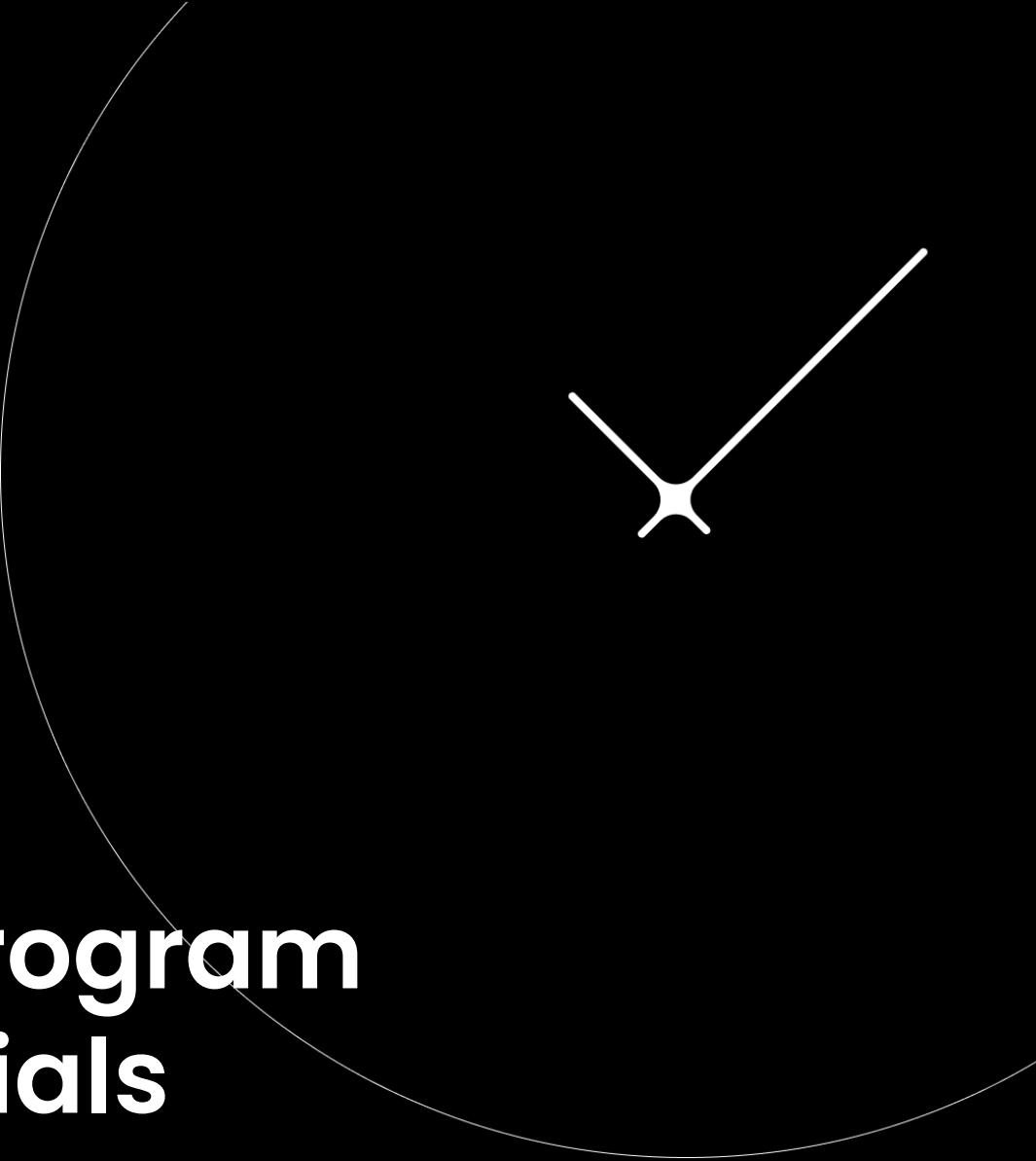




# Oneday student founder handbook

February 2026





# MBA program essentials

Oneday's MBA provides founders with the detailed practical knowledge and industry-specific support they need to validate, launch and scale their business idea.

Modules are designed to provide founders with rich, practical advice on how to navigate each critical stage. Academic credit builds as founders work through each Module. Founders submit stage-specific assignments and assessments that have been designed around the best practice, characteristics, and habits of the modern entrepreneur.

# How is the program organized?

The MBA is delivered according to 14 modules, over three 30-credit Tiers.

