



# Lake Forest Graduate School of Management Student Handbook 2022–2023

Diana Booth, Registrar

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## Information Resources

Refer to this Student Handbook for services and policies. Refer to the [2022–2023 Academic Catalog](#) or [my.lfgsm.edu](http://my.lfgsm.edu) for services, policies, and course descriptions.

## Subject to Change Notice

The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this handbook were in effect at the time of its publication. Like everything else in this handbook, they are published for informational purposes only, and they do not constitute a contract between LFGSM and any student or applicant for admission.

Whether noted elsewhere in this handbook or not, LFGSM reserves the right to change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, LFGSM will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

## About Lake Forest Graduate School of Management

### Our Mission

Our mission is to bring the real world to business education and leadership development. Leadership impact does not just touch teams and organizations; it changes families and communities for the better. Leaders don't stop being leaders when they leave their work for the day. Our learning experiences explore how to be agile, innovative, strategic, and inspirational. This kind of education is not only found on a syllabus; it is absorbed and cultivated in our unique environment.

Our students emerge with expanded knowledge and skills that they can immediately apply in the workplace. They develop into leaders people want to follow, with the essential qualities that prepare them to solve business challenges. They understand how to propel employees and organizations to anticipate, respond and succeed in today's complex business environment.

Business education should be practical, embrace mentorship and apprenticeship, and provide working professionals with maximum flexibility.

### Our Position

We believe business education requires senior business professionals who see beyond the textbook to practical solutions. That's why our education builds upon decades of real-world application. Our faculty members have the hands-on experience of what it takes to succeed in business.

Fulfilling this mission requires a fresh and distinctive approach – one that is rooted in the realities of business and isn't afraid to challenge tradition. The foundation is a community of business executives who come together to share their experience to help others grow. It embodies a different attitude and mindset, including:

- A deep commitment, rooted in caring, to put clients, their teams, and our students first.

- A view that the relationships we build are for the long term, not transactional.
- A culture that is nimble and continuously adapts and innovates to deliver great value to all we serve.
- A deep understanding of how adults learn and how organizations can leverage learning to drive strategic change.

## The Leadership Model

The LFGSM Leadership Model grounds our curriculum and approach to teaching. For over 70 years, LFGSM has been empowering working professionals with the tools to make a difference in their organizations and communities. We believe a leader is someone who inspires others, changes lives, and propels businesses forward. The LFGSM Leadership Model is the core of our degree programs and drives our curriculum and approach to teaching. In the business environment, professionals must be ready not only to adapt to change, but also to lead change.

Throughout the curriculum, students will explore and experience each of the five principles of the Leadership Model, giving them the tools they need to become a successful leader.



### **AGILITY**

Ability to see things from different perspectives, develop big picture ideas, and drive change.

### **INNOVATION**

Creatively assess customer/market needs, make organizational assumptions, generate ideas, and execute change.

### **STRATEGIC VISION**

Lead the creation and execution of a strategic vision that improves the bottom line, productivity, and culture of the organization.

### **SELF-AWARENESS**

Understand and manage personal strengths and weaknesses to optimize leadership impact.

### **ENGAGING OTHERS**

Actively identify and nurture talent to build effective teams and productive working relationships.

## Leadership Learning™: The LFGSM Learning and Teaching Philosophy

The LFGSM Leadership Learning approach provides innovative, affordable, and accessible business leadership education solutions that address emerging business challenges and get measurable business results. The learning environment—whether in the classroom or video conference—is about experience, providing a practical approach to business leadership education that enables students to “learn it today, use it today.” Graduate degrees are based in business leadership skills, are action-focused, and use a variety of experiential learning methods that are directly linked to the capabilities companies need to face the dynamic complexities of today’s business environment.

The activities, materials, and learning technologies used at LFGSM mirror the business world. We encourage students to be forward thinking, take ownership of their learning experience, practice what they learn, and engage in active participation as individuals and in teams. The goal is to provide opportunities for students to apply their insights directly and immediately, supporting their ability to utilize relevant concepts and tools while using technology that is present in the business environment.

Facilitated discussion, case studies, computer simulations and exercises, role-play, and team projects and presentations help students apply their learning to current workplace projects to achieve business impact. Students build skills and confidence while developing a greater understanding of the relationships among disciplines.

LFGSM believes that effective business education occurs when Business Leader Faculty® interact with business professional students in a manner that incorporates research-based, best-practice teaching techniques and technologies. Accordingly, the curriculum is structured to allow maximum opportunities for students to learn by doing. This approach allows the faculty to bring their real world experience into the learning environment, through focused content delivery, effective use of technology, and structured opportunities that allow students to practice, review, and learn from others. Students practice their skills by applying them to both simulated and real business situations.

## Learning Delivery Models

### In Person

LFGSM offers many of its classes in person, either at the LFGSM campus or on-site at our corporate partner locations. These classes use active learning techniques to engage students in a traditional classroom setting. Students complete assignments between the class sessions and submit them via Canvas, the school's learning management system.

### Videoconference

All participants in a videoconference class meet at a predetermined time and day using the Internet. The class session is designed to create an engaging learning environment where students can interact with each other and the instructor. As with in-person classes, students complete assignments between the class sessions and submit them via the learning management system.

### Hybrid

LFGSM is committed to being flexible in its program delivery. For that reason, many classes are open to a combination of students joining class via videoconference simultaneously with students physically present in the classroom. This hybrid classroom provides a unique opportunity for students to engage with each other despite being geographically separated.

### Accelerated or Short-Term Courses

Accelerated courses are full credit graduate degree courses offered in a condensed time frame. Accelerated courses require students to attend sessions twice each week for fewer than 8 weeks. Accelerated courses require a significant time commitment in a short time period.

All LFGSM courses, including accelerated ones, require the same amount of classroom and out-of-class work per credit hour.

### Workshops and Contract Courses

Credit bearing courses offered for special student populations by special arrangement will meet regular academic

credit hour standards.

#### Independent Study/Courses by Arrangement

Independent Study or Courses by Arrangement (CBA) allow students to receive credit for a class in which they work directly with a faculty member. For details, contact the Registrar [registrar@lfgsm.edu](mailto:registrar@lfgsm.edu).

A Note about Delivery Modes: While LFGSM will make every attempt to offer students choices in how they take courses, the school cannot guarantee the availability of all modes of delivery. The learning outcomes for all courses are equivalent, regardless of delivery mode.

#### Learning Management System (LMS)

All LFGSM courses use Canvas, a Web-based platform, to enhance the classroom experience. This platform provides access to course material, collaborative tools to use for class projects as well as other school and course resources. It facilitates:

- In-class discussions continuing beyond the physical class session using discussion thread posts
- Student group work outside of class via collaborative tools
- Supplemental resources and links for students who want to delve more deeply into the subject matter

## Frequently Contacted Offices and Links

<b>LOCATION</b>	1905 W. Field Court, Lake Forest, IL 60045	847 234-5005
Neil L. Holman, PhD Chief Academic Officer	<a href="mailto:nholman@lfgsm.edu">nholman@lfgsm.edu</a>	847 574-5230
Carol Modlin Dean of Faculty and Degree Programs	<a href="mailto:cmodlin@lfgsm.edu">cmodlin@lfgsm.edu</a>	847 574-5206
Admissions	<a href="mailto:Admisslf@lfgsm.edu">Admisslf@lfgsm.edu</a>	847 234-5005
Registrar's Office	<a href="mailto:Registrar@lfgsm.edu">Registrar@lfgsm.edu</a>	847 574-5152
Student Accounts	<a href="mailto:StudentAccounts@lfgsm.edu">StudentAccounts@lfgsm.edu</a>	847 574-5188
Financial Aid Office	<a href="mailto:FinAid@lfgsm.edu">FinAid@lfgsm.edu</a>	847 574-5264
Currie Augustine Director of Student Experience and Engagement	<a href="mailto:caugustine@lfgsm.edu">caugustine@lfgsm.edu</a>	847 574-5158
Career Management	<a href="mailto:careerservices@lfgsm.edu">careerservices@lfgsm.edu</a>	847 574-5158
Help Desk	<a href="mailto:helpdesk@lfgsm.edu">helpdesk@lfgsm.edu</a>	847 574-5265
Student Resources	<a href="mailto:studentservices@lfgsm.edu">studentservices@lfgsm.edu</a>	847 574-5158
Tutoring	<a href="mailto:tutor@lfgsm.edu">tutor@lfgsm.edu</a>	847 574-5158

## Access to Student Information

### Access to Student Records

Permanent student records are maintained, including admissions information, academic transcripts, and other relevant information. Students may review the content of their files by notifying the Registrar in writing. All materials submitted in support of students' applications, become the property of Lake Forest Graduate School of Management, including transcripts from other institutions, letters of recommendation and related documents.

All information provided to LFGSM is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). Except as required by law, no information regarding attendance, grades or any other aspect of students' academic standing will be released to any third party without written student consent. The records are maintained for five years after graduation or at least six years after a student's last day of attendance.

### Change of Personal Information

Students are responsible to notify LFGSM of any changes to their personal information, including place of employment, address, phone number, email address or name. Students should update their personal information in [https://my.lfgsm.edu/ICS/My\\_Profile/](https://my.lfgsm.edu/ICS/My_Profile/).

In order for a change of name to be reflected in the school's official records, legal documentation (e.g., marriage certificate or divorce court order) is required. Graduating students must file name change requests by June 1 preceding the June commencement so that their diploma and transcripts will show the correct name.

## Family Educational Rights and Privacy Act of 1974—FERPA

Lake Forest Graduate School of Management complies with the Federal Educational Rights and Privacy Act of 1974 (FERPA), as amended, by publishing an annual notice to students explaining your rights under the act.

### Basic Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of these records (known as education records) maintained by an educational institution, as well as the access to these records.

It is the policy of Lake Forest Graduate School of Management, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure.

### Educational Records

Educational records are all records that contain information directly related to a student and are maintained by Lake Forest Graduate School of Management. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images.

### School Official

LFGSM discloses education records without a student's prior written consent under the FERPA exceptions for disclosure to school officials with legitimate educational interests.

A school official is a person employed by LFGSM in an administrative, supervisory, academic, or support staff position; a person or company with whom LFGSM has contracted as its agent to provide a service instead of using LFGSM employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or volunteers serving on an official committee, such as assisting 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 LFGSM.

**Student FERPA Rights under FERPA, students have:**

- **The right to inspect and review the student’s education records within 45 days of the day Lake Forest Graduate School of Management (LFGSM) receives a request for access.**
  - A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
- **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 LFGSM to amend a record should write the LFGSM official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If LFGSM decides not to amend the record as requested, LFGSM 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.
- **The right to provide written consent before LFGSM discloses personally identifiable information from the student’s education records, except to the extent FERPA authorizes disclosure without consent.**
  - The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Lake Forest Graduate School of Management (LFGSM), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Lake Forest Graduate School of Management may disclose appropriately designated directory information without written consent, unless you have advised LFGSM to the contrary in accordance with LFGSM’s procedures. The primary purpose of directory information is to allow LFGSM to include this type of information from your educational records in certain school publications. Examples include, commencement program and networking purposes at LFGSM events.

### Solomon Amendment

The Solomon Amendment (10 U.S.C. §983, effective January 2000) is a federal law that mandates that colleges provide student recruiting information upon request to military recruiting organizations. The request and information released by the college is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. The release of student recruiting information follows the FERPA guidelines defining student directory information. Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the school may not release this information to military organizations.

### Directory Information

Directory Information is information that is generally not considered harmful or an invasion of privacy, if released, directory information can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, graduation photographers, and organizations of LFGSM requesting directory information on current students and alumni within their organization. LFGSM does not sell student or alumni directory information to third parties.

LFGSM has designated the following categories as directory information, and they may be released without your written consent:

- Student name
- Addresses: home and work
- Date of birth
- Employer affiliation and title
- Phone Numbers: home, mobile, fax, and direct work line
- Email Address: LFGSM student email and alumni preferred email
- Dates of attendance
- Degree conferred
- Major field of study and concentration
- Honors awarded
- Photograph
- Status: part-time, current, alumni, withdrawn

If you do not want Lake Forest Graduate School of Management to release your directory information without your prior written consent, you must notify the Registrar's Office by completing the [Request for Non-Disclosure of Directory Information](#) form within the first two weeks of a term start.

### What will non-disclosure mean for you?

- For requests made by a third party (i.e. employers, employment agencies, etc.) for disclosure of directory information, LFGSM will not be able to confirm any facts concerning you without your written consent.
- LFGSM publications (such as Commencement programs) will not list your name or information about you without your written consent.

- At LFGSM events, your name cannot be disclosed to other attendees for networking purposes.
- Your name cannot be disclosed to employers requesting listing of current students and alumni who have attended LFGSM.
- Information will be disclosed to LFGSM school officials with a legitimate educational interest. A school official is a person employed by LFGSM in an administrative, supervisory, academic or support staff position; a person or company with whom LFGSM has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors.
- LFGSM assumes no liability as a result of honoring your request that directory information be withheld.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by LFGSM 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 20202-4605

## FERPA Annual Notice—Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without the student’s consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (federal and state authorities) may allow access to student records and PII without consent to any third party designated by a federal or state authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, federal and state authorities may allow access to students’ education records and PII without their consent to researchers performing certain types of studies, in certain cases even when Lake Forest Graduate School of Management objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the authorities need not maintain direct control over such entities.

In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without students’ consent PII from their education records, and they may track their participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## Non-Discrimination Statement

Lake Forest Graduate School of Management does not discriminate on the basis of race, color, sex, religion, veteran status, marital status, national origin, age, disability, or any other legally protected characteristic when determining student applications.

## Access to Higher Education

Within limits of its facilities, Lake Forest Graduate School of Management is open to all applicants who are qualified according to its admissions requirements.

Lake Forest Graduate School of Management will make it clear with the Student Handbook and Academic Catalog, the characteristics and expectations of students that it considers relevant to its programs.

Under no circumstances will an applicant be denied admission because of race, religion, gender, sexual orientation, ethnic background, or disability.

## Americans with Disabilities Act

LFGSM complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities.

Documentation of the student's disability and how it affects his/her course participation must be submitted to the Director of Student Experience and Engagement. Any student with special needs or difficulties in learning and/or in completing course requirements should notify the instructor immediately so that available and reasonable accommodations can be arranged.

It is the student's responsibility to disclose his/her accommodation request with the instructor and discuss the necessary arrangements. Assistance with these arrangements can be facilitated with the help of Student Experience and Engagement upon request.

