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PART I - ACADEMIC AFFAIRS

Academic Overview

The Berkeley MBA for Executives Program awards a Masters of Business Administration from the University of California, Berkeley (UC Berkeley) and will be governed by the common regulations on this website. It is the responsibility of each degree candidate in the program to know and fulfill all degree requirements and adhere to all regulations. In addition to these specific regulations, students are also governed by the general regulations that apply to all UC Berkeley students (<https://conduct.berkeley.edu/code-of-conduct/>).

If a student fails to meet the academic requirements of the Haas School of Business, UC Berkeley and is dismissed for academic reasons, the student will be dismissed from the Program overall.

While UC Berkeley reserves the right to amend these requirements and regulations at any time, every effort is made to inform students before any changes are put into effect. Students should consult the Program Office well in advance of graduation to review their records and to monitor completion of degree requirements.

Degree Requirements

The MBA degree from UC Berkeley is awarded after the successful completion of 41 approved units (with a minimum cumulative GPA of 3.000) in residence at UC Berkeley. Only letter-graded courses of C- or above will count towards the degree. If a student receives a D+ or lower in a Core course i.e. Terms 1,2, and 3, they will have to repeat the course.

Immersion Weeks

The EMBA Program consists of five *required* Immersion Weeks (one per Term). Each Immersion Week is a 2-unit class which counts toward the 41 units required for graduation. There are four domestic Immersion Weeks and one International Immersion Week during the EMBA Program.

Curriculum Overview: (Subject to Change)

All students must complete the Core curriculum during the first three Terms of study. Elective courses will be primarily offered in the fourth and fifth Terms. The table below details the curriculum:

Term 1-Core	Term 2-Core	Term 3-Core	Term 4	Term 5
Fall 2025	Spring 2026	Summer 2026	Fall 2026	Spring 2027
Managerial Economics (Microeconomics)	Finance	Operations Management	Elective	Elective
Financial Accounting	Global Economic Environment (Macroeconomics)	Competitive and Corporate Strategy	Elective	Elective
Data and Decisions	Marketing Operation and Management	Creating Effective Organizations	Elective	Elective
Building Trust-Based Relationships Part 1	Building Trust-Based Relationships Part 2		Elective	Elective
Leadership Communication Immersion Week	Entrepreneurship & Innovation Immersion Week	Applied Innovation Immersion Week	Business & Public Policy Immersion Week	International Immersion Week

In order to graduate, students are required to complete all Core, Electives, and Immersion Week courses. A student's academic or professional background is not a valid substitute for any course.

Registration & Add/Drop

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

Students who wish to drop a course during Core (Terms 1 - 3) or ANY Immersion Week courses, must consult the Program Office first as it could impact their graduation date. Core courses and Immersion Weeks are all required to graduate and are only available once per calendar year. All five Immersion Weeks are required courses of the EMBA Program and cannot be dropped, except for medical emergencies. Students will receive a grade in each course in which they are registered. All add/drops must be submitted by the established add/drop deadline according to the appropriate add/drop process via the Online Registration System, the Academics Portal, and/or email communication with the Program Office. No verbal registration changes will be accepted. Failure to drop a course by the appropriate deadline may result in an "F" grade.

Course Load

The standard course load during the Core Terms is 4 courses, or 8 units, per Term. The maximum course load during the elective Terms is 12 units, per Term. Students requesting an increased or decreased course load are required to seek approval from the Program Office. Five courses is the maximum number of courses a student can request for an overload. Good academic and financial standing is required for any increased course load. Students on academic probation will not be permitted to register for an increased course load. Potential issues students should be aware of:

- Fewer than 8 units is considered less than full-time status, which can be of concern to a sponsor for financial aid purposes.
- Students with financial aid must register for at least 6 units in any Term.
- Students with visas have specific credit requirements that must be followed.

Electives

Students begin taking elective courses in the fourth Term. Elective offerings will be determined based on the combined input of students, faculty availability, academic departments, and the Program Office.

