependent on the student's program's plan of study structure. Contact the Rady Graduate Funding Coordinator or your Program Advisor if you have questions regarding your program's billing and fees.

### *(xv) Textbooks*

#### *Textbooks*

All Rady graduate students will be provided required digital course materials for the courses they register for through Canvas. This includes Course Readers and textbooks. In the instance where digital course materials are unavailable, physical copies will be provided.

Limited course materials may be available at the Geisel Library, but availability may not be reliable.

Physical textbooks may also be provided for students with documented accommodation needs from the Office of Students with Disabilities (OSD).

#### *Photocopying*

Please be aware that photocopying course material and course readers is illegal. U.S. Universities take copyright infringement very seriously. Disciplinary or legal action, including expulsion, may result from illegal copying. Please refer to [Section 2.B.2](#) of this manual for more information.

(xvi) *Withdrawing from the University*

A student who must leave the academic program for more than three quarters or while on academic probation must withdraw from the program. A withdrawal allows a student to apply for readmission when ready to resume. A student who seeks readmission to the program must not have more than 8 units of "F" grades. Readmission is not guaranteed. Please discuss details and paperwork with a Graduate Program Advisor.

## 2.C.3 Grades

(i) *General Policy*

Only courses in which a student receives a grade of A, B, C, or S may be counted towards a Rady degree. Only courses with an A, B, or C will be counted towards a student's GPA. Per the [UC Academic Senate](#), the MSBA program accepts grades of D as eligible toward the degree and GPA. Students may not have any more than 8 units of F or U on their transcript. All courses must be taken for a letter grade unless otherwise indicated. Grades of S are not calculated into the GPA. The minimum standard of performance for a grade of S shall be the same as the minimum for a grade of B-.

(ii) *MBA Core Course Grading*

All core courses, including Capstone Courses, must be taken for a letter grade. To achieve greater fairness in grading and more uniformity in grading across MBA core courses, the faculty agreed to the following policies regarding course grades.

The following grade distribution will be used for final (course) core grades:

- 15% A
- 20% A-
- 30% B+
- 20% B
- 15% B-, C+, C, C-, D, or F

Grade distribution for elective courses is determined by individual professors and will be posted in the course syllabi.

A student who does not achieve minimum mastery of the material will earn a grade of F in the course. Each faculty member will make clear in the syllabus what constitutes minimum mastery. It is not the faculty's desire to fail any student or a quota of students; however, you will be in danger of failing if you do not put sufficient time and effort into your studies.

(iii) *Grade Types*

*Blank Grades*

If your transcript does not have a grade recorded for one of your courses, contact the professor immediately to remedy any outstanding issues. A blank grade will lapse to a grade of "F" or "U" if not cleared by the end of the following quarter. It is the responsibility of each student to take appropriate action for clearing up any grade problems.

*Incomplete Grades*

If a student is doing passing work in a course but legitimate reasons prevent the student from completing the course, the professor may agree to assign an "I" (incomplete) grade. To receive this placeholder status, the student must request the incomplete no later than final exams week from their faculty. Course work must be successfully completed by the deadline set by the instructor or before the final week of the following quarter, whichever comes first. If the coursework is not completed by the date required, a grade of F will be assigned.

In rare circumstances, a petition may be approved to extend the "Incomplete" grade for an additional term. If a student is in need of extending the incomplete grade, the request must be filed before the last day of finals week in that quarter. An Academic Plan Proposal must be submitted to the student's Graduate Program Advisor for approval by the student's Graduate Program and the teaching faculty involved in the extension. The proposal will need to include reasons for requesting the extension, how and when the course is to be completed.

Further information on Incomplete grades is available on GEPA's [website](#).

#### *In-Progress Grades*

If you are in a course series that spans more than one quarter, you may be assigned an In-Progress Grade, reflected as "IP" on your transcript. This occurs when finishing the entire course series is necessary in order for a faculty member to assess students accurately. The IP grade will be replaced by a final grade once you have completed the course series.

#### *Letter Grades*

Core and elective courses should be taken for a letter grade in each program. Letter grades are based on a 4.0 weighted scale. Only the grades of A, B, and C may be modified by a plus (+) or minus (-) suffix. The grade of A+, when awarded, represents extraordinary achievement but does not receive grade point credit beyond that received for the grade of A. Use of plus and minus suffixes is optional. Instructors should clearly state the grading practices at the beginning of the quarter.