## Equal Opportunity

Lake Forest Graduate School of Management selects students, faculty, and staff without regard to race, color, gender, religion, veteran status, marital status, national origin, age, disability, or any other legally protected characteristic. However, the school reserves the right to reject any candidate who does not fully meet our admissions requirements.

## Title IX Non-Discrimination Policy

Lake Forest Graduate School of Management (LFGSM) is committed to providing a non-discriminatory and harassment-free educational and working environment for all members of the LFGSM community, including students, faculty, administrators, staff, and visitors. In compliance with Title IX of the Education Amendments of 1972, LFGSM prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, and stalking. Misconduct of this nature is contrary to LFGSM's institutional values and prohibited by state and federal law.

LFGSM encourages the prompt reporting of any incident of sexual or gender-based misconduct to local law enforcement and to LFGSM's Title IX Coordinator using the complaint procedure described in our policy. This means that anyone that is either a **victim or a witness** of sexual or gender-based misconduct must report the incident. The full institutional policy on Title IX can be found on the LFGSM Web site.

Persons with inquiries concerning the application of Title IX, or persons wishing to report a Title IX incident or complaint may contact LFGSM's Title IX Coordinator:

**Ms. Currie Augustine**

LFGSM Title IX Coordinator

1905 W. Field Ct.

Lake Forest, IL 60045

[caugustine@lfgsm.edu](mailto:caugustine@lfgsm.edu)

Phone: 847 574-5158

Anonymous report: [titleixcomplaints@lfgsm.edu](mailto:titleixcomplaints@lfgsm.edu)

## Academic Progression

### MBA Program Goals

**AGILITY:** LFGSM MBA graduates will be able to evaluate business needs from different perspectives, create plans with multiple financial and operational options, and select a best path of action using critical thinking and analysis.

**ENGAGING OTHERS:** LFGSM MBA graduates will be able to build strong personal connections and communicate effectively to create positive business relationships with colleagues and teams, both internally and externally to the organization.

**INNOVATION:** LFGSM MBA graduates will be able to apply creative thinking and appropriate risk-taking to devise unique solutions to business challenges, and align the solutions to strategic objectives.

**SELF-AWARENESS:** LFGSM MBA graduates will be able to understand and manage their personal strengths and weaknesses using feedback and self-assessment to optimize leadership impact.

**STRATEGIC VISION:** LFGSM MBA graduates will be able to examine the future from both macro-and micro-levels, create and communicate coherent strategic plans, and assess key performance indicators to monitor progress.

### Degree and Graduation Requirements for MBA Students:

- Students must have a cumulative grade point average of at least 2.00 for all coursework applied toward their MBA degree.
- The MBA program requires the successful completion of a minimum of 48 semester hours of credit.
- At least 36 semester hours of credit must be taken from Lake Forest Graduate School of Management.
- A maximum of 12 credit hours of transfer credit may be applied toward the MBA degree requirements, and it must be done upon entry to the degree program, but no later than the first 12 months of starting their MBA program.
- Students must successfully complete the degree program requirements within six years.
- If the student re-enters the program after having been unenrolled for six or more consecutive terms, the program requirements in effect during the term of re-entry shall be the student's graduation requirements.
- Students are ultimately responsible for ensuring that they have met all graduation requirements.
- The LDR 5120 Effective Leadership and CAP 5240 Strategic Management courses must be taken within the MBA program. No course waivers or course transfer credit will be granted for these courses.
- Matriculated MBA students may apply for federal financial aid if they qualify as per Financial Policies described in this catalog.
- Definitions of full-time and part-time students are established by the federal government (full-time graduate student is a student taking nine or more credit hours in a semester. Part-time graduate student is a student taking fewer than nine credit hours in a semester.)
- Definitions of Terms and Semesters: A term is eight weeks within a semester. The academic year consists of 3 semesters: Fall (Fall and Winter 1 terms), Spring (Winter 2, Spring 1, and Spring 2 terms), and Summer. Part-time graduate degree program students typically take six credit hours per semester.
- Students must declare their intent to pursue a specific concentration within one year of matriculation into the MBA program.
- Students who enter the MBA program, without declaring a specific area of concentration, will be enrolled in the MBA Leadership program and are expected to complete the requirements specific to that concentration.

At Lake Forest Graduate School of Management (LFGSM), working professionals develop their business acumen and leadership skills through the lens of five critical leadership principles: Leadership Agility, Innovation, Engaging Others, Self-Awareness, and Strategic Vision. These principles are differentiators among successful leaders across functions and industries and foundational to their success. The LFGSM MBA consists of degree courses in Leadership Foundations, along with specific areas of concentration. Through this combination of building essential leadership skills and completing specialized courses, students develop leadership competence and self-confidence with a high potential discipline so that they can contribute to the organization's success and their own success.

Because our MBA students are already in the workforce and interested in gaining broader leadership skills, the MBA focuses on targeting leadership skills in specific areas. MBA students are encouraged to declare a concentration within one year of admittance. The four options of concentration include:

- Data Analytics
- Finance Global
- Supply Chain
- Organizational Dynamics

## MBA in General Management

The MBA Program at LFGSM is for students who want to broaden their leadership competence. It is especially appropriate for leaders who have already attained deep expertise in a specific function and desire to take on a broader, more senior leadership role.

Students will increase their effectiveness as leaders by developing a thorough understanding of key functional and operational areas of business. As students become more strategic and develop an appreciation and understanding of the interconnectedness of all functions within a business, they increase the value they can offer to their organizations and position themselves for senior leadership positions.

## MBA Program Goals

**AGILITY:** LFGSM MBA graduates will be able to evaluate business needs from different perspectives, create plans with multiple financial and operational options, and select a best path of action using critical thinking and analysis.

**ENGAGING OTHERS:** LFGSM MBA graduates will be able to build strong personal connections and communicate effectively to create positive business relationships with colleagues and teams, both internal and external to the organization.

**INNOVATION:** LFGSM MBA graduates will be able to apply creative thinking and appropriate risk-taking to devise unique solutions to business challenges, and align the solutions to strategic objectives.

**SELF-AWARENESS:** LFGSM MBA graduates will be able to understand and manage their personal strengths and weaknesses using feedback and self-assessment to optimize leadership impact.

**STRATEGIC VISION:** LFGSM MBA graduates will be able to examine the future from both macro- and micro-levels, create and communicate coherent strategic plans, and assess key performance indicators to monitor progress.

In order for a student to earn an MBA, one must successfully complete sixteen courses: twelve core courses and four elective courses. It is possible for a student taking the MBA program to complete the program in eighteen months. The MBA program is as follows:

<b>LFGSM MBA PROGRAM</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
LDR 5120	Effective Leadership	3
STR 5130	Strategic Thinking	3
ACC 5110	Accounting for Decision Making	3
BUS 5836	Business Law	3
ECO 5170	Economics for Leaders	3
LDR 5220	Leading Organizational Change	3
DAT 5140	Business Statistics & Analytics	3
MGT 5230	Operations Management	3
FIN 5190	Financial Management	3
STR 5200	Innovation & Risk	3
MKT 5210	Marketing Strategy & Analytics	3
Elective	TBD	3
Elective	TBD	3
Elective	TBD	3
Elective	TBD	3
CAP 5240	Strategic Management	3
Total program hours		48

<b>MBA Elective Course List (choose 4)</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
BUS 5802	Negotiations & Conflict Management	3
COM 5330	Organizational Communication	3
DAT 5858	Artificial Intelligence & Machine Learning	3
DAT 5859	Data Visualization & Decision Making	3
DAT 5861	Fundamentals of Data Modeling	3
DAT 5867	Advanced Topics in Data Analytics	3
FIN 5525	Corporate Risk Management	3
FIN 5827	Business Valuation & Capital Markets	3
FIN 5828	Entrepreneurial Finance	3
FIN 5848	Global Finance	3
LDR 5807	Ethical Leadership	3
LDR 5874	Leadership Perspectives	3
MGT 5560	Distribution & Logistics	3
MGT 5562	Product Development & Management	3
MGT 5563	Strategic Sourcing	3
MGT 5564	Demand Planning & Inventory Management	3
GLS 5883	Special Topics	3
Total required elective hours		12

**MBA Concentrations**

MBA students may choose a concentration in one of four areas of leadership by taking specific electives that will be reflected on their transcripts.

<b>Organizational Dynamics Concentration</b>		
Course Number	Course Name	Credit Hours
BUS 5802	Negotiations & Conflict Management	3
COM 5330	Organizational Communications	3
LDR 5874	Leadership Perspectives	3
LDR 5807	Ethical Leadership	3

<b>Data Analytics Concentration</b>		
Course Number	Course Name	Credit Hours
DAT 5858	Artificial Intelligence & Machine Learning	3
DAT 5859	Data Visualization & Decision Making	3
DAT 5861	Fundamentals of Data Modeling	3
DAT 5867	Advanced Topics in Data Analytics	3

<b>Global Supply Chain Concentration</b>		
Course Number	Course Name	Credit Hours
MGT 5560	Distribution & Logistics	3
MGT 5562	Product Development & Management	3
MGT 5563	Strategic Sourcing	3
MGT 5564	Demand Planning & Inventory Management	3

<b>Finance Concentration</b>		
Course Number	Course Name	Credit Hours
FIN 5525	Corporate Risk Management	3
FIN 5827	Business Valuation & Capital Markets	3
FIN 5828	Entrepreneurial Finance	3
FIN 5848	Global Finance	3

### Leadership Foundations—Accredited Graduate Certificate

Leadership Foundations is an accredited graduate certificate offered by LFGSM designed to help individuals position themselves for career growth. With the same format options and faculty as our MBA program, our graduate certificate is an impactful way to add to one's expertise or broaden one's options as business and technology expands. The certificate enables students to dive deep into their own leadership style using the Hogan Leadership Assessment to identify strengths and weaknesses, then take a fresh look at business strategy and how to navigate complex, shifting landscapes. In Leading Organizational Change, students obtain a firm foundation from which they can guide their teams through the contemporary business ecosystem.

Courses taken towards the Leadership Foundations Graduate Certificate are rigorous and graded. In order to earn this certificate, the student must attain and maintain a 2.00 grade point average or better.

Certificate students must submit an application for admission. No course substitutions are permitted for the certificate program courses. Certificate students must adhere to academic policies and admission requirements in place at the time of their enrollment listed in this catalog.

Please note: If a Leadership Foundations Graduate Certificate student wishes to seek the MBA at Lake Forest Graduate School of Management, he or she should contact Admissions ([admisslf@lfgsm.edu](mailto:admisslf@lfgsm.edu)) for more information.

<b>Leadership Foundations Accredited Graduate Certificate</b>		
Course Number	Course Name	Credit Hours
LDR 5120	Effective Leadership	3
STR 5130	Strategic Thinking	3
LDR 5220	Leading Organizational Change	3
Total Program Hours		9

### CredAbility Profile™

All LFGSM students have access to a permanent URL to store documents and media that showcase their progress. These CREDABILITY PROFILES are owned and managed by students during and beyond their MBA or Accredited Certificate program at LFGSM. Students will be encouraged as they progress through their courses to use their Profile as a repository of evidence to present to employers and gather endorsements from their instructors and peers. CREDABILITY PROFILES comprise a comprehensive snapshot of the skills and abilities students attain, from their first course to their Capstone course. CREDABILITY PROFILES are ideal to highlight skills, assignments, projects, reflections, leadership attributes attainment, and examples of work. Profiles are offered to students without cost.

## Capstone Course Project

Access to mentoring from exceptional faculty is a hallmark of LFGSM. Putting leadership skills to work through the completion of a practical project at the end of their studies enables students to demonstrate application of their knowledge. Capstone students, those taking the final course in the MBA, choose a project that will showcase the leadership skills they have acquired, with a seasoned mentor helping them along the way. Projects for the capstone course begin with students having access to their instructor four months prior to the start of the course. The instructor will guide the student through the process of selection, setting goals, application of developed leadership skills, predicting expected outcomes, and connecting to real world business situations. Instructors guide students to optimize their leadership roles within the companies they work in, or charitable or civic groups. The student needs to take on projects that are strategic, and designed to result in a measurable impact. For more information, see the course description for CAP 5240.

## Grading System

### Student Learning Assessment

LFGSM is committed to the objective assessment of student learning outcomes through direct and indirect measures of student learning.

### Grading Scale

Lake Forest Graduate School of Management uses a numeric grading system for core and elective graduate degree courses. Academic performance is evaluated using the full range of grades A through F. Plus and minus modifiers are used at the instructor's discretion. However, grades of A+, F+, and F– are not used. Students receive the grades they earn, without regard to tuition reimbursement or other grade point average minimum requirements.

Grading Scale		
Letter Grade	Point Value Range	Transcript GPA Value
A	96.0-100	4.00
A-	93.0-95.9	3.70
B+	90.0-92.9	3.30
B	87.0-89.9	3.00

B-	84.0-86.9	2.70
C+	81.0-83.9	2.30
C	78.0-80.9	2.00
C-	75.0-77.9	1.70
D+	72.0-74.9	1.30
D	69.0-71.9	1.00
D-	66.0-68.9	0.70
F	65.9-0.00	0.00

A demonstrates mastery with an exceptional degree of sophistication and insight

B demonstrates sound understanding and solid performance: the standard for graduate work

C demonstrates a basic grasp with acceptable performance

D demonstrates minimal understanding with marginal performance

F demonstrates that the stated course objectives were not accomplished

All grades will appear on a student's transcript. The highest grade will be used in calculating the student's grade point average.

#### Transcript Academic Designators

<i>Designators</i>	<i>Description</i>
<i>AU</i>	<i>Audit</i>
<i>P</i>	<i>Pass</i>
<i>I</i>	<i>Incomplete</i>
<i>TR</i>	<i>Transfer Credit</i>
<i>CW</i>	<i>Course Waived</i>
<i>W</i>	<i>Withdrawal</i>

#### Grade Point Average (GPA)

Student GPAs are calculated based on performance in courses applicable to the program in which they are enrolled. Cumulative grade point averages are calculated for all students at the conclusion of each term and are based on a 4.00

scale. Grades from transferred or waived courses are not included in GPA calculations; the grade point average is calculated only upon grades earned at Lake Forest Graduate School of Management.

#### GPA for the MBA Computation

The GPA for graduation is computed by dividing the total number of quality points by the total number of credit hours attempted. Quality points are determined by multiplying the GPA value earned by the number of hours attempted. A grade of “pass” is printed on the permanent record as a “P” and does not count in the quarterly or cumulative GPA, but does count as credits earned toward graduation. To graduate, students must complete all courses with a total grade point average of 2.00 or better. If a student fails a course, he or she must repeat that course and receive a passing grade in order to graduate.

