



HULT
INTERNATIONAL
BUSINESS SCHOOL

Student Handbook 2025-26

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 material changes are made. Such changes become effective immediately for all students.

(v1.0)

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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, and London, and a global rotation centers in San Francisco, 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 Life, 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. Student Records

- 1.4.1. 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.

1.5. Statement of Academic Freedom / Freedom of Speech

- 1.5.1. Hult International Business School affirms the rights of students and professors to academic freedom, in accordance with all applicable laws and regulatory requirements in the United Kingdom, the United States, and other relevant jurisdictions.
- 1.5.2. Academic freedom includes the right to pursue knowledge, to speak, to write, and to express opinions, ideas, and philosophies within the boundaries of the law and without institutional discipline or adverse action, even where such expression may be controversial or unpopular. The School recognizes its statutory duty under UK law, including the Higher Education (Freedom of Speech) Act 2023 and the Office for Students regulatory framework, as well as its obligations under US accreditation standards, to secure and protect academic freedom and freedom of speech for all members of its community.
- 1.5.3. No internal policy, including the Honor Code or any code of conduct, shall be interpreted or enforced in a manner that unlawfully restricts academic freedom or freedom of speech as protected by law and regulatory requirements. Where there is any conflict between institutional policies and statutory rights to academic freedom or freedom of speech, the latter shall prevail.
- 1.5.4. Whilst lawful speech is protected in accordance with the parameters outlined above, speech that is unlawful is not protected and may be addressed via relevant disciplinary procedures.
- 1.5.5. All assessments and evaluations of students and faculty are based solely 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.
- 1.5.6. We affirm the fundamental rights to freedom of speech and academic freedom for all members of our community, including students, faculty, staff, visitors, and invited external speakers. This commitment applies across all of our campuses and activities, including those in the United Kingdom and the United States.
- 1.5.7. The School reserves the right to restrict the time, place or manner of lawful speech if it interferes with the core learning, teaching or research functions of the School.

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 violations. The Honor Code applies to all behavior, whether expressed orally, in writing and/or on social media.
- 3.2.2. The Honor Code applies to all subsidiary policies that the School publishes.

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.
 - Respect the property of the School and of others.
 - Uphold academic integrity.
 - Abide by campus and institutional rules and local laws.
 - 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.
 - Giving false testimony, either to protect oneself or someone else (for example, when claiming Mitigating Circumstances).

- 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).
- Improper use of generative artificial intelligence (further information is available in the Artificial Intelligence Policy).
- Unauthorized cooperation between students in individual work situations.
- Not abiding by assessment rules.
- Academic dishonesty of any kind.

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. 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. 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.
- 3.4.5. All use of generative AI tools must be referenced. This includes, but is not limited to, their use for content creation, proofreading, paraphrasing, idea generation and formatting.

Cheating

- 3.4.6. Cheating constitutes any action a student takes which is dishonest, or is in violation of the stated rules, objective or instructions of an assignment, exercise or task. Additionally, action taken with the intention to make an assignment, exercise or task easier, or to go gain an advantage over other students will also be considered cheating.

Collusion

- 3.4.7. Collusion is a form of academic dishonesty. 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.

Misrepresentation

- 3.4.8. If students are found to have submitted false information at any time, such as educational records or business experience, they may be subject to dismissal from the School. Students will be held to this standard before, during, and after their time at Hult.

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, and 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 on 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 anyone, including members of staff, students, faculty or visitors.
- Violent, indecent, disorderly, threatening, or offensive behavior or language, including harassment and bullying towards anyone including students, members of staff, faculty or visitors.
- Stereotyping, harassing, victimizing, or discriminating 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 a weapon.
- 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, vexatious, or retaliatory complaints.
- Violation of the School's attendance policies (for example, falsifying attendance records).
- 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. Professional integrity applies to behaviors both outside and inside the classroom, whether in-person or virtual.

3.5.4. Students are required to be civil and professional in the classroom. Behaviours considered uncivil, unprofessional, and obstructive of a positive learning environment include, but are not limited to:

- Persistent conversations off-topic and in competition with what is being discussed in the classroom.
- Use of devices for non-class activity.
- Persistent lateness (see attendance policy).
- Impeding a student, member of staff, faculty member or visitor's right to express themselves lawfully.
- Walking in and out whilst class is in session.

3.5.5. Whilst the Professional Integrity Committee (PIC) cannot intervene in private agreements (including accommodation and other business arrangements) or team disagreements, it may respond to any reports of infractions involving students regardless of whether they happen in relation to private agreements or premises. The PIC is intended to deal with reports of suspected infractions relating to students, not to resolve non-conduct related disputes between individuals.

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. Students who receive three HCVs in any twelve-month period, or five violations during their cumulative enrollment at Hult (across undergraduate and postgraduate programs), will be dismissed.

3.6.3. Additional consequences for receiving an HCV include but are not limited to the following: reduction of Hult scholarships and other awards e.g., the tuition-free master's program; and ineligibility for various Hult opportunities, such as election to the Hult Student Association and

serving as a graduation speaker. HCV receipt may also be considered if students apply for campus jobs.