#### *Satisfactory/Unsatisfactory Grades*

Satisfactory/Unsatisfactory (S/U) grades are used for courses in which it would be difficult to assess each student's individual performance due to the nature of the course. Faculty determine whether a course should be offered for a letter grade or as satisfactory/unsatisfactory.

Professional Seminar courses for each program (MGTA 401, MGTF 416, and MGTP 401) will use S/U grades. Unless specifically stated otherwise, all other courses applied to a Rady masters' degree must be taken for a letter grade. S/U grades are not calculated into the GPA. The minimum standard of performance for a grade of S shall be the same as the minimum for a grade of B-.

#### *Withdraw Grades*

Students who drop a course between the fifth and ninth weeks of the quarter, will earn a “W” (Withdrawal) grade on their transcript. Students may not withdraw from a course after the ninth week of the term. A “W” grade does not affect GPA.

#### *Rady School of Management Grade Appeal Process*

The Rady School abides by the Grade Appeal Process and Policies set forth by UC San Diego. Per UC San Diego Academic Senate Regulation 502.

If a student believes they have ground for a grade appeal, they must present their argument:

- Work with the course instructor to try and resolve the problem.
- If the problem is not resolved with the instructor, the student may submit a written appeal to the Director of Graduate Student Affairs.
- If the student is not satisfied with the results of the first written appeal, they may submit a written appeal to the Associate Dean of Academic Programs.
- If the student is not satisfied with the results of the grade appeal to the Associate Dean of Academic Programs, the student may escalate the appeal by submitting a written appeal to the Dean of the Rady School by the last day of instruction of the next quarter.

#### *(iv) Good Academic Standing*

Good academic standing is determined by graduate students meeting departmental and graduate studies standards; a GPA of 3.0 or above, in upper-division, graduate and professional course work; satisfactory spring evaluation; and having no more than a total of eight units of "F" and/or "U" grades. Some departments specify more stringent grade requirements.

Good Academic Standing is a requirement for:

1. Holding academic and staff appointments.
2. Receiving fellowship, scholarship, or traineeship appointments.
3. Advancing to candidacy for a graduate degree.
4. Going on a leave of absence.
5. Obtaining a graduate degree from UCSD.

Graduate students who are not in Good Academic Standing for any reason are subject to probation and/or disqualification from further graduate study.

#### *(v) Academic Probation*

A student who fails to maintain a cumulative GPA of 3.0 or better will be put on academic probation and will work with their Graduate Program Advisor to develop a plan for improving academic performance. Students on academic probation must demonstrate an improvement in their GPA in subsequent quarters in order to continue in the program.

Any student with more than 8 units of "U" and/or "F" grades or a GPA of less than a 2.5 is subject to immediate dismissal.

#### *Probation Process*

Graduate students who do not meet the requirements for Good Academic Standing are notified of their poor academic standing by a letter from the Dean of the Graduate Division. A copy of the letter is also sent to the department.

If it is a student's first instance of academic difficulty and the GPA is above 2.0, the letter serves as a warning and advises of their academic situation and its consequences and the next steps.

Any student with more than 8 units of "U" and/or "F" grades or a GPA lower than a 3.0 will have their registration placed on hold for the next available quarter.

In subsequent quarters, if the student:

- Raises the GPA above a 3.0, then no further action is taken.
- Raises the GPA but not to a 3.0 or above, the student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement.
- Shows no change, then student may have probation extended either by Graduate Division decision or by request of the program with a plan for improvement, however, this is dependent on the overall GPA
- Lowers the GPA further, then a hold is placed on the student's registration

Depending on the student's academic progress during the quarter following an academic probation notice, the Dean of the Graduate Division will advise the student of any further academic action.

Note: Due to the processing of grades after the next quarter has begun, registration holds are usually placed on the 2nd quarter after the problem arises (i.e. fall quarter problem, registration hold placed on spring registration. During the summer, however, registration holds may be placed on students for fall quarter.

Regardless of the severity of the problem, students are advised to maintain communication with Rady Graduate Student Affairs. It is the department and student's responsibility to monitor the student's quarterly academic progress.

#### *(vi) Transcripts*

Grades are typically available two weeks after a term has ended. Grades are posted on [TritonLink](#). Official transcripts may be ordered anytime through the UC San Diego Registrar at (858) 534-3153 or by completing [an online request](#).