## Fuelling Growth

Months 10-14

- Optimize your value proposition
- Learn when to pivot, iterate or persevere

## Traction Challenge

Months 5-9

- Prove that customers are ready to pay
- Build out a minimal version of your idea

## Discovery Lab

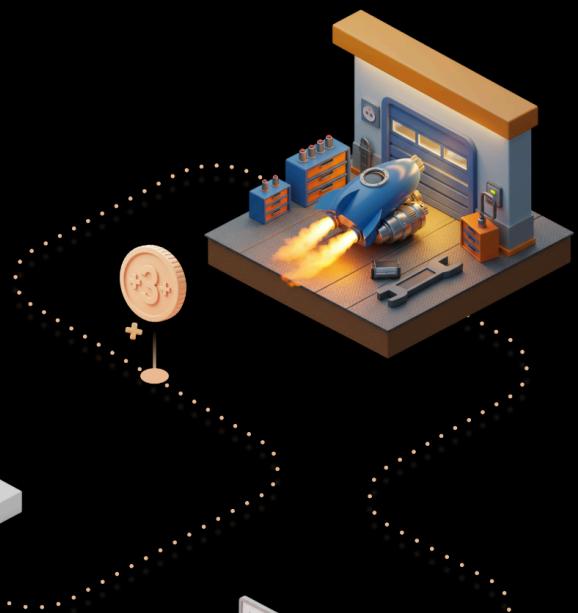
Months 1-4

- Uncover the secrets of your customers
- Validate your instincts through rapid tests

## The Entrepreneurial Gym

Months 15-18

- Prove that customers are ready to pay
- Build out a minimal version of your idea



# The Modules include:

## **Tier 1**

Ideation, Inspiration and Product Creation (10 credits)  
Implementation and Product Introduction (10 credits)  
Measuremenet and Product Adoption (10 credits)

## **Tier 2**

The Capstone Project (30 credits)

## **Tier 3**

Business Leadership and Strategy (3 credits)  
Evidence-based Decision Making (3 credits)  
Ethical Issues for Managers (3 credits)  
Creativity and Innovation (3 credits)  
Marketing Strategy (3 credits)  
Strategic Economics (3 credits)  
Technology and Operations Management (3 credits)  
Financial Accounting and Reporting (3 credits)  
Working with Others (3 credits)  
Leading People, Teams and Organisations: Organisational Theory (3 credits)

# What does each sprint week look like?

The Oneday's MBA is organized across 78 sprint weeks. Each sprint is set up in broadly the same way:

1. Watch the Masterclass video and engage with additional materials. Each Masterclass delivers a 20-30 minute overview of the key concepts of the sprint. They are engaging, up-to-the-minute and a **mandatory** part of the program
2. Squad meetings. In your induction, you will be invited to a sequence of weekly squad meetings. Squads meetings are small groups of same-stage founders, and offer a chance to discuss some of the ideas delivered in the Masterclass, and make applications to your business. Squads are run by a Module Lead: a practicing entrepreneur with experience of this particular stage of the curriculum.
3. Assignments and assessments are the practical tasks that each founder completes as they work through each sprint. Each is designed to progress your idea and will provide credit towards your MBA.
4. Mentor 121s are weekly 30 minute catch ups with your mentor to reflect, align and move forward. Each founder is matched to their 121 mentor in 'Week Zero' of the program.

# Performance-Based Admission (PBA)

## **What is Performance-Based Admission (PBA)?**

Performance-Based Admission (PBA) is a pathway that allows you to begin studying with Oneday even if you do not yet meet the formal academic entry requirements (for example, if you do not hold a Bachelor's degree).

While studying under PBA, you will take the same classes as all founders, have full access to your mentor, and earn academic credit as you progress. PBA gives you the opportunity to demonstrate your academic ability through your performance in the program.

## **Am I officially enrolled in the MBA degree?**

Not yet – while you are studying under PBA, you are conditionally enrolled.

This means you are an active student in the program, but your formal admission to the MBA degree will only be confirmed once you meet the performance criteria below.

## **What do I need to do to progress from PBA to full MBA status?**

- To move from conditional to full MBA enrolment, you must meet both of the following requirements:
  - Complete at least 20% of your coursework (equivalent to 200 hours of workload)
  - Achieve a Grade Point Average (GPA) of 80% or higher
- Once you meet these criteria, your status is automatically upgraded — there is nothing extra you need to submit.

### **What happens if I do not meet the PBA criteria?**

If you reach 20% of your coursework and have not met the requirements, a member of the team will contact you to discuss next steps.

In some cases, you may be considered for Recognition of Prior Learning (RPL) instead, which assesses your professional background as an alternative route to degree admission.

### **Where can I learn more about PBA?**

You can read Woolf University's official PBA FAQs here:

 [Woolf Performance-Based Admission FAQs](#)



**Class  
leaders and 121  
mentors**

# Who teaches class and takes 121s?

The faculty is made up entirely of real entrepreneurs.

**Squad leaders** facilitate your group sessions (squads).

**121 mentors.** The week before the program starts, you will be matched to a mentor. Decisions around matching are typically driven from the category of your business idea. If you're not confident of your business idea yet, then let the team know during admissions, and we will match more according to a good personality fit.