- 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 (AIC) is responsible for conducting a complete and impartial review of any suspected violations, and notifying the student concerned, and the academic administration of its findings and any sanctions. The student will be advised in writing regarding the decision of the AIC.

- a. After a case is submitted to the AIC, the Committee will investigate the suspected violation and will decide whether a violation occurred on the basis of evidence from all relevant parties.
- b. If the AIC agrees that an infraction has occurred, it will decide appropriate sanctions.
- c. When appropriate (for example, when a major infraction is reported), the student will be notified in advance of the investigation, will be provided details of the suspected violation and will be given an opportunity to respond within 48 hours in writing to provide any relevant details in their own words.
- d. Once an outcome is determined, the AIC will notify appropriate parties of the outcome.

- 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, resulting in plagiarism. 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** generally refers to severe cases, for example cheating in an examination or use of an essay bank or writing service, admission fraud, or substantial plagiarism.

- 3.7.5. An HCV 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 receive a written warning and/or be required to resubmit the assignment (possibly with a grade cap). The student may also 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, and may include:

- 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 will indicate a grade cap for the resubmission).
 - Require that the student undertake additional/repeated training in academic practice.
- 3.7.8. Sanctions for Level 3 Major Academic Misconduct are at the discretion of the AIC, and may include:
- Reducing the grade for the Course to a Fail.
 - Suspension or Dismissal 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. 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 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:
- 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.
 - Disproportionate penalty applied by the AIC.
- 3.7.13. Appeals of AIC decisions are reviewed by the Global Appeals Panel. 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. Students are encouraged to contact their Student Development Coach or Academic Advisor if they intend to appeal, as early as possible, for support during the appeals process to ensure it is submitted in accordance with Hult policy.
- 3.8. Professional Integrity Cases**
- 3.8.1. Professional integrity infractions are reviewed and administered by 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 PIC. The campus PIC administers any sanctions imposed.
- a. 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.
 - b. The student may respond in writing to describe what happened in their own words, including any extenuating circumstances that the student wishes to present.
 - c. The PIC will investigate the suspected violation, taking care to include all relevant information and speaking to the relevant parties.
 - d. The PIC will determine whether a violation occurred on the balance of probabilities.
 - e. Where a violation is determined to have occurred, the PIC will determine and implement sanctions and notify the appropriate parties.
- 3.8.2. Sanctions for professional integrity cases are at the discretion of the PIC, and may include:

- 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 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.
- 3.8.3. In exceptionally serious cases, the PIC may suspend the student pending the outcome of the investigation. A suspended student may not attend classes, engage in assessments, enter the campus, or use other facilities such as IT services.
- 3.8.4. 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 PIC may, on occasion, take substantial time before making a ruling. Results of individual PIC hearings will not be publicly disclosed.
- 3.8.5. Professional integrity proceedings are internal institutional processes and not legal or criminal in nature. As such, legal representation is not permitted during these proceedings. All official communications regarding a case will be directed to the student(s) involved, who is expected to engage with the process personally.
- 3.8.6. 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.
- 3.8.7. 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.
- 3.8.8. Appeals of PIC decisions are reviewed by the Global Appeals Panel. 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. Students are encouraged to contact their Student Development Coach or Academic Advisor if they intend to appeal, as early as possible, for support during the appeals process to ensure it is submitted in accordance with Hult policy.
- 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.
- 3.10. **Dismissals**

- 3.10.1. Dismissal outcomes are issued as a result of receiving three HCVs in any twelve-month period, receiving five HCVs during their cumulative enrollment at Hult, or as a result of a severe breach to the Honor Code. The School reserves the right to suspend a student whilst severe breaches to the Honor Code are investigated.
- 3.10.2. Dismissals are final once the appeals process for the outcome has concluded. The Campus Dean will then issue a formal dismissal letter, confirming the outcome.
- 3.10.3. During a period of suspension and/or dismissal appeal timeframe, campus access will be revoked. Students will have access to all resources remotely and student visas will remain active until the process has concluded. Further information on the dismissal process is published in the Academic Regulations.

4. Academic Policies and Procedures

4.1. Program Catalogs

- 4.1.1. Information on the program structure and details on each course including course descriptions, learning outcomes and topics covered can be found in the appropriate Program Catalog.

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. Accessibility, Learning Differences and Accommodations

- 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 or learning differences. A reasonable accommodation is a modification or adjustment to a course, program, or activity that enables a qualified student with a disability or learning difference to obtain equal access.
- 4.3.2. Any existing or newly diagnosed medical conditions, including temporary conditions, as well as learning differences, disabilities or special needs that may impact a student's study or life may be reported along with relevant documentation to the Accessibility Team in accordance with the requirements of the host country for that campus. Students may request accommodations by completing the form available on myHult. 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.
- 4.3.3. Students may request reasonable accommodations for religious observance where participation in learning activities or assessments may conflict with their ability to practice their faith.
- 4.3.4. Students may appeal a reasonable accommodations outcome. Appeals are reviewed by the Global Appeals Panel. Appeals must be submitted within 14 days of notification of the original ruling.
- 4.3.5. Further information on accessibility, learning differences and accommodations is accessible via myHult.