#### Repeated Courses

Students are permitted to repeat courses in order to improve their GPAs or to enhance their understanding of course material. All grades will appear on a student’s transcript; however, the highest grade earned will be used for computing the GPA. Repeated courses, regardless of grade, count toward the maximum time frame calculation for completion of degree.

#### Grade Period and Posting

Lake Forest Graduate School of Management operates on a term basis. The academic year consists of six terms (Summer, Fall, Winter 1, Winter 2, Spring 1, Spring 2). Each term is eight weeks in length and may have courses offered within the term in a short accelerated format. Grades are posted within one week of the final day of the term.

All grades are issued electronically. Grade cards may be printed through the Student Portal at [my.LFGSM.edu](https://my.LFGSM.edu) using [the official Grade Card link](#).

Students who require an official grade card mailed by the school must contact the Registrar’s Office at 847-574-5152 or [Registrar@lfgsm.edu](mailto:Registrar@lfgsm.edu).

#### Grade Appeal

To appeal a grade, students must follow the procedure listed below:

1. Within thirty days of the posting of the grade in question, the student must contact the instructor who issued the grade. The student has the right to a full explanation of how the grade was determined.
2. Within fourteen days of contacting the instructor, if the issue has not been resolved, the student may contact the Dean of Faculty and Degree Programs in writing. The Dean of Faculty and Degree Programs will confer with the instructor and review the situation.
3. The student will receive a written response to the grade appeal within fourteen days.
4. If the appeal is not resolved, the student’s final course of action is to write the Chief Academic Officer.

Students may only appeal a grade if there has been a deviation from the instructor’s established, announced, or published grading procedures. The Chief Academic Officer may initiate the review of a grade if the instructor’s grading practices indicate a serious question concerning the objective application of grading criteria.

### Grades for Late Assignments Policy

Due dates for each assignment are set by the instructor and published in the syllabus and in the course site in the learning management system, Canvas. If a student turns in an assignment no later than 11:59 p.m. central time on the due date (unless the instructor has posted a specific time the assignment is due), the work will be considered to be in on time.

Unless otherwise indicated by the instructor, if a student turns in an assignment up to twenty-four hours after the due date, the work will receive a half letter grade reduction (e.g., from an A to an A-). Turning in work from twenty-four to forty-eight hours late will result in a full letter grade reduction (e.g., from an A to a B). Turning in work from forty-eight to seventy-two hours late will result in a two letter grade reduction (an A paper becomes a C). Work will not be accepted more than seventy-two hours late, unless the student applies for and is granted an “Incomplete”, as described below.

### Incomplete Grades Policy

If a student has completed 75% or more of the required coursework and believes that he or she would be able to complete a course if given more time, he or she may request an “Incomplete” from the Instructor. An “Incomplete” may be awarded at the discretion of the course instructor, but will only be awarded for exceptional circumstances. To request an “Incomplete,” a student must request it no later than the last day of the course, and it must be approved by the instructor unless the circumstances requiring the “Incomplete” prevent that timeframe. If an “Incomplete” is awarded and the student is still unable to complete the course after the extension, the student will receive an F for the unsubmitted assignments.

Incomplete grades are issued at the instructor’s discretion. Upon posting the “Incomplete” grade, an automatic email is sent to the student and instructor with notification of time limits and student responsibility. For an eight-week course, the incomplete coursework must be submitted within four weeks from the date the grade was recorded as “Incomplete” on the student’s record. For courses shorter than eight weeks, the required work must be submitted within two weeks from the date the grade was recorded as “Incomplete” on the student’s record.

If the instructor has set a specific date, that date supersedes all other dates. After the incomplete coursework deadline, the instructor will calculate the student’s grade based on the coursework completed, with no credit given for any incomplete assignment(s). If the course grade recorded is “F” no credit is given and the student must retake the course. The final grade is included in the student’s GPA calculation. The final grade and completion of the credit hours for the course count toward the maximum time frame calculation for degree completion. A student may have only one incomplete on his/her academic record at any time (two, if a student is taking two courses per term). Students on academic probation or provisional acceptance status must successfully complete each probationary course. Students on academic probation or provisional acceptance status receiving an incomplete grade will not be allowed to participate in the next course until the incomplete grade has been replaced with a grade.

### Maximum Time Frame

Students must successfully complete all graduate degree program requirements or the Leadership Foundations Certificate within six academic years of their first enrollment. This maximum time to completion applies to all students, regardless of financial aid participation or part-time status.

An academic year is made up of six terms of eight weeks each (Summer, Fall, Winter 1, Winter 2, Spring 1, Spring 2). Graduate degree program students typically take six credit hours per semester.

The MBA degree program is comprised of forty-eight semester credit hours. In order for students to complete the degree within the six year time frame, they must successfully complete of a minimum of eight semester credit hours per academic year.

Degree-seeking and non-degree-seeking students requiring more than six years to complete the degree program or Accredited Graduate Certificate must submit a petition to the Registrar's Office. The Registrar's Office, in conjunction with the Dean of Faculty and Degree Programs or Chief Academic Officer, will evaluate the applicability of the content of those courses completed early in the student's program.

Students receiving federal financial aid who require more than six years to complete the degree program must submit a petition to the Financial Aid Office to receive a determination of federal financial aid eligibility.

#### Academic Load

The academic year consists of 3 semesters: Fall (Fall and Winter 1 terms), Spring (Winter 2, Spring 1, and Spring 2 terms), and Summer. Part-time graduate degree program students typically take six credit hours per semester.

#### Academic Program

The grade point average of each student graduating in June each academic year will be computed at the end of the Spring 2 Term, after all grades have been received. Academic honors will be conferred upon graduates with a grade point average of 3.95 or above. All graduates with academic honors will be recognized at the Commencement ceremony.

#### Temporary Leave of Absence/Program Exit Policy

Before taking a leave of absence or exiting from a program, students are required to contact the Registrar's Office to discuss scheduling options available to remain in the program. Notifying the instructor of non-attendance, withdrawal, taking a leave of absence, or exiting the program, is not sufficient.

Students must submit to the Registrar's Office a written request on a [Leave of Absence/Exit Petition](#) found on [my.LFGSM.edu](http://my.LFGSM.edu). The leave of absence or exit request is considered official when the Registrar's Office has received the Leave of Absence/Exit Petition Form. When a graduate degree program or non-degree seeking student's Leave of Absence/Exit Petition is received by the Registrar's Office, tuition credit or refund will be made, following the Cancellation/Refund Policy. Students on Leave of Absence for more than 180 consecutive calendar days will be removed from the degree program by the Registrar's Office (program exit), and students who have received federal financial aid will begin loan repayment.

Administrators of Title IV financial aid programs and VA program loans under which a student may be receiving funds will be immediately notified of any and all leaves of absence and/or program exits.

### Re-enrolling

Students may re-enter the Program in any term depending on availability of classes, prerequisites, and class size. Students who have not taken a class in the graduate degree program for six consecutive terms or more will follow the graduation requirements in effect at the time of the student's re-entry to a graduate degree program. A student who wishes to re-enroll must contact the Registrar's Office, and may be required to meet with the Director of Student Engagement and Experience, the Financial Aid office, and/or the Dean of Faculty and Degree Programs or Vice President and Chief Academic Officer to discuss their academic progress and create a degree completion plan.

### Academic Probation and Re-Admittance

Students who do not maintain a cumulative grade point average of at least 2.00 are automatically placed on academic probation. It is recommended that they meet with the Director of Student Experience and Engagement prior to taking additional courses to review and discuss their academic progress, and create a degree completion plan to get back on track.

To be removed from probationary status, students must achieve a cumulative grade point average of at least 2.0 upon the completion of their next two classes.

Students on academic probation must successfully complete each course. Students on academic probation receiving an incomplete grade will not be allowed to participate in the next course until the incomplete grade has been replaced with a grade.

Any student receiving federal financial aid who is placed on academic probation is also placed on financial aid probation, and the student loses federal financial aid eligibility during the probation period. The Satisfactory Academic Progress (SAP) requirements must be met by the end of the probation period to re-qualify for financial aid. A student reinstated after successfully completing a probation period will receive automatic reinstatement of financial aid eligibility, if Satisfactory Academic Progress requirements have been met. For more information on SAP, see the Financial Aid section in this handbook.

### Reinstatement Policy—Appeal of Academic Release

A student who has been released from the graduate degree program for academic reasons and wishes to be reinstated must petition the Chief Academic Officer in writing. The petition should clearly state the compelling and extenuating circumstances that contributed to the poor academic performance, show how the circumstances have been resolved, and present a realistic plan for meeting the requirements to return to good academic standing. The Chief Academic Officer will review the petition and make a final decision.

### Financial Aid/SAP Appeals

Students who have been suspended from financial aid eligibility are notified via email at the end of the term in which they fell below a 2.00 GPA. Students are responsible to cover the cost for any upcoming registered courses until they meet SAP requirements again.

Once the student has regained their 2.00 GPA, they regain eligibility to receive financial aid for upcoming courses. If a student has failed to meet the minimum SAP requirements because severe or unusual circumstances have prevented them from making progress toward degree completion, they may appeal the decision to the Financial Aid Office.

Students seeking reinstatement of financial aid eligibility must submit a written appeal to the Financial Aid Office. The petition should clearly state the compelling and extenuating circumstances that contributed to the poor academic performance, show how the circumstances have been resolved, and present a realistic plan for meeting the requirements to return to good academic standing.

The Financial Aid Office determines whether or not financial aid can be reinstated and will notify the petitioner of the decision via email or telephone. A student placed on academic probation for a second time will automatically be released from the graduate degree program and will not be eligible for reinstatement.

#### Summer Term—Financial Aid

Students may receive federal financial aid during Summer Term, and credits earned count toward the maximum time frame for completion.

#### Commencement

Lake Forest Graduate School of Management conducts one commencement ceremony per year. All students who complete their graduate degree studies by August 30<sup>th</sup> are eligible to participate in the commencement ceremony.

Participation is optional. Students who walk at graduation will pay a regalia rental fee. All outstanding balances, including summer tuition, must be paid in full for a student to receive their diploma.

Information about graduation is sent via the student.lfgsm.edu email account. The commencement details will be posted to [my.lfgsm.edu](https://my.lfgsm.edu) including dates of ceremony, information on how to order a cap and gown, and instructions on how to register for participation in the commencement ceremony.

#### The Hotchkiss Scholar Award

The Hotchkiss Scholar Award was established in 1984 in honor of Dr. Eugene Hotchkiss, President Emeritus of Lake Forest College and former member of the LFGSM Board of Directors. Hotchkiss Scholars are selected based on outstanding academic achievement, leadership ability, and a commitment to their community. The Hotchkiss Scholar designation is the highest honor that LFGSM confers on a graduating student.

The vision for the Hotchkiss Scholar Award is to encourage and celebrate LFGSM students who demonstrate the five aspects of the LFGSM Leadership Model: Agility, Innovation, Strategic Vision, Self-Awareness, and Engaging Others.

LFGSM students in graduate degree programs who have a 3.95 or higher GPA by the end of the Winter 1 Term of their graduating academic year are eligible to apply for the Hotchkiss Scholar Award. Students interested in applying for the award will submit an initial application by the end of the Winter 1 Term, indicating an interest in the award. The remainder of the application materials: a faculty recommendation, personal essay, and documented service hours are due at the end of the Spring 1 Term. Application materials are available on the student portal, [my.lfgsm.edu](https://my.lfgsm.edu). Applicants submit their materials to the Director of Student Experience and Engagement at [studentservices@lfgsm.edu](mailto:studentservices@lfgsm.edu).

The Hotchkiss Scholar Review Committee will evaluate all applications and select a limited number, totaling no more than 10% of the applicant pool. Hotchkiss Scholar recipients are expected to have a 3.95 GPA at the time of graduation and will be notified in June. Hotchkiss Scholars receive a Hotchkiss Scholar Medallion and are recognized at the Commencement ceremony.

### Hotchkiss Scholar Award Qualifications:

Candidates for the Hotchkiss Scholar award are graduates from the current academic year that meet the criteria listed below. The following criteria are considered:

- Cumulative GPA of 3.95 or higher
- Completed Hotchkiss Scholar Application, including a personal essay
- One Letter of Recommendation from a faculty member or supervisor
- A minimum of twenty hours of documented community service or business project (outside of the student's own organization). Volunteering or Business Project must be approved by the Director of Student Experience and Engagement prior to beginning.
- Participation in the LFGSM Business Community through networking events, student groups, Graduation, or Admissions Open Houses

## Academic Policies and Procedures

### Academic Honesty/Plagiarism Policy

Honesty and integrity are the foundation upon which any academic enterprise is based. Accordingly, to avoid plagiarism, LFGSM requires the proper citing of sources for all work submitted by students using American Psychological Association (APA) citation guidelines. All work must correctly identify the source of language and ideas, and embody the spirit of intellectual integrity valued by the school.

Plagiarism is defined as the presentation of words or ideas from an existing source as if it were the student's work. A student must not adopt nor reproduce the ideas, words, or statements of another person or group without appropriate citation.

LFGSM considers submission of work done partially or entirely by another person or student group to be academic dishonesty. LFGSM further considers the resubmission of work produced for one course in a subsequent course without the permission of the subsequent course's instructor to be academic dishonesty. To help identify and avoid incidents of plagiarism and academic dishonesty, LFGSM makes the Unicheck tool available to faculty and students. This tool can identify potential sources of plagiarism and notify the user of what those are.

It is the student's responsibility to seek clarification from the course instructor about how much help he or she may receive to complete an assignment, exam, or project, and what sources may be used. The instructor must notify the student and the Dean of Faculty and Degree Programs or Chief Academic Officer when plagiarism or academic dishonesty is suspected. Appropriate steps will be taken to determine whether plagiarism or academic dishonesty has occurred. Students found guilty of plagiarism or academic dishonesty shall be subject to disciplinary action, up to and including dismissal from the school.

### Academic Freedom

LFGSM supports academic freedom, the belief that the freedom of inquiry by faculty members and students is essential to the mission of the academy as well as the principles of [academia](#), and that scholars should have freedom to teach or communicate ideas or facts (including those that are inconvenient to external political groups or to authorities) without being targeted for repression, job loss, or imprisonment.

### Attendance and Coursework Policy

Lake Forest Graduate School of Management regards class attendance as vital to academic success. All students are expected to actively participate each week in scheduled classes. Responsibility for class attendance, coursework and participation rests with the student. It is the responsibility of the student to notify the instructor as soon as possible about any absence. Students must still do any required work for the class, and are urged to attend an equivalent class at another time in order to maintain attendance. Missing more than two classes will result in the student being withdrawn from the course. The student is charged tuition according to the published Cancellation/Refund Policy. Please refer to the Tuition and Financial Aid sections for more information on the financial aid impact of non-attendance.

