



**HULT**  
INTERNATIONAL  
BUSINESS SCHOOL

# Student Handbook 2022-23

Every effort has been made to ensure that the Student Handbook, Program Catalogs, and Academic Regulations are accurate upon publication. As policies contained in these documents pertaining to academic, financial, and other matters are regularly reviewed, it may become necessary to make changes. The School reserves the right to amend its policies and procedures, curriculum, calendars, tuition fees, refund policy, and degree requirements. Notice will be provided to students whenever changes are made. Such changes become effective immediately for all students.

(v1.2)

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# 1. About the School

## 1.1. Introduction

- 1.1.1. Hult International Business School is a global school with campuses in Boston, Dubai, London, and San Francisco, and global rotation centers in Shanghai and New York City. Students, like faculty, often meet on multiple campuses, and the international perspective on business education underpins the vibrant academic environment of the School. In all its endeavors, the School seeks to deliver programs that are of direct relevance to the world's leading employers. As such, Hult is focused on making a positive impact on business leaders in a global environment, helping managers integrate commercial success and societal well-being.
- 1.1.2. Vital to the delivery of such programs and the creation of a vibrant academic community is the necessity to ensure that all policies are applied across all campuses. Once matriculated as a student at Hult International Business School, this handbook and the Academic Regulations ensure that all students have a reliable set of guidelines to follow during their course of study, regardless of which campus or campuses they attend.

## 1.2. Statement of Purpose

### 1.2.1. Why We Exist:

- To create a better future for all by inspiring and challenging our community to make an impact that matters

### 1.2.2. How We Do It:

- **We Learn Through Challenge**  
We learn to do and do to learn, individually and in teams. Through our highly relevant programs, passionate teaching and focus on applied learning, we build the knowledge and skills that employers want, and entrepreneurs need to thrive in today's workplace. We not only increase the practical ability of our community, but also their confidence, learning agility, and employability.
- **We are Global**  
Our community of 'doers' represents over 150 nationalities and our campuses, learners, alumni, faculty, and staff celebrate togetherness across the globe. We create a truly diverse environment where we all learn from and are enriched by each other's experiences and perspectives.
- **We Grow Ourselves and Others**  
Our community of lifelong learners embodies curiosity, optimism and a growth mindset that enables us all to become our best selves. We care beyond ourselves and believe that by continually striving for integrity, equity, and authenticity, our community can help build a better world for all.

### 1.2.3. What We Do:

- We offer innovative education and foster research to advance practice within responsible, inclusive, and sustainable business.

## 1.3. Host Country Law Statement

- 1.3.1. Hult students must keep in mind that they are subject to the local laws and regulations of the campus host country and these laws may differ substantially from the laws in the student's home country. If students have questions about local laws, they are advised to contact Student Services, who will be able to provide more information. Students should be aware that they are not above the law and, as such, Hult reserves the right to refer matters to the

police for investigation. In addition, students may be suspended, or temporarily or partially excluded from specified Hult facilities, services, and/or placement pending the outcome.

#### **1.4. Statement of Academic Freedom**

- 1.4.1. Hult International Business School affirms the rights of students and professors to academic freedom.
- 1.4.2. Academic freedom is the academic privilege of students and professors to pursue knowledge, to speak, and to write their own opinions, ideas, and philosophy within the boundaries of the law and without punishment, where such expression does not contradict the Hult Honor Code. All assessments and evaluations of students and professors are based on legitimate and articulated intellectual and professional criteria, and not on personal, political, or religious views, social, national, or cultural backgrounds, or other individual preferences, except as these may demonstrably affect intellectual and professional achievement.

## 2. Summary of Related Documents

Document Name	Purpose	Versions
<i>Student Handbook</i>	The primary reference for policies and procedures relating to the Hult student experience	Single School version
<i>Program Catalog</i>	Detailed information on the structure and content of the academic program	One for each degree program
<i>Academic Regulations</i>	The central framework of the School's policies, around which all other documents are framed	Single School version

## **3. Academic and Professional Standards**

### **3.1. Introduction**

- 3.1.1. Hult students are expected to conduct themselves with due regard to their academic and professional responsibilities, with good sense, and with due consideration for other members of the Hult community and the community at large. Every Hult student has both the privilege and the duty to represent the Hult name and Hult's core values. Hult students should take pride in demonstrating these values in every interaction they have with their peers, professors, campus staff, and the business world outside of the School. Additionally, students are expected to demonstrate these values in all their academic and professional work. Hult has a duty of care to all those who form part of its community. Moreover, Hult wishes to uphold and promote certain standards and values fundamental to its underlying purposes of teaching and practice. The School also has the right to protect its reputation and, where necessary, defend its good name.

### **3.2. The Honor Code**

- 3.2.1. The Honor Code is a standard of conduct firmly observed throughout the School, which encompasses academic integrity, professional integrity, and interpersonal behavior. It applies to all members of the Hult community and applies equally to on campus or off campus behavior. Once enrolled, it is each student's responsibility to understand Hult's published policies and procedures and to abide by them, and ignorance of the Honor Code or other policies will not be considered a legitimate excuse for violation. The Honor Code applies to all behavior, whether expressed orally, in writing and/or social media.

### **3.3. Key Principles**

- 3.3.1. All members of the Hult community are expected to be honest and respectful toward each other, and to observe the rules and norms of the School. Honesty in academic matters, as in all other matters, is an expectation of all members of the Hult community. The Honor Code covers both academic and social conduct, and violations will result in penalties of varying degrees of severity, up to and including dismissal from the school.
- 3.3.2. All members of the Hult community are expected to:
- Be civil in words and deeds
  - Be honest in work, action, and speech
  - Respect the diversity of every individual
  - Extend courtesy to every individual
  - Agree to respect the property of our School and of others
  - Maintain academic integrity
  - Abide by campus and institutional rules
  - Conduct themselves professionally
  - Protect Hult's institutional integrity
  - Report any violation of the Honor Code when a breach has been witnessed

### **3.4. Academic Integrity**

- 3.4.1. Any work submitted must be the student's own work. Academic integrity is incompatible with the following actions:
- Giving or receiving unauthorized aid during an examination or quiz.
  - Falsifying data of any kind (for example attendance records).
  - Giving a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence.
  - Giving false testimony (either to protect oneself or someone else) to someone investigating a possible Honor Code violation.
  - Plagiarism (Submitting work without citation that incorporates someone else's ideas).

- Self-plagiarism (Turning in the same work or part of assignments for two or more courses without the explicit approval of all the instructors involved).
- Submitting another student's work with or without that student's knowledge.
- Unauthorized cooperation between students in individual work situations.
- Not abiding by exam rules.
- Cheating of any kind
- Visiting online sites where exam questions and/or solutions from academic institutions may be posted.

### ***Plagiarism***

- 3.4.2. Plagiarism is the failure to adequately acknowledge the ideas, language, or research of others in papers, presentations, or other work. This includes direct, word-for-word copying, as well as the use of ideas, even if the original work is not copied word-for-word. Rules of plagiarism apply to all media through which students might communicate, including oral, graphical, text, or any electronic or physical media. Keep in mind that professors will expect students to provide their own original analysis and opinion, not the work of others.

### ***Referencing***

- 3.4.3. Hult follows the American Psychological Association (APA) citation format for all assignments. Information on proper use of APA citation format is made available to students on *myHult*.
- 3.4.4. Please also note that assignment submissions that include a large amount of third-party materials, even when properly cited, are not usually appropriate. While this is technically not plagiarism if a student provides proper references, the professor may nonetheless conclude that the student did not do the work they were asked to perform and award a low or failing grade for the assignment.

### ***Cheating***

- 3.4.5. There are many kinds of behavior that can be interpreted as cheating. For example, failure to observe examination or assignment instructions. In general, if it feels like a certain behavior might be considered as cheating, it probably is. If in doubt, ask a member of staff before committing to a course of action that may be considered cheating.

### ***Collusion***

- 3.4.6. Collusion is a form of cheating. It includes voluntarily assisting in another student's cheating and/or helping another student in an unauthorized manner whether the latter has requested assistance or not. Collaborating on an assignment which calls for individual work is also considered unacceptable academic behavior.

## **3.5. Professional Integrity**

- 3.5.1. All students as well as all other members of the Hult community are expected to use reasonable and sound judgment in their daily campus life, to show respect and due concern for the welfare and rights of others. Students must behave in a manner that is considerate of others, does not jeopardize the health and safety of others, or damage the reputation of Hult. Professional integrity applies to all behavior, whether expressed orally, in writing and/or social media.
- 3.5.2. Professional integrity is incompatible with the following actions:
- Using abusive or obscene language and engaging in any form of deviant or anti-social behavior.
  - Displaying inappropriate and/or offensive reactions when communicating with any member of staff, students, faculty or visitors.
  - Violent, indecent, disorderly, threatening, or offensive behavior or language, including harassment and bullying towards any student, member of staff, faculty or visitors.
  - Stereotyping, harassing, victimizing, or discriminating against any person on grounds of age, gender, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, or socio-economic background.