## **Can I change my mentor?**

Yes. Founders can request being matched to a new mentor at any stage, although we would advise a period of at least one month before deciding to switch.

## **Can I change my squad?**

Yes. Founders are able to request being placed into a new squad within their cohort. Typically this might be because of difficulty making the meeting time.

# When is my mentor 121 and squad session?

**Mentor 121s** are arranged directly between founders and mentors. This will happen the week before you are due to start. Both you and your mentor will be sent respective contact details. If you don't hear from your mentor inside the first week, then please contact the Customer Experience team by clicking the help button in the bottom right-hand-side of the Oneday platform.

**Squad meetings.** There are a range of available slots on both Wednesdays and Thursdays for squad meetings. You will be added to just one:

Wednesdays	Thursdays
UK: 18.30-19:30	UK: 18.30-19:30
ET: 18.30-19:30	ET: 18.30-19:30
ET: 20.00- 21.00	ET: 20.00- 21.00
ET: 21.30-22.30	ET: 21.30-22.30

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We will do everything possible to ensure you are added to the slot of your choosing, although there are limitations on group size, so please express any preference early.

Squad slots are fixed in the first week of the program and kept consistent throughout the program.

Instances where a slot might change include:

- Sickness or holiday for a class lead
- Periods of the program where founders select a specific area of focus for a defined number of weeks – for example, choosing a product development pathway to specialise in.

## **Attendance**

Students must demonstrate regular and substantive academic engagement by:

- Logging into the Oneday platform weekly
- Submitting all weekly assignments by their designated due dates
- Participating in scheduled synchronous sessions or viewing recordings within 48 hours

Students who miss more than 25% will have to pass an academic interview.

## **Holiday and Leave of Absence**

All founders have the right to request short holidays from the program, which preserve their place within their current cohort.

### **For one-week holidays**

Founders must submit a Leave of Absence form in the Help Centre, accessed through the Help button in the bottom right-hand corner of the Oneday platform. Founders should arrange an hour-long mentor 121 a week before their holiday and catch up with any missed assignments. Founders are expected to keep pace with assignment and assessment submissions during holidays.

### **For two week holidays**

Founders must submit a Leave of Absence form in the Help Centre, accessed through the button in the bottom right-hand corner of the Oneday platform. Founders should arrange an hour-long mentor 121 in advance and immediately after the holiday, but again, founders are expected to keep pace with assignment and assessment submissions during holidays.

### **How can I catch up on missed squads?**

Speak directly to your mentor if you want to watch your squad recording.

### **Can I request longer than two weeks?**

All holiday requests will be considered, but it is difficult to miss long periods of a class and also meet the requirements to graduate. If a holiday is longer than two weeks, then you will be required to fill out a Leave of Absence form and request that we formally move you back to a cohort.

### **Longer-term leave of absence**

Founders in good academic standing can apply for a leave of absence.

Founders must submit a Leave of Absence form at least 14 days before the intended leave period starts. The form must include a statement of the reason for the leave and any supporting documentation.

The maximum leave of absence allowed is three months, during which time a founder's enrollment status is preserved. Extensions beyond this period require special approval from the College Dean.

# Founder code of conduct

To foster a professional, respectful, and effective learning environment, all founders are expected to adhere to the following conduct standards. These apply across all program activities.

## **General Expectations**

### **1. Be Present and Professional**

Founders must be visibly present and appropriately dressed during all live sessions (squads, community events and 121s). Cameras should be on, and founders should remain engaged and attentive.

### **2. Respectful Engagement**

All interactions—whether live or asynchronous (e.g., Slack, email)—must reflect empathy, professionalism, and constructive dialogue. Disruptive or inappropriate behaviour is not tolerated.

### **3. Prepared Participation**

Founders are expected to complete pre-work before sessions and contribute meaningfully to discussions, squads, and 121 conversations.

### **4. Reliable Attendance**

Founders must attend scheduled sessions and notify mentors or staff promptly if unable to join. Missing more than 25% of sessions may result in an academic interview to assess engagement.

## 5. **Minimising Distractions**

Live sessions should be attended from a quiet, dedicated workspace.

Avoid multitasking (e.g., driving, messaging) during calls.

## 6. **Accountability for Deliverables**

Assignments and assessments must be submitted within expected deadlines. Delays may lead to penalties and missing submissions will lead to zero-grades depending on the context, as per academic policy.

## 7. **Confidentiality and Trust**

Respect the privacy and confidentiality of anything shared in squads, mentoring sessions, or community platforms. This includes business information and personal stories. Founders are not entitled to have transcription or recording tools present in group sessions.

## 8. **Technical Readiness**

Founders are responsible for ensuring they can confidently use Oneday's core tools (e.g., Oneday platform, Slack, Miro, Google Meet). CX support is available when needed. Founders will need access to a laptop / PC for assignment work, and should avoid using mobile phones to attend live sessions.