### Definitions of Student Types

In-person students attend course offerings at the Lake Forest campus, or corporate onsite locations in the Chicagoland area. Videoconference students attend synchronous course offerings using videoconferencing tools.

### Non-Attendance

If a student does not attend the first two class sessions for the first two weeks of the term, and does not respond to the school's emails or phone calls, the school reserves the right to remove the student from the course. The student is charged for tuition according to the published Cancellation/Refund Policy. Please refer to the Tuition and Financial Aid sections for more information on the financial aid impact of non-attendance.

### In-Person Students—Class Attendance Responsibilities

1. Students must notify their instructor in advance of an unavoidable absence due to personal or business reasons, and are responsible for obtaining approval for make-up options with their instructor. For details, see the Class Session Make-up Work section.
2. Students have the option to attend their missed in-person session in another class (if available), at the same location or at a different location (if available), or attend via videoconference, with instructor approval and with no attendance or participation penalty. In-person students, however, may not attend every class session of the term via videoconference.
3. If the in-person student does not attend an alternate class session or videoconference, the student is responsible for completing missed work that is equivalent in content and rigor for class participation credit, if the instructor determines make-up work to be appropriate.
4. In-person students will receive the grade they earned based on their completion of required coursework, class participation and contribution to learning. Participation in all courses is defined by the grading rubrics associated with the course.

### Videoconference Students—Class Attendance Responsibilities

1. Students must notify their instructor in advance of an unavoidable absence due to personal or business reasons, and are responsible for obtaining approval for make-up options with their instructor. See Class Session Make-up Work section for details.
2. Students have the option to attend their missed session in another session either in person (if available) or via videoconference, with instructor approval and with no attendance or participation penalty.
3. If the student does not attend an alternate in-person or videoconference class session, the student is responsible for completing missed work equivalent in content and rigor for class participation credit, if the

instructor determines make-up work to be appropriate.

4. Students will receive the grade they earned based on their completion of required coursework, class participation and contribution to learning. Participation in all courses is defined by the grading rubrics associated with the course.

### Class Session Make-Up Work

If the student misses a class session, the instructor will determine appropriate make-up work. The make-up work shall require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.

### Tardiness

It is incumbent upon the instructor to take appropriate action in the event that a student is consistently tardy.

### Completions

Students completing a course and receiving a final course grade are recorded as completing the semester credit hours for the course. Completed courses, regardless of grade, count toward the maximum time frame calculation for completion of degree.

### Copyrighted Materials Use Policy

LFGSM's policy is to comply with the requirements of the United States Copyright Law of 1976, as amended, including the law relating to photocopying. Materials provided digitally as part of a course are offered only for students of that course, and are provided only within a time frame relevant to the completion of that course. Accessing, sharing or distributing these materials outside of those parameters may constitute a violation of copyright.

### What is Copyright?

Copyright is “the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same” (Oxford Languages).

### What works are protected?

Copyright protects virtually any written, musical, dramatic, choreographic, pictorial, sculptural, cinematic, software, sound recording or architectural work. However, short phrases, individual words, ideas, and works consisting entirely of information that is common property (e.g. calendars, height & weight charts, and tape measures) are not copyrightable. Unless there is specific information to the contrary, it is assumed that a work is copyright protected.

### How Can I Legally Make Copies Of Copyrighted Works?

The Copyright Act of 1976 contains a provision for fair use of a copyrighted work that applies in cases of research, teaching, reporting and commentary. In determining whether the use of a work in any particular case will be considered fair use, the following factors should be considered:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work
- If proposed copying is not covered by fair use guidelines, the student must obtain source permission

### Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. At its discretion, a court can also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov) or [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### Credit Hour Policy

Lake Forest Graduate School of Management assigns and awards credit hours that conform to commonly accepted practices in higher education. The school employs the Federal Credit Hour Definition in the assignment and awarding of credit hours as stated in the following policy:

The Federal definition (34 CFR § 600.2) states that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.
- At least an equivalent amount of work as required in paragraph 1 of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

All definitions and standards apply equally to courses offered both on and off campus, regardless of delivery mode. For more information, please contact the Registrar's Office.

### Short Term Courses

Half-semester courses (eight-week term), summer session courses, and other courses offered over a different period of time will require the same amount of classroom and out of class work per credit hour as required of semester-long courses with that work distributed over the shorter period of time.

### Distance Education, Internet and Hybrid (Blended) Courses

Credit hour policy is consistent with the standards of courses offered through in person instruction, although some or all of content and faculty-student interaction occurs through one or more forms of distance education.

### Course Waivers

Students may receive a maximum of two course waivers through any combination of the following two processes.

### Course Waiver for Credit

Students may request a course waiver if they can demonstrate their competence in areas where they meet the learning outcomes of the specific course they wish to waive. The Chief Academic Officer may grant a course waiver with credit to a student who satisfies the school's criteria for competence in a subject, with concurrence of the appropriate course faculty. Students can apply for course waivers for up to two courses in their MBA program. Course waiver applications must be made during the first twelve months of the student's graduate degree program. The school will charge the student a processing fee of \$350 per successful waiver request to cover the costs of documentation review. No course waivers will be granted for LDR 5120 Effective Leadership or CAP 5240 Strategic Management.

The student has the responsibility for initiating a course waiver petition and providing the necessary documentation proving at least equivalent competency. A course waiver for credit petition includes proof of relevant professional work experience and/or certification(s) that verify mastery of learning objectives of the course to be waived. Academic credentials and documentation signifying mastery of course competencies may also be submitted. Such documents include course description and syllabus from the previous school at the time of enrollment, as well as course work pertinent to learning outcomes of the course to be waived. Petitions and documentation should be submitted to the Registrar for evaluation.

Students cannot seek a course waiver for a course in which they are currently enrolled once the term has started, or seek a retroactive waiver for a course already completed. Final decision on all course waiver petitions rests with the Chief Academic Officer.

### Course Waiver Credit for Accredited Graduate Certificate Students

Students who complete an Accredited Graduate Certificate and who wish to enter the MBA program must apply and be accepted. Such students may apply for course waivers for their completed Accredited Graduate Certificate courses. The information in the Course Waiver for Credit section applies, with the exception of the two courses limitation. Students should note that only courses in which they received a grade of 2.7 (B-) or above will be eligible for a course waiver.

Course waivers in the Accredited Graduate Certificate program are reviewed on a case-by-case basis. Please note that for students in the Data Analytics program, certain rules may apply. Contact the Registrar for details.

### Course Waiver for Professional Certifications/Corporate Training

LFGSM will consider granting credit for prior learning acquired through approved corporate training experiences, or professional certifications. A signed certificate of completion must be submitted to the Registrar's Office within twelve months of starting the degree program. The only exception is when LFGSM has offered a corporate training program after the 12 month deadline by LFGSM.

### Transfer Credit

Transfer of semester credit hours from other accredited graduate programs may be accepted, pending approval by the Dean of Faculty and Degree Programs, the Senior Vice President of Degree Programs or the Chief Academic Officer. Transfer of credit from other accredited graduate programs must be determined upon entry to LFGSM. A maximum of 12 semester hours of transfer credit may be applied toward the MBA degree requirements upon entry to the degree program as long as they meet all requirements for transfer credit hours.

To be eligible for transfer credit, courses must be equivalent in content to those of LFGSM, and students must have completed the course or courses with a grade of "B" or better. Courses taken on a Pass/Fail basis are not

transferable. The student is responsible for providing detailed documentation of course content, syllabus, official transcript, and other pertinent data that reflects the course content at the time the student took the course. Transfer credits are not considered in computing a student's grade point average. Transfer credit hours from another institution that are accepted at LFGSM count as both attempted and completed hours toward degree completion, and each transfer course is counted as an eight-week LFGSM course equivalent in terms of maximum time frame.

Current students are not permitted to take graduate courses at any other institution for transfer without prior approval from the Dean of Faculty and Degree Programs, the Senior Vice President of Degree Programs or the Chief Academic Officer. Students should contact the Registrar's Office to inquire about transfer eligibility

#### Credit for Service in the Armed Forces

Lake Forest Graduate School of Management (LFGSM) will consider educational experiences earned during military service for course waiver credit. The educational experience(s) will be evaluated on a case-by-case basis to determine appropriateness for graduate transfer credit. Students may receive a maximum of two course waivers.

## Students Deployed Under Military Orders

#### Tuition and "I" Grades for Students Deployed Under Military Orders

Tuition for all in-class (residence) courses will be locked in at the rate students were receiving at the time of their deployment for a period of 3 years after their date of withdrawal.

Students who have "I" in-progress grades at the time of their deployment will have in-progress extended grades. These "I" grades will be extended beyond the time normally allowed for completion. Grades of "I" will not lapse to a failing grade.

#### Procedures for Processing Withdrawal Requests for Students Deployed Under Military Orders

- Students will be required to submit a letter to LFGSM indicating their intent to withdraw from their program along with orders confirming deployment. This should be done prior to the time of deployment.
- Once the letter of withdrawal and orders have been confirmed, LFGSM will drop the student from the program and remove them from the course in which they are presently registered and any future courses.
- Charges will be applied based on the semester hours the student has completed. Pro-rata will not be applied to the student account. Refunds, if applicable, will be issued by LFGSM for coursework not completed.
- Students who have received financial aid for the term in which they are withdrawing will be eligible for aid in accordance with federal regulations at the time of their withdrawal. Financial aid received after the withdrawal date will be applied or refunded in accordance with federal law. Students will not be eligible for aid that has not been certified.
- Prior to deployment students are encouraged to meet with LFGSM to discuss their academic and financial standing.

#### Process for Reinstatement of Students Deployed Under Military

- Prior to reinstatement students will be required to meet with LFGSM.
- If degree programs change prior to the date students are reinstated, additional coursework may be necessary to meet the new requirements of the degree program. If students were in programs that may

no longer be offered by LFGSM, degree-completion options and guidance on a case-by-case basis will be provided. LFGSM will discuss any changes and options during the reinstatement process.

- Students who have “I” in-progress grades which are in-progress extended grades will be required to complete all work and receive a grade prior to being reinstated into the program.
- Outstanding tuition must be paid in full before students can be reinstated into their program.

### Student Projects

LFGSM will not grant permission to students to use the school or any of its departments as the subject of class projects.

### Guidelines for Students conducting surveys

Both the faculty member leading the class and the Dean of Faculty and Degree Programs must approve all student-conducted surveys involving LFGSM students, faculty, and/or staff as respondents. All surveys:

- should be plainly identified as student-conducted surveys
- should not be reproduced on LFGSM letterhead or purport in any way to be distributed under the auspices of LFGSM
- may not be done during class times

Approved surveys must be submitted to the Dean of Faculty and Degree Program’s office a minimum of one week prior to distribution in order to allow time to contact the instructors whose classes are involved.

### Writing Standards and Guidelines

Lake Forest Graduate School of Management's Writing Guidelines apply to all graduate program courses. These guidelines are principles that define the school's position and commitment to academic quality and consistency.

### Writing Guidelines for Students

All written work submitted for evaluation must be free of fundamental error in format, spelling, punctuation and English grammar. Since requirements for written work may vary among courses, students will adhere to guidelines for writing provided to them by faculty in each course.

All students enrolled in the COM 5330: Organizational Communication course are required to purchase a copy of *HBR GUIDE TO BETTER BUSINESS WRITING*, by GARNER. This handbook will serve as the school's reference for all questions of grammar and usage. Students will be expected to use a dictionary and a computer spell-checking program.

### Writing Guidelines for Faculty

Faculty will provide students with printed guidelines for the method, format and content of individual written assignments in every course. These guidelines may vary, as they will be based on the content and objectives of particular assignments. The purpose of the guidelines is to assist students in the preparation and presentation of material. Faculty will also provide a written statement of criteria for evaluation of assignments. These criteria will be additional to the school's guidelines and will address criteria specific to the substantive goals of the course and assignment.

## Student Conduct & Grievance Policy and Procedures

### Student Conduct

Lake Forest Graduate School of Management is a business community consisting of students, alumni, faculty, staff, and corporate sponsors. Working within the educational mission, vision and values of LFGSM, the school promotes its core values of focusing on the customer, continuous improvement, and integrity. The enforcement of student conduct protects the rights, health and safety of all members of the business community so that they may pursue their educational goals without unwarranted interference. The entire community shares the responsibility for building and maintaining a safe learning experience.

Attending LFGSM is a privilege best safeguarded by each student's use of good judgment and consideration of the rights and property of others. Students are expected to conduct themselves in a professional manner appropriate within our academic environment.

#### **Ethical Behavior**

Community members are expected to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy and achievement.

#### **Integrity**

Community members are expected to possess and adhere to the professional standards and values of Lake Forest Graduate School of Management.

#### **Respect for Others**

Community members are expected to respect every person regardless of religion, race, ethnicity, national origin, gender or gender identity, sexual orientation, political view, physical abilities, age, or intelligence.

#### **Respect for Surroundings**

Community members are expected to respect the campus and classroom properties, corporate-sponsored onsite locations, and other properties used by the school.

Instances of inappropriate behavior are referred to the Dean of Faculty and Degree Programs or the Chief Academic Officer. Consequences could be up to and including dismissal from the school. If asked to leave, a student must wait one year before petitioning the Dean of Faculty and Degree Programs or the Chief Academic Officer for reinstatement. Students are not immune from local, state or federal laws. Lake Forest Graduate School of Management reserves the right to contact local authorities to address those acts that are in violation of the law.

### Disruptive Classroom Behavior Policy

LFGSM shall not tolerate disruptive behavior in a learning environment convened by a faculty member. Disruptive behavior by a LFGSM student is defined as any act that denies others the freedom to speak, to be heard, to study, to teach or pursue research. Such behavior is antithetical to academic freedom and to the rights of all members of the academic community. Initial situations of mildly disruptive behavior shall be managed informally by a faculty member based upon that faculty member's personal judgment at the time.

However, if disruptive behavior progresses or is of a serious nature in its initial form, the formal procedure shall be as follows:

- An instance of disruptive behavior shall result in an immediate oral and public warning by the faculty member.

- A subsequent instance may result in the expulsion of the student for the remainder of the class period by the faculty member.
- Continued disruptive behavior may result in the expulsion of the student from the course by the faculty member. A statement of the reason for expulsion shall be given in writing by the faculty member to the student, the Dean of Faculty & Degree Programs, and the Registrar.
- The disciplinary actions listed in Paragraph #3, hereinabove, may be appealed by the student.