- The possession and/or use of alcohol or substances under legal age.
- Unacceptable behavior arising from the consumption of alcohol or other substances.
- The possession and/or use of illegal drugs or substances.
- Making false, frivolous, malicious, or vexatious complaints.
- Violation of the School's attendance policies.
- Any action that caused, or could have caused, a health and safety concern on the School's premises.
- Any behavior, action or language which could be considered to bring the institution or the Hult community into disrepute or damage its relationship with corporate connections, accrediting bodies or any other external party.

3.5.3. The Honor Code applies to all subsidiary policies that the School publishes.

### **3.6. Honor Code Violations**

- 3.6.1. Hult is committed to enforcing the Honor Code. Any breach of academic or professional integrity may be considered a violation of the Honor Code. A student who is found to have breached the Honor Code will receive an Honor Code Violation (HCV), which will remain on the student's permanent record.
- 3.6.2. Undergraduate students who receive three Honor Code Violations in any twelve-month period, or five violations during the course of the program, will be dismissed.
- 3.6.3. Postgraduate students who receive three Honor Code Violations during the course of the program will be dismissed.
- 3.6.4. Severe breaches to the Honor Code may result in immediate dismissal from the School. The School reserves the right to suspend or dismiss a student who at any time is convicted of a criminal offense, acts in any way which is contrary to the interests of the School or its students, or acts in a manner which could damage Hult's reputation or bring it into disrepute.

### **3.7. Academic Integrity Cases**

- 3.7.1. The Academic Integrity Committee is responsible for conducting a complete and impartial review of any suspected violation, notifying the student concerned, the student's faculty member(s), and the academic administration of its findings and any sanctions. The student will be advised in writing regarding the decision of the Academic Integrity Committee.
- Once a case is submitted to the Academic Integrity Committee, the student will be notified that a case has been reported and will be given details of the suspected violation.
  - The student may respond in writing to describe what happened in their own words, including any extenuating circumstances that the student wishes to present.
  - The Academic Integrity Committee will investigate the suspected violation, taking care to include all relevant information and speaking to the relevant parties.
  - The Academic Integrity Committee will decide whether a violation occurred on the basis of preponderance of evidence.
  - If the Academic Integrity Committee determines that a violation has occurred, it will decide the sanctions and notify the appropriate parties.
- 3.7.2. The Institution may use electronic and other methods (including the use of third-party systems and services) to detect Academic Misconduct.
- 3.7.3. Academic misconduct covers all cases of collusion with others, such as assistance to another student in academic malpractice. In such cases, similar penalties apply to both the giver and the recipient of unfair assistance.
- 3.7.4. Academic misconduct is normally levied by the AIC at one of the following three levels:

- Level 1: Poor Academic Practice (usually reserved for first-offences of minor scale or scope, for example clumsy/deficient referencing. Repeated Poor Academic Practice, where there has been previous warning, may be considered Academic Misconduct).
  - Level 2: Academic Misconduct (for example when the misconduct was a result of reasonable misunderstanding, or plagiarism of a restricted scope. Repeated Academic Misconduct, where there has been previous warning, may be considered Major Academic Misconduct).
  - Level 3: Major Academic Misconduct (for example cheating in an examination or use of an essay bank or writing service, admission fraud, or substantial plagiarism)
- 3.7.5. An Honor Code Violation is normally issued only for instances of Level 3 Major Academic Misconduct or repeat instances of Level 2 Academic Misconduct where a Level 3 penalty is issued.
- 3.7.6. In the case of Level 1 Poor Academic Practice, normally the relevant faculty member (or suitable alternative person) gives feedback to the student, including the nature of the poor academic practice and how it can be avoided in future. The student may be required to resubmit the assignment (possibly with a grade cap). The student may be required to undertake specific activity such as additional training in good academic practice.
- 3.7.7. Sanctions for Level 2 Academic Misconduct are at the discretion of the AIC, for example:
- Reduction of the grade for the Assignment by one or more grades
  - A fail grade for the Assignment
  - Require that the student resubmit the work remedying the Academic Misconduct (which may indicate a grade cap for the resubmission)
  - Require that the student undertake training in academic practice
- 3.7.8. Sanctions for Level 3 Major Academic Misconduct are at the discretion of the AIC, for example:
- Reducing the grade for the Course to a Fail
  - A recommendation that the student be Suspended or Dismissed from the Program
- 3.7.9. All penalties imposed by the AIC (whether Level 1, 2, or 3) are recorded on a student's academic record for internal purposes but are not listed on Transcripts.
- 3.7.10. **Please note:** To preserve an open and fair academic community for all, Hult takes its Honor Code seriously. The process normally takes about 14 days, but the timing of rulings will depend upon the complexity of the situation. To investigate a claim exhaustively, contact all relevant parties, and ensure a fair decision made on full facts, the Academic Integrity Committee (AIC) may, on occasion, take substantial time before making a ruling. Results of individual AIC hearings will not be publicly disclosed.
- 3.7.11. It is expected that all members of the Hult community conduct themselves openly and honestly at all times. Thus, dishonest statements made to AIC members or campus staff, or actions which impede an AIC or campus staff review (in the case of a social infraction) will be treated as additional violations.
- 3.7.12. Students may appeal AIC decisions. Valid grounds for appeal are:
- a. Procedural error that materially affected the outcome of the case
  - b. New evidence that was not available at the time of the case review
  - c. Substantive bias exhibited by a panel member
  - d. Disproportionate penalty applied by the AIC
- 3.7.13. Appeals of AIC decisions are reviewed by the Academic Standards and Quality Committee. Appeals must be submitted within 14 days of notification of the original ruling. (Further information on the appeal process is published in the Academic Regulations).

### 3.8. Professional Integrity Cases

- 3.8.1. Professional integrity infractions are reviewed and administered by the Professional Integrity Committee (PIC). The campus PIC is responsible for conducting a complete and impartial review of any suspected infraction, and in the case of serious allegations may consult with the global Professional Integrity Committee. The campus Professional Integrity Committee administers any sanctions imposed.
- Once an allegation has been made, the student will be notified that a case has been reported and will be given details of the suspected violation.
  - The student may respond in writing to describe what happened in their own words, including any extenuating circumstances that the student wishes to present.
  - The Professional Integrity Committee will investigate the suspected violation, taking care to include all relevant information and speaking to the relevant parties.
  - The Professional Integrity Committee will determine whether a violation occurred on the basis of preponderance of evidence.
  - Where a violation is determined to have occurred, the Professional Integrity Committee in consultation with the Campus Dean will determine and implement sanctions and notify the appropriate parties.
- 3.8.2. Sanctions for Professional Integrity cases are at the discretion of the Professional Integrity Committee, for example:
- Reprimand: a written warning to a student, including notice that further misconduct will result in more severe penalties.
  - Social Probation: Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
  - Issuing an Honor Code Violation (HCV)
  - Apology: a formal letter of apology, either private or public, to an individual or organization within or outside the Institution
  - Restitution: a full and complete reimbursement for damage to, or destruction of, the property of the Institution or others.
  - Termination of Institutional financial aid and/or scholarship support
  - Removal of eligibility for campus rotation.
  - Suspension, for a fixed period of up to one academic year
  - Dismissal, to be confirmed by the Head of School
- 3.8.3. In exceptionally serious cases, the Chair of the Campus Professional Integrity Committee may Suspend the student pending the outcome of disciplinary action. A Suspended student may not attend classes, enter the Campus, or use other facilities such as IT services.
- 3.8.4. **Please note:** To preserve an open and fair academic community for all, Hult takes its Honor Code seriously. The process normally takes about 14 days, but the timing of rulings will depend upon the complexity of the situation. To investigate a claim exhaustively, contact all relevant parties, and ensure a fair decision made on full facts, the Professional Integrity Committee (PIC) may, on occasion, take substantial time before making a ruling. Results of individual PIC hearings will not be publicly disclosed.
- 3.8.5. It is expected that all members of the Hult community conduct themselves openly and honestly at all times. Thus, dishonest statements made to PIC members or campus staff, or actions which impede a PIC review will be treated as additional violations.
- 3.8.6. Students may appeal PIC decisions. Valid grounds for appeal are:
- Procedural error that materially affected the outcome of the case
  - New evidence that was not available at the time of the case review
  - Substantive bias exhibited by a panel member

- 3.8.7. Appeals of PIC decisions are reviewed by the global Professional Integrity Committee. Appeals must be submitted within 14 days of notification of the original ruling. (Further information on the appeal process is published in the Academic Regulations).