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 page on myCourses, which is available to students at the beginning of the course.

- 4.5.3. Students must ensure that all assignments are submitted on time, in an approved format (for example, respecting word counts), and must provide the instructor with any relevant information that may affect their performance in advance.
- 4.5.4. Requests for mitigating circumstances regarding assessments must follow the procedure listed later in this section.
- 4.5.5. Requests for reasonable accommodations must be submitted as early as possible (normally at matriculation) by submitting a request to the Campus Accessibility Team.
- 4.5.6. 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 Fail grade 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 them as a team.

4.6. **Examinations and Quizzes**

- 4.6.1. Students may be required to take examinations or quizzes as scheduled and must bring their laptop to classes for such assessments. Where examinations or quizzes are used, students will be required to install anti-cheating software on their device prior to taking the assessment. 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 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 AIC, which may lead to a Fail 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. Time limits will not be extended without approved reasonable accommodations.
- 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 AIC, which may lead to AIC sanctions as appropriate.

4.7. **Viva Voce**

- 4.7.1. A viva voce is an oral examination of submitted assessments. Faculty may decide to examine any student or student group through a viva voce to assess the learning and subsequent awarded grade as appropriate.
- 4.7.2. The AIC may also request viva voce of a student or student group as a component of a case review.
- 4.7.3. Attendance for the viva voce is mandatory unless mitigating circumstances are submitted 24 hours in advance. Failure to attend without approved mitigating circumstances will result in an outcome being decided without the student or student group's input.

4.8. **Classification of Undergraduate Students**

- 4.8.1. The four years of classification for undergraduate students are:

- First Year (Freshman) = 0-29 credits earned
- Second Year (Sophomore) = 30-59 credits earned
- Third Year (Junior) = 60-89 credits earned
- Fourth Year (Senior) = 90-120 credits earned

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

- 4.9.1. Undergraduate students 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.
- 4.9.2. Students may take additional credits during Summer. Students may take up to a maximum of 15 credits (7.5 in Summer 1 and 7.5 in 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 students must register for courses during published registration periods.
- 4.10.2. Full-time students are automatically registered in core courses and are required to register themselves for elective/Major courses within the registration period.
- 4.10.3. In all cases, completion of registration is also contingent on a student being in good financial standing as determined by the Finance Office.
- 4.10.4. Students must attempt to earn credit in each term they are expected to register, otherwise they will be put on Leave of Absence status for the current term or dismissed from the program.

4.11. **Dropping or Withdrawing from Courses**

- 4.11.1. Where students register themselves, students may change their registration during a published Add/Drop period. The Add/Drop deadline for each term/course is communicated to students in advance.
- 4.11.2. The Add/Drop deadline differs by program type. For postgraduate courses, it is normally 2 weeks prior to the first day of scheduled classes for the course. For undergraduate courses, the Add/Drop period is until the end of the Friday of week one (1) for Fall and Spring terms and after 10% of scheduled class sessions for Summer terms.
- 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 where they are automatically registered into them. If a student has mitigating circumstances that necessitates them ceasing their studies during such a course, they may 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 course withdrawal deadline for undergraduate students is the end of week 10 in the Fall and Spring term, and after 70% of scheduled class sessions for the Summer term. 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 withdrawal deadline. A withdrawal counts as a full course in the calculation of tuition fees (i.e. there is no refund for courses in which a student earns a 'W' grade).

4.11.6. Withdrawal 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. Fail 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 and Quality Committee.

4.13. **Overload for Undergraduate Students**

4.13.1. Undergraduate 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. All requests for taking additional credits must be submitted in writing to the Campus Dean (or designee) and must be approved in advance.

4.14. **Concurrent Enrollment Transfer Credit**

4.14.1. Undergraduate students 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. Postgraduate students may transfer in a maximum of 6 credits once matriculated as a Hult student.

4.14.3. 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.

4.14.4. All requests for concurrent enrollment transfer credit must be submitted in writing to the Campus Dean (or designee) and must receive approval in advance. Students are encouraged to submit requests for transfer credit as early as possible (for example, in order to accommodate local visa timelines).

4.14.5. Concurrent enrollment is not permitted for students with an active UK student visa on any postgraduate or undergraduate program. Requests for concurrent enrollment for all London-based students require prior approval from the UK Visa Team.

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. **Maintaining Visa Status**

4.16.1. Student visa holders must meet certain regional obligations in order to maintain lawful immigration status. Full information on regional visa conditions can be found on myHult.

4.16.2. Visa rules are outside the control of the School and are subject to change. Failure to comply with relevant visa obligations will put a student's visa status in jeopardy. Obligations include but are not limited to:

- Initially reporting their arrival to campus by the designated program start-date to the Visa Team.
- Regular attendance of scheduled classes in person and on campus.
- Continuous engagement with the program.
- Maintaining good academic standing.
- Following state/country laws.