### Personal and Physical Safety

No student shall injure or threaten a member of the LFGSM community. All instances should be reported to the Dean of Faculty & Degree Programs by completing an incident report form. Records are kept related to unusual occurrences and conduct violations.

### Requests by Officials of LFGSM

Students are expected to comply with reasonable and lawful requests or direction by members of the faculty, administrative staff, and others acting in the performance of their official duties. Students must respond promptly to summons from faculty members, administrative officers, and officers of disciplinary committees. It is considered a violation of the Standards of Conduct for a student to provide false or misleading information to a LFGSM official.

### Records of Disciplinary Matters

All disciplinary records are kept in the Registrar's Office. This information is not recorded on academic transcripts, nor released to any persons outside LFGSM without authorization from the student involved or under legal compulsion. All such records of disciplinary actions are destroyed two years after a student departs or is graduated from LFGSM.

### Social Media Etiquette for Students

Our current students are an integral part of the academic and social community at Lake Forest Graduate School of Management. Your experience with our on-campus or video conference learning programs provides valuable insight into the culture of excellence at Lake Forest as representatives of our community, and we are proud of the caliber and integrity of our student body.

With regards to social media posts, comments and sharing, students are encouraged to follow some fundamental guidelines when engaging online in any commentary on topics which involve Lake Forest Graduate School of Management, our programs, faculty, staff or alumni.

Negative or disparaging commentary on Facebook, LinkedIn, Ning, YouTube, corporate or personal blogs, Twitter or photo sharing networks such as Picasa and Instagram reflect poorly on the community at Lake Forest.

We ask that students consider the quality of the reputation our academic community enjoys, and continue to engage with us on our social channels in a positive way that reflects the spirit and tradition of Lake Forest Graduate School of Management. Please continue to share and post with pride and integrity.

### Statement of Guiding Principles

Please note that the School's Code of Conduct for Students extends to conduct in all forms of social media.

- Students are ambassadors for LFGSM and their testimonials are powerful. We appreciate students sharing the value of their LFGSM experience and the value of our educational services with their online networks.

- Respect any confidential or proprietary information shared by LFGSM faculty, staff, or students. Blogs or social networking posts may not disclose any trade secrets, insider information” or other confidential or proprietary information of LFGSM or violate any privacy policies. Moreover, blogs or social networking posts may not violate any of the terms of any confidentiality agreement entered into by a student or any confidentiality of information policy maintained by LFGSM.
- When including your LFGSM affiliation in your social media profiles and bios, it’s best to include the full name and acronym [“Lake Forest Graduate School of Management (LFGSM) ”] for clarity and search-ability.
- LFGSM’s visual identity (its logos, word marks and taglines) are the trademarked property of Lake Forest Graduate School of Management. The use of such assets without permission is prohibited. Contact a marketing department representative for assistance related to the use of the LFGSM brand.
- When commenting about LFGSM, its faculty and staff, its students and alumni, its business partners, and its competitors, we encourage students to challenge ideas and opinions, but remember that personal attacks are prohibited. The social web is a great place for learning and sharing, but is not the ideal forum for resolving issues and concerns. We encourage students to bring any concerns they may have directly to LFGSM’s attention (in person, via telephone, or via email), so they can be addressed.
- In the event that students are creating content, such as a blog, that focuses on his/her personal opinions but includes his/her LFGSM affiliation in the headline or bio, please make it clear that the view expressed in the blog are his/hers alone, and do not necessarily represent the views of the School.
- Per the LFGSM Reference Guideline, only Human Resources staff members are authorized to respond to verbal or written requests about current or former employees. All requests for information on current or former employees should be forwarded promptly to Human Resources.

### Student Complaint Policy and Log

The complaint process at LFGSM for students and prospective students is comprised of three steps. Most complaints can be resolved through informal conversations among the involved parties. Note: Grade appeals are not considered as complaints that are to be included in the student complaint log. LFGSM provides published procedures for grade appeals in the LFGSM Student Handbook. These procedures include provisions for formally resolving grading issues.

#### Step 1: Informal Processes

LFGSM encourages students and prospective students to make every effort to resolve their problems and concerns directly and informally with faculty members or other involved parties.

#### Step 2: Formal Complaint

If informal discussions between the involved parties do not result in a resolution of the problem, students and prospective students may initiate the formal complaint by submitting a written complaint to [Complaint@lfgsm.edu](mailto:Complaint@lfgsm.edu).

MBA students must use the Complaint Form on [my.LFGSM.edu](http://my.LFGSM.edu) and submit to [Complaint@lfgsm.edu](mailto:Complaint@lfgsm.edu).

Prospective students must request the Complaint Form and submit to [Complaint@lfgsm.edu](mailto:Complaint@lfgsm.edu). All Complaint forms must be received within thirty business days of the incident or concern. The school will review and discuss the formal complaint with the involved parties, individually and/or with all concerned parties as appropriate, and will communicate the outcome or decision within fifteen days of receiving the written complaint.

### Step 3: Appeal of Complaint Decision

If the student or prospective student is not satisfied with the school's decision, the student or prospective student may submit complaint documentation to the Dean of Faculty and Degree Programs or Vice President and Chief Academic Officer for further review. The Dean of Faculty and Degree Programs or Vice President and Chief Academic Officer will review the complaint documentation and speak to the involved parties as appropriate, and will render a decision within fifteen days of receipt of the student's or prospective student's complaint documentation.

In person, or videoconference students residing in the state of Illinois who are dissatisfied with the school's response to their complaint, or who are not able to file a complaint with the school, may file a formal complaint with the Higher Learning Commission ([HLC](#)), or the Illinois Board of Higher Education ([IBHE](#)). Videoconference students and prospective students residing in a state participating in the [State Authorization Reciprocity Agreement \(SARA\)](#) may file a formal complaint with the Illinois Board of Higher Education ([IBHE](#)). Videoconference students residing in a non-SARA state (as of 7/1/2018: CA) may file a formal complaint with their state education entity, as listed below.

CALIFORNIA: [Student Complaint Process](#)

California Bureau of Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

The Registrar's Office will maintain a log entry on each formal student or prospective student complaint, which includes:

1. The date the complaint was submitted
2. The nature of the complaint
3. The steps taken to resolve the complaint
4. The date and the final decision regarding the complaint, including referral to outside agencies
5. Any other external actions initiated by the student to resolve the complaint, if known by LFGSM.

The information in the log of student and prospective student complaints, which is maintained by the Registrar's Office, is confidential. The log will be made available for outside review upon request by the Department of Education (DOE), the Higher Learning Commission (HLC), and the Illinois Board of Higher Education (IBHE). However, steps are taken to ensure the anonymity of any student who files a complaint.

The purpose of an outside review can include, but is not limited to:

1. Establishing that LFGSM handles complaints in a timely manner
2. Demonstrating fairness and attention to student concerns
3. Identifying any pattern in the complaints that suggests problems with institutional quality.

## Resources and Services

### Academic Advising/Registrar's Office

The Registrar's Office assists students in planning their course of study to ensure timely graduation, understanding the degree requirements and different scheduling options for completing the graduate degree, selecting courses, and learning about LFGSM's services for students.

Students experiencing difficulty with their coursework or whose GPA is below 2.00 are encouraged to contact the Director of Student Experience and Engagement or the Registrar's Office for assistance. Academic advising supports a student's efforts to successfully complete the graduate program and to help the student avoid repeating courses.

### Student Identity Verification and Authentication Policy

All students are assigned and must use a unique user account and password combination that is automatically generated by the LFGSM student information system. In addition to providing access to course-related resources, a student may log into the student portal with this account to edit and maintain specific facets of his or her personal information. Students are directed to reset their own passwords through functionality built into the portal. LFGSM staff do not have access to a student's unique password, and cannot alter the password. It is LFGSM school policy that student account information is not shared with others.

All students, faculty, and staff are required to wear an LFGSM photo identification badge at the Lake Forest campus. Badges are issued to new students at the beginning of their first term. Students receive their first badge at no cost. A lost badge must be replaced, and is subject to a replacement fee. Students attending class at a corporate location must wear a company-issued badge for identification purposes, in accordance with the corporate sponsor's ID policy.

### Student Records

LFGSM maintains permanent student records that include admissions information, academic transcripts, and other relevant information. A student may review the content of their file by notifying the Registrar in writing. All materials submitted in support of a student's applications become the property of Lake Forest Graduate School of Management, including transcripts from other institutions, letters of recommendation and related documents. LFGSM reserves the right to withhold transcripts and other educational information and documents from students who are in debt to the institution. Grades and transcripts are furnished on request provided that all financial obligations have been met. Diplomas are issued to graduates only if their accounts are paid in full.

### Student Surveys and Projects Policy

LFGSM will not grant permission to students to use the school or any of its departments as the subject of class projects. Both the faculty member leading the class and the Chief Academic Officer must approve all student-conducted surveys involving LFGSM students, faculty, and/or staff as respondents.

All surveys:

- Should be plainly identified as student-conducted surveys
- Should not be reproduced on LFGSM letterhead or purport in any way to be distributed under the auspices of LFGSM
- May not be done during class times.

Approved surveys must be submitted to the Chief Academic Officer a minimum of one week prior to distribution in order to allow time to contact the instructors whose classes are involved.

### Textbooks—LFGSM Virtual Bookstore

Students are responsible for purchasing textbooks. Textbooks are available for purchase two weeks before the beginning of each term at the [LFGSM Virtual Bookstore](https://www.bkstr.com/lakeforestgraduatestore) (<https://www.bkstr.com/lakeforestgraduatestore>). Click on *Find Courses* and follow the drop-down menus. Some courses may not require a textbook.

If students wish to purchase their textbooks from other sources, they should confirm the correct title and edition, as described in the course syllabus. Students may purchase or rent required textbooks from any source.

Students are encouraged to order textbooks as soon as possible to ensure adequate time is given for delivery and pre-course readings.

For questions about class materials, contact the Manager of Academic Materials & Technology at 847-574-5202 or [campusoperations@lfgsm.edu](mailto:campusoperations@lfgsm.edu)

**PLEASE NOTE: Some courses do not require a textbook** and have all materials posted online. Course materials will be available electronically online one week before the start of a term.

### Library—Reference Resources

LFGSM offers an online reference resource, ABI/Inform Global, which is accessible through Canvas, the school's Learning Management System, or via LFGSM's secure student Web site. ABI/INFORM Global includes important full-text journals and much sought-after titles from the business press as well as key trade publications, dissertations, conference proceedings, and market reports. Key periodicals include *The Wall Street Journal*; *the Financial Times*; *The Economist*; *Barron's*; and *Foreign Affairs*.

### Student Experience and Engagement

The Office of Student Experience & Engagement provides student-centered programs and services that enhance both personal and professional development. We assist students in the following ways:

#### Networking and Community Access

Students have access to a strong network of accomplished alumni and an opportunity to engage with the larger community through in-person and virtual events.

#### Career Development

LFGSM Career Services provides students and alumni the skills to manage the constant change and complexity of today's business world. We offer a variety of resources to meet students where they are and give them the tools required for continued career and personal growth.

- To assist students in managing their careers, the following services are offered:
- Personalized one-on-one coaching by certified coaches
- Worksheets & materials for creating a career and job search strategy
- Career-related workshops and webinars
- In-person and virtual networking opportunities

Due to the accelerated rate of change in organizations, individuals need to continuously nurture their careers so they can assume new roles quickly and confidently. LFGSM does not offer job placement; however, it is our belief that through a consistent job search strategy, leveraging a network and coaching support, the next step in a student's career is within reach.

### Leadership Exchange

Students seeking guidance on specific, work-related business issues may request a one-on-one consultation with participating members of the LFGSM Business Leader Faculty. Sessions can be held virtually or in-person and are limited to 60 minutes each. A student may request up to two sessions at no charge.

### Workshops and Events

Workshops, webinars and other events are held frequently throughout the year and designed to enhance each student's professional development outside the classroom. These engagement opportunities also offer students the chance to develop connections beyond the classroom environment.

### Intermediate Excel Workshop

This Excel Workshop provides an advanced level skill for students preparing to take DAT 5140 Data Analytics. Excel is used widely throughout the MBA Program and within business organizations. Students who complete this two session workshop will learn how to perform key Excel functions necessary for the DAT 5140 course, as well as other analytics classes in the MBA Program.

Participating in this session will give students the experience to tabulate and organize data in a format that managers and leaders can understand. The first session will cover basic shortcuts, formatting a worksheet and some common functions for working with data. The second session will focus on how to create and work within a pivot table and other key analysis tools. Students will also be given some practice exercises to try before the second session. The Excel Workshop is offered three times throughout the academic year.

### Accounting Boot Camp

Prerequisite: An understanding of Microsoft Excel will be helpful.

This boot camp will serve as an introduction for students who may have little knowledge or experience in Accounting. It is intended to be taken a few weeks prior to taking ACC 5110 Accounting for Decision-Making. Although it is open to students who may be interested in a refresher, preference is given to students registered for ACC 5110 Accounting for Decision-Making in the current academic year.

During the two 90-minute sessions, attendees will learn basic accounting concepts and terminology. Topics covered will include major accounting principles, types of accounts, cash vs. accruals, financial statements and how they interrelate.

The second session will primarily focus on how to read and navigate an annual report. There will be one non-graded homework exercise to be completed between the two sessions. Upon completion of this boot camp, students will have a beginning base of knowledge before taking the financial accounting course, ACC 5110 Accounting for Decision-Making.

Students will learn to:

1. Identify the four major financial statements and their uses and users. Discuss GAAP and accounting principles.
2. Reproduce a sample Income Statement and Balance Sheet, and classify and explain account types.
3. Recognize the role of accruals vs cash, estimates, and assumptions in financial reports.
4. Identify information in and navigate around an actual company 10K annual report.

### Finance Boot Camp

**Prerequisites:** It is recommended that you complete the Accounting Boot Camp and ACC 5110 Accounting for Decision-Making. It is also helpful to have an understanding of Microsoft Excel.

This boot camp will serve as an introduction for students who may have little knowledge or experience in Finance. It is intended to be a companion to the Accounting Boot Camp and prepare students for FIN 5190 Financial Management. It may also be taken as a refresher course; although preference is given to students who are registered for Financial Management in the current academic year.

The first session will begin with a summary of financial statements: what they can tell us about the performance of a company and how they may change as the firm expands or contracts. This financial behavior is what drives value creation and understanding that ‘end game’ will enhance the students’ experience in our Financial Management course.

The course is structured in two separate sessions of 90 minutes each. There will be one non-graded homework exercise assigned between the two sessions and one in-class exercise to be completed in groups at the end of the second session.