Block Week Format Electives

In addition to the International Seminar options, the Program may offer some international elective courses in the block week format. Currently, there are a very limited number of these courses available. Students are responsible for all costs (airfare, accommodations, etc.) associated with these courses. Course materials and some meals are included in the tuition.

Independent Study and Team Project Courses

A student may elect to take an Independent Study or Team Project course as an elective in Terms 4 or 5. A maximum of 3 units of Independent Study may be taken as part of their academic profile. Students can choose a faculty advisor from among any Berkeley-Haas faculty member by established deadlines (typically about 6 weeks before the start of the semester in which the independent study takes place) and submit to the Program Office for approval.

Off-Program Electives

Off-Program Electives are those offered outside of the Berkeley MBA for Executives Program curriculum. Block week Electives and International Seminars are not considered off-program Electives. The Program Office must approve enrollment in all off-program Electives. Electives that are considered off-program Electives include Independent Studies, Haas Evening/Weekend MBA, Full Time MBA, and Haas Masters in Financial Engineering programs.

Students must be in good academic and financial standing in order to enroll in off-program graduate 200+ courses.

Good academic and financial standing are defined as:

- Not on academic probation
- Financial accounts must be current
- No failing grades in the previous Term
- No account holds placed on a student's account

Auditing

Class auditing by current EMBA students is *not* allowed in the EMBA Program. Separately, the Haas School of Business does offer an [alumni auditing program](#) post graduation. This program allows MBA alumni to come back and audit approved Haas courses, one per year, for free (excluding course materials) on a space-available basis. Details on this program will be made available to students through the Development and Alumni Relations Office upon graduation.

Course Evaluations (Referred at Haas as “TIES”)

At the conclusion of each Term and/or Immersion Week, students will complete course evaluations for each course taken in that Term at course-evaluations.berkeley.edu. This information is used by the professor and program administrators. Students can access the faculty evaluations, including quantitative metrics and student comments at <https://aai.haas.berkeley.edu/>

Grading Policies

All Core courses, Immersion Weeks, and a minimum of 12 Electives units must be completed for a letter grade. There is no option to select Satisfactory/Unsatisfactory for all Core courses and Immersion Weeks. Only letter grades will count towards the 41 units towards graduation. The only exceptions to this rule are the Entrepreneurship and Innovation Immersion Week and Global Network for Advanced Management (GNAM) Global Network Week (GNW) courses, which are graded on a Satisfactory/Unsatisfactory basis.

Students are expected to maintain an acceptable level of academic performance as detailed below. During the academic review process at the end of each semester, the Program Office monitors the academic performance of each student.

Students whose cumulative GPAs fall below 3.000, the minimum requirement, are subject to probation or dismissal. Berkeley grades can be accessed via Bearfacts: <https://sis.berkeley.edu/bearfacts/>.

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

Grading Systems and Distribution

As with all UC Berkeley courses, letter grades are assigned a point value as follows:

A+ = 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; and F = none.

Courses in all the Haas Masters programs will adhere to a “grading curve” as decided upon by the Haas administration. When assigning grades, the mean GPA in any MBA, EW MBA, or XMBA class with enrollments of 18 or more students should be no more than 3.450 in core courses and 3.500 in elective courses. The grade distribution is flexible as long as the mean does not exceed this cap.

Deviations for classes with fewer than 18 students must be approved in advance by the Dean’s Office. In the event of such an approved deviation from the policy, the mean GPA of any course should not exceed 3.65.

Enrollment Restrictions/Course Load

- 1) EMBA students must complete a minimum total of 41 units obtained from Core Terms 1, 2, and 3, Electives Terms 4 and 5, and all five Immersion Weeks to graduate.
- 2) Only graduate-level courses numbered 200 or above with an earned minimum grade of "C-" will count towards degree completion.
- 3) University policy requires EMBA students to maintain a cumulative GPA of 3.000.
- 4) Elective courses can be 1-3 units, as long as the total Elective units completed equals to the required minimum of 12 units.
- 5) The maximum number of units that a student can enroll in each Electives Term (Terms 4 and 5) is 12 units (includes 2 units for the Immersion Week per Term). If a student wants to enroll in more than 12 units, they must present an academic plan for EMBA

Program Office approval that outlines how they will allot time for studying/mastering the material/completing deliverables, etc.