## **Founder–Mentor Relationship**

To ensure a safe, respectful and productive mentoring experience, founders must observe the following:

## 1. **Mutual Respect**

Engage with mentors using a professional tone. Understand that mentors are experienced entrepreneurs with a wide range of commitments.

## 2. **Communication Boundaries**

Mentors are not required to respond outside scheduled sessions. If a mentor invites Slack communication, establish clear boundaries. Do not expect immediate or ongoing responses outside meetings.

## 3. **Professional Boundaries**

Maintain a clear and appropriate relationship. Intimate, romantic or suggestive behaviour is strictly prohibited.

## 4. **Support Scope**

Mentors can help you reflect on sprint topics, unblock challenges, and provide strategic insight. They will not:

- Edit or co-author your assignments
- Provide legal, financial, or insolvency advice
- Share responsibility for the outcomes of your decisions
- Invest or take equity in your business

## 5. **Raising Concerns**

If you experience discomfort, confusion or issues in the mentor relationship, raise it with your cohort manager or use the Help button on the platform. These expectations ensure a trusted learning space for all founders and uphold the integrity of the MBA's mentor-led learning

experience. Your conduct is a vital part of your growth as a founder and community member.

### **Acceptable business categories**

We welcome founders working on ventures that create value responsibly and operate within the bounds of law, ethics, and good judgement. However, there are certain categories of business we cannot support within the Oneday programme.

Prohibited sectors include:

- Gambling, betting, or lotteries
- Weapons, arms, or defence contracting
- Pornography or explicit adult entertainment
- Tobacco and vaping products
- Payday lending, loan sharking, or exploitative financial services
- Environmental harm (e.g. unsustainable extraction, illegal wildlife trade)

Conditional sectors: We recognise that there are ideas adjacent to some of these categories, such as the “adult” or “erotic” space (e.g. sexual wellness, sex toys, relationship education), which can be positive and legitimate categories. Founders in these spaces may be supported, subject to there being a mentor available and willing to support.

## **Ethical conduct and founder principles**

As a founder in the Oneday community, you are expected to uphold high ethical standards in your business conduct and personal behaviour. This includes:

**Integrity and honesty:** Operate transparently with customers, partners, mentors, and peers. Avoid deception, plagiarism, or misrepresentation in your product, claims, marketing, or communications.

**Respect and inclusion:** Our community is built on dignity and respect. We support lawful freedom of expression — including political, religious, and personal identity — and we expect students to engage in ways that keep our learning spaces focused, safe, and productive. Expression is welcome; harassment, intimidation, discrimination, or persistent disruption is not.

**Respect and inclusion:** Treat everyone with dignity and respect, regardless of background, identity, or belief. Harassment, discrimination, or intimidation will not be tolerated.

**Positive intent:** Build with empathy and a desire to create genuine value. Your work should contribute positively and not exploit or mislead others.

**Compliance and Fair Play:** Follow all applicable laws and regulations in the markets where you operate. Compete fairly, avoid conflicts of interest, and act in good faith.

**Sustainability and Social Impact:** Be mindful of your venture's wider impact on society and the environment. Strive for long-term, responsible value creation.

### **Advertising and Promotion**

Official communication channels, including Slack, are intended to support academic collaboration, peer learning, and community engagement.

Founders may share their solution or business where it is contextually relevant and appropriate (for example, in response to a discussion, request for recommendations, or within a designated channel).

Founders must not engage in spam, **automated outreach**, or repeated promotional posting. This includes broadcast-style advertising, repeated calls to action, or direct messaging large numbers of community members for promotional purposes. Targeted, non-automated outreach may be appropriate where a founder has clearly expressed relevant skills or industry experience and the outreach is proportionate and respectful.

Any advertising or promotional activity must remain proportionate, respectful of the community, and aligned with the purpose of the channel. The Oneday team reserves the right to moderate or remove content that does not meet these expectations.

Failure to comply may result in guidance, restrictions on Slack usage, or further action in line with the Founder Code of Conduct.

# Community

You are joining a global community of hundreds of founders actively building their dream business



Oneday is not a passive network you observe.

It's a working community you actively build inside.

The biggest difference between founders who get real value from Oneday and those who don't is not talent, speed, or experience, it's how they show up in the community. Here's how it works.

### **Your Squad**

Your squad is the centre of your Oneday experience. This is the small group of founders you'll build alongside throughout the program.

Squads are designed for trust, continuity, and honest conversations, not surface-level networking. You'll see each other regularly, share progress, get stuck together, and pressure-test decisions in real time.

Founders who get the most from their squad don't just rely on scheduled sessions. They organise 1:1 catch-ups, quick check-ins, and informal conversations outside the calendar. Those relationships compound over time and often outlast the program itself.