Students will learn to:

1. Make use of accounting terminology and define the financial statements.
2. Understand the transition as we move from the related fields of accounting into finance.
3. Recognize certain key tools and metrics that define a company’s financial behavior and level of risk.
4. Be prepared for the further study of key finance themes of value creation and loss.

### **Student Advisory Group**

The Student Advisory Group (SAG) offers feedback on LFGSM’s programs, initiatives and student services. This volunteer group is comprised of ten to twelve students and meets every six weeks. Students have an opportunity to connect in a small group setting with their peers and LFGSM staff to provide real time, consistent feedback. Terms are typically one to two years.

These meetings provide a consistent channel to hear about what is most important to students and ensure the School is responsive to student needs.

The Student Advisory Group is open to any interested student who is in good academic standing and has a cumulative 3.5 GPA. Students may apply for consideration during each fall term by sending a letter highlighting their interest and qualifications to Director of Student Experience and Engagement and request one letter of recommendation from one of our Business Leader Faculty. Applications are reviewed by the Director of Student Experience & Engagement and members of LFGSM’s leadership team to select a diverse group of students.

### **Tutoring**

Students may seek additional assistance with courses outside their area of strength. Free tutoring is offered through Tutor.com and can be accessed via Canvas, our Learning Management System. Tutoring is available 24 hours per day, seven days a week and can be immediately accessed. Tutoring is available in the following subjects: accounting, economics, finance, statistics, and business writing.

**Students are required to be proficient in writing prior to starting the MBA Program. However, for those students for whom English is not their primary language, individual writing tutors are available upon request.**

### ASSIST Program

As a not-for-profit organization, LFGSM is dedicated to supporting students so they do not have to interrupt their education while in job transition. The ASSIST (Assistance for Students in Sudden Transition) Program offers financial and career support to help students who have experienced a sudden and unexpected job loss prepare for a new position. Students may qualify for up to a 30% scholarship on tuition for a total of five terms while they are in transition. No more than two courses may be taken per term. Students receiving this financial assistance are required to work with our career coach until they find employment. For more information, contact the Director of Student Experience and Engagement at 847-574-5158.

### Purchase LFGSM Logo Merchandise

We have a variety of LFGSM branded items at the LFGSM Online Store sure to please you and everyone on your gift list. And we've priced them all at our cost, to make showing your LFGSM spirit easy on your wallet. To purchase your LFGSM branded merchandise, simply go to [LFGSM Virtual Bookstore](#).

## Lake Forest Graduate School of Management Policies

### Cancelled Classes

LFGSM reserves the right to cancel classes due to low enrollment or other academic reasons. If a student is registered for a class that is cancelled, he or she will be notified by the Registrar and presented with rescheduling options.

### Class Rescheduling

The school has a policy of and is committed to providing three and one-half hours of class time per class session. In the event the faculty member cannot attend a class session, he or she will either provide a qualified substitute, reschedule the class session, or provide the class session online. The faculty member must discuss these options with his or her class prior to the event if possible.

If a class session needs to be rescheduled, the faculty member should strive for 100% student agreement of the rescheduled date. If there is not 100% agreement, the faculty member should arrange to provide an equivalent learning experience for students who are unable to attend the rescheduled class.

### Drug and Alcohol Abuse Prevention Policy

Lake Forest Graduate School of Management is committed to maintaining an educational and work environment that is conducive to academic learning and work productivity. To uphold this commitment, this drug and alcohol abuse prevention policy has been developed. All students and faculty are subject to this policy and its supporting procedures.

### Policy Statement

It is against local, state and federal law to possess or distribute illicit drugs and/or to use alcohol irresponsibly. Violation of these laws may be punishable by fines and/or imprisonment. Therefore, Lake Forest Graduate School of Management has a standard of conduct, as a condition of student and faculty participation, which clearly prohibits the unlawful possession, use or distribution of illicit drugs and/or use of alcohol by students and/or faculty on its property.

The Lake Forest Graduate School of Management will impose disciplinary measures (sanctioned by local, state, and federal statutes) on students and faculty for violations of the standard of conduct, up to and including expulsion or termination and referral for prosecution.

Following are guidelines to identify some unacceptable behaviors; it is impossible to list every circumstance or situation that might warrant corrective action. Students should discuss suspicious behavior with the Dean of Faculty and Degree Programs if a fellow student's or faculty member's behavior is in question. Administration reserves the rights to discipline, suspend, or immediately discharge a faculty member or student for any conduct that is not in the best interests of the school.

#### Questionable Behavior:

- “Loss of control” (inability to control the amount of alcohol or drug use)
- Noticeable increase in alcohol or drug use
- A pattern of excessive alcohol or drug use
- Personal or family embarrassment because of alcohol or drug use
- Drinking or using drugs until falling asleep
- Personal or family concern about alcohol or drug use
- Arguments because of alcohol or drug use
- Occasional memory lapses following alcohol or drug use
- Sneaking alcohol or drugs
- Feeling guilty because of alcohol or drug use
- Loss of interest in school, work, or family activities
- Avoiding situations where alcohol or other drugs are not available
- Decline in work, school, or social relationships

A list of substance abuse counseling services can be found in the Yellow Pages of the telephone book or on the Internet under Alcoholism or Drug Abuse and Addiction.

LFGSM is also required to notify all students that a federal or state drug conviction for an offense that occurs while a student is receiving Federal Student Aid may disqualify a student from receiving Federal Student Aid funds including Federal Stafford and GradPLUS loans.

For students convicted of possession or sale (including conspiring to sell) of illegal drugs where the offense occurred while the student was receiving Federal Student Aid, the student will be ineligible for Federal Student Aid as described below:

- Possession of illegal drugs—first offense: ineligible for Federal Student Aid for 1 year from date of conviction.
- Possession of illegal drugs—second offense: ineligible for Federal Student Aid for 2 years from date of conviction.
- Possession of illegal drugs—third offense: ineligible for Federal Student Aid indefinitely
- Sale of illegal drugs—first offense: ineligible for Federal Student Aid for 2 years from date of conviction.
- Sale of illegal drugs—second offense: ineligible for Federal Student Aid indefinitely.

#### Children on Campus

LFGSM does not permit faculty, staff, or students to bring children onto the property during work or class hours, due to the liability caused for LFGSM in the event that children are injured or exposed to other problems. Children are not

allowed in classrooms, lounges, libraries, food/vending areas or office space at any time during work or class hours. Use of LFGSM facilities, equipment, and resources by children is also not permitted at those times. Parents may bring children while making short visits by an adult at all times and be supervised so that disruptions to LFGSM programs and activities are not allowed.

#### Damage, Liability, Loss, or Theft

LFGSM disclaims responsibility for the loss or damage of personal property in any facility owned or operated by LFGSM, or at any LFGSM location. Thefts should be reported to [campusoperations@lfgsm.edu](mailto:campusoperations@lfgsm.edu). Students may file official complaints against other individuals suspected of theft or believed to be responsible for damage to property, with LFGSM, with the civil authorities, or with both.

#### Facilities and Property

Students are accountable for the care of any facility used by LFGSM and for the property of the LFGSM and its students. Acts of vandalism, such as damage or destruction of property owned by LFGSM or its students are prohibited. Theft of any kind, including seizing, receiving, or concealing property with the knowledge that it has been stolen, is forbidden. Sale or possession of property without the owner's permission is also prohibited. Repair or replacement costs and/or disciplinary action will result when damage, liability, loss, or theft occurs. LFGSM further reserves the right to contact local authorities to address those acts that are in violation of the law.

#### Fire Safety

Fires may not be started in any facility of LFGSM or on LFGSM property unless authorized by LFGSM and in accordance with local, state, and federal laws. Students are to cooperate fully whenever a fire alarm is sounded and proceed to assigned fire exits quickly and calmly. Failure to cooperate will result in disciplinary action. Fire safety equipment may be used only in the event of an emergency or by authorized personnel in training for emergency. False activation of a fire alarm is a crime, which is vigorously prosecuted as a felony.

Law enforcement considers these offenses to be serious as they represent the potential for serious injury during an evacuation and diversion of critical fire department personnel. LFGSM does not tolerate or excuse accidental discharge of the fire alarm stations on its properties. LFGSM will prosecute, to the fullest extent allowed by law, anyone found making or causing a false activation of the fire alarms. Further, it will take disciplinary actions against such individuals, up to and including, dismissal from LFGSM. Punishment for conviction of false fire alarm activation includes significant monetary fines and felony imprisonment with terms as long as 3 years.

#### Illinois Firearm Conceal Carry Act (Public Act 098-0063)

Section 65 of the law specifies the prohibited areas where conceal carry licensees cannot legally carry a firearm:

“A licensee under this Act shall not knowingly carry a firearm on or into any building, classroom, laboratory, medical clinic, hospital, artistic venue, and entertainment venue, officially recognized university-related property under the control of a public or private community college, college, or university.”

LFGSM qualifies as a prohibited area. Conceal carry licensees **cannot** legally carry a firearm on LFGSM property.

#### Falsification of Records Policy

Falsification of records and official documents is prohibited by LFGSM. This includes altering academic or business records; forging signatures of authorization; or falsifying information on any other documents, transcripts, letters of permission, petitions, drop-add forms, and the like. Any LFGSM faculty or staff member who believes that this policy has been violated by a currently enrolled student shall bring the matter to the attention of the Chief Academic

Officer, or the Dean of Faculty & Degree Programs. The student shall be presented with the evidence. Any student found to have falsified records is subject to disciplinary action.

### Inspection, Search, and Seizure

LFGSM reserves the right to routine inspection of student property while they are on campus for the purpose of maintaining compliance with regulations and standards. In general, personal property while it is on campus is considered the student's private domain; however, when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws, these areas may also be subject to the right of inspection.

### Religious Holidays

LFGSM respects the right of all students, faculty and staff to observe religious holidays. Faculty should excuse students who are absent from class to observe a religious holiday and allow them to make up work without penalty. Although a student's absence is excused, it will count as a regular absence. Please refer to the LFGSM Attendance Policy.

### Sales and Soliciting

LFGSM prohibits the sales, solicitation, distribution, and posting of materials by any employee or non-employee, within or on the premises of the Graduate School. This includes solicitation, distribution, or posting by any means, including but not limited to in person, by phone, or via electronic communication. Exceptions to this policy are charitable and community activities endorsed by the LFGSM, and programs, products and services sponsored by the school.

### Smoking

LFGSM is committed to maintain a smoke-free environment. Therefore smoking is prohibited at all LFGSM indoor locations.

### Telephone

Students may not use LFGSM telephones for personal, business, or long-distance calls without proper authorization.

### Violations of LFGSM Policy, Local, State, or Federal Laws

Students are expected to comply with all local, state, and federal laws and ordinances. They are subject to all rules and regulations, both academic and co-curricular, developed by LFGSM and included in any of its publications. A student alleged to have violated one or more rules, laws, or regulations will be subject to disciplinary action in accordance with the Student Hearing and Appeal System and/or disciplinary action by the civil authorities.

### Tuition and Fees

Program	Credit Hours/ Course	Number of Courses	Tuition/ Course	Estimated Textbook Expense/ Course	Total Program Cost
<b>MBA</b>	3	16	\$3,510	\$120	\$58,080
<b>Accredited Graduate Certificate</b>	3	3	\$3,510	\$120	\$10,890
<b>Single Course</b>	3	1	\$3,510	\$120	\$3,630

1. Course tuition listed is for 2022-23 academic year as of June 27, 2022.
2. Tuition is subject to change. For current rates, consult the LFGSM Web site or an Admissions team member.
3. Estimated textbook cost is as of this catalog publication date, if textbook is purchased through the online Lake Forest Graduate School of Management Student Bookstore. Textbook cost is not covered by tuition. Students may purchase or rent required textbooks from any source. Please note that required textbooks may change from time to time to reflect curriculum revisions, and as a result, textbook cost may change. All currently required textbook information will be provided to students prior to their course.
4. At current tuition rates and credit hours shown, the total cost of the program includes application fees and the average current textbook cost.

#### Textbooks—LFGSM Virtual Bookstore

Students are responsible for purchasing textbooks. Textbooks are available for purchase two weeks before the beginning of each term at the [LFGSM Virtual Bookstore](https://www.bkstr.com/lakeforestgraduatestore) (<https://www.bkstr.com/lakeforestgraduatestore>). Click on *Find Courses* and follow the drop-down menus. Some courses may not require a textbook.

## Tuition Billing and Payment

### Tuition Billing Procedures

- Invoices are sent on the first day of the term to the student's LFGSM.edu email account.
- Students can access account information, print receipts, and pay tuition through the student portal, [my.LFGSM.edu](https://my.LFGSM.edu).
- Account statements are sent on the 15<sup>th</sup> of each month when there is an outstanding balance.
- All invoices are due thirty days from invoice date.
- Students who choose to carry their tuition forward will incur finance fees, and are subject to the terms below.
- Non-degree-seeking Accredited Graduate Certificate students must pay the balance owed in full for each class in order to begin any subsequent class in the Accredited Graduate Certificate program. Students may enroll in subsequent classes, but their enrollment will be put on hold until payment in full for prior classes is received by LFGSM. Students will be dropped from classes unless payment is received by the start date of the subsequent class.

### Payment Terms/Finance Fees

- Finance fees are assessed on the 15<sup>th</sup> calendar day of each month on balances over 30 days from invoice date.
- Finance fees will be assessed at 0.75% of the outstanding balance per month, which equates to an annual rate of 9%.
- Student accounts must be paid within 120 days of invoice date for the student to continue in the program. Students with balances exceeding 120 days will have a hold placed on their account and will not be able to attend class.
- Tuition and fees can be paid by cash, check, ACH debit, or credit card. Payments made using a credit card will

incur a 2.4% convenience fee charged at the time of payment.

- LFGSM reserves the right to withhold transcripts and other educational information and documents from students who are in debt to the institution. Students may participate in the commencement ceremony if all outstanding account balances are paid in full, except for courses in progress.

#### Employer Tuition Reimbursement / Student Loans

- LFGSM invoices students directly. Students are responsible for understanding their corporate tuition reimbursement policies and procedures.
- Students waiting to receive corporate tuition reimbursement and student loans (federal or private) will be assessed finance fees on unpaid balances exceeding 30 days from the invoice date.

Questions about your account or tuition policies should be directed to [StudentAccounts@lfgsm.edu](mailto:StudentAccounts@lfgsm.edu).

## Cancellation/Refund Policies

### Tuition Credits and Refunds:

A tuition credit or refund will only be issued to a student who provides written notification of withdrawal to the Registrar’s Office. This policy applies both to degree-seeking students as well as non-degree-seeking Accredited Graduate Certificate students. The tuition credit or refund will be made according to the following schedule.