6) EMBA students must take a minimum of 2 EMBA Electives (not counting Immersion Weeks) during each Electives Term. Please note that this could be 1 or 2 unit courses, as long as students take a total of 2 EMBA Electives in each Electives Term.

7) EMBA students may take a maximum of up to 6 units of "off-program Electives". These "off-program electives" include GNAM GNW, independent study, and graduate-level courses offered through UC Berkeley outside of Haas. Of these 6 units, no more than 4 units may be earned through an approved independent study (GNAM GNW does not count towards the 4 units maximum).

8) Electives taken for S/US grading, excluding GNAM GNW will not count towards the minimum 41 units required towards degree completion unless approved by the Program Office.

Incomplete

Students who have satisfactorily met all course requirements, but have not completed certain assigned papers or reports (postponed for exceptional reasons satisfactory to the instructor), may receive an Incomplete ("I" grade).

Academic Standing

A student receiving a grade of D+ to D- in a Core course will be required to repeat the course the following year. Both grades will appear on the transcript and will be calculated in the grade point average. Failed courses, when successfully repeated, remain on the transcript but are not calculated into the grade point average. Students who earn a D+ or below in an elective course will not receive credit for the course and will be required to repeat it or enroll in another elective. Grades for both courses will appear on the transcript and will be calculated into the grade point average.

Grade Grievance Process UC Berkeley

Grade Grievance Procedure

Procedures for Grade Appeal and and Grade Grievance Checklist

A. Appeal Process

- This Regulation covers grievances by students originating in units of instruction and concerning grades.
- Grounds for grievance are application of non-academic criteria, such as considerations of race, politics, religion, sex, or other criteria not directly reflective of performance related to course requirements; sexual harassment; or improper academic procedures that unfairly affect a student's grade.
- **The student must first attempt to resolve a grade grievance with the instructor in charge.** If such an attempt is unsuccessful or if the student prefers, the student shall seek assistance from the student Ombudsperson (or a mutually accepted third party) and the department chair. If a grievance is resolved between a student and an instructor and the resolution requires a grade change, the Chair of the Department (or equivalent unit) in which the course was taught shall refer the case expeditiously to the Committee on Courses of Instruction. After reviewing the case, the Committee on Courses of Instruction may instruct the Office of the Registrar to make the required change in the student's record.
- The following formal procedure may not be activated unless the student, instructor in charge, Ombudsperson (or any mutually accepted third party), and Department Chair have *failed* to resolve the dispute informally, and it has been less than one calendar year since the last day of the semester in which the final grade for the course was posted.⁴ Neither formal or informal grade grievance processes may be initiated *after the one-year deadline* has passed. (EC.00)
- The formal procedure is to be completed as expeditiously as possible:
 - at the unit level with twenty (20) working days;
 - at the Senate level within forty (40) working days;

if both parties are in residence and the University is in regular session (excludes Summer Session). (EC. 4.86)

B. Appeal of Grades in Courses and Examinations

- Haas School of Business shall establish a standing Grievance Committee Chair.
- For each case this Chair will appoint an ad hoc Grievance Committee composed of three faculty members, only two of whom can be from the same unit; and two students in good standing appointed by the student association(s) of the unit(s). When no such association exists, students shall be appointed by the ASUC or the Graduate Assembly. (Student members must have passed courses or an examination in the unit(s) at least at the level of the disputed course or examination, and have been in residence for at least one year.)
- A student dissatisfied with the outcome of the informal discussion and petitioning for a change of grade may submit the case, in writing, to the Grievance Committee, which will obtain a written response from the instructor and will provide the parties the opportunity to present additional information orally or in writing.
- The Grievance Committee's recommendation to the Committee on Courses of Instruction, including minority view, if any, must be given in writing.
- If the Committee on Courses of Instruction finds for the student, it may:
 - change a failing grade to a P or S;
 - drop a course retroactively;
 - retain the course but eliminate the grade from GPA;
 - adopt the letter grade, if any, that was recommended by four of the five members of the unit's Grievance Committee.