4.17. **Maximum Length of Study**

4.17.1. The maximum time after matriculation for completion of the program is as follows:

- 2 years for full time graduate programs.
- 4 years for part time graduate programs.
- 6 years for undergraduate programs.
- 6 years for doctorate programs.

4.17.2. Further details can be found in the section on "Length of Study" in the Academic Regulations.

4.18. **Mitigating Circumstances**

4.18.1. 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.
- Traumatic or life-altering event (for example, robbery, fire in the home).

4.18.2. For part-time postgraduate students, mitigating circumstances could also be considered for unexpected, unavoidable, and/or disruptive work events.

4.18.3. Students must submit to the Dean's Office the official documentation in English or with an official translation at the earliest convenient time, no later than 14 days after the original assessment due date or missed class. Medical notes must be obtained at the time of the illness. The School reserves the right to request to see a hard copy of the original document. Students who submit documents with false information will be held accountable to the Honor Code and will result in a PIC investigation.

4.18.4. The Dean's Office will decide if the student may be granted an appropriate extension and/or accommodation for the assignment or attendance.

4.18.5. Students who have mitigating circumstances approved, which necessitates missing more than 50% of the scheduled academic activities in a term/course, will be considered during the non-engagement process. If the student in such circumstances believes they are still able to complete the courses with a passing grade, they must apply to the Dean's Office in writing to request an exception before the end of the courses or final assessment due date.

4.18.6. Non-emergency medical and personal appointments do not qualify for mitigating circumstances exceptions. Students with recurring health concerns should refer to the Accessibility, Learning Differences and Accommodations Policy.

4.18.7. Students may appeal a mitigating circumstance outcome. Appeals are reviewed by the Global Appeals Panel. Appeals must be submitted within 14 days of notification of the original ruling.

4.19. **Late Assignment Submissions**

4.19.1. Any assignment submitted late (within 48 hours after the stated deadline) will receive a 10% point grade deduction for the assignment. Non-submission or submission after 48 hours past the deadline will result in an Fail grade.

4.19.2. Mitigating circumstances requests can be submitted in cases of unavoidable late submission.

4.20. **Grading**

4.20.1. 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 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.

4.20.2. 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.

4.20.3. 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.

4.21. **Grading Scheme**

4.21.1. Undergraduate programs use the following grading system to evaluate student performance:

Letter Grade	Grade Points	In-Course Percentage	Quality Indicator
A	4	93-100%	Excellent; significant strengths & few weaknesses
A-	3.67	90-92%	Very strong performance
B+	3.33	87-89%	Strong; above average understanding
B	3	83-86%	Good; consistent understanding
B-	3.67	80-82%	Fairly good; some minor weaknesses
C+	2.33	77-79%	Adequate; slightly above average
C	2	73-76%	Adequate; balanced performance
C-	1.67	70-72%	Marginally adequate; below average
D+	1.33	67-69%	Weak; limited understanding
D	1	60-66%	Inadequate; major weaknesses
F	0	Below 60%	Fail; does not meet basic standards

4.21.2. 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; consistent understanding
C	2	70-79%	Adequate; balanced performance
D	1	60-69%	Inadequate; major weaknesses
F	0	Below 60%	Fail; does not meet basic standards

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

4.22. **Grade Point Average**

- 4.22.1. A student's grade point average (GPA) is determined by dividing the number of quality points earned by the net number of credits attempted for letter-grade courses. Pass/Fail courses are not used in the GPA calculation. If a course 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 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)

- 4.22.2. Students receive a term grade point average (TGPA) based upon the course 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.

4.23. **Other Letter Grades**

- 4.23.1. 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. 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, or if a student fails to meet an applicable attendance threshold for an individual course. Withdrawn grades do not count towards the GPA calculation.

R (Repeat)

If a student repeats a course, the higher grade counts towards graduation and calculation 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.

NG (No Grade)

No grade recorded.

4.24. Grade Appeals

4.24.1. At Hult, there are three layers to the grading process which ensures that the quality of outcomes is appropriate and fair to students.

4.24.2. Due to this rigorous grading review process, students can only request a grade appeal in the following circumstances:

- Unable to complete assessment due to mitigating circumstances (please refer to mitigating circumstances section).
- 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.

4.24.3. A grade appeal will not be considered on the grounds of a disagreement with the academic judgment of faculty.

4.24.4. Any grade appeal must in the first instance be discussed and considered with the Dean's Office.

4.24.5. Grade appeals must be submitted within 14 days of notification of the assessment outcome. Students are encouraged to contact their Student Development Coach or Academic Advisor if they intend to appeal, as early as possible, for support during the appeals process to ensure it is submitted in accordance with Hult policy.

4.24.6. The full assessment appeal process can be reviewed in the Academic Regulations.

4.25. Failing and Retaking Courses

4.25.1. Undergraduate students must repeat core courses in which they receive a Fail or Withdrawn grade as soon as practically possible, and no later than one year after the original course registration date. When the same course is repeated, the new grade supersedes the old grade in the calculation of the CGPA. If, on repeating a failed core course, a student fails the same core course for a second time, they will be dismissed.