Tuition	Four Week Accelerated Courses	Eight Week Courses
Full Refund	Up to five calendar days after first class meeting	Up to fourteen calendar days after the first class meeting
30% Refund	-----	Between fifteen and twenty-one days after the first class meeting
No Refund (administrative fee may apply)	Six days or more after the first class meeting	Twenty-two days or more after the first class meeting*

### Refund Policy for Students Called to Active Military Service

A student who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options:

1. If the student has paid tuition and fees in advance of the withdrawal, the student will receive a pro-rata refund of any tuition, fees, or other charges paid by the student of the program, and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program that the student does not complete following withdrawal.
2. The student with an “incomplete” grade with the designation “withdrawn-military” for a course in the program may re-enroll in the program (or a substantially equivalent program if that program is no longer available) no later than the first anniversary of the date that the student was discharged from active duty. Re-enrollment will be without payment of additional tuition, fees, or other charges for the program other than any previously paid balance of the original tuition and fees for the program. This provision does not apply for courses for which the student has previously received a grade that is recorded on the student’s transcript.
3. The student is assigned an appropriate final grade or credit for the courses in the program, but only if the instructor determines that the student has satisfactorily completed at least 90% of the required coursework for the class and demonstrated sufficient mastery of course material to receive credit for completing the class.

Refunds will be issued within 60 days after the effective date of termination.

## Financial Aid

### Federal Loans

Federal Stafford Loans are available to eligible students through the Federal Direct Loan program. These loans are made directly by the U.S. Department of Education, not by commercial banks or other financial institutions. Most students are eligible for Stafford Loans regardless of credit history, level of income, or value of assets. Students can borrow a maximum of \$20,500.00 per standard academic year. Student loan disbursements are received directly by LFGSM. LFGSM will use a student's loan disbursement first to pay for tuition, fees, and other school charges for the academic year. If any loan balance remains, the student will receive the funds by check or ACH.

At the time of publication, Federal Direct Stafford Loans carry a fixed interest rate of 5.28% per year. After a student graduates, leaves school, or drops below half-time enrollment, the student will have a six-month grace period before loan repayment begins. During this period, the student will receive repayment information from the loan servicer, and the student will be notified of the first payment due date. Payments are usually due monthly. The Direct Loan Program offers several repayment plans designed to meet the different needs of individual borrowers. Generally, a student will have ten years to repay a student loan, depending on the repayment plan chosen.

To receive aid from the federal student aid programs, students must:

- Be enrolled at least half-time or accepted for enrollment as a regular student working toward a degree.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Maintain Satisfactory Academic Progress (SAP). The Financial Aid Office follows the school's policies for determining Satisfactory Academic Progress when distributing financial aid. For more information, please see the "Standard of Satisfactory Academic Progress" section of the LFGSM Student Catalog.
- Sign a statement on the FAFSA certifying the student is not in default on a federal student loan and does not owe money back on a federal student grant.
- Register with the Selective Service, if required.

### Other Loans

Accredited Graduate Certificate students may be eligible for financial aid from other sources. For information, please contact the Financial Aid office at [FinAid@lfgsm.edu](mailto:FinAid@lfgsm.edu).

### Loan Default Rate

The Direct Loan borrower default rate for LFGSM, as taken from the U.S. Department of Education, National Student Loan Data System, is available at the NSLDS website. The 3-year borrower default rate for FY 2019 at LFGSM was 2.0%.



School Default Rates  
FY 2018, 2017, and 2016

[RETURN TO RESULTS](#)

Record 1 of 1

OPE ID	School	Type	Control	PRGMS	FY2018	FY2017	FY2016	
023192	LAKE FOREST GRADUATE SCHOOL OF MANAGEMENT 1905 WEST FIELD COURT LAKE FOREST, IL 60045-4824	Master's Degree or Doctor's Degree	Private	Both (FFELFDL)	Default Rate	0	0	0
					No. in Default	0	0	0
					No. in Repay	60	79	110
					Enrollment figures	603	600	694
					Percentage Calculation	9.9	13.1	15.8

ENROLLMENT: To provide context for the Cohort Default Rate (CDR) data we include enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular enrollment year, for the purpose of these data, we have chosen to use the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY 2018 CDR Year will use 2016-2017 enrollment).

Current Date : 05/11/2022

### Satisfactory Academic Progress (SAP) Policy

The Office of Financial Aid is required by federal and state regulations to monitor the academic progress of potential and current financial aid recipients. Federal regulations require Lake Forest Graduate School of Management to establish and apply reasonable standards of Satisfactory Academic Progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued eligibility.

Please note: Even if a student has not currently applied for financial aid, or is not currently receiving aid, this policy applies and prior academic progress will be evaluated to determine eligibility for financial aid.

Satisfactory Academic Progress is measured both qualitatively and quantitatively. The qualitative measure requires maintaining a satisfactory grade point average. The quantitative measure requires successful completion of a graduate degree program within the Lake Forest Graduate School of Management time frame policy. Failure to meet the requirements of satisfactory progress and academic good standing will result in the suspension of financial aid eligibility.

## Two Components for Satisfactory Academic Progress

### Qualitative

Students must maintain a minimum cumulative GPA of 2.00 or higher to remain in good academic standing. The Registrar’s Office reviews student academic standings at the end of each term (Summer, Fall, Winter 1, Winter 2, Spring 1, Spring 2). The Financial Aid Office reviews student academic standings and SAP at each scheduled loan disbursement in a term.

Each student must complete all courses with a total grade point average of 2.00 . Students may only be placed on Academic Probation one time. If a student is placed on Academic Probation for a second time, he/she will automatically be released from the graduate degree program and will not be eligible for reinstatement.

### Quantitative

Students must complete the graduate degree program on pace to complete the program in 6 years.

### Reinstatement Financial Aid/SAP Appeals

Students who have been suspended from financial aid eligibility are notified via email at the end of the term in which they fell below a 2.00 GPA. Students are responsible to cover the cost for any upcoming registered courses until they meet SAP requirements again.

Once the student has regained a 2.00 GPA, he or she regains eligibility to receive financial aid for upcoming courses. If a student has failed to meet the minimum SAP requirements because severe or unusual circumstances have prevented them from making progress toward degree completion, he or she may appeal the decision to the Financial Aid Office.

Students seeking reinstatement of financial aid eligibility must submit a written appeal to the Financial Aid Office. The petition should clearly state the compelling and extenuating circumstances that contributed to the poor academic performance, show how the circumstances have been resolved, and present a realistic plan for meeting the requirements to return to good academic standing.

The Financial Aid Office determines whether or not financial aid can be reinstated and will notify the petitioner of the decision via email or telephone. A student placed on academic probation for a second time will automatically be released from the graduate degree program and will not be eligible for reinstatement.

### Summer Term Financial Aid

Students may receive federal financial aid during Summer Term, and credits earned count toward the maximum time frame for completion.

### Financial Aid/SAP Appeals

Students who have been suspended from financial aid eligibility are notified via email at the end of the term in which they fell below a 2.00 GPA. Students are responsible to cover the cost for any upcoming registered courses until they meet SAP requirements again.

Once the student has regained a 2.00 GPA, he or she regains eligibility to receive financial aid for upcoming courses. If a student has failed to meet the minimum SAP requirements because severe or unusual circumstances have prevented them from making progress toward degree completion, he or she may appeal the decision to the Financial Aid Office.

Students seeking reinstatement of financial aid eligibility must submit a written appeal to the Financial Aid Office. The petition should clearly state the compelling and extenuating circumstances that contributed to the poor academic performance, show how the circumstances have been resolved, and present a realistic plan for meeting the requirements to return to good academic standing.

The Financial Aid Office determines whether or not financial aid can be reinstated and will notify the petitioner of the decision via email or telephone. A student placed on academic probation for a second time will automatically be released from the graduate degree program and will not be eligible for reinstatement.

## Return of Title IV Funds

If a student withdraws, either officially or unofficially, on or before completing 60 percent of the term, and has received Title IV federal funds in the form of Federal Direct Loan or a Federal Graduate PLUS Loan, the federal government requires that the school review the student's eligibility for those funds. LFGSM is required to apply a

federally mandated formula to determine how much of the federal funding was “earned” up to the time of withdrawal. This review and recalculation is called a “Return of Title IV Aid”.

The amount of Title IV funds a student may retain will depend upon the percentage of time they were enrolled during the term:

- If less than or equal to 60% of the semester had elapsed before withdrawal, the student may keep the percent of the funds equal to the percent of the semester that had elapsed. If less than 60% of a term had been completed as a result of a withdrawal for a Title IV aid recipient, a return would be required. For example, if 50% of the semester had elapsed, the student may keep 50% of the funds.
- If more than 60% of the semester had elapsed before withdrawal, the Title IV recipient earned all of the funds for the term.

In some cases, an R2T4, (return of title IV), withdrawal calculation may result in an amount disbursed to a student that is less than the amount the student actually earned. Assuming the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The LFGSM Financial Aid Office will contact a student within 30 days of the date the school determined the student’s last date of attendance via phone or email if you qualify for a post-withdrawal disbursement. Authorization from the student will be required to disburse loans for charges other than current charges (tuition, fees, and room and board). Authorization and disbursement must occur within 45 days of the determination.

The LFGSM Financial Aid Office will receive notification of a withdrawal based on information received from the Registrar’s Office. The Registrar’s Office determines the LDA (last date attended) for an official withdrawal based on the last day attendance was recorded by the instructor. The student will be contacted by the Registrar’s Office and asked to go online to complete a Student Request Withdrawal document. This document is then shared with the Financial Aid Office, so that they can determine whether or not an R2T4 calculation is needed. An unofficial withdrawal date is determined/recorded as fourteen days from the last date of attendance: last day a student was physically in class or logged into the course in Canvas, the learning management system. According to federal regulations, a school must return unearned Title IV financial aid funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, within forty-five days of the date of determination of the withdrawal, in the following order: Unsubsidized Direct Loan, Graduate Plus Direct Loan.

A Financial Aid Checklist is available at [my.LFGSM.edu](https://my.LFGSM.edu), or by contacting the Financial Aid Office [FinAid@lfgsm.edu](mailto:FinAid@lfgsm.edu).

## Graduate PLUS Loans

Graduate PLUS Loans funds are available to students through the U.S. Department of Education. The maximum PLUS Loan amount a student can borrow is for the cost of attendance (determined by the school) minus any other financial assistance a student will receive. At time of publication, Graduate PLUS loans carry a fixed interest rate of 6.28%. There are several repayment plans that are designed to meet the different needs of individual borrowers. Generally, a student will have ten years to repay the loan, depending on the repayment plan chosen, and a student may defer repayment while enrolled at least half-time. Students will receive more detailed information on loan repayment options during entrance and exit counseling sessions.

## Veterans Benefits

LFGSM is approved by the Illinois State Approving Agency for educational aid under the G.I. Bill® (including the Yellow Ribbon Program) to eligible veterans. Students must provide their Accredited Graduate Certificate of Eligibility to the school. The Accredited Graduate Certificate of Eligibility may be obtained through the St. Louis Veterans Affairs Customer Service Office, available 24 hours a day at 1-888-442-4551. For additional information, contact the St. Louis Veterans Affairs Customer Service Office or the LFGSM Financial Aid office.

Veterans Pending Payment WILL NOT:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such student may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

VA Pending Payment Clarification may be found on the VAs website at:

[https://benefits.va.gov/gibill/fgib/transition\\_act.asp](https://benefits.va.gov/gibill/fgib/transition_act.asp)

## Alumni Tuition Benefit

Recognizing the value of lifelong learning, LFGSM offers alumni the opportunity to pursue more graduate-level coursework at a reduced tuition rate. Non-degree seeking alumni receive a 50% tuition discount on graduate degree program courses. Materials and other fees are charged at the published price.

## The Higher Education Opportunity Act of 2008

The Higher Education Opportunity Act of 2008 requires LFGSM to notify you in writing that per the Anti-Drug Abuse Act of 1988 persons convicted of drug trafficking or possession under federal and state law may be ineligible to receive federal student aid including grants, loans, and work-study programs.

When completing the Free Application for Federal Student Aid (FAFSA) form, question 31 asks if the student has ever been convicted of a drug related offense. Failure to answer the question will automatically disqualify the student from receiving federal aid. Answering the question falsely, if discovered, could result in fines, imprisonment, or both.

Lake Forest Campus  
1905 West Field Court  
Lake Forest, IL 60045.  
847-234-5005.

Building hours during the regular academic year:

Monday, Tuesday, and Thursday from 8:30 am to 10:00 p.m.

Wednesday 8:30 am to 5:00 p.m.

Friday 8:30 am to 5:00 p.m.

Saturday 7:30 am to 1:00 p.m.

For driving directions to this campus, [go here](#).

Class Times and Information:

Weeknight classes at the Lake Forest campus meet from 6:30 p.m. until 10:00 p.m. Central Time.



## Campus Security Policy, Campus Crime Statistics Act, and Emergencies

### [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

Consistent with federal law, Lake Forest Graduate School of Management publishes an annual security report on or before October 1 of each year. The report includes statistics for the previous three years concerning reported crimes that occurred on any LFGSM campus and corporate sponsored sites, or on public property within or immediately adjacent to and accessible to the campus. The report also includes information on reporting crimes and other emergencies, crime prevention, and other important matters about security at each campus and corporate-sponsored location.

The annual security compliance document and campus crime statistics are available on the Lake Forest Graduate School of Management's Student Portal and public website.

## Emergency Procedures

While the school strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:

- Photo ID card must be worn and visible while in any LFGSM building
- Never leave valuables (wallets, purses, books, or computers) unattended
- Avoid walking alone at night; travel with a friend or companion
- Avoid parking or walking in secluded or dimly lit areas
- In case of emergency, follow the clearly marked exit procedures for the classroom and building in which you are located.

Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Facilities Manager at 847-574-5249, during business hours. In case of an emergency, call the Police Department or Fire Department at 911 from any phone.

## Emergency Notification

LFGSM has several methods at its disposal to communicate emergency notifications to the LFGSM community. The appropriate modes of communication are determined based upon the severity and urgency of the emergency.

Communication Vehicles Available to LFGSM:

- Emergency Notification System (text message and email notification)
- Email (individual or small batches) through Outlook
- Direct mail (letters, etc.) to home addresses or work addresses
- Telephone
- In-person announcement at meetings, classes, etc.
- Posting to school websites
- Posting to student/faculty/alumni portal my.LFGSM.edu
- Posting on Learning Management System (LMS) for students and faculty

## Emergency Contacts

Police	911
Fire Department	911
Paramedics	911
Bomb and Arson	911
Main Reception (during business hours)	877-771-4MBA
Facilities Director (during business hours)	847-574-5228
IT Emergency Support	847-574-5175

## Emergency Weather Procedures

LFGSM rarely cancels classes. Nonetheless, in the event of severe weather the school has the following procedures in place for students and faculty to find out the status of classes for each campus and on-site location.