### **3.9. Advice, Support, and Guidance**

- 3.9.1. Help, support, guidance, and representation are available to Hult students. It is the responsibility of the student against whom an allegation has been made to seek advice and assistance where necessary. In addition, a student wishing to make an allegation is also entitled to assistance, support, and guidance from these sources. A typical point of contact for help or advice would be a staff member within the Dean's Office, although students may approach any staff or faculty member not directly involved in the case.

## **4. Academic Policies & Procedures**

### **4.1. Program Catalogs**

- 4.1.1. Please refer to the appropriate Program Catalog for information on the program structure and details on each course including course descriptions, learning outcomes, and topics covered.

### **4.2. Admissions Document Submission**

- 4.2.1. It is the responsibility of each student to ensure that all outstanding admissions documents are received by the School by the date of registration. Official transcripts and diplomas will not be issued to students who have outstanding admissions documentation. Transfer credits will not be awarded until all documentation is received by the School.

### **4.3. Accommodating Special Needs**

- 4.3.1. Hult International Business School is committed to providing equal access to its educational opportunities, programs, and activities. In compliance with the Disability Section of the Rehabilitation Act and Section III of the Americans with Disabilities Act, and the UK Disability Discrimination Act (DDA) of 2005 and the Equality Act of 2010, Hult will provide reasonable accommodations to students with disabilities. A reasonable accommodation is a modification or adjustment to a course, program, or activity that enables a qualified student with a disability to obtain equal access.
- 4.3.2. For more information about the Disability Accommodation Policy and procedures for requesting accommodation, please refer to the published policy.

### **4.4. Confirmation of Grades**

- 4.4.1. When students receive grades from the faculty assessing work, these grades are subject to confirmation by the Program's Assessment Board. Grades may be adjusted up or down. The Assessment Board assures the overall fairness and consistency of grading across course sections and campuses, as well as considering exceptional individual cases and issues associated with academic integrity.

### **4.5. Assessment**

- 4.5.1. Hult believes in learning by doing and uses a variety of assessment methods, both formative and summative, to help students grow and develop over the duration of the program.
- 4.5.2. All assignments for assessment are outlined in the course/module page on myCourses, which is available to students at the beginning of the course or module. Students must ensure that all assignments are submitted on time, in an approved format, and must provide the instructor with any relevant information in advance that may affect their performance.
- 4.5.3. Requests for mitigating circumstances regarding assessments must follow the procedure listed later in this section.
- 4.5.4. Requests for Special Accommodations must be submitted as early as possible (normally at matriculation) by submitting a request to the campus program team.
- 4.5.5. Group assignments, submitted by a student's team, are the responsibility of all students in that team. All students are expected to contribute equally and appropriately to team assignments and students who do not do so may receive a reduced grade for the assignment, including a grade of F if proven to be a non-contributor to the assignment. Students are not permitted to submit group assignments individually and must work on and submit as a team.

### **4.6. Examinations and Quizzes**

- 4.6.1. Final examinations are rarely used as a form of assessment at Hult, but short quizzes are more commonplace, especially in undergraduate programs. Students are required to take examinations or quizzes as scheduled and must bring their laptop to classes for such assessments. Failure to bring a working and charged device on which the quiz can be taken does not count as mitigating circumstances.
- 4.6.2. Students who miss an examination or quiz and cannot prove mitigating circumstances, will receive a Fail (F) grade for the exam or quiz. Any specific examination rules will be communicated before the exam begins.
- 4.6.3. Communication with other persons (within the classroom or externally) through any medium during examinations and quizzes is expressly prohibited and will be reported to the Academic Integrity Committee, which may lead to a Fail (F) grade for the exam/quiz.
- 4.6.4. Students may not wear earphones while taking an exam or quiz.
- 4.6.5. Examinations and quizzes are timed and students are required to complete their exam/quiz within the allotted time. The time limit will not be extended to account for any break (e.g. bathroom break).
- 4.6.6. Information on authorized materials will be provided prior to exams and quizzes. Use of any unauthorized materials will be reported to the Academic Integrity Committee, which may lead to a fail grade for the exam/quiz.

#### **4.7. Viva Voce**

- 4.7.1. Faculty may decide to examine any student or student group viva voce to verify an awarded grade.
- 4.7.2. The Academic Integrity Committee may also request viva voce of a student or student group as a component of a case review.

#### **4.8. Classification of Undergraduate Students**

- 4.8.1. The four years of classification for undergraduate students are:
  - a. First Year (Freshman) = 0-29 credits earned
  - b. Second Year (Sophomore) = 30-59 credits earned
  - c. Third Year (Junior) = 60-89 credits earned
  - d. Fourth Year (Senior) = 90-120 credits earned

#### **4.9. Full Time Student Status for Undergraduate Students**

- 4.9.1. Due to the differences between courses in the pre-2022 BBA and modules in the 2022 BBA, there are different requirements on the minimum credits that must be taken at a given time. Undergraduate students on the pre-2022 BBA are classified as 'full time' when registered for a minimum of 24 credits during the core academic year, including a minimum of 12 credits in Fall term and 12 credits in Spring term. However, students in good academic standing are strongly encouraged to take 15 credits per term to progress through the degree. Student visa rules may dictate a minimum number of credits per term. Undergraduate students on the 2022 BBA are classified as 'full-time' when registered for 30 credits during the core academic year, comprising of two modules in the Fall of 7.5 credits each and another 2 modules in the Spring of 7.5 credits each. There is no option to take a reduced course load in the 2022 BBA program.
- 4.9.2. Students may take additional credits during Summer. Students on the pre-2022 BBA can take up to a maximum of 12 extra credits (6 in Summer 1 and 6 in Summer 2) and students on the 2022 BBA may take up to a maximum of 15 credits, with one module of 7.5 credits in the Summer 1 term and another module in the Summer 2 term. Credits taken during Summer do not count towards the accumulation of 'full time' status.

#### **4.10. Course Registration**

- 4.10.1. Part-time Postgraduate students and pre-2022 BBA students must register for courses during published registration periods.
- 4.10.2. Full-time Postgraduate students are automatically registered in core courses and are required to register themselves for elective courses within the registration period.
- 4.10.3. 2022 BBA students will be automatically registered in Core Modules and required to register themselves for Specialisation Modules within the registration period.
- 4.10.4. In all cases, completion of registration is also contingent on a student being in good financial standing as determined by the Finance Office.
- 4.10.5. Students must attempt to earn credit in each term they are expected to register, otherwise they will be put on Leave of Absence status or dismissed from the program.

#### **4.11. Dropping or Withdrawing from Courses or Modules**

- 4.11.1. Students cannot Add/Drop required core courses or modules where they are automatically registered into them.
- 4.11.2. Where students register themselves, students may change their registration during a published Add/Drop period. The Add/Drop deadline for each term/course is published to students in advance. For postgraduate programs and the 2022 BBA the Add/Drop deadline is normally 2 weeks prior to the first day of scheduled classes for the course/module. For the pre-2022 BBA it is normally one week after the first day of the scheduled term.
- 4.11.3. After switching to a new course following Add/Drop, students are responsible for all coursework and materials missed prior to their joining the new class, regardless of registration status during that time. Classes missed during the Add/Drop period are logged as absence for attendance reporting.
- 4.11.4. Students normally may not Withdraw from required core courses or modules where they are automatically registered into them. If a student has mitigating circumstances that necessitates them ceasing their studies during such a course/module, they would normally be required to take a Leave of Absence.
- 4.11.5. Where students register themselves, students may withdraw from a course after the Add/Drop period and before the Withdrawal deadline. The Withdrawal deadline for each term/course is published to students in advance. Students who Withdraw before the deadline will receive a designation of a 'W' (Withdrawal) grade for the course on their permanent record. Withdrawals are not permitted after the published withdrawal deadline. A withdrawal counts as a full course in the calculation of program fees (i.e. there is no refund for courses in which a student earns a 'W' grade).
- 4.11.6. Withdrawing from a course, where the student is named in a pending AIC case, will not be approved. Once the AIC case is concluded, students may be allowed to withdraw. F-grades awarded as a result of AIC cases will override any course withdrawal requests.
- 4.11.7. Student visa rules may dictate a minimum number of credits per term. Therefore, students on visas may not be eligible to withdraw from courses. For example, falling below the minimum credits for full time student status may violate the terms of a student visa and may require the student to leave the country.

#### **4.12. Maximum Credits for Undergraduate Students**

- 4.12.1. The maximum number of credits an Undergraduate student is normally allowed to complete while registered for the undergraduate degree is 150 credits. Enrollment beyond this cap requires the approval of the Academic Standards & Quality Committee.