4.25.2. If an undergraduate student attains an Fail or Withdrawn grade in an elective course, they do not have to retake the same course unless they want to complete a Major or a Minor in that discipline and it is required. When the same course is repeated, the new grade supersedes the old grade in the calculation of the CGPA. If a student takes an alternative Major/Minor rather than repeating the failed course, the Fail or Withdrawn grade for the failed Major/Minor will remain in the CGPA calculation.

4.25.3. If a postgraduate student attains a Fail or Withdrawn grade, and 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. For dual degree students, a Fail or Withdrawn grade in a required course during

the Spring term may have an impact on post-graduation work authorization; students should speak with the Visa Team for clarification.

- 4.25.4. If a postgraduate student receives a Fail or Withdrawn grade in a course that is not required (for example an elective course), they must take an alternative course as early as possible to make up the credits, or repeat the same course where it is possible to do so.
- 4.25.5. If a postgraduate student receives a Fail or Withdrawn grade in the repeat instance of a core course they may be dismissed from the program.
- 4.25.6. For postgraduate students, retake or alternative courses taken following a Fail or Withdrawn grade 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.
- 4.25.7. Retake courses for full-time 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. Part-time students needing to retake a course due to receiving a Fail or Withdrawn grade are required to repeat the entire course when it next runs.
- 4.25.8. Postgraduate students are permitted to retake a maximum of two courses in a single term, with a maximum of three retakes during the whole program. Students who meet either threshold will be dismissed (for example, if a student receives a third F or W grade in a single term, or a fourth Fail or Withdrawn grade during the program).
- 4.25.9. For postgraduate students, a grade cap of B is applied to all retakes.
- 4.25.10. Doctorate students are permitted to retake a maximum of two courses during the program. Students who meet this threshold will be dismissed.
- 4.25.11. In all cases, Fail or Withdrawn grades will remain on student transcripts as a historical record, even following a retake/repeat.
- 4.25.12. In all cases, students who retake or repeat courses are required to pay additional fees, prorated 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.

4.26. **Academic Probation and Academic Dismissal**

- 4.26.1. Academic probation is an early-warning system used to identify students who are at risk of not meeting the minimum academic standards required for graduation. It is designed to prompt timely support and intervention. The same policy is applied to all students. At the conclusion of the Spring term each year students are reviewed for their eligibility to continue on the program in the subsequent Fall term.
- 4.26.2. 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.
- 4.26.3. 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. Failure to do so may lead to academic dismissal.
- 4.26.4. 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.

- 4.26.5. Undergraduate students on academic probation are not permitted to register for more than 12 credits per term.
- 4.26.6. Following completion of the Spring Term each year, undergraduate students are assessed for their eligibility to continue in the program. Undergraduate students who have failed to achieve a TGPA of 2.00 in each of the three most recent consecutive terms (excluding Summer terms) will be dismissed from the program if their CGPA is also less than 2.00 following the most recent applicable term.
- 4.26.7. During the annual continuation review at the end of each Spring Term, undergraduate students who have failed to achieve a TGPA of 2.00 for any 5 terms during the program (excluding Summer terms) will be dismissed from the program if their CGPA is also less than 2.00 following the most recent applicable term.
- 4.26.8. Undergraduate students on academic probation must seek pre-approval from the Dean prior to withdrawing from any course(s) in a term after the add/drop period. Approval will be denied if it is perceived as an attempt to circumvent the three consecutive terms dismissal policy.
- 4.26.9. Postgraduate and undergraduate students who complete all credits required for the program but whose CGPA is less than 2.00 will be dismissed.

4.27. **Graduation Requirements**

- 4.27.1. Undergraduate students must complete a minimum of 120 credits and achieve a 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.
- 4.27.2. 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.
- 4.27.3. Doctorate graduation requirements are as outlined within the respective program catalogs.
- 4.27.4. 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.
- 4.27.5. 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.
- 4.27.6. Graduating students will receive a digital diploma shortly after the conferral date, and a printed diploma normally within 4-12 weeks depending on delivery location.
- 4.27.7. Official transcripts may be ordered for a small fee, and students are responsible for shipping costs. Unofficial transcripts are available through the student portal.

4.28. **Graduating with Distinction**

- 4.28.1. Students who complete the degree program with a CGPA of 3.60 or higher will receive their degree "with Distinction". Distinction is included on the degree certificate and final transcript.

4.29. **Dean's List**

- 4.29.1. 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.