### 2.C.4 Financial Information

#### *(i) Billing*

Students will find all charges and payments on the Billing and Payment page of [TritonLink](#). Students are responsible for meeting all published deadlines for fee payments.



[TritonLink](#) records also include penalties and status reports, such as possible holds placed on a student's account. For example, UC San Diego reference materials not returned within the allotted check-out time, tuition and fees not paid by a published deadline, or an overdue library book, will generate a penalty fee. If these are not paid in full quarterly, a student's records will be placed on hold\* until the assessed fee is paid. Please note, students that do not pay tuition and any additional fees on their account by a published deadline will be dropped from their classes.

\*A "records hold" means a student may not enroll in courses until the conditions of the hold are met. The student cannot be re-enrolled until all tuition, fees and penalties have been paid and posted. No transcript requests will be filled, and no advancement to candidacy can be processed. Students are not eligible to re-enroll in courses for the current term or enroll in a subsequent term if their tuition and fees are not paid for the current term.

If a student in a self-supported program drops a course prior to the quarterly drop [deadline](#) – the Friday of the 2<sup>nd</sup> week of the quarter, they will receive a 100% refund for the units of the course they drop. No refund will be received for courses dropped after the deadline. Courses that run from Week 6 - Week 10 will be eligible for a refund through the Friday of Week 7.

If a student decides to withdraw from or take a leave of absence from the program, the student is refunded tuition costs according to the UC San Diego [Schedule of Refunds](#). Refunds are allocated according to the 'day' a student submits the withdrawal paperwork. "Day" refers to the calendar days from the first day of instruction. The Rady School Refund Schedule aligns with the UC San Diego [Schedule of Refunds](#) and is as follows:

<b>Schedule of Refunds</b>					
<b>Number of days into instruction</b>	0–1 days	2–7 days	8–18 days	19–35 days	36 days & over
<b>Percentage of Registration Fees Refund</b>	100%	90%	50%	25%	0%

*(ii) Funding Opportunities*

1) *Fellowship*

Rady provides limited fellowship support to exceptional individuals. All domestic and international admitted students are considered for merit-based fellowships upon admission. No additional application is required. Applicants awarded Rady fellowships are notified in writing with their admission letter.

Through the generosity of our supporters and donors, the Rady School also awards privately funded fellowships. These fellowships have specific criteria that are assessed through the application process. These include fellowships to support students with backgrounds in the life sciences, to assist students who have demonstrated significant achievement in the face of economic or personal barriers and to support students who will be contributors and leaders in San Diego's

innovation-driven economy. The optional essays in the application enable applicants to provide additional information that may be helpful to the fellowship committee.

## 2) Fellowship Reallocation

Students who receive fellowship awards during the admissions process will have their award distributed across their program according to their program's distribution schedule (See [Appendix 3.E.10](#)). Fellowship allocations are set at the time of admission and cannot be reallocated without meeting the criteria for exceptional circumstances. Any Flex or Full Time Student with fellowship funding switching program tracks will follow the distribution schedule for their new program and will not be eligible for reallocation. Programs with options to extend have funding allocated to the traditional (shorter) degree length and funding cannot be reallocated should a student extend their program.

### **Non-Normative Timeline (Early Graduates):**

Flex MBA Students who intend to graduate in fewer quarters than the Plan of Study for their program may only reallocate funds from their last two quarters of their program.

### **Criteria for Exceptional Circumstances:**

- Student has an award that exceeds 80% of the total program tuition and fees.\*
  - Fund sources eligible to reach 80% minimum may be individual or a combination of sources.
- Student accepts academic employment role (TA, Tutor, Reader, or Graduate Student Researcher) and their employment grants a tuition and fee benefit that, when combined with fellowship allocation, exceeds the tuition and fees bill in a given quarter.
- Student is on an approved Leave of Absence (LOA).
- Should a student meet the exceptional criteria for reallocation, they must follow the policies for reallocation, which can be obtained from the Rady Graduate Funding Coordinator.

\* Tuition and fees are calculated as the per-unit cost multiplied by the required minimum number of units for the program.

## 3) Scholarship

Scholarships awarded to students for graduate studies prior to the start of their academic program must be reported to Admissions throughout the admission process.

All scholarships issued to students currently enrolled in a Rady Graduate Program must be reported to the Rady Graduate Funding Coordinator immediately.