## **Community Directory**

Every founder in Oneday has a profile in the Community Directory, available directly on the Oneday platform. This is where you can see who's building what, where they're based, their background, and how to reach them. It's designed to make intentional connections easy, whether you're looking for feedback, collaborators, accountability partners, or simply other founders at a similar stage.

## **Community Sessions & Events**

Each week, Oneday runs live sessions designed to help you think better, move faster, and learn from people slightly ahead of you.

This includes cohort-specific moments like the Launch Summit, as well as ongoing fireside chats, workshops, clinics, and founder-led sessions.

All events are listed on the Oneday platform dashboard and on our Luma events page.

## **Slack**

Slack is the connective tissue of the Oneday community. It's where questions get answered quickly, wins are shared, experiments are pressure-tested, and founders help founders.

## Local & In-Person Experiences

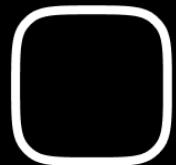
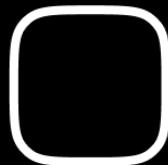
Alongside the online program, Oneday organises local meetups, founder weekends, retreats, and international gatherings.

## **Support & Ownership**

The Oneday community is led by Juan Linares, Head of Community.

## **Final note**

Oneday gives you access to people, rooms, and opportunities. What you build from that access is up to you. If you show up honestly, ask for help early, and contribute when you can, the community becomes one of the most valuable parts of the program. Not as a promise, but as a result of how you engage.



# Assessments and assignments

Each Module includes at least one assessment, and a series of shorter weekly assignments. Assessments carry 70% of the grade weight.

Assignments are submitted each week, and vary in number per Module. The overall grade weighting of the assignments sums to 30% for most Modules.

Founders need to pass each Module to stay on the program, and the pass boundary for the MBA is 60%.

### **What is required to progress to the next Module?**

To progress to the next class, you are required to achieve a minimum grade of 60%.

- Assignments - contribute to 30% of your total grade
- Assessments - contribute to 70% of your total grade

We encourage you to maintain a regular weekly submission rhythm to keep up with the program, the final deadline for all submissions is 11:59 PM (PST) every Wednesday

Here's a breakdown of key requirements:

**Weekly Assignments:** The assignment tasks sums up to 30% of your total grade for the Module.

**Final Assessment:** Your final assessment will be due the following Wednesday at 11:59 PM (PST) after it's assigned. Late submissions will incur a 2% penalty for every 24 hours past the deadline.

**Minimum Grade:** You must achieve an overall grade of 60% or higher to pass. If your grade falls below 60%, you will need to arrange a resit, which will be capped at a pass rate of 60%.

### **How do I request a resit?**

For any assistance, please contact our customer support team through the Oneday Help Centre.

### **How do I submit assignments and assessments?**

Assignments and assessments are submitted by the respective 'Assignment' page on the Oneday platform. Please ensure that you have uploaded a file, and then formally submitted it via the 'Submit' button. There is a very high expectation of submissions on the MBA program. Gaps can quickly lead to founders being left behind, with commitment waning.

### **What happens if I submit an assignment or assessment late?**

**Assignments:** Founders must submit assignment and business updates to ensure they collect the required workload from each module. Gaps will mean that founders are unable to graduate.

**Assessments:** Missing assessments will be followed up by cohort managers in the days immediately after the submission date. If submitted late, a 2% penalty is applied for every 24 hours past the deadline. Founders with missing assessments are unable to pass the module, or complete the degree.

## **Missing or incorrect submissions**

If the founder has incorrectly uploaded the wrong document or the submission has an obvious flaw (like a video with no sound), then the CX team will contact the founder, and they will have 24 hours to resubmit following contact from a cohort manager.

## **Can I request a deadline extension (in extenuating circumstances)?**

### **Assignments**

Extension requests for assignments are to be agreed between the founder and the mentor.

### **Assessments**

Extensions approvals for the final assessment (weighting 70%) are extremely rare.

Requests can be made via the form in the help desk, which is reviewed by the Head of Faculty for each class.

Students are strongly encouraged to submit something rather than nothing, a grade will be awarded to recognise the submission offered and progress made.