Final Examinations

Students must take all of their exams at their scheduled day and time. Alternate arrangements must be approved and arranged by the course instructor only in extenuating circumstances, such as illness or family emergency.

Student Disability Services

The Disabled Student's Program (DSP) at UC Berkeley empowers students with disabilities to realize their academic and personal potential by facilitating equal access and coordinating reasonable accommodations and support services for eligible students. This approach is consistent with the spirit of the Americans with Disabilities Act and emphasizes student ability and independence. Students seeking reasonable accommodations or support services from the Office of Disability Services (ODS) and DSP, especially in regard to exam timing and other academic issues, are required to register with both offices well before the start of every Term.

Registration is available with DSP at UC Berkeley through this link <https://dsp.berkeley.edu/>.

Attendance, Classroom Norms and Behaviors

Students are expected to attend and be fully prepared for each class session. Laptops/Tablets use during class is at the discretion of the faculty; however, proper use of Laptops/iPads is expected at all times. Students are expected to fully participate in class; therefore all non-academic related internet surfing/email/texting is inappropriate. To be respectful of guest speakers, electronic devices use is strictly prohibited during Speaker Events. Other classroom norms that are expected of students include respecting other classmates by raising hands in class and limiting questions to relevant topics.

If a student is unable to attend a class, it is the responsibility of the student to notify the faculty member, GSI, and the Program Office prior to the class session or as soon as possible in the case of illness.

Students may not miss more than two class sessions during an on campus block in a given Term. All Immersion Week class sessions are required. The only excused absences are for personal or family medical emergencies. Should a student miss more than

two sessions of a block week course, or any Immersion Week class session (this includes introductory sessions during on campus blocks), disciplinary action may be taken. Such actions may include warnings, probation, and where appropriate, expulsion from the Program. Chronic attendance problems over the course of two or more Terms will also result in disciplinary action, even if the individual absences do not exceed the policy outlined above.

Core Academic Teams (facilitated by Teams@Haas)

Students are pre-assigned to Teams of four to five students prior to the start of Term 1. These teams are designed to provide real-world collaboration opportunities through the academic Core Terms.

Transfer Credit Policy

Students may not transfer to one of the other MBA programs at the Haas School of Business. However, a student may apply to another Berkeley MBA Program through the standard admissions process. Admission to another MBA Program is not guaranteed. If admitted to another MBA Program, the student may request that the new Program accept Berkeley units completed in the MBA for Executives Program that will count towards the new Program's requirements.

Academic Honors

The Haas School of Business recognizes academic achievement for the top 10% (approximate) of the graduating class based on cumulative GPA for Berkeley taught courses only. The recipients will be recognized at the Haas graduation program. This distinction will not be listed on the transcript.

Course Materials

There is no additional charge for required electronic textbooks, cases, simulations, and course readers. Students will receive required course materials from the Program Office. All materials will be electronic for all registered courses via their UC Berkeley email. Hard copy course materials must be purchased by students and won't be reimbursed by the Program Office. Auditors are responsible for ordering and purchasing their own course materials.

Graduation

Application for Degree

The Program Office will handle all necessary degree verifications. Diplomas are handled by the Office of the Registrar and will be mailed to students directly approximately four months after commencement. This requires that students ensure their mailing address is correct in CalCentral upon graduation.

Commencement Ceremony

A commencement ceremony for the MBA for Executives Program will take place at UC Berkeley after the conclusion of all academic coursework of Term 5, which includes Immersion Week and block classes. The MBA for Executives Program will hold a stand-alone commencement ceremony (typically in early June).

Graduation Awards

The following awards are presented at the graduation ceremony:

- The Earl F. Cheit Award for Teaching Excellence is an award presented to the faculty member who displays teaching excellence during the Program. A student panel nominates faculty for this award.
- The Defining Leadership Principles (DLPs) Awards are presented to students, selected by the members of the class, as deserving special recognition of embodiment of the DLPs during the entire program.