#### **4.13. Overload for Undergraduate Students**

- 4.13.1. Pre-2022 BBA students with a cumulative grade point average (CGPA) of 3.60 or higher may take an additional 3 credits during each of the Fall and Spring terms. Additional credits taken will incur additional fees.
- 4.13.2. Due to the nature of the 2022 BBA, students will not be able to take extra credits, regardless of their GPA. BBA students seeking to accelerate their studies are recommended to register for summer terms.

#### **4.14. Concurrent Enrollment**

- 4.14.1. Undergraduate students on the pre-2022 BBA may transfer in a maximum of 12 credits once matriculated as a Hult student, and their total number of transfer credits may never exceed 60.
- 4.14.2. Undergraduate students on the 2022 BBA may transfer in a maximum of 7.5 credits once matriculated as a Hult student, and their total number of transfer credits may never exceed 60. Concurrent enrollment credits may not be counted towards a core module or towards a Major or Minor.
- 4.14.3. Postgraduate students may transfer in a maximum of 6 credits once matriculated as a Hult student.
- 4.14.4. Courses must be taken at an appropriately accredited academic institution have a relevant focus, be at the program level with at least the same number of credits and have equivalent learning outcomes to the core or elective course(s) at Hult for which transfer credit is sought. Transfer credits must be taken at the student's own expense. Hult is not liable for the tuition expenses and associated fees for transfer credits. Students will not receive tuition reimbursements or refunds for courses forgone at Hult due to receiving credits from outside institutions.
- Grades must be received in the form of an official transcript from the school at which the course was taken.
  - To transfer the grade, students must earn a US-equivalent grade of C or better in the course.
- 4.14.5. All requests for concurrent enrollment transfer credit must be submitted in writing to the Registrar and must receive approval in advance. Students are encouraged to submit requests for transfer credit as early as possible.

#### **4.15. Repeated Courses**

- 4.15.1. If a student repeats a course, the higher-grade counts towards graduation and the calculation of the CGPA. All courses and grades remain on the student's academic transcript. A student may not receive credit twice for repeating a course. Fees for repeated courses are assessed in the same way as any other courses taken for credit.



## **4.16. Attendance Policy**

- 4.16.1. The School's attendance policy applies to all modes of study and to all students. It is considered an important component of professional integrity and the Honor Code.
- 4.16.2. Students are required to attend all their classes, team meetings and appointments. This includes scheduled meetings with Hult staff, faculty, and students.
- 4.16.3. Attendance is taken at all scheduled class sessions. Students are responsible for registering their attendance in the class. Students who fail to register their attendance cannot petition faculty or staff to corroborate their attendance and will be marked absent for the class. Failure to attend classes is likely to affect quality of work and consequent grades and could affect students' matriculation and/or visa status and financial aid.
- 4.16.4. Failure to attend team meetings seriously impedes the effective functioning of the team, is disrespectful to team members, and may negatively impact the quality of team assignments and associated grades for all team members. As such, teams are asked to record attendance at team meetings and to report to Hult staff instances of repeat absence from team meetings. In situations where a team member has failed to attend multiple team meetings and is consequently perceived not to have contributed sufficiently to a team assignment, the team may declare in the submission of an assignment that a team member was a 'non-contributor', in which case, upon validation of the charge by the Dean's Office, the offending team member will receive an F grade for the assignment. Teams should maintain records of (non) attendance at team meetings as evidence to support cases of 'non-contribution' F grades.
- 4.16.5. Failure to attend scheduled appointments, team meetings, or other activities where attendance is expected may be investigated by the Professional Integrity Committee and may result in an Honor Code Violation.
- 4.16.6. Undergraduate students on the pre-2022 BBA program must attend a minimum of 70% of all scheduled class time within a term. At the end of each term, students on that program whose overall attendance is lower than 70% will receive an Honor Code Violation (HCV).
- 4.16.7. Students are required to be on time for all scheduled classes and other scheduled activities, and to attend for the full duration of such classes/meetings. Faculty/staff have the right to deny entry to students who do not arrive for class or other scheduled activities on time. Respect for others' time is part of the Honor Code, and therefore, students who continually arrive late for classes/meetings or who continually leave early may be referred to the Professional Integrity Committee and receive an Honor Code Violation.
- 4.16.8. Students are required to maintain appropriate behavior during all class sessions and meetings, consistent with the school's Honor Code.
- 4.16.9. The School requires certain etiquette for students attending online. Students attending online must log in with their Hult account, must keep their camera on (unless otherwise permitted by the course professor), must be in a professional, non-distracting setting (e.g. not travelling), and must be fully engaged and participating in breakout rooms. A student may be removed from the class session for failing to meet any of these criteria (and marked absent) and repeat instances may result in an Honor Code Violation.
- 4.16.10. Mitigating circumstances are only considered when a student misses an assessment (quiz/exam or other in-class assignment). Students must present official documentation to prove the mitigating circumstance to the Dean's Office (see Mitigating Circumstances section below).
- 4.16.11. Students must not sign other students in for classes or sign themselves in for classes they do not attend. Such action is dishonest and is a violation of the Honor Code. It may also constitute a breach of local immigration law.
- 4.16.12. For programs with multiple modes of study, students must attend in accordance with the mode of study they have registered. For example, students registered as in-person must attend in-

person, and online attendance in such cases would be marked as absent. Note: Holders of a US or UK student visa must maintain an in-person attendance.

## **4.17. Mitigating Circumstances**

- 4.17.1. Mitigating circumstances are only allowed in the following cases:
- Documented illness of a student
  - Serious illness of an immediate family member
  - Death in the immediate family
- 4.17.2. Students must submit to the Dean's Office the official documentation in English or with an official translation within 14 days of the end of the missed assignment. Medical notes must be from the country of study or residence during study, and documentation obtained through an online source will not be accepted. The School reserves the right to request to see a hard copy of the original document.
- 4.17.3. The Dean's Office will decide if the student may be granted an appropriate extension and/or accommodation for the assignment.
- 4.17.4. Students who have serious mitigating circumstances approved, which necessitates missing more than 30% of the scheduled academic activities in a term/module, will be dropped from courses/modules. If the student in such circumstances believes they are still able to complete the courses/modules with a passing grade, they must apply to the Dean's Office in writing to request an exception before the end of the courses/modules or final assessment due date.

## **4.18. Late Assignment Submissions**

- 4.18.1. Any assignment submitted late (past the stated deadline) will receive a grade deduction of one full grade (e.g. from an A to a B) for the assignment. Non-submission within 48 hours after the deadline will result in an F (Fail) grade.
- 4.18.2. The mitigating circumstances policy (4.17) may be applied to cases where mitigating circumstances result in unavoidable late submission.

## **4.19. Grading**

- 4.19.1. The intent of the Hult grading system is to encourage and acknowledge academic achievement while promoting a growth mindset. The Hult grading system is based on principles of fairness and transparency, and faculty award grades based upon established criteria that are clear and visible in the course syllabus. All students should also be aware of the Hult Honor Code and the expectations regarding academic standards therein. Course grades at Hult usually involve a combination of assessments, including but not limited to written assignments, examinations, and presentations. Graded work will normally include a combination of individual and team assignments. Every Hult student is entitled to know the manner in which their course grade has been calculated.
- 4.19.2. Hult operates a policy of second-marking assignments and exams within each course, such that grades are not determined solely by the course instructor. Hult also operates a policy of sample external review of grades. As such, individual course instructors are not at liberty to adjust grades once they have been released.
- 4.19.3. For group work, students will normally receive the same grade as their teammates. However, an adjusted grade for an individual (either higher or lower than the 'team grade') may be awarded if it is documented that either:
- The individual has made an exceptional contribution to the group activity and assignment.
  - The individual has made no (or minimal) contribution to the group activity and assignment.

## 4.20. Grading Scheme

- 4.20.1. Undergraduate and postgraduate programs use the following grading system to evaluate student performance:

Letter Grade	Grade Points	In-Course Percentage	Quality Indicator
A	4	90-100%	Excellent; significant strengths & few weaknesses
B	3	80-89%	Good; strengths outweigh weaknesses
C	2	70-79%	Adequate; balanced strengths and weaknesses
D	1	60-69%	Inadequate; weaknesses outweigh strengths
F	0	Below 60%	Fail; significant weaknesses & few strengths

- 4.20.2. Instructors will set more specific evaluation criteria for each assignment, within this framework, as appropriate to the assignment.

## 4.21. Grade Point Average

- 4.21.1. A student's grade point average (GPA) is determined by dividing the number of grade points earned by the net number of credits attempted for letter-grade. Pass/Fail courses are not used in the GPA calculation. If a course/module is retaken the new grade will replace the old grade in the GPA calculation. Grades for transfer credits accepted will not be used in determining the GPA. For example, if a student takes 5 x 3-credit courses and receives grades of A, B, B, C, and D respectively, the GPA will be calculated as:

Credits		Grade	Grade Points	Quality Points	GPA
3	A	4	12	-	
3	B	3	9	-	
3	B	3	9	-	
3	C	2	6	-	
3	D	1	3	-	
15	-	-	39	2.60 (39/15)	

- 4.21.2. Students receive a term grade point average (TGPA) based upon the course/module grades awarded in a single term, and a cumulative grade point average (CGPA) based upon the sum of all grades awarded by Hult during the degree program.