## 4) Sponsorship

If an outside organization provides a student with financial support, the Rady School can arrange for direct billing by UC San Diego for payment by that organization directly to the appropriate student account. To implement this type of billing arrangement, students must contact the UC San Diego Student Financial Solutions (SFS). Steps for setting up 3rd Party Billing can found [here](#).

## 5) Academic Student Employee (ASE) Appointments

[ASE Appointments](#) are not guaranteed nor built into any masters programs' curriculum. Students are expected to focus fully on their academic program. However, the opportunity for Teaching Assistant (TA) employment is possible. Students may accept TA positions only if they meet the eligibility criteria and receive approval from the Rady School.

[Minimum eligibility requirements include:](#)

- Good academic standing status (a minimum 3.0 GPA for the quarter and cumulative GPA)
- No more than a total of 8 units of F and/or U grades overall
- Students enrolled in fewer than 12 units can work a maximum of 25%. Students enrolled in 12 units or more can work a maximum of 50%.
- Graduate student status within departmental/programmatic time limits for degree requirements
- Non-native speakers of English must meet the [University's standards for minimum English language proficiency](#) before obtaining assistant appointments

Additional eligibility criteria may apply based on a student's visa status, the TA or GSR position requirements, and [University TA policy](#). Students interested in a TA position will need to apply each quarter when the TA hiring campaign opens. TA appointments are not guaranteed. There are many more applicants for TA and GSR positions than there are positions available at Rady. In addition, Rady prioritizes the hiring of state-supported students (PhD and FT MBA). All Rady graduate students may also apply for TA positions in other academic departments. However, students in self-supporting programs (MSBA, MQF, MPAC, and Flex MBA) should be aware that some other departments have a course requirement tied to being a TA and will be obligated to register and pay for that required course. More information can be found [online](#).

Rady graduate and PhD students with TA-related questions can contact [rsm-ta@ucsd.edu](mailto:rsm-ta@ucsd.edu).

## 6) Financial Aid

Financial Aid is available to eligible students that complete the Free Application for Federal Student Aid (FAFSA). Students applying for federal financial assistance must comply with annual California deadlines and meet all eligibility requirements. For more complete information, directions, downloadable forms, and answers to frequently asked questions, please visit the [UCSD Financial Aid Office's](#) website.

Please note, federal financial aid information is not disclosed to Rady School employees. Students must contact the UC San Diego Financial Aid Office directly for assistance and further information. To schedule a counseling appointment, students may contact Dina Skinner, 858-534-7761, [dskinner@ucsd.edu](mailto:dskinner@ucsd.edu).

## Section 3 Rady Graduate Student Resources

### 3.A Important Points of Contact at Rady

#### 3.A.1 Graduate Student Affairs

The [Graduate Student Affairs](#) (GSA) team serves as the primary contact for current Rady graduate and PhD students. If you need information not found in this Handbook, please contact them. This is your go-to group for assistance on:

- Academic Advising and Course Scheduling
- Funding Options
- Policies and Procedures
- Student Conduct
- Student Life and Student Clubs
- ASE Appointments

Rady GSA can be consulted on nearly every topic in this Handbook. If they do not have the answer for you, they can steer you toward the person or department that can help you.

Rady GSA Contact Information:

Location: Wells Fargo Hall 2N116

Business Hours: Monday through Friday, 8:00am-4:30pm

Email: [gradstudentaffairs@rady.ucsd.edu](mailto:gradstudentaffairs@rady.ucsd.edu)

\*Please note that you can typically expect a response within 72 business hours, but may be longer during peak periods.

#### 3.A.2 Careers Management Center

Career building begins from the moment you are enrolled at the Rady School of Management. The Rady Career Management Center (CMC) actively partners with students in the career management process, working individually to guide students in developing a comprehensive career strategy and setting clear career goals with an action plan for success. It is their mission to help students understand that career management is a continual, lifelong process, with each stage outlining activities to focus on. The CMC team delivers this information through personalized coaching and career programming. Please visit the Career Management Center pages on the [Rady website](#) to view job and internship openings lists, upload resumes, RSVP to Career Management Center events or contact them at [careers@rady.ucsd.edu](mailto:careers@rady.ucsd.edu).

#### 3.A.3 Information Technology

The Rady Information Technology (IT) Helpdesk is located on the second floor of the Rady School of Management in the Sony Computer Suite. Students should bring their laptops to the Rady IT Helpdesk during orientation (or as soon as possible thereafter) to have settings configured to be able to print from Rady printers and to log onto Rady and UCSD internal websites. If you purchase a new laptop during your degree program, please remember to bring that device to the Rady IT Helpdesk for configuration as well.