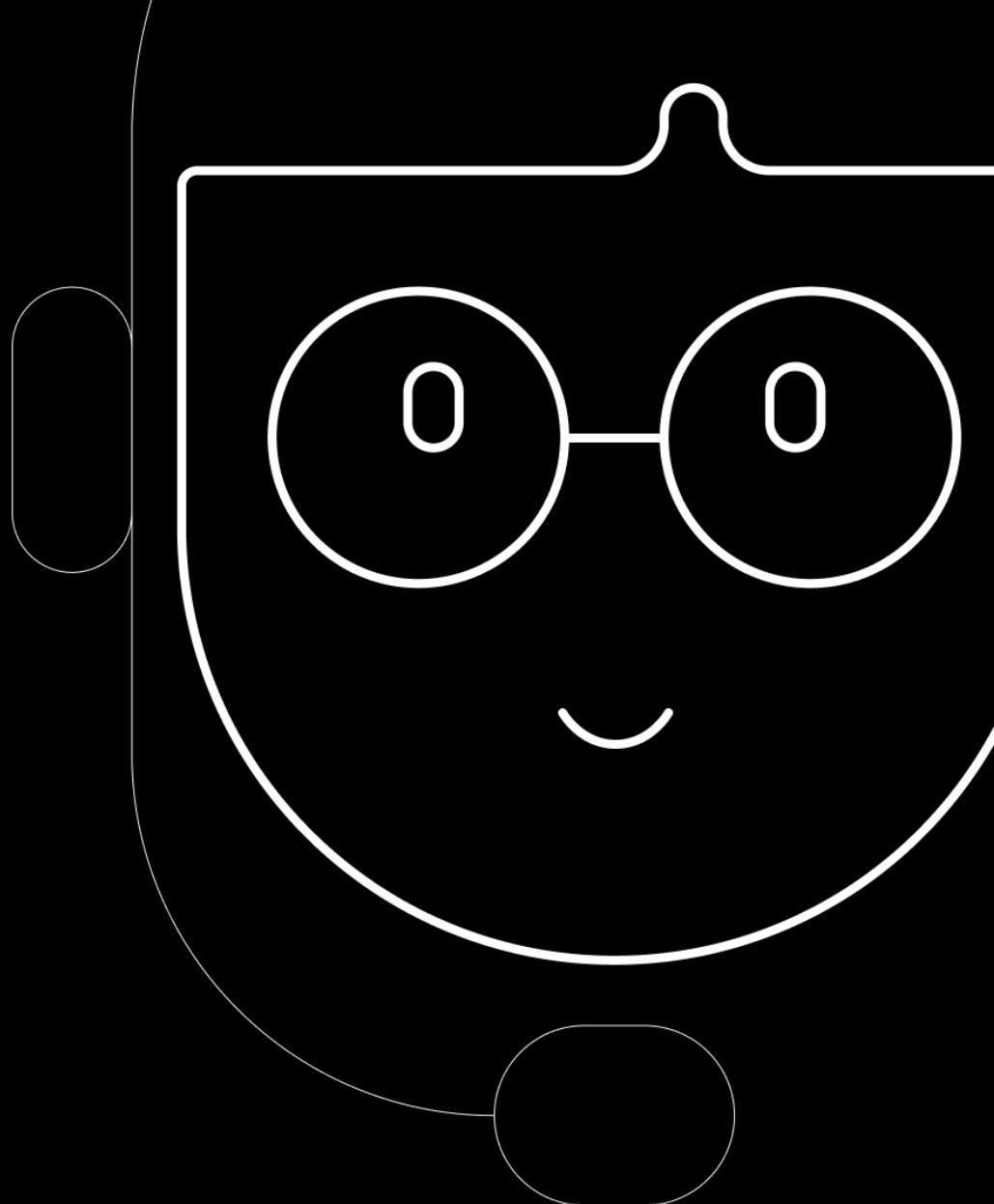
Extenuating circumstances are typically limited to serious illness of, or injury to the student or their immediate dependent family member or being in a position of extraordinary time pressure.

Extraordinary time pressure means just that, students will not be able to request more than three such extensions across the entire program.

A major pivot is not a reason for an extension. Founders should story-tell the reason for the pivot as part of the submission. Their work and mentality will be recognised.

Extension requests covering medical issues, must be accompanied by a medical certificate.

Requests must be submitted before 12pm local time on the final Friday of the module. Students will receive confirmation of the decision within 24 hours of the request. Requests made over the weekend of the final week of the module will be immediately rejected.



# Student support

## **What happens if I fall behind with my workload?**

You can check your workload progress per module by clicking on the Woolf widget (W) in the bottom right-hand corner of the Oneday homepage. In the event that you fall behind with workload, you will receive contact from Oneday.

If you fall behind with workload and are unable to pass a module, you will be invited to an academic intervention, at which your attendance is mandatory. Academic Interventions are supportive meetings that help you understand any pressure or challenge you face and agree on a specific plan to catch-up with the program.

If you don't meet the pre-agreed goals in your catch-up plan, you have two options:

1. **Move back a cohort**, giving you an extra month to catch up. It is important to note that you are only able to change your cohort once.
2. **Continue with the program on a non-accredited track**, building your business and attending sessions with your mentor and 121s, but **you will not be eligible for any further academic credit**. In this case, you will be required to sign a Waiver acknowledging that you will not be able to graduate with your MBA.

