Guideline: Staff Participation in Chicago Booth MBA Programs

Chicago Booth staff members are welcomed and encouraged to apply to the Chicago Booth Executive MBA (XP) Program or the Evening MBA & Weekend MBA Programs. With any of the programs, interested staff should communicate their intention with their supervisors to discuss the implications for executing professional responsibilities while enrolled. Staff members who are approved by their supervisor and the relevant Deputy Dean or Dean may enroll.

The University of Chicago’s tuition reimbursement program will cover up to 50% of program tuition. Note, in the XP Program, student costs are higher because the extra expenses for things such as books, travel, etc. are built into XP costs. These additional costs are the responsibility of the student.

The XP Program uses approximately 55 work days over 20 months for class time. Class time includes full work weeks and Fridays. Chicago Booth will absorb class time for 50% of the time (approximately 28 days), but students will need to use accrued vacation, personal days, or unpaid vacation time for the remaining 50% (27 days). The exact number of days varies due to international travel constraints. These percentages should be evenly distributed each month from the beginning of the program.

Special arrangements must be approved by the relevant Deputy Dean or Dean.