Weekday classes: The decision to hold/cancel classes will be made no later than 2:00 p.m. (CT).

Weekend classes: The decision to hold/cancel classes will be made no later than 5:15 am (CT).

There are three ways to obtain information on school closures.

1. Students may dial 847-574-5200 to hear a message indicating the school's decision. Please note that these decisions are regionally based.

While one location may be closed, another may be open. The message will be specific in terms of each campus and on-site's status.

2. Via the Internet [EmergencyClosingCenter.com](https://www.emergencyclosingcenter.com). Students and faculty may search by school name and campus/on-site (i.e. Lake Forest Graduate School—Lake Forest Campus), city, or phone number to find out school closing status. This web/site is updated every fifteen minutes.
3. School closing information is also announced on radio and television.

Radio	Television
WBBM 780 AM	NBC Channel 5
	ABC Channel 7
	WGN Channel 9
	FOX Channel 32
	CLTV Cable

## Computer Requirements

LFGSM's interactive environment relies on technology to advance learning on a continual basis. All LFGSM courses use Internet-based course management software. All students are required to have unlimited access to a personal computer with readily available Internet access to maximize the educational experience and satisfy coursework requirements. Because firewalls at students' places of business may prevent them from accessing Web sites and/or applications used in class, students are expected to have a personal computer with their own Internet provider. The student's computer should use an up-to-date operating system that will support software and applications used in class. Using his or her own computer, a student must be able to:

- Install third-party software as required by course technologies, such as Java Runtime Environment, Zoom, etc.
- Have unrestricted access to course-related Internet content
- Be able to send and receive emails using LFGSM email addresses
- Access Canvas, the LFGSM Learning Management System, and the student portal, [my.lfgsm.edu](https://my.lfgsm.edu)
- Create, review, and share professional-quality documents using Microsoft Office, Adobe Reader, etc.

Some courses may require additional software to support the course goals and session learning outcomes; check the syllabus and course site for details.

Students attending videoconference classes are expected to be full participants in class. This means students must have an active Web camera for visual participation. For best audio quality, students are highly encouraged to connect to audio via voice over IP (VOIP) using a microphone and headphones rather than connecting via telephone.

## Student Verification and Authentication

All students are assigned and must use a unique user account and password combination that is automatically generated by the student information system. In addition to providing access to student-specific resources, a student may log into the student portal with this account to edit and maintain specific facets of his or her personal information. Students are directed to reset their own passwords through functionality built into the portal. LFGSM staff do not have access to a student's unique password, and cannot alter the password. It is LFGSM school policy that student account information is not shared with others.

All students, faculty, and staff are required to wear an LFGSM photo identification badge at the Lake Forest campus. Badges are issued to new students at the beginning of their first term start. Students receive their first badge at no cost. A lost badge must be replaced, and is subject to a replacement fee. Students attending at a corporate location must wear a company-issued badge for identification purposes, in accordance with the corporate sponsor's ID policy.

## LFGSM's Wireless Network

Secure wireless Internet connection is available at all Lake Forest locations.

## Student Portal

My.LFGSM is LFGSM's secure intranet site that provides students convenient access to their academic and financial information.

The student, faculty and alumni sections of my.LFGSM have restricted access and are not available to the public. LFGSM will not sell, distribute, barter, or transfer to a third party any personally identifiable information provided by you. All of the information you provide is used for interaction with you on school business. *my.LFGSM* can be accessed at <https://my.lfgsm.edu>.

Common uses of *my.LFGSM* include reviewing grades and GPA, accessing personal account information, utilizing the electronic information resources, and changing personal contact information. The [Navigating my.LFGSM.edu](#) link will show you how to find your schedule, print your invoice and or grade cards, etc.

## LFGSM Public Website

May be viewed at [lfgsm.edu](http://lfgsm.edu).

## Learning Management System (LMS) Canvas

Canvas is LFGSM's web-based learning management system. All courses at LFGSM utilize Canvas to some degree. Canvas content is secured behind a restricted-access login system, and all user information is synched with LFGSM's databases to ensure data integrity. Canvas can be accessed at <http://lfgsm.Canvas.com>.

## Educational Delivery Tools

LFGSM partners with other third-party providers to deliver educational content in an easily-accessible manner. Some of the school's key technology partners are:

- Zoom—Providing flexible attendance options for LFGSM is one benefit of our graduate degree programs. Courses may consist of 1) A video classroom for the entire course, or 2) Students may choose to participate remotely as needed. LFGSM utilizes Zoom video technology to connect students live to the class in session, allowing real time interaction. Students will access Zoom through their personal laptop or through a room system.
- Zoom Support 24/7 is available at <https://support.zoom.us/hc/en-us>.

## Technical Support

Lake Forest Graduate School of Management offers **help desk user support at 847-574-5265 or [helpdesk@lfgsm.edu](mailto:helpdesk@lfgsm.edu)** to help you with all your technology needs. Our help desk services are there to assist you with:

- Canvas
- my.LFGSM
- Online resources

## Engage with the LFGSM Network Online

### LFGSM on LinkedIn

Follow our [Lake Forest Graduate School of Management University Page](#) to keep up to date on relevant business and school news.

### LFGSM on Facebook

Like our page at [Facebook.com/LFGSM](https://www.facebook.com/LFGSM) to be first to hear about upcoming events, see photos, get school news.

### LFGSM on YouTube

Stay on top of what's new and interesting at the school by following our YouTube channel at [YouTube.com/LakeForestMBA](https://www.youtube.com/LakeForestMBA). See and comment on videos from recent events and alumni, student and faculty interviews.

### LFGSM's Twitter

Engage in the discussion on Twitter with @LFGSM. Post your photos and comments from LFGSM events using #LFGSM or @LFGSM. And, let us know what you think about breaking business stories as they happen.

### Acceptable Use of Information Systems Policy

LFGSM provides resources to its community (which includes all LFGSM students, staff, faculty, board members, alumni, and administrators) through its Information Systems and services.

LFGSM is responsible for providing community members with Information Systems and services adequate to support the mission of LFGSM.

Use of Information systems and services must be consonant with the mission, goals, and objectives of LFGSM. Therefore, community members are responsible for their activities and accountable for their individual conduct while using LFGSM Information Systems and services.

### **Responsibilities of LFGSM Community Members**

LFGSM community members are responsible for the following:

- Abiding by United States copyright and intellectual property laws applicable to computer-accessible materials.
- Using information resources for educational, instructional, service, research, administrative, and other purposes consistent with their roles in the university community.
- Respecting the integrity of LFGSM Information Systems and services, including refraining from activities to gain unauthorized access to or use of LFGSM Information systems or software, which are intended to circumvent security measures.
- Conducting themselves in a professional and ethical manner in all communications conducted via LFGSM Information Systems.

### **Policy Definitions**

LFGSM Information Systems refers to all computers and Information systems owned or operated by LFGSM and include hardware, software, data, and communication networks associated with these systems and services. These systems range from multi-user systems to single user terminals and personal computers, whether freestanding or connected to networks.

System users are all those individuals with privileges to use LFGSM computing systems and services, including but not limited to students, faculty, LFGSM staff and administrative officers. The Chief Academic Officer, and the Dean of Faculty Relations and Degree Programs, with the assistance of system administrators, will determine who is permitted access to a particular system.

System administrators and other designated system users hold responsibility for the maintenance and security of LFGSM Information Systems as a part of their stated responsibilities as academic or non-academic employees.

#### **1. Adherence to Laws Governing Ownership & Copyright Law**

Users must observe intellectual property rights including, in particular, copyright laws as they apply to software and electronic forms of information. Users may use only legally obtained, licensed data, or software in compliance with license or other agreements and federal copyright and intellectual property laws. Users shall not place copyrighted material (software, images, music, movies, etc.) on any LFGSM computer without prior permission from the copyright holder or as granted in a license agreement or other contract defining uses.

#### **2. Authorized Use**

Individuals using LFGSM Information systems and services must be identified either through the physical location of an office or instructional computer or through an authorized LFGSM computer account, as with multiple user systems. System users may not access or use another user's computer account or allow another person to use his or her account. System administrators create accounts and regulate access to LFGSM Information Systems by authorized system users. System administration privileges are granted only for official purposes and under the

authority of designated academic and administrative officers. Unauthorized usage or assignment of administrative privileges is expressly prohibited. Users must not conceal their identity when using LFGSM systems. LFGSM computing systems and services may not be used as a means of unauthorized access to computing accounts or systems inside of or outside of LFGSM's Information Systems. Other uses of LFGSM Information Systems may be permissible including revenue-generating activities subject to policies and procedures governing contractual agreements.

### 3. Privacy

All access to protected information stored in LFGSM records systems will be in strict compliance with the provisions of federal and state laws. The Family Educational Rights and Privacy Act (FERPA) or "Buckley Amendment" (34 C.F.R. Part 99, as amended by 61 Fed. Reg. 59291 Nov. 21, 1996) provides for protection against unwarranted disclosure of private information contained in official university records. FERPA guarantees all postsecondary students the right to consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure without consent. See U. S. Department of Education on FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Students are assigned a unique user account and password combination that grants them access to specific facets of their personal information for editing and maintenance purposes of student records. Students are directed to reset their own passwords through functionality built into the portal. It is LFGSM school policy that student account information is not shared with others.

Computer users must respect the privacy of others by refraining from inspecting, broadcasting, or modifying data files without the consent of the individual or individuals involved.

Administrative users may inspect or repair data files (including email stored on LFGSM mail systems) as required as part of their employment, and then only to the extent necessary to maintain the integrity and operations of LFGSM systems.

LFGSM employees and others may not seek out, examine, use, modify, or disclose, without authorization, personal or confidential information contained in a computer, which they access as part of their job function. Employees must take necessary precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties.

Use of internet systems (IP) to transmit information does not guarantee privacy and confidentiality. Sensitive material transferred over Information Systems (including email and the World Wide Web) may be at risk of detection by a third party. Users should exercise caution and care when transferring such material in any form.

### 4. Malicious & Destructive Uses of LFGSM Information Systems

The following uses of LFGSM computers and Information Systems are specifically prohibited.

- Use of computer programs to decode passwords or access control information.
- Attempts to circumvent or subvert system or network security measures.
- Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to LFGSM data.

- Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain-letters or unsolicited mass mailings.
- Using mail or messaging services to harass, libel, intimidate, or distribute misinformation, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Users must not access or attempt to access data on any system they are not authorized to use. Users must not make or attempt to make any deliberate, unauthorized changes to data on an LFGSM system. Users must not intercept or attempt to intercept data communications not intended for that user's access, for example, by promiscuous bus monitoring or wiretapping.

## 5. Enforcement

Authorized system administrators may monitor computer activity for the sole purpose of maintaining system performance, security, and integrity. In instances when individuals are suspected of violating policies, the contents of user files may be inspected only upon the approval of the Chief Academic Officer and the Dean of Faculty and Degree Program sharing clear responsibility for the activity of the user. At the discretion of the system administrator(s) responsible for the resource or service in question, in collaboration with the appropriate administrative authority, information system computer use privileges may be temporarily or permanently revoked, following due process appropriate for the parties involved, pending the outcome of an investigation of misuse, or finding substantiating violations of these guidelines.

## 6. Due Process

LFGSM Information System users have the right to due process (consistent with respective policies governing the categories of users) in cases of discipline resulting from violations of the guidelines outlined in this document.

When a systems administrator believes it necessary to preserve the integrity of facilities, user services, or data, he or she may suspend any account, whether or not the account owner (the user) is suspected of any violation.

Where practical, a 24-hour notice will be given in advance of revocation. If, in the judgment of the systems administrator, the violation warrants action beyond a system administrator's authority, he or she will refer the case first to the Chief Academic Officer, and the Dean of Faculty and Degree Programs.

A LFGSM information system user accused of a violation will be notified of the charge and have an opportunity to respond (consistent with respective policies governing the categories of users) before a final determination of a penalty. If a penalty is imposed, the accused violator may request a review by the designated administrator or body empowered to assure due process and an impartial and timely review of the charges.

## True and Correct Statement

Lake Forest Graduate School of Management reserves the right to make changes affecting policies, curricula, or any other matters published in this Student Handbook. LFGSM reserves the right to refuse to admit, refuse to re-admit, or to dismiss any student at any time should it be deemed to be required in the interest of the student or the school to do so. The LFGSM *Academic Catalog* is the document of authority for all students. The requirements published in the *Academic Catalog* supersede information issued by any department or program. The information contained in the *Academic Catalog* is true and correct to the best of our knowledge.

## Effective Date

The information contained in this *Student Handbook* is applicable to students on the first day of the Summer Term 2022–2023 (June 27, 2022). Lake Forest Graduate School of Management (LFGSM) reserves the right to revise, supplement, or rescind any contents of this publication at any time.

## Accreditation, Ownership, Locations, Licensing

The Higher Learning Commission (HLC) has continually accredited LFGSM since 1978. HLC is one of six regional accrediting bodies for higher education in the United States, and is recognized by the U.S. Department of Education.

### Higher Learning Commission (HLC)

230 South LaSalle Street, Suite 7-500

Chicago, Illinois 60604-1411

[www.hlcommission.org](http://www.hlcommission.org)

800.621.7440

General Information: [info@hlcommission.org](mailto:info@hlcommission.org)

Online Complaint System: <http://hlcommission.org/HLC-Institutions/complaints.html>

LFGSM is authorized to operate as a postsecondary educational institution by the Illinois Board of Higher Education (IBHE). LFGSM has received operating and degree-granting authority in the North Suburban, Chicago, and West Suburban regions.

### Illinois Board of Higher Education (IBHE)

North Old State Capitol Plaza

Suite 333

Springfield, Illinois 62701-1377

[www.ibhe.org](http://www.ibhe.org)

217.782.2551

General Information: [info@ibhe.org](mailto:info@ibhe.org)

Institutional Complaint Hotline: 217.557.7359

Online Complaint System: <https://complaints.ibhe.org/>

## Ownership

LFGSM is an independent, accredited, non-profit graduate school, registered as a 501 (c) 3 corporation.

### Classroom Locations

#### Lake Forest Campus:

Lake Forest Graduate School of Management

1905 West Field Court

Lake Forest, IL 60045

### Licensing

LFGSM is an approved institution in the National Council for State Authorization Reciprocity Agreements (NC-SARA).

SARA is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. For more information, visit [www.nc-sara.org](http://www.nc-sara.org).