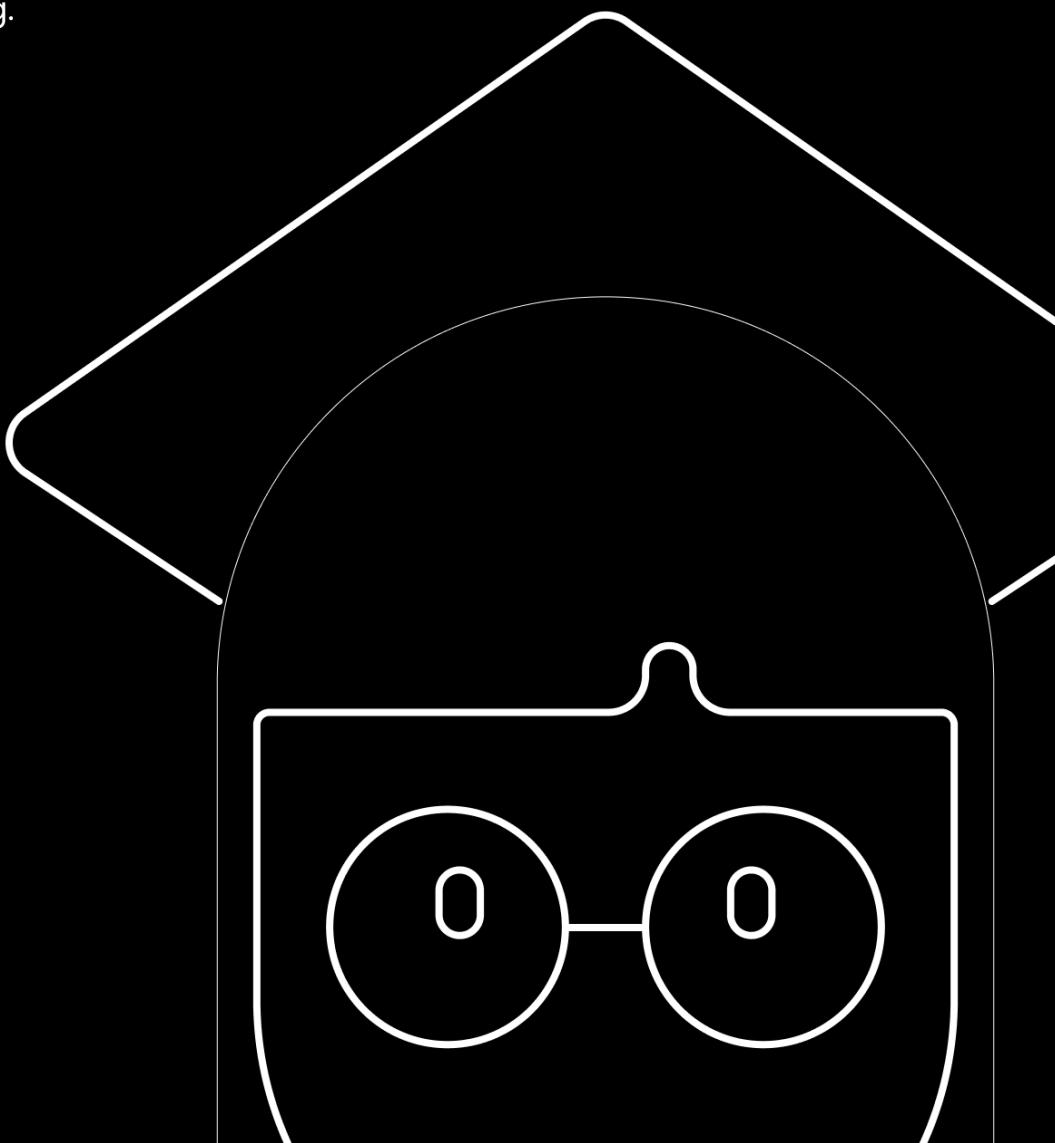
If we cannot reach you to discuss a lack of progress on your catch-up plan, or you fall-behind your agreed catch-up plan on more than one occasion, you will automatically be registered on the non-accredited track.

### **How can I access academic or personal support?**

If you have any personal or academic matter to raise, then we would encourage you first to talk to one of Oneday's Cohort Managers, who can be reached through the Help button on the Oneday platform. Your Cohort Manager will make any appropriate referral depending on the issue at hand.

# Capstone assessment, Graduation and Alumni life

In the last month of the program you will receive an invitation to attend a briefing on the final few weeks. It is essential that you attend as your capstone assessment date and time will be confirmed in the briefing.



## **What is the Capstone?**

The Pitch Deck Assessment is the summative assessment for the Capstone Project. It starts and is described in detail on the final assessment page in the Castone Module on the platform (Module 4).

This final assessment is typically scheduled 5 weeks after the final sprint of Module 14. It provides founders with a stage to showcase how they applied learning from the entire MBA program. Founders will present an individual pitch deck, supported by a resource pack that acts as appendices. The assessment will enable founders to tell the story of their businesses and their personal growth and development in entrepreneurial competencies.