Students may visit the Helpdesk in person during their scheduled hours listed below or report issues electronically by emailing [help@rad.y.ucsd.edu](mailto:help@rad.y.ucsd.edu) or [by submitting at ticket](#).

Rady IT Helpdesk Hours:

- Mondays - Thursdays: 8:00 AM – 7:00 PM
- Fridays: 8:00 AM - 4:30 PM
- Flex Saturdays: 8:00 AM - 4:30 PM
- Flex Sundays & Sundays: 8:00 AM – 4:30 PM
- Non-Flex Saturdays & Sundays: Closed

Please report any issues by email to the IT Helpdesk as soon as possible.

### 3.B Student Information

#### 3.B.1 Personal Information

##### (i) *Emergency Contact Information*

Students of the Rady School of Management are required to submit their emergency contact information prior to their arrival on campus. This can be done through the student's [TritonLink](#) account. If a student does not have an emergency contact listed, the student will be prevented from enrolling in courses in the following quarter. The information should be revisited each quarter to ensure it is accurate.

##### (ii) *Address Change*

Address changes should be made directly on [TritonLink](#). Students are responsible for keeping their addresses up to date to ensure they receive correspondence and documents in a timely manner.

##### (iii) *Name Change*

Students who have changes to their legal name must follow the process found on [TritonLink](#) for name changes.

##### (iv) *Password Change*

If the confidentiality of a student's password has been compromised, they must contact the IT HelpDesk immediately at [help@rad.y.ucsd.edu](mailto:help@rad.y.ucsd.edu). UC San Diego passwords can be updated as a safety measure by clicking by following [these instructions](#).

##### (v) *Restricting Personal Information*

Students may limit viewing of their UCSD Directory Information (which includes address, phone, and email) by following directions on their [TritonLink](#) account.

##### (vi) *Student ID Cards*

The Graduate Student Affairs office assists in distributing Student Campus ID cards to all Rady graduate students during Orientation. Information about Student Campus IDs can be found [online](#). Online Student Information

##### (vii) *Email*

###### 1) *General Information*

Every student will have a Rady email alias (@rad.y.ucsd.edu) upon enrollment in the graduate program. **This Rady email alias is the primary method of**

**communication from the School.** The alias will also serve as a professional tool for the student to continue using after graduation. See Section [3.B.2.2](#) for more information. Once a student's account is active, all emails from the Rady School will be sent to the student's Rady email alias. Students can access their electronic mailbox through the Google Apps portal.

Students must use their UCSD and Rady email accounts in accordance with the [University of California Electronic Communications Policy](#). The Rady email alias must only be used for educational purposes within the scope of the student's graduate program. Students who withdraw or undertake a leave of absence from the program will have their email account deactivated and reactivated upon re-entry into the program. For more information on these policies, please visit the [UCSD Email Policy page](#).

## 2) [Alumni Lifetime Connection](#)

Rady School alumni maintain their Rady email address alias (@rady.ucsd.edu) for life. The Alumni Association provides information on set up for email forwarding to a personal inbox towards the conclusion of a student's program. Student UCSD mailboxes will expire 90 days after graduation.

## (viii) [Canvas](#)

Instructors use Canvas to post syllabi, lessons, presentations, assignments, and other communications and to facilitate class discussions. Instructors will also ask students to upload completed assignments to Canvas.

Please note that most Rady graduate courses will be offered through the [Rady instance of Canvas](#). Hybrid courses will be offered through the [UCSD instance of Canvas](#). Please note and bookmark the two different instances of Canvas as needed.

Rady students are automatically enrolled in their classes in the appropriate Canvas instance within 24 business hours of enrolling on TritonLink.

For assistance with both UCSD Canvas and Rady Canvas, please contact: [canvas@rady.ucsd.edu](mailto:canvas@rady.ucsd.edu)

## (ix) [TritonLink](#)

[TritonLink](#) is a web portal for all UCSD students. This is where you will enroll in courses, view grades, pay your bill, and get additional University-level information.

# 3.C Facilities

## 3.C.1 Prox Cards

The Rady School has been equipped with an electronic system to control access to the facility 24 hours a day, seven days a week. During normal business hours, Monday through Friday from 8:00 a.m. to 4:30 p.m., the building will be automatically unlocked, allowing unrestricted access to public spaces. When you join the Rady School, you will be issued a proximity or "prox" card that will uniquely identify you to the security system and allow you to gain access to student areas within the school outside of normal business hours. For security reasons, the prox cards are plain white cards by design—please do not write on them or alter their appearance.