4.30. **Internships**

- 4.30.1. Undergraduate students are encouraged to complete internships during their program and may take up to 15 credits of internship towards completion of their degree. These credits may be earned through multiple internships (of 1.5, 3, or 6 credits) or could be earned through a single internship (15 credits). To be eligible for internship credit, students must meet all course prerequisites and obtain approval from both the Dean's Office and their Career Development Advisor before beginning the internship. Internships must also be pre-approved by the visa team as internships may impact student visa status and/or future work authorization.
- 4.30.2. Postgraduate students have the opportunity to complete a 2-credit internship course within their field of study during the electives period (subject to visa conditions).
- 4.30.3. Internships for credit involve graded assessment and students pay the same fees as any other credit-bearing course.
- 4.30.4. 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.
- 4.30.5. Internship eligibility depends on local visa regulations and must be approved by relevant departments. Further details can be found in the Internship Policy.
- 4.30.6. Students are responsible for securing their own internships, but the Career Development department will help provide guidance, resources and opportunities of interest.
- 4.30.7. 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 at a US campus.

4.31. **Independent Studies for Undergraduate Students (Undergraduate Only)**

- 4.31.1. 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.
- 4.31.2. To be eligible for an independent study, undergraduate students must have earned 90 credits with a minimum CGPA 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.
- 4.31.3. 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 are prorated for courses of fewer than 3 credits.
- 4.31.4. 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 a Fail grade. Independent Studies are subject to the same course registration deadlines as a regular course and subject to the late submission policy.

4.32. **Directed Studies for Undergraduate Students (Undergraduate Only)**

- 4.32.1. 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.

4.32.2. Directed studies are only available in exceptional circumstances, when the student has two or fewer courses left to complete their degree and the course required to graduate is not offered that term.

4.32.3. Students must apply to the Dean's Office to request to complete a directed study at least 30 days before the beginning of term. When the student has three or more courses left to complete their degree, they are expected to take those courses on campus. Directed Studies are not approved if an alternative class that meets the course requirement is offered on campus.

4.33. **Thesis for Undergraduate Students**

4.33.1. Undergraduate students who have earned 60 credits or more may register for thesis, which is worth 3 credits. Requests to register for a thesis must be approved in advance by the Dean's Office.

4.33.2. At the start of term, students wishing to take a thesis should liaise with their Student Development Coach to agree upon a timeline for completion.

4.34. **Internships and Theses Replacing a Major (Undergraduate Only)**

4.34.1. Internship/thesis is normally for 3 credits and uses an open elective slot, but internship can be for more credits and 3 credits may be counted towards a major. Internships/thesis cannot replace a core course.

4.34.2. If a student completes an internship worth more than 3 credits, only 3 of those credits can count towards a Major. It is the student's responsibility to make sure they have enough space available in their Degree Audit to place the remaining credits. If the remaining credits cannot substitute an open elective, the student will need to complete their degree with more than 120 credits (and pay the associated cost of those credits over and above the requirement for the program).

5. Attendance and Engagement Policy

5.1. Introduction

- 5.1.1. Regular attendance is a key part of the learning experience and success at Hult International Business School. We expect all students to attend classes. Participation and presence are critical for collaboration, learning and contributing to your team and classroom community.
- 5.1.2. The guidance principles for attendance and engagement are as follows:
- **Responsibility:** Students are trusted to manage their own attendance and to communicate proactively with their coach and/or academic advisor if they must miss a class session or team meeting.
 - **Engagement:** Class sessions are designed to be active and participatory. Students presence supports individual learning and the learning of their peers.
 - **Self-Tracking:** Students are responsible for their own attendance and must register their attendance accordingly. These attendance records are intended to help students stay aware of their engagement with the learning materials.
- 5.1.3. 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.
- 5.1.4. Students are expected to engage in all their classes, team meetings and appointments. This includes scheduled meetings with Hult staff, faculty, and students. Cases of non-engagement may trigger the non-engagement process.
- 5.1.5. Students are expected 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 or who continually leave early may be referred to the non-engagement process.
- 5.1.6. Students must arrive within 10 minutes of class starting. Students are required to register their attendance and will be able to do so for the duration of class. Students who fail to record their attendance within the class time will be recorded as absent. Students may 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.
- 5.1.7. Students are expected to maintain appropriate behavior during all class sessions, whether face-to-face or online, consistent with the Honor Code.
- 5.1.8. Students are not permitted to attend classes they are not enrolled into without explicit approval from the Dean's Office.
- 5.1.9. 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 the quality of work and consequent grades and could affect students' matriculation and/or visa status and financial aid.
- 5.1.10. Mitigating circumstances are considered when a student misses a class as per the mitigating circumstances policy. Students must present official documentation to prove the mitigating circumstance to the Dean's Office. While mitigating circumstances may accommodate missed assessments, such absences will still count towards the overall calculation of absences across the term.
- 5.1.11. 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. Holders of a US or UK student visa must maintain an in-person attendance.

- 5.1.12. 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.

5.2. **Full-time Programs**

- 5.2.1. Full-time students must attend a minimum of 70% of all scheduled class time within a term (the Overall Attendance rule). Term attendance below 70% would result in them undertaking the non-engagement process.
- 5.2.2. Full-time students must attend a minimum of 70% of the scheduled classes for each individual course (the Individual Course rule). Course attendance below 50% may result in them undertaking the non-engagement course process.