## 4.22. Other Letter Grades

- 4.22.1. In addition to the letter grades of A, B, C, D, F, the following letter grades may be used and recorded on the transcript:

### P (Pass)

Exclusive to Pass/Fail courses, a Pass grade is denoted as P, indicating that the student completed all requirements to complete the course and is awarded the associated credits. However, there is no grade higher than pass obtainable for the course. Pass grades do not count towards the GPA calculation.

### T (Transfer Credit)

Transfer credits do not count towards the GPA calculation.

### I (Incomplete)

An Incomplete grade is a temporary award for the period during which the School grants an extension for the submission of course assignments beyond the end of the term. Incomplete grades must be converted to a final letter grade no later than 90 days from the date of the Incomplete grade being recorded. Students cannot graduate with any Incomplete grades on their permanent record.

### W (Withdrawn)

Withdrawn grades are assigned when a student has withdrawn from a course after the add/drop period and before the withdrawal deadline. 'W' grades are not included in the computation of the GPA.

#### R (Repeat)

If a student repeats a course, the higher grade counts towards graduation and the computation of the cumulative GPA. All courses and grades remain on the student's permanent academic transcript, including an 'R' for Repeated Courses.

#### AU (Audit)

AU is recorded if a student attends a course informally, without working for credit, and is used exclusively for returning alumni.

### **4.23. Grade Appeals**

- 4.23.1. At Hult, there are three layers to the grading process which ensures that the quality of outcomes is appropriate and fair to students. All assignments are graded by the course professor. Assignments are then reviewed by another Hult professor (called 'second-marking' or 'sample grade review'). Finally, assignments are reviewed by an External Examiner (an independent academic from another university or business school). This approach means that grades are not awarded at the sole discretion of the course professor. Rather, they are a product of a three-layer review and moderation process. At the end of each term, once first, second, and external grading has taken place, each program convenes an Assessment Board, consisting of course professors, program administrators, and External Examiners, which reviews and approves all course grades.
- 4.23.2. Due to this rigorous grading review process, students can only request a grade appeal in the following circumstances:
- Performance in an assignment suffered through mitigating circumstances.
  - There was an administrative error in the management of the assignment.
  - The assignment was not run in accordance with the Academic Regulations and/or Program Regulations.
- 4.23.3. Grade appeals must be submitted within 14 days of the notification of the assessment outcome to the student.
- 4.23.4. Please refer to the Academic Regulations to review the full assessment appeal process.

### **4.24. Failing and Retaking Courses or Modules**

- 4.24.1. 2022 BBA students must repeat core modules in which they receive an F grade as soon as practically possible, and no later than one year after the original module registration date. When the same module is repeated, the new grade supersedes the old grade in the calculation of the CGPA. If, on repeating a failed core module, a student fails the same core module for a second time, they will be dismissed.
- 4.24.2. If a 2022 BBA student fails a specialization module, they do not have to retake the same module unless they want to complete a Major or a Minor in that discipline and it is required. When the same module is repeated, the new grade supersedes the old grade in the calculation of the CGPA. If a student takes an alternative specialization module rather than repeating the failed module, the F grade for the failed specialization module will continue to form part of the CGPA calculation.
- 4.24.3. If a pre-2022 BBA student fails a course, if it is a required course then they must retake it in a subsequent term, preferably as early as possible. When the same course is repeated, the new grade supersedes the old grade in the calculation of the GPA. If a pre-2022 student fails a course that is not required, they may choose whether or not to retake it. If they choose not to retake it, the F grade will continue to form part of the GPA calculation.

- 4.24.4. If a postgraduate student fails a course, if it is a required course then they must retake it in a subsequent term (exact dates will be arranged by the Dean's Office). When the same course is repeated, the new grade supersedes the old grade in the calculation of the CGPA.
- 4.24.5. If a postgraduate student fails a course that is not required (e.g. an elective course), they may choose whether or not to retake it. If they choose not to retake it, the F grade will continue to form part of the GPA calculation, and they must take an alternative course as soon as possible to make up the credits.
- 4.24.6. If a postgraduate student fails the repeat instance of any course then they will be dismissed from the program.
- 4.24.7. For postgraduate students, retake or alternative courses taken following F grades must be undertaken within the normal length of the degree program (i.e. before the scheduled end of the academic year prior to expected graduation). Students are responsible for ensuring they have completed all program credits with a CGPA of 2.00 or above prior to the end of the academic year in which they are expected to graduate (i.e. one year for full time postgraduate programs), and students who have not met these criteria will be dismissed at that time.
- 4.24.8. Retake courses for postgraduate students are normally undertaken as a 'directed study' with a member of faculty, with reduced contact hours and a primary focus on improving upon previously demonstrated areas of weakness within the course content. Assignments for retake courses will be appropriate for the credit-weighting and learning outcomes of the course.
- 4.24.9. In all cases, F grades will remain on student transcripts as a historical record, even following a retake/repeat.
- 4.24.10. In all cases, students who retake or repeat courses/modules are required to pay additional fees, pro-rated to the per-credit equivalence applicable to the degree program. For students who normally receive scholarship that reduces net fees, such scholarship will not be applied to repeat/retake courses/modules.

## **4.25. Academic Probation & Academic Dismissal**

- 4.25.1. Academic probation is a status used to indicate that the School has concerns about a student's progression and consequent risk of failing to graduate from the program. It is an early-warning system to address such issues before they become intractable.
- 4.25.2. For PG students and pre-2022 BBA students, at the end of each term, students with a cumulative grade point average (CGPA) lower than 2.00 are placed on academic probation. Students remain on academic probation until their CGPA increases to 2.00 or higher.
- 4.25.3. 2022 BBA students are placed on academic probation if they have 2 D or F grades counting towards their CGPA (e.g. One F grade and one D grade obtained at any point in the program, regardless of CGPA, results in a 2022 BBA student being placed on academic probation).
- 4.25.4. A CGPA of 2.00 or higher is required to graduate for all degree programs, therefore students on academic probation must demonstrate academic progression in subsequent terms otherwise risk dismissal from the program.
- 4.25.5. Students on academic probation are encouraged to work with a designated member of the academic team to develop a tailored action plan to improve their academic performance.
- 4.25.6. Pre-2022 BBA students on academic probation are not permitted to register for more than 12 credits per term.
- 4.25.7. Pre-2022 BBA students who fail to achieve a term grade point average (TGPA) of 2.00 in three consecutive terms (excluding summer terms) will be dismissed from the program if their

cumulative grade point average (CGPA) is also less than 2.00 following the most recent applicable term.

- 4.25.8. Pre-2022 BBA students who fail to achieve a term grade point average (TGPA) of 2.00 for any 5 terms during the program (excluding summer terms) will be dismissed from the program if their cumulative grade point average (CGPA) is also less than 2.00 following the most recent applicable term.
- 4.25.9. Pre-2022 BBA students on academic probation must seek pre-approval from the Dean prior to withdrawing from any course(s) in a term. Approval will be denied if it is perceived as an attempt to circumvent the three consecutive terms dismissal policy.
- 4.25.10. 2022 BBA students will be dismissed if they have 4 D or F grades (in any combination) counting towards their CGPA.
- 4.25.11. 2022 BBA students must repeat core modules in which they receive an F grade as soon as practically possible, and no later than one year after the original module registration date. If, on repeating a failed core module, a student fails the same core module for a second time, they will be dismissed.
- 4.25.12. 2022 BBA students are encouraged to repeat specialization modules in which they have received a D or F grade so that they do not continue to count towards their CGPA.
- 4.25.13. Postgraduate and undergraduate students who complete all credits required for the program but whose CGPA is less than 2.00 will be dismissed from the program.

#### **4.26. Graduation Requirements**

- 4.26.1. Undergraduate students must complete a minimum of 120 credits and achieve a cumulative grade point average (CGPA) of 2.00 or higher. Students must complete all core course and elective course requirements as described in the Program Catalog. At least 60 credits must be awarded by Hult with the final 15 credits awarded by Hult.
- 4.26.2. Postgraduate students must complete all credits and courses as outlined in the Program Catalog and achieve a cumulative grade point average of 2.00 or higher.
- 4.26.3. Graduating students who have outstanding fees will not be allowed to participate in the commencement ceremony and will not be awarded a Hult diploma until the outstanding balance has been paid.
- 4.26.4. It is the student's responsibility to track their progress toward graduation and undergraduate students must apply for graduation in their penultimate term. Failure to apply for graduation may result in a delay in the awarding of a student's degree.
- 4.26.5. Graduating students will receive a digital diploma normally on their day of graduation, and a printed diploma normally within 4-12 weeks depending on delivery location.
- 4.26.6. Official transcripts may be ordered for a small fee, and students are responsible for shipping costs. Unofficial transcripts are available through the student portal.