### *Building Access with Your Prox Card*

A Student Prox Card will grant after-hours access to the following locations at the Rady School:

- First Floor – tiered classrooms and study rooms
- Second Floor – computer suite, IT help desk, breakout rooms, Mission Ventures multipurpose room 2S117 (MPR2), Admissions, Careers, and Student Affairs, the graduate student lounge, west wing bathrooms.
- Third Floor – seminar rooms, flat classrooms, tiered classroom, west wing bathrooms.
- A prox card is required to access the computer suite and the graduate student lounge at all times.

### *Using Your Prox Card*

To open a secured door, simply wave your prox card over the card reader to temporarily unlock the closest door. When you enter through a door, please make sure that the door is completely closed behind you and secured. DO NOT prop doors open as this will trigger a silent alarm, and police will be dispatched to the location. Since all doors secure themselves automatically outside of normal business hours, it is important to keep your prox card with you at all times.

### *Lost/Stolen Prox Cards*

In the event that your prox card is lost or stolen, please contact the Rady Help Desk immediately to revoke access through our security system..

To replace your prox card, you will need to submit a \$30 payment online [here](#). A receipt will be emailed to you. You will present your emailed receipt to the Rady Help Desk and they will provide you with a replacement prox card.

If you find a Prox Card please return it to the Help Desk. Please contact the Help Desk at [help@rady.ucsd.edu](mailto:help@rady.ucsd.edu), 858-534-0845, or in the Sony Computer Suite on the second floor of Otterson Hall.

### *Returning Your Prox Card*

At the conclusion of your Rady education, you will be required to return your prox card to the IT Help Desk.

## 3.C.2 Lost/Stolen Items

The Rady School of Management is not responsible for any lost or stolen items. Items found unattended will be left with the front desk in the Graduate Student Affairs office located on the second floor (2N116).

## 3.C.3 Student Spaces

### 1) Graduate Student Lounge

The graduate student lounge is located on the westernmost point of the second floor of Wells Fargo Hall. It serves as a meeting and study space as well as a kitchen area for Rady graduate students. A refrigerator, microwave and sink are available. The lounge is locked 24/7 and only accessible by prox card.

The refrigerator is designed for temporary use and not for long-term storage. It is a communal space so it should be used at the student's own risk. Be sure to label any personal items and take these items home daily.

## 2) [Change Rooms](#)

Changing rooms are available to Rady graduate students for on-campus job or internship interviews. The changing rooms are not to be used as locker rooms and the changing room lockers may not be used as regular storage.

**Location:** The changing rooms are located on the second floor of the Undergraduate Education suite, rooms 2E104 (Men's) and 2E106 (Women's). Each room has four private changing areas, 29 lockers, and two sinks and mirrors.

**Purpose:** To provide temporary secure storage of professional business attire during normal school hours and to provide a clean place for students to change from their normal school clothes to their business attire for the purpose of interviews, networking, speakers or other professional development events, and/or employment. The Women's changing room also serves as a lactation space. Both changing rooms may also be used as a quiet space for prayer.

**Key Issue and Return:** Keys will be issued to students at the Graduate Programs front desk, by a Rady Student Affairs Coordinator. Students will acknowledge, upon receipt of a key, that lockers are for single-day use only. Students will return the key by 4:30 PM to the Graduate Programs front desk. Should a student require the locker past normal working hours, students will place the key in the drop-box located on the wall outside the changing room.

## 3) [Computer Lab](#)

The Sony Suite (1<sup>st</sup> floor, Otterson Hall) houses a printer, copier, several computers, and a big-screen TV for use by Rady graduate students. The suite is available by prox card 24/7.

## 4) [Group Study Rooms](#)

The Rady School of Management has a group study room reservation process. The process can be found online [here](#). Currently enrolled Rady graduate students can reserve a group study room online. Reservations can be made up to two weeks in advance for a maximum of three hours at a time. The study rooms can only be reserved for group project use by two or more people. Students may not reserve multiple rooms at the same time. Please be sure to read the entire policy [online](#), which also includes the link to reserve a study room.

### 3.C.4 [Reserving rooms](#)

Some classrooms and seminar rooms may be reserved during business hours by Rady student clubs for official club purposes, including club events and meetings.