5.3. **Part-time Programs**

- 5.3.1. Part-time students are expected to attend a minimum of 70% of all scheduled class time within a term (the Overall Attendance rule). Term attendance below 70% may result in them undertaking the non-engagement process.
- 5.3.2. Part-time students are expected to attend a minimum of 70% of the scheduled classes for each individual course (the Individual Course rule). Course attendance below 50% may result in them undertaking the non-engagement course process and may result in a 'Withdrawn' grade for the course.

5.4. **Non-engagement**

Term non-engagement process

- 5.4.1. Term non-engagement is a process to assess whether a student is participating effectively across the term. Non-engaging students must work with their Academic Advisor/Student Development Coach to develop an action plan and timeframe for resolving the non-engagement and supporting the student. The Academic Advisor/Student Development Coach will review the following:

- Reasons for their absences.
- Students overall academic performance.
- Additional support needs.

- 5.4.2. Failure to actively participate in the term non-engagement process will be considered a breach of the Honor Code and will be referred to the PIC.

Course non-engagement process

- 5.4.3. Course non-engagement is a process to assess whether a student is participating effectively in their team and course. Non-engaging students must work with their Academic Advisor/Student Development Coach to develop an action plan and timeframe for resolving the non-engagement and supporting the student. The Academic Advisor/Student Development Coach will review the following:

- Reasons for their course absences.
- Students team contribution.
- Students course academic performance.
- Additional support needs.

- 5.4.4. Failure to actively participate in the course non-engagement process may result in a grade deduction for the assignment(s), including an Fail grade when non-engagement has seriously impeded the effective functioning of the students' team.

6. Discontinuing Studies

6.1. Introduction

- 6.1.1. 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.

6.2. Leave of Absence

- 6.2.1. Students may request Leave of Absence (LOA) for a period of up to one year at a time by submitting a formal request through myHult. Requests must specify reasons for the LOA, and the request will only be approved if there is a reasonable expectation that the student will return to the program. Students on LOA must relinquish their status as Hult Student Association (HSA) representative or any leadership roles within a club or society.
- 6.2.2. 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.
- 6.2.3. For undergraduate students who request a LOA 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 Withdrawn. If the request specifies a LOA start date after the published withdrawal deadline for that term, students may not submit remaining coursework after the LOA start date, and will receive a final grade based on the normal grading rubric for the course.
- 6.2.4. Postgraduate students receive a withdrawal (W) grade for any in-progress course when commencing a LOA.
- 6.2.5. If the request is approved, the student's Matriculated/Enrolled status is replaced with LOA status and all outstanding fees remain payable.
- 6.2.6. If a full-time student has not attended classes, team meetings, or other scheduled activities for a period of 10 consecutive expected contact 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 may 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).

6.3. Fitness to Study

- 6.3.1. Fitness to Study processes are conducted by the Wellbeing Team following receipt of information indicating that there may be cause for concern regarding a student's ability to continue their studies. The process is implemented when other support mechanisms have not improved the student's situation, or the School has deemed that the risk to the student or community has increased. Under these circumstances, the School may consider it necessary for the student to take a break from studies.
- 6.3.2. The purpose of a Fitness to Study assessment is to:
- Assess risk for the student and/or community.
 - Explore internal and external support options.
 - Determine the students' ability to successfully complete their studies.
- 6.3.3. Fitness to Study assessments are used to determine appropriate next steps for the student. Potential outcomes are as follows:
- Student is fit to continue their studies.
 - Student is not fit to continue their studies and placed on LOA.

- Student is not fit to continue their studies and withdrawn from the School.
- 6.3.4. Withdrawals will only be implemented as a last option, when the School deems it in the student's best interest because:
- All other support mechanisms have been exhausted.
 - The situation could not be resolved.
 - The assessment highlighted a significant risk to the student and/or community.
- 6.3.5. Withdrawn students may want to seek readmission at a later stage and can apply through Hult's readmission process. For more information please refer to Academic Regulations.
- 6.3.6. Fitness to Study processes are conducted in accordance with Hult's Health and Wellbeing Policies. A recommendation will be issued from the Wellbeing Team and approved by Campus Leadership, who will confirm the outcome to the student in writing.
- 6.3.7. In instances of an LOA or withdrawal outcome, a meeting with Campus Leadership and the Wellbeing Team will take place after the outcome has been issued to discuss the reasons for the determination and to discuss options moving forward.
- 6.3.8. In cases of LOA, students are required to undertake a return-to-studies assessment with the Wellbeing Team and campus representative prior to their return. This process will determine whether the student is fit to return to their studies, whether a LOA extension is needed or in rare cases, whether a withdrawal from the School is required.
- 6.3.9. Students may appeal LOA or withdrawal decisions made through Fitness to Study processes. Appeals are reviewed by the Global Appeals Panel. Appeals must be submitted within 14 days of notification of the original ruling.

6.4. **Dismissal from the Program**

- 6.4.1. 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 fees, if a student receives the maximum number of HCVs 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.

6.5. **Withdrawing from the Program**

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

6.6. **Change in Enrolment Status: Visa Implications**

- 6.6.1. 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. Further information can be found on myHult.