- The Berkeley MBA for Executives Commencement Student Speaker is selected by fellow classmates to represent the graduating class. The Student Speaker is selected by the class based on contributions to the Program and fellow cohort mates.

PART II - STUDENT AFFAIRS

Student Leadership Opportunities

There will be opportunities to engage in student leadership roles including, but not limited to President, VP of Academics, VP of Sustainability, etc. This includes a combination of appointed roles (by application and interviews) and student elections that take place during the first two Terms of the program.

Nameplates and Nametags

The Program Office provides each student a nameplate and a name tag with his/her/their preferred name to facilitate classroom discussion. Students are responsible for bringing their nameplates to each class session. If a student loses his/her nameplate/name tag, they must request a replacement from the EMBA Program Office.

Student Identification Cards

Every student at UC Berkeley is issued a UC Berkeley ID card in order to access School buildings, libraries, MBA student lounges, catered meals, etc. While on campus, students must have IDs available at all times. Additionally, a student ID may serve as proof of student status to be eligible for student discounts offered by various vendors. Students will be receiving their Cal ID cards during Term 1-Block 1.

To find out more about the Cal ID card please visit the Cal1Card website at <https://cal1card.berkeley.edu/>

Career Management

Haas Career Management Services (CMG) offers students an extensive variety of career management programs and services designed to support the needs of experienced professionals.

Advising: Appointments are available weekdays and some evenings until 7:00 PM, year-round, in-person or by phone, and appointments. If you are new to the BEARS platform please follow the instructions in our [CMG BEARS Student and alumni toolkit](#) to book your private 1:1 session. Continue to use this [link](#) to book future appointments. All Haas MBA alumni enjoy lifetime career services through CMG.

Programs: Most are delivered onsite on campus or virtually

- Networked Job Search Teams and Explore Teams - for students actively looking for opportunities and exploring.
- Executive Coaching Sessions
- Multiple networking opportunities – company presentations, joint MBA & alumni events,
- MBA Career Fairs – in addition to all Berkeley MBA Career Fairs
- Webinar trainings for all career stages (Explorer, Advancer, Pivoter, Entrepreneur)

eResources Accessible 24/7:

- The [Haas Career Management Group \(CMG\)](#) provides coaching to assist in career management.
- Job Postings – new career opportunities weekly in CMG Bears across industries
- LinkedIn – add the [Haas Alumni Network \(HAN\) group](#) on LinkedIn to find alums

For specific questions about these services, please contact mbacareers@haas.berkeley.edu.

University Health Services

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

Meal Services

The Berkeley MBA for Executives Program provides lunch on block days and breakfast and lunch during Immersion Weeks. Prior to every Term students will receive a survey to note any special dietary restrictions to be shared with our catering vendor. A snack room will be available with coffee, tea, and various snacks during on campus block classes. The Residence Inn hotel (for Terms 1-3) provides a breakfast buffet and private dining space reserved for EMBA students.

Student Lodging

Student residency is an integral component of the overall Program—enhancing both the academic and community experiences. As such, Wednesday, Thursday, and Friday night residency in Berkeley is a requirement of the Program during the Core Terms (1-3) regardless of a student's home location and is included in the total cost of the Program.

During Immersion Weeks, hotel accommodations are provided and paid for by the Program Office. Additional shoulder nights (based upon availability) are coordinated and paid for by the student.

No other additional nights are covered and no refunds or credits are given for unused nights. Hotel nights are not transferable and unused nights may not be accrued or applied in future Terms. All incidental room charges, phone charges, and upgrades will be the responsibility of the student. Residency procedures, locations, and rates are subject to change at the discretion of the Program Office.

Room Upgrades/Additional Night

Students who wish to extend and upgrade their accommodations during on campus block weeks and Immersion Weeks are responsible for the price difference between the standard and upgraded room. Reservations for extra nights or upgrades should be made directly with the hotel.