#### **4.27. Graduating with Distinction**

- 4.27.1. Students who complete the degree program with a cumulative grade point average (CGPA) of 3.60 or higher will receive their degree "with Distinction". Distinction is included on the degree certificate and final transcript.

#### **4.28. Dean's List**

- 4.28.1. Students who achieve a term grade point average (TGPA) of 3.60 or higher for a core term (Fall/Spring) are named to the Dean's List for that term. Undergraduate students must earn a

minimum of 12 credits in a term to qualify. Full time postgraduate students must earn a minimum of 9 credits in a term to qualify. Part time postgraduate students must earn a minimum of 5 credits in a term to qualify.

#### **4.29. Internships**

- 4.29.1. Undergraduate students on the pre-2022 BBA are encouraged to complete internships during their BBA program and may take up to 9 credits as internships (three internships of 3-credits each). To be eligible to complete an internship for credit, students must meet course pre-requisites, and receive approval from the Dean's Office and the Career Development Advisor in advance of starting the internship.
- 4.29.2. Undergraduate students on the 2022 BBA can take a maximum of two internships for credit during the program. Each internship for credit is worth 3.75 credits (half of one module). Such internships are normally undertaken during the summer and are not intended to be taken concurrently with a credit-bearing module. Students must receive approval from their Student Development Coach in advance of starting the internship. Students will need to complete coursework and assignments as part of an internship for credit – the Student Development Coach will advise what is required.
- 4.29.3. Postgraduate students have the opportunity to complete a 2-credit internship course within their field of study during the electives period.
- 4.29.4. Internships for credit involve graded assessment and students pay the same fees as any other credit-bearing course.
- 4.29.5. Postgraduate internships are graded on a Pass/Fail basis, and a passing grade will therefore have no impact on eligibility for Dean's List or graduating with distinction.
- 4.29.6. Internship eligibility depends on local visa regulations, and must be approved by relevant departments, please review the Internship Policy for further details.
- 4.29.7. Students are responsible for securing their own internships, but the Career Development department will help provide guidance, resources and opportunities of interest.
- 4.29.8. Students matriculated in a postgraduate dual degree program may undertake a full-time internship during the academic year if they completed their first-degree program in a US campus.

#### **4.30. Independent Studies for Undergraduate Students (pre-2022 BBA Only)**

- 4.30.1. The purpose of Independent Studies is to enable a student to fulfill an elective requirement in the program by undertaking independent research in a field not covered by a course listed in the Program Catalog. It is not intended to act as a replacement for existing courses; this is the function of Directed Studies.
- 4.30.2. To be eligible for an Independent Study, undergraduate students must have earned 90 credits with a minimum cumulative GPA of 3.00. Students can complete up to 6 credits in Independent Studies. Students wishing to complete an Independent Study must present a formal proposal to a faculty member to request their supervision. If the faculty member approves the proposal, students must seek final approval from the Dean's Office.
- 4.30.3. A 3-credit Independent Study must comprise at least 150 total study hours, with written work of approximately 5,000 to 7,000 words or its equivalent. Study hours and word count is prorated for courses of fewer than 3 credits.
- 4.30.4. It is understood that the student will have regular contact with the faculty member supervising the project. Failure to adhere to regular contact expectations as agreed will result in the award of an F grade. Independent Studies are subject to the same course registration deadlines as a regular course and subject to the late submission policy.

#### **4.31. Directed Studies for Undergraduate Students (pre-2022 BBA Only)**

- 4.31.1. Directed Studies are courses that are listed in the Program Catalog but undertaken outside of the normal classroom environment. Students work under the supervision of a faculty member to complete the regular course syllabus.
- 4.31.2. Directed Studies are only available when the student has two or fewer courses left to complete their degree and the course required to graduate is not offered that term.
- 4.31.3. Students must apply to the Dean's Office to request to complete a directed study. When the student has three or more courses left to complete their degree, they are expected to take those courses on campus. If their preferred elective is not available, this is not a reason to permit a Directed Study and the student will be required to take one of the other electives running on campus that fulfills that requirement.

#### **4.32. Thesis for Undergraduate Students (2022 BBA Only)**

- 4.32.1. Undergraduate students on the 2022 BBA who have earned 60 credits or more may register for thesis, which is worth 3.75 credits (half of one module). Requests to register for thesis must be approved in advance by the Dean's Office.
- 4.32.2. Students register for the thesis at the start of a Term and have a full academic year (12 months) to complete the thesis. The thesis must be registered on top of the normal modules during Fall and Spring, so the credits will count 'extra' to the normal course load.

#### **4.33. Internships & Theses Replacing a Specialization Module (2022 BBA Only)**

- 4.33.1. Since both internships for credit and theses for credit are each worth 3.75 credits (or half a module) it is the student's responsibility to make sure they take two of these to replace one Specialization Module. Therefore, students must take two internships for credit, or one internship and write one thesis, or write two theses (at different points during the program).
- 4.33.2. If a student only takes one internship for credit or writes one thesis, the 3.75 credits cannot substitute for a full Specialization Module and, therefore, the student will need to complete their degree with 123.75 credits (and the associated cost of those credits over and above the requirement for the program).
- 4.33.3. Internships for credit and theses can only be counted towards a Specialization Module (if the credits meet the requirements) and not for a Core Module. Neither internships for credit nor theses can count towards a Major nor a Minor and will only count as an 'Open' elective

## **5. Discontinuing Studies**

### **5.1. Introduction**

- 5.1.1. The maximum time in which students must complete their program is double the normal length of the Program, from the date of matriculation. The maximum time to complete programs includes any periods of Leave of Absence.

### **5.2. Leave of Absence**

- 5.2.1. Students may request Leave of Absence (LOA) for a period of up to one year at a time by submitting a formal request in writing to the Dean's Office. Requests must specify reasons for Leave of Absence, and the request will only be approved if there is a reasonable expectation that the student will return to the Program.



- 5.2.2. Under no circumstances is LOA to be used to avoid impending poor grades and attempting to do so would be considered an honor code violation.
- 5.2.3. For undergraduate students who request a Leave of Absence to start during an in-progress term, the following rules apply. If the request specifies a LOA start date prior to the published withdrawal deadline for that term, then any unfinished courses will be recorded as Withdrawal (W) grades. If the request specifies a LOA start date after the published withdrawal deadline for that term, then students must complete their remaining coursework and will receive a letter grade based upon the normal expectations of the course.
- 5.2.4. Postgraduate students receive a Withdrawal (W) grade for any in-progress course when commencing a LOA.
- 5.2.5. If the request is approved the student's Matriculated/Enrolled status is replaced with LOA status and all outstanding fees remain payable.
- 5.2.6. If a FT student has not attended classes, team meetings, or other scheduled activities for a period of 14 consecutive days and is also either unresponsive to the School's attempts to contact them to explain their absence or unwilling/unable to return to normal attendance and participation in the program, the School will place the student on LOA for an initial period of 3 months. Return from such LOA observes the same policies as any other LOA (see Section 6).
- 5.2.7. The School reserves the right to place a student on LOA in other circumstances when appropriate.

### **5.3. Dismissal from the Program**

- 5.3.1. In addition to the academic (GPA-related) dismissals described above, the school reserves the right to dismiss a student at any time if conduct constitutes a serious breach of the Honor Code, if a student does not pay tuition fees, if a student receives the maximum number of Honor Code violations for the program, and/or if the student acts in a way that brings disrepute to the School. In such cases the Dean's Office will notify the student in writing of termination from the program.

### **5.4. Withdrawing from the Program**

- 5.4.1. A student may request to withdraw from the program due to personal reasons. Withdrawal requests must be made in writing to the Dean's Office in advance of withdrawal.

### **5.5. Change in Enrolment Status: Visa Implications**

- 5.5.1. If a student is on a student visa at their campus of study and enrolment status is changed to Leave of Absence, Dismissed or Withdrawn, it will invalidate the student visa and immigration authorities will be informed. Students must meet with a member of the Visas Team prior to their departure and discuss the implications on their immigration status due to the change in their enrolment status. Students on a Tier 4 visa (London campuses only) must also have an exit interview with the Visas and Compliance Services (VCS) team.