Student clubs who wish to plan an event should first contact [gradstudentaffairs@rady.ucsd.edu](mailto:gradstudentaffairs@rady.ucsd.edu) to reserve space and discuss event logistics and funding.



### 3.C.5 Photos

The Rady School of Management often features student photographs, photographic images, names, and audio and video recordings for general publicity in publications, social media, public relations, promotions, publicity and advertising. Any student who does NOT want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must complete a Photo Opt-Out Release form and return it to Joel Ackerman in the Marketing and Communications Department at: [jackerman@ucsd.edu](mailto:jackerman@ucsd.edu). Failure to complete and return a Photo Opt Out Release form shall constitute consent to the terms and conditions below.

Unless a fully executed Photo Opt-Out Release form is on file, your image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. The Regents of the University of California reserves the right to use, and may use without any compensation to you, any such image, photograph, video, or the like for any school related purpose, including but not limited to promoting, publicizing and/or advertising on behalf of the Rady School and/or UC San Diego in print publications, on the Internet, or in other media such as signage and/or presentations

Also, your presence in or around college facilities and/or properties, as well as at off-campus college-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by the Rady School, and waives any claims or rights, whether in law or in equity.

Students who do NOT want to be photographed or recorded, and who submit a completed Photo Opt-Out Release form, are responsible for removing themselves from the area in which photographing/recording is occurring or notifying the camera operator of their opt-out status. Failure to do so may result in the students' inclusion in a photograph or recording; and will be interpreted as express consent intended to override any prior Photo Opt-Out Release, thereby allowing the school to use that photograph or recording as it chooses.

## 3.D Student Organizations

### 3.D.1 General Description

Students are encouraged to complement their academic pursuits with involvement in extracurricular activities. One of the best avenues for involvement is to participate in one or more of the student clubs or organizations offered through Rady and UCSD.

Student-driven organizations are a vital part of your Graduate Program experience. The Rady Student Association works to promote a collaborative, supportive and fun environment, and programs created by students provide learning opportunities outside the classroom. Additional information about Rady-specific student organizations may be found [online](#).

### 3.D.2 Point of Contact

Rady has a plethora of student organizations to choose from. However, if you are interested in starting your own club, please reach out to Graduate Student Affairs ([gradstudentaffairs@rady.ucsd.edu](mailto:gradstudentaffairs@rady.ucsd.edu)) for information on how to get started.

### 3.D.3 Club Descriptions

#### 1) Graduate and Professional Student Association (GPSA)

The Graduate and Professional Student Association (GPSA) exists to advocate for the rights and interests of our diverse community, to provide for the enjoyment of social, cultural, and service-oriented events, and for the betterment of academic and non-academic life of all graduate and professional students at UC San Diego. The Graduate and Professional Student Association represents the interests and concerns of graduate and professional students on campus, system-wide, locally, statewide, and on national levels. Through various activities and programming, GPSA enriches the lives of graduate and professional students and advances their interests politically, academically, and socially. The organization is composed of two parts: the Council and the Executive Committee. The Council includes representatives from every graduate program at UCSD and meets at regular intervals throughout the school year. Rady students are encouraged to become involved and can also become Rady GPSA representatives. More information about meetings, events, and GPSA news can be found at <http://gsa.ucsd.edu/>. The GPSA Office is located on the 4th Floor of Price Center East.

#### 2) Rady Student Association (RSA)

The Rady Student Association (RSA) is a group of students elected by their peers to serve as the steering entity of the Rady Student Association Student Council. The RSA is responsible for organizing a variety of programs and events that play an integral part in shaping the unique Rady culture. The RSA officers also interact with members of the administration, faculty, alumni, and staff on a regular basis to ensure that the voice of the Rady student is considered in decisions that affect student life. The mission of RSA is to encourage a thriving academic and social environment by providing leadership opportunities that empower and inspire, and to advocate on behalf of student interests, while coordinating all student-run activities.

#### 3) Information about current Rady Graduate Student Clubs is available [online](#).

### 3.E UCSD Resources

#### 3.E.1 UCSD Basic Needs Resources

UCSD strives to ensure that all students have their Basic Needs met to ensure they are able to focus on their academic experience. Basic Needs refers to the most essential resources required to thrive including access to: nutritious food, stable housing, and financial resources. Visit <https://basicneeds.ucsd.edu/> to learn more about the many UCSD Resources including Commuter Lounges, Financial Aid, Housing, and Cultural Resources Centers.