Commuter Policy

The Berkeley MBA for Executives Program offers a commuter option for students who live outside of the 9-county Bay Area and need to stay an additional night for blocks because they cannot reasonably catch a flight or safely make the long drive home. For students who would like to participate in the commuter option, the Program Office will pay for 50% of the cost of a Saturday night hotel stay with the remaining amount charged to the students' personal card on file with the hotel. Throughout the program, all requests to either extend or otherwise alter hotel reservations should be made the block *prior* via the Hotel Change Request Google form linked in every Bear Necessities.

Transportation and Parking

By Air

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

Local Transportation

A [free campus shuttle service](#) is available, with Student ID, around the perimeter of campus. The P ([perimeter](#)) and R ([reverse perimeter](#)) lines run every thirty minutes from 7:00am to 7:30 pm. The NSS ([Night Safety South](#)) line runs every thirty minutes from 7:30pm to 3:00 am Mon-Fri and 6:30pm to 3:30am Sat-Sun. Bay Area Rapid Transit (BART) provides train service around the Bay Area. The Downtown Berkeley BART station at Shattuck Avenue is just a [two minute walk](#) from the Residence Inn by Marriott Berkeley. Alameda County Transit (AC Transit) also provides bus lines throughout the East Bay and campus. Convenient lines include F, 51B, 79, 36, and 52. Students can find schedules and a trip planner on the AC Transit website: www.actransit.org.

By Car

Students are advised not to drive to campus, as parking is severely limited. The Residence Inn offers valet parking at a cost of \$54 per day. Public garages are available in the area surrounding the UC Berkeley campus. In the evening hours and on weekends, several campus lots are open to the public for a daily parking fee. The Program Office cannot reimburse for parking fees or parking tickets for personal automobiles. For more information about parking on the Berkeley campus, please visit the UC Berkeley Office of Parking and Transportation at <http://pt.berkeley.edu/>.

Alumni Relations

Berkeley

All Haas School of Business current students and alumni are members of the Haas Alumni Network (HAN). HAN has over 36,000 alumni worldwide with active Chapters and volunteers in 48 countries and 34 US locations. HAN's mission is to engage students and alumni in the advancement of the Haas School of Business and, in turn, to provide superior opportunities for personal and professional growth through a lifetime connection to Haas and to one another. Students have access to the complete Haas School of Business and UC Berkeley alumni directory upon enrollment. Information on accessing the directory and all other benefits and services can be found at <http://www.haas.berkeley.edu/alumni/>.

Information Sessions

Many prospective students have found it beneficial to hear the perspectives of former students in the Executive MBA Program. We invite alumni to speak at information sessions and at admitted student receptions.

Auditing

The Haas School of Business offers an alumni auditing program. This program allows MBA alumni to come back and audit approved Haas courses, one per year, for free (excluding course materials). Details on this program will be made available to students as they approach graduation.

Information Technology

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

Services and Policies

It is expected that all students will have the original media for all installed software on their computers. Students using corporate notebooks, laptops, or other computer hardware should speak to their corporate IT departments to ensure that all software media and licenses are available (serial numbers, product codes, etc.) before arriving on campus. Software for which students should have the original media can include Microsoft Windows, Microsoft Office, and hardware device drivers. Please note that some

software provided for class work will not function in MacOS. If students prefer to use a Mac, they MUST purchase Windows emulation software, or may have to use a terminal server solution in order to use software that is not supported by Mac.

Haas does not keep a stock of power supplies, network cables, or drives. Students should be sure to have these with them at all times while at School.

Haas School of Business Helpdesk Hours and Contact Information

- Monday to Friday, 8:00 am to 5:00 pm
- Mail requests to: helpdesk@haas.berkeley.edu
- Call at: (510) 642-0434 or 866-642-0434

PART III - TUITION & BILLING POLICY

Fees

Fees will include EMBA Program Fees and Campus Fees.