## **6. Readmission/Returning to Hult**

### **6.1. Leave of Absence Status**

- 6.1.1. At least 30 days before the end of the Leave of Absence, students must notify the campus to request to return to the program or request a further Leave of Absence. When returning to the program, students must note that:

- 6.1.2. Completion of the program will be subject to the courses and credit requirements at the time of readmission. Allocation to core and elective courses is subject to availability of space in the course.
- 6.1.3. Re-enrolment on the Program may involve the repeat of previous courses, taking of new courses or other academic activity to enable a transition back into the Program. Fees for courses after of re-enrolment will be payable at the rate in force at the time.
- 6.1.4. If the Program has been modified or closed, the School will make reasonable efforts but no guarantee to:
- Enable completion of the Program with a different combination of Core and/ or Elective Courses, or
  - Offer a suitable alternative Program including full or partial Transfer Credit for Courses already passed
- 6.1.5. Students who do not contact the school at least 30 days before the end of the Leave of Absence will be dismissed from the program.

## **6.2. Withdrawn/Dismissed Status**

- 6.2.1. Students who withdraw or are dismissed from a program who subsequently seek to return must apply for readmission to the School. Students must wait for a period of 180 days from the date of dismissal/withdrawal before applying for readmission. In considering such applications, the reasons for prior dismissal will be used as a factor in the admissions decision.
- 6.2.2. A student who is granted readmission following dismissal on academic grounds will normally receive a tailored course/module registration plan to ensure that they are registering for appropriate courses/modules, including repeating courses/modules that they had previously received D or F grades for, therefore maximizing their likelihood of successfully completing the program.
- 6.2.3. A student who is granted readmission following dismissal on grounds of Honor Code Violations returns with one HCV removed from the calculation for possible subsequent dismissal (for example, a student dismissed for a third HCV will return with 2 HCVs counting towards a possible second dismissal).
- 6.2.4. Readmitted students will receive a new statement of fees owed for the program. Any scholarship from previous enrolment (prior to dismissal/withdrawal) will no longer apply.

## **7. Global Campus Rotation**

### **7.1. Introduction**

- 7.1.1. Hult's unique global campus rotation allows students to gain critical insight into the world's key economies and gain firsthand international business experience. Students who participate in global rotation have the opportunity for more face-to-face interaction with international peers and more exposure to diverse business environments, allowing them to leave Hult with a more diverse network and set of experiences.
- 7.1.2. During elective and summer terms, students have the option to rotate to other Hult campuses to complete elective courses consistent with their program.
- 7.1.3. Rotation options are limited by program, eligibility, campus capacity, elective availability, and immigration regulations.
- 7.1.4. Students are responsible for travel, accommodation, insurance, and visas as well as covering the costs involved with rotating to another Hult campus to study.

- 7.1.5. Students are responsible for ensuring they read and understand the rotation policy in its entirety, which is available on *myHult*. Hult reserves the right to update rotation policy at any point during the school year. Any such updates are effective immediately and enforceable by School administration.
- 7.1.6. Please review the published campus rotation policy on *myHult* for more details.

## **8. Campus Support**

### **8.1. Dean's Office**

- 8.1.1. The Dean's Office, or Deanery, is available throughout the program to help students navigate their academic journey and to discuss their overall program performance. The Dean's Office, consisting of the campus Dean, Associate/Assistant Deans, Program Managers, Student Development Coaches, and Program Coordinators, are available to advise students on all the academic policies and procedures in the Student Handbook. The Dean's Office make every effort to ensure student academic success and is available for consultation regarding any academic difficulty. If an academic difficulty arises, students are strongly encouraged to seek assistance from the Dean's Office for support and advice on ways to improve performance.

### **8.2. Registrar's Office**

- 8.2.1. The Registrar's Office, or Registry, is responsible for ensuring that all academic records are maintained and academic logistics on that campus run smoothly. They work closely with faculty to schedule their courses as well as procure materials needed for courses. Registrars also assist in managing the execution of academic activities such as exams, course evaluations, and ensuring that final course grades are collected and recorded in a timely manner. Students should visit the Registrar's Office as the first point of contact with questions about grades, transcripts, enrollment verifications, course registrations, adding and dropping courses, or other academic issues.

### **8.3. Student Services**

- 8.3.1. Student Services aims to support students with non-curricular issues, to ensure that students' time at Hult is enriching both inside and outside of the classroom. The Student Services team offers support and guidance in a variety of ways including helping students adjust to life in a new city, guidance on housing, administering health insurance, informing students about health care resources and supporting students to choose a rotation campus. Student Services enhances students' business education with cultural and practical knowledge, serves as a resource for students' day-to-day lives, creates a Hult Community by organizing social and cultural events and supports student-led social Clubs and Societies and the Hult Student Association (HSA).
- 8.3.2. Hult campuses offer an array of services to support student physical and mental wellbeing, including the provision of counselling. Some campuses have in-house counselling services available to students. Details can be found on *myHult*.

### **8.4. Finance**

- 8.4.1. The Finance team has two main areas within the team who work with students – Student Accounts, and Financial Aid. Student Accounts can assist with questions regarding students' Hult invoice and financial statements, clarity on rotation and other fees, payments, and receipt of payments for outstanding amounts. Financial Aid can assist students with questions regarding the FASFA, federal student aid, federal student loans, outside scholarships, and US-based private student loans.

## **8.5. Visas and Compliance**

- 8.5.1. The Visas and Compliance team supports Hult students through all phases of the student experience. This includes assisting incoming students through the student visa application process, ensuring that they understand the benefits and regulations of studying on a student visa, and continuing after graduation for any applicable post-graduation visa extension or work authorization period. In addition, this team facilitates visa applications for the campus rotation program.

## **8.6. Campus Technology**

- 8.6.1. The Campus Technology team supports students with software solutions and Hult platforms, Wi-Fi access, and printing support. Their aim is to make sure students have the right technology skills, knowledge, and resources to excel both inside and outside the classroom.

## **8.7. Career Development & Corporate Relations**

- 8.7.1. The Career Development and Corporate Relations team offer a range of programming to help students plan and assess their career paths to move toward their professional goals.
- 8.7.2. Career Development programming includes personalized one-to-one guidance sessions with a Career Development Advisor. Typical topics for discussion include exploring and planning for career options; writing resumes, cover letters, and online professional profiles; internship and job search strategy; interview preparation; and offer negotiation.
- 8.7.3. In addition to one-to-one appointments, Career Development offers a series of learning opportunities and resources on topics such as career direction, writing resumes and cover letters, interview skills and many others. These resources help students to identify their professional interests and career goals, and ultimately improve their employability.
- 8.7.4. Corporate Relations invites professional leaders and industry experts to deliver keynotes and panels on campus and online in order for our students to be exposed to different industries and areas of expertise and to be inspired during their studies at Hult.
- 8.7.5. Job seeking graduates are eligible for job advising for a period of 3 months after graduation. Graduates must have completed pre-requisites to participate. Following the 3-months of advising, Hult Alumni Relations provides a number of ongoing educational programs and webinars to support lifelong career development.
- 8.7.6. The school's Careers Team manages an online platform to give students access to career support. Students can book an appointment with a career advisor, upload their resume for review and approval by the Career Development team and apply for internships and jobs on the Hult Job Board.

## **8.8. Student Representation**

- 8.8.1. Students can motivate, inspire, and lead their peers by being elected as a representative in the Hult Student Association (HSA). The HSA plays an important role in a student's educational experience and is the official student voice for Hult students. Elected representatives liaise with senior management and staff to enhance the overall student experience. The HSA advocate on behalf of the student body while fostering growth in the Hult community, both on and off campus. The HSA mission is:

- To improve the academic and extracurricular experience of all Hult students.
- To encourage a social life filled with a diverse range of fun activities and events.
- To lobby for issues important to Hult students.

## 9. Managing Personal Financial Obligations

### 9.1. Financial Aid Policy

- 9.1.1. The Hult financial aid policy is intended to advance the school's mission to deliver a useful and enduring business education to international professionals. It is based on the following objectives:
- 1) to promote a nationally, culturally, and ethnically diverse student body;
  - 2) to encourage outstanding applicants to enroll in the Hult program;
  - 3) to provide financial assistance to qualified applicants in need of such assistance.
- 9.1.2. Consistent with these objectives, Hult has set forth the following guidelines for the awarding of scholarships, fellowships, and other forms of financial aid.
- 9.1.3. All such awards should be based on the following criteria:
- 1) Country of origin to ensure national, cultural, and ethnic diversity
  - 2) Financial Need
  - 3) Specialized knowledge, skills, and/or expertise
  - 4) Career goals
  - 5) Entrepreneurial skills
  - 6) Community, public, or national service
  - 7) Evidence of:
    - Leadership
    - Professional promise
    - Motivation and drive
    - Overcoming adversity, including disabilities
- 9.1.4. The above criteria are not exhaustive. They may be weighed differently. They may not, however, be reduced to a standard formula or ranking. They should be considered in light of the school's admissions criteria (please see the Admissions Policy, posted online), its mission and purpose, and U.S. Equal Opportunity laws, and are a binding and final agreement between the student and enrolment provider.