7. Readmission/Returning to Hult

7.1. Leave of Absence Status

- 7.1.1. At least 30 days before the end of the Leave of Absence (LOA), students must notify the campus to request to return to the program or request a further LOA. 90-days' notice is recommended to accommodate visa timelines.
- 7.1.2. 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.
- 7.1.3. Re-enrolment in 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 re-enrolment will be payable at the rate in force at the time.
- 7.1.4. 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
- 7.1.5. The School will send students reminders that they need to contact the school before their LOA is due to end regarding the process for them to return to studies.
- 7.1.6. Students who have not communicated with the School at least 30 days prior to the end of their LOA to declare their intent to either return to studies, request an extension or withdraw from studies will be automatically dismissed from the program.

7.2. Withdrawn/Dismissed Status

- 7.2.1. 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.
- 7.2.2. Students who are granted readmission following dismissal on academic grounds will normally receive a tailored course registration plan to ensure that they are registering for appropriate courses, including repeating courses in which they previously earned a D or Fail grade for, therefore maximizing their likelihood of successfully completing the program.
- 7.2.3. A student who is granted readmission following dismissal on grounds of Honor Code Violations (HCVs) return 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).
- 7.2.4. 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.
- 7.2.5. All readmissions are subject to local visa rules.

8. Global Campus Rotation

8.1. Rotation Summary

- 8.1.1. 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.
- 8.1.2. During electives and Summer terms, students have the option to rotate to other Hult campuses to complete courses consistent with their program.
- 8.1.3. Undergraduate students have the option to rotate for a full academic year between Boston and London only (Fall plus Spring terms), but not for a standalone Fall or Spring term.
- 8.1.4. Rotation options are limited by program, eligibility, campus capacity, elective availability, and immigration regulations.
- 8.1.5. Students are responsible for travel, accommodation, insurance, and visas as well as covering the costs involved with rotating to another Hult campus to study.
- 8.1.6. Students are responsible for ensuring they read and understand the rotation information and guidance in its entirety, which is available on myHult. Hult reserves the right to update rotation information at any point during the school year.
- 8.1.7. Please review the published campus rotation information on myHult for more details on the rotation process and campus eligibility by program.

9. Campus Support

9.1. Dean's Office

- 9.1.1. The Dean's Office, or Deanery, is available throughout the program to help students navigate their academic journey and to support 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 makes 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.

9.2. Registrar's Office

- 9.2.1. 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.

9.3. Student Life

- 9.3.1. The Student Life team is dedicated to supporting students with non-academic matters, helping to ensure a well-rounded and enriching experience both inside and outside of the classroom. The team provides programs, services that contribute to the educational mission and supports the holistic development of Hult students. Beyond practical support, the Student Life team enriches the student journey by creating a positive and supportive campus environment, organizing social and cultural events that foster a sense of community and promoting student engagement. The team also supports student-led Clubs, Societies, and the Hult Student Association (HSA), playing a key role in students' daily lives. Student Life responds to student needs and ensures student success by providing timely, clear communication to students and access to information and resources.

9.4. Student Development Coaches (Undergraduate Only)

- 9.4.1. Each incoming Hult undergraduate student is assigned to a Student Development Coach (SDC) with whom they must meet throughout their time at Hult. Coaches help students navigate their lives at Hult and cultivate the skills and mindsets that will help them succeed after college. In addition to academic advising, coaches support student development in the many different dimensions of their lives, including goal setting, problem-solving, career exploration, and overall well-being.

9.5. Student Wellbeing and Counselling

- 9.5.1. Hult campuses offer an array of services to support student physical and mental wellbeing throughout their time at Hult. Students are able to access confidential wellbeing and/or counselling appointments. If students would prefer to access support outside of Hult, campus teams are able to make external referrals as requested. Further details can be found on myHult.

9.6. Finance

- 9.6.1. The Finance Team has two main areas within the team who work with students – Student Financial Services, and Financial Aid. Student Financial Services 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.

9.7. Visas and Compliance

- 9.7.1. 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.

9.8. Campus Technology

- 9.8.1. 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.

9.9. Career Development and Employer Relations

- 9.9.1. The Career Development and Employer Relations Team offer a range of programming to help students plan and assess their career paths to move toward their professional goals.
- 9.9.2. 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.
- 9.9.3. 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.
- 9.9.4. Employer 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.
- 9.9.5. 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.
- 9.9.6. 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, and access tools such as CV review platforms and our global job-board to apply for internships and jobs.

9.10. Student Representation

- 9.10.1. 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 advocates 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.

10. Student Life Supported Activities and Events

- 10.1. 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 Life 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 Life 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.
- 10.2. 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.
- 10.3. If not approved by Student Life, the event, project, or activity may not be sponsored in the name of “Hult” or “Hult International Business School” and may not use the School’s branding or facilities. It is the general policy of the School not to underwrite events, projects, or activities not properly planned or justified.

11. External Review

11.1. For details on appealing externally, please see Section 11 of the Academic Regulations.