Expected total cost for the Berkeley MBA is split evenly across all 5 Terms. For current program costs please visit the EMBA [Cost & Financing](#) page. Please note that the fees assessed each Term are a combination of EMBA Program Fees and UC Berkeley's Campus Fees. EMBA Program Fees and Campus Fees will be managed by the Billing Office.

Late Payments

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

Withdrawal and Readmission

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

Failure to attend classes or notify instructors does not constitute formal withdrawal. If, at the time of withdrawal from the Program, a student has a grade point average below 3.000 at Berkeley, then the student may not be eligible for readmission to the Program. A student will automatically fail a course if she/he fails to attend class without informing the instructor and administrators of his/her intention to withdraw from the course or the Program.

EMBA students have a maximum of five years from their initial enrollment date to complete the degree requirements (e.g. first enrollment in Fall 2025 will mean they must complete the degree by Spring 2030). Those who fail to complete the degree requirements within this period must be readmitted to the Program. To be readmitted to the program, he/she must complete all requirements, including a readmission petition and pay Program fees, which will include a readmission fee. If a student was on academic probation at the time of withdrawal, readmission to the program is not guaranteed. In addition, while sequencing of classes may change, students will still be required to complete all required Core courses.

Withdrawal from Program

If a student needs to withdraw from the MBA for Executives Program after the date determined as the first day of instruction*, the student's fees will be prorated based on the [Office of the Registrar Withdrawal Policy](#). **Deposits are non-refundable** and will be subtracted from any student fee refund amount if the student withdraws during Term 1.

****The EMBA Program runs on a separate academic calendar that differs from the UC Berkeley campus. For example, the official “1st day of instruction” for Term 1 for the EMBA Program is the first day of the 2 unit course- Leadership Communication Immersion Week (August 5, 2025), which is prior to the University’s official Fall start of instruction.***

Disciplinary Procedures

When enrolling in the University, students assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution. Rules concerning student conduct, student organizations, use of University facilities, and related matters are set forth in both University policies and campus regulations, copies of which are available upon request at the Office of Student Life. All students should pay particular attention to the booklet [Berkeley Campus Regulations Implementing University Policies](#). When these policies and standards are violated, the Berkeley Graduate Division has final jurisdiction over administrative and academic decisions that terminate or otherwise restrict a graduate student’s progress toward graduation. This can include:

- Dismissal from the program
- Placement on academic probation
- Denial of re-admission if the student was in good academic standing at the time of withdrawal

Berkeley MBA for Executives Program Disciplinary Procedure

- 1) Should an instructor or student become aware of an issue of ethical conduct in connection with any class, exam, course project or otherwise, the instructor or student will immediately contact the Executive Director of the MBA for Executives Program.
- 2) The Executive Director or their designated representatives will reach agreement in each case as to which institution will have the primary role and the scope of both the Haas School of Business and/or UC Berkeley’s (“Schools”) roles in pursuing the alleged ethical violation. The Executive Director and EMBA Academics Team may agree in any given case that both institutions will pursue the matter although the parties anticipate that in most circumstances the Executive Director and EMBA Academics Team will agree that one School will have “primary jurisdiction” in the matter.
- 3) Neither School’s disciplinary process will start until the Executive Director has reached the agreement described above, provided that if no agreement has been reached within ten working days following the report of the issue may institute a disciplinary process in accordance with the School’s policies and procedures.
- 5) Each School retains its right to pursue fully any ethical matter presented to it. The process described above is a statement of policy regarding how that right will likely be pursued. This process does not constitute a waiver by any School of its obligation to ensure adherence to that School’s ethical code, nor does it constitute any release of the students from their obligation to abide by the ethical code of each School.
- 6) Disciplinary action at either institution will be shared with the other institution and may result in sanctions unrelated to the course or Program in question.

Graduate Division Student Academic Misconduct Policy

This policy governs the adjudication of allegations of academic misconduct by graduate students. The policy is posted to the Guide to Graduate Policy under section [E1.10: Graduate Student Academic Misconduct Policy](#).

Informal Resolution

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

Student Records

Berkeley

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