### 9.2. Tuition and Payment Policy

- 9.2.1. Tuition and fees must be paid in accordance to your chosen payment schedule, either 100% in advance or based on the scheduled installment plan per program. Please check the terms and conditions under each program on the [hult.edu](http://hult.edu) website for full information.
- 9.2.2. Hult reserves the right to suspend all student privileges, including participating in classes, rotation, eligibility for future studies and events (inclusive of graduation) until the financial obligation to Hult has been met. Continuous non-payment may result in dismissal from Hult.
- 9.2.3. Please note, due to immigration laws in our respective campuses your visa status maybe affected if such a situation arises with regard to overdue fees. Every effort will be made to ensure you are aware of your financial status and help you settle your fees before any report is made to the immigration authorities. Please see the campus finance department if you have any questions or contact [Hult.Finance@hult.edu](mailto:Hult.Finance@hult.edu).
- 9.2.4. The following is a non-exhaustive list of potential ramifications for non-payment. Please work with your local campus finance teams to ensure your payments are timely:
- Finance Hold: A hold placed on the student account that restricts the ability to select courses for future terms, change course registration, the release of grades, transcripts, and diploma. Students can complete the courses of the term they are currently enrolled in. Students cannot select courses for future terms until the balances are cleared.

- 9.2.5. Students will not be eligible to graduate or have their degree conferred if they have an outstanding balance due to Hult.

### **9.3. Refund Policy**

- 9.3.1. The following policy is for students who are not studying with the support of Title IV funding:
- 9.3.2. Program fee refunds are granted based on the date of the official written withdrawal processed by the Registrar's Office. Non-attendance does not constitute official withdrawal. The first day of classes is the day listed as the beginning of the term.
- 9.3.3. The policy applies to students withdrawing voluntarily, as well as to students who are dismissed from the school for academic or disciplinary reasons.
- 9.3.4. If the student is on a student visa at his or her campus of study, withdrawal from Hult will invalidate the student visa and immigration authorities will be informed.
- 9.3.5. Application fees, insurance fees, installment plan fees, housing fees, course material fees (paid to the school), new student fee, and confirmation deposit are all non-refundable. Refunds will only be given on program fees less any financial aid awarded (meaning all financial aid, scholarships and bursaries awarded by the school), as per the published Terms & Conditions for the program.
- 9.3.6. In accordance with Department of Education regulations, special refund rules apply to U.S. citizens and permanent residents receiving U.S. federal student aid. Copies of these refund policies are available upon request from the Financial Aid Office.
- 9.3.7. Students should contact their local finance department for a calculation of their refund if they are dismissed or plan to withdraw.

## **10. Legal Information**

### **10.1. Personal Liability**

- 10.1.1. By enrolling as a student at Hult International Business School, students voluntarily consent their participation in the educational program with Hult and assume the possibility of accident or injury; serious illness; loss or damage to their property (belongings); and delay and/or incurrence of additional expenses resulting from unforeseen circumstances (i.e. strikes, weather conditions, government restrictions or regulations). Further, students hereby hold harmless Hult and their agents, officers, staff and faculty in both their individual capacities and their relationship to Hult any consequences arising or resulting from their enrollment as a student at Hult and occurring during the duration of their program.
- 10.1.2. Students further acknowledge that Hult is not responsible or liable for any injury, accident, loss, or damage whatsoever suffered or incurred during periods of independent travel.
- 10.1.3. Students further understand that, should any claims be made against a student from incidents that occur either within the Hult campus country or within another country, Hult, its agents, representatives, faculty, employees, fellow students or others, will be held harmless. The student(s)' charges must be made and settled in the country where the offence took place and will be subject to the laws of that land.

### **10.2. Medical Conditions**

- 10.2.1. Any existing medical conditions, learning differences, disabilities or special needs that may impact a student's study or life may be reported along with relevant documentation to the Disability Coordinator on campus. Students may request academic accommodations by completing the process with the Disability Coordinator. Students who receive a diagnosis

during the program can begin this process and provide documentation as soon as possible after the diagnosis has been made.

- 10.2.2. Students understand that, subject to the possibility of accident, illness, or injury to their person during the duration of studies, do hereby consent that Hult has full authority to take whatever measure and action necessary to safeguard their health and safety while studying at Hult. Students acknowledge that this may include contacting their Emergency Contacts or parents, placing them in hospital within the Hult campus country for medical services and treatment, or, if no hospital is available, to place them in the care of a local physician for treatment.
- 10.2.3. If deemed necessary or desirable, students authorize Hult to transport them back to their home country by commercial airline or otherwise for medical treatment and agree that any and all expenses incurred in rendering these services, as outlined above, will be a debt and liability students are responsible for, and agree to make immediate repayment.

### **10.3. Photo Release and Consent to Use**

- 10.3.1. From time to time, students may be photographed during their participation in classes and/or events at Hult. Students who do not consent to their photographic images to be used in any of Hult's commercial promotions and campaigns are required to inform the Student Services department. Students will not receive compensation for the release of these rights and understand that Hult may continue to use the materials with their image in them in the future.

## **11. Confidentiality of Records**

### **11.1. Introduction**

- 11.1.1. The school complies with the U.S. Family Education Rights and Privacy Act of 1974 as amended. This act protects the privacy of education records, establishes the right of students to inspect and review their own education records, and provides students the right to file grievances and complaints. (Please see the notice below for further details.)
- 11.1.2. The school also complies with the U.K. Data Protection Act of 1998. This act protects the privacy of data subject's records. This means that every student has the right to know the purpose for which his or her details are being processed, and that the school will not pass on a student's personal information without the student's explicit permission. Any information provided to the school may be held on computers and shall be used by the school and its authorized agents in accordance with the United Kingdom Data Protection Act.
- 11.1.3. Students have the right to inspect their official records and files with certain exceptions, such as certain financial records and recommendations where the right of access has been waived. Student records are kept in the office and can only be reviewed in the office during normal business hours.
- 11.1.4. Should students take exception to anything they find in their file on the grounds that it is misleading, or otherwise inappropriate, they have the right to challenge its inclusion and to seek to have it deleted or corrected. In such cases, they should submit a written request to the Registrar's Office for a joint meeting with the Dean, and any other appropriate person(s) to discuss the matter in question.

### **11.2. Notification of Rights Under FERPA**

- 11.2.1. The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:



- 1) The right to inspect and review the student's education records within 45 days after the day the Hult receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Hult in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Hult who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Hult. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hult to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

11.2.2. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Hult whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.



- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information"
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

### **11.3. Transcripts**

- 11.3.1. In compliance with the U.S. Family Education Rights and Privacy Act of 1974, and the U.K. Data Protection Act 1998, the school assures the confidentiality of student records. Transcripts and written evaluations of a student's performance will be released only upon the written request of the student. For example, if a student's sponsor requests periodic evaluation of their performance, they must submit a written request to the Registrar's Office authorizing release of the information sought. Transcripts will be released provided students have made all appropriate tuition payments and fulfilled all other obligations to the school (see "Settlement of Financial Obligations"). Students are required to settle all obligations to the school (financial or otherwise) before they may receive their transcript. In addition, class academic rankings, as such, are neither calculated nor distributed.

## **12. Student Services Supported Activities and Events**

- 12.1. The School encourages student initiatives that enhance the Hult learning environment and raise the profile of the School. Students should keep in mind, however, that any initiative that invites or engages with "external constituents" must be approved by the Student Services team, if the initiative is taken by an individual, group, or association that bears the name "Hult" or "Hult International Business School." In the approval process, the organizers of the event, project, or activity must submit to Student Services a detailed proposal that sets forth:
- The nature of the event, project, or activity;
  - The date, time, and place;

- The proposed schedule, timetable, or agenda;
- The sponsors or co-sponsors;
- The potential benefits to the School, its students, staff, and faculty;
- The space and facilities that have been reserved, as well as the cost of such facilities;
- The personnel who will manage the event, project, or activity;
- The key contracts, bills, or invoices;
- A list of invitees, or to whom the event, project, or activity will be marketed and how it will be marketed;
- A budget that itemizes costs, fees, prices, and revenues;

**12.2.** Students must submit their proposals with a reasonable timeline for review and execution. In general, students should submit proposals with 2 weeks' notice ahead of the event. Hult reserves the right to deny events/projects/activities for any reason, including lack of time to prepare. Complex activities may require one or more months to review and approve through a collaborative process

**12.3.** If not approved by Student Services, the event, project, or activity may not be sponsored in the name of "Hult" or "Hult International Business School." It is the general policy of the School not to underwrite events, projects, or activities not properly planned or justified