#### 3.E.2 Emergency Information

<b>Land Line</b> <b>9-1-1</b>		<b>Cell Phone</b> <b>858-534-HELP</b> 4 3 5 7
UCSD Campus Emergency Status Information		(888) 308-8273

UCSD Environment, Health & Safety	(858) 534-3660
UCSD Facilities Management	(858) 534-2930
UCSD Office of the Ombuds	(858) 534-0777
UCSD Psychological and Counseling Services	(858) 534-3755
UCSD Rape/Sexual Assault (SARC)	(858) 534-5793
UCSD Sexual Harassment	(858) 534-8298
UCSD Student Health Service	(858) 534-2165
UCSD Safety Escort	(858) 534-9255

### 3.E.3 Counseling and Psychological Services (CAPS)

Offers integrative and student-centered support services through individual, couples, family, and group counseling. Services provided by CAPS are confidential and free of charge to all enrolled students. More information about the services available at CAPS visit: <https://wellness.ucsd.edu/caps/Pages/default.aspx>.

### 3.E.4 Student Health Insurance Plan (SHIP)

UC SHIP is a student-focused benefits package for UCSD graduate and undergraduate students, including strong medical, behavioral health, pharmacy, dental, and vision care benefits. More information about SHIP can be found at: <https://wellness.ucsd.edu/studenthealth/insurance>. To learn more about Student Health Services at UCSD visit: <https://wellness.ucsd.edu/studenthealth>.

### 3.E.5 Division of Graduate Education and Postdoctoral Affairs (GEPA)

GEPA is the central resource for all matters related to graduate education at UC San Diego. Helping students navigate their path from admission to graduation by collaborating with faculty, staff and students. Learn more at <https://grad.ucsd.edu/>.

### 3.E.6 International Services & Engagement Office (ISEO)

ISEO enriches the academic, research, and intercultural experiences of international students, provides the highest levels of knowledge and expertise in advising and immigration services within a welcoming and supportive environment, and advances global education and engagement efforts, in partnership with the campus community. Visit <https://iseo.ucsd.edu> to connect with ISEO.

### 3.E.7 Office for Students with Disabilities (OSD)

The Office for Students with Disabilities (OSD) at UC San Diego works with undergraduate, graduate, and professional school students with documented disabilities, reviewing documentation and, through an interactive process with the student, determining reasonable accommodations.

Visit <http://osd.ucsd.edu/> to learn more.

### 3.E.8 Ombuds

The Office of the Ombuds provides confidential, neutral, and informal dispute resolution services for the UC San Diego community. The office is available to assist faculty, staff, and students who seek guidance with the resolution of academic or administrative issues and disputes. The services through the Ombuds supplement, but do not replace, other administrative processes at the University. Visit <https://ombuds.ucsd.edu/> to learn more about the services offered and how to connect with the Ombuds.

### 3.E.9 Plans of Study

Current Plans of Study for all Rady graduate programs can be found [online](#).

### 3.E.10 Fellowship Distribution Schedule

<b>ALL Programs Overview - 2024-25</b>	
<b>Program</b>	<b>Summer and Fall 2024 Fellowship Letter Distribution Schedule</b>
<b>Even Distribution (100% / # of Quarters)</b>	
FT MBA	6 Qtrs even distribution
PT MBA	10 Qtrs even distribution
EMBA	8 Qtrs even distribution
<b>Not Even Distribution (Unit-Based)</b>	
MQF	4 Qtrs not even distribution
MPAc	3 Qtrs not even distribution
FT MSBA	4 Qtrs not even distribution
FW MSBA	6 Qtrs not even distribution
<b>Distribution Schedule for Programs that Do Not Follow an Even Distribution Schedule:</b>	
<b>MQF - Qtrs</b>	<b>% Fellowship Allocation</b>
1	30%
2	30%
3	30%
4 (summer or fall)	10%
<b>MPAc - Qtrs</b>	<b>% Fellowship Allocation</b>
1	32%
2	34%
3	34%
<b>FT MSBA - Qtrs</b>	<b>% Fellowship Allocation</b>
1	16%
2	32%
3	26%
4	26%
<b>FW MSBA - Qtrs</b>	<b>% Fellowship Allocation</b>
1	16%
2	16%
3	16%
4	16%
5	20%
6	16%