## **Can I defer my Capstone presentation?**

All founders on the MBA track must attend their Pitch Deck Assessment. Non-attendance or low to no-notice deferrals will be awarded a zero grade for the assessment. The Capstone Assessment represents 25 of the 90 credits available. Founders cannot be awarded an MBA without a Capstone grade. Founders must adhere to the scheduled submission deadline and presentation event.

If a deferral is absolutely necessary, founders are permitted to defer their assessment only once, with a valid reason. Deferral requests must be made at least 2 weeks before the scheduled assessment. A second deferral will not be permitted under any circumstances.

Deferrals will only be considered for exceptional circumstances, specifically: Serious illness or injury to the founder or their immediate dependent family member. Such requests must be supported by verifiable medical evidence (e.g., a medical certificate).

[https://docs.google.com/document/d/1lYNCKLHMeHuE0U\\_PDgeUu-UVd6Ovixt7FVNfdw7mBOw/edit?tab=t.0](https://docs.google.com/document/d/1lYNCKLHMeHuE0U_PDgeUu-UVd6Ovixt7FVNfdw7mBOw/edit?tab=t.0)

### **When will I know if I have graduated?**

Your ability to graduate rests on a few conditions being met:

- A minimum average grade of 60%
- Completion of all 14 Classes
- A full workload record (2,250 hours)
- A minimum of two peer-reviewed texts per module
- 75% attendance rate
- Full payment for the program
- Completion of the Capstone assessment

### **Will there be a graduation ceremony?**

Yes. In the final weeks of the program you will receive a Graduate's survey, where you will confirm your intent to attend the Graduation Ceremony. There are options of at least two ceremonies run each academic year, one in-person, and one run remotely.

## **Can I get ongoing support from my mentor at the end of the program?**

In the 4 week lead-in to your final assessment, your mentor will offer you a 1 hour dry-run to provide feedback ahead of the presentation.

Beyond the MBA, you will be presented with three packages of support from Oneday.

	<b>Alumni</b>	<b>Founder+</b>	<b>Scaler+</b>
Free access to platform		Platform access	
		Community events	All of the above +
		Slack access	30 mins per week
		Office hours with a mentor weekly	with your mentor
	<b>Free</b>	<b>\$10/mo</b>	<b>\$249/mo</b>



# **Payments, refunds, and complaints**

Once the College commits to the number of students in any cohort, the costs associated with that program are fixed. Therefore, refunds are limited except as provided below.

### **The one month 'cooling off' period**

All founders are entitled to a full refund within the first full month of the program starting. The 'cooling off' period starts from the Monday of the week of your first squad meeting.

### **What if I want a refund after the end of the 'cooling off' period?**

If you want to leave the program at another point during the 18 months, then please contact the Customer Experience team (through the 'Help' widget in the bottom right-hand-side of the Oneday platform).

Once you have spoken to a member of the team, you will receive a refund on all remaining tuition owed up to and including the month you make the request. So if you are in month 12 when you make a request, you will be refunded for the 6 remaining months, in addition to month 12 (this would be 7/18ths of your full tuition).

### **What if I am on a monthly plan?**

Founders paying monthly, will continue to pay at the same installment rate until they have paid up to the final full month they spent on the program. So if you are in the middle of month 12 when you make a request, you will continue to make installments to cover 11/18ths of your full tuition.

### **There are extraordinary circumstances regarding my request for a refund – what are my options?**

Oneday is committed to providing an exceptional student experience. We recognize that extraordinary circumstances may occasionally arise that significantly impact a student's ability to engage with our programs. In the policy linked to below, we outline the steps to formally raise a complaint and request consideration for issues falling outside our existing refund policy.

<https://docs.google.com/document/d/1NloGnY07WjxB3LmitQSW4X8aNzxPnDEmfZ53sOwTBnY/edit?tab=t.0>

### **What are the payment obligations during extended study periods?**

Students are required to meet the full tuition payment schedule as agreed upon at the time of enrolment, regardless of any extension to the duration of their studies. If a student remains enrolled beyond the standard course length, whether due to academic progress, approved medical breaks, or any other reason, the original tuition payment schedule and total fees remain in effect. Students must ensure that, by the time they complete or graduate from the course, they have paid the full amount that was originally scheduled to be due by that date under their initial payment plan. Extensions to the study period do not reduce, pause, or otherwise alter the student's payment obligations. We reserve the right to withhold graduation until a student's account is fully up to date in accordance with the original payment plan.

### **I would like to raise a grievance about a member of staff/student. What is the process?**

### **Discipline, Complaints, and Appeals**

Students and faculty should always seek an amicable resolution to matters arising by addressing the issue with the person immediately related to the issue. Students should handle minor misunderstandings or disagreements within a regular teaching session or by direct message, or with their College. If a simple resolution is not possible, or the matter remains unresolved for one party, the steps outlined in this section apply to all groups, colleges, and units of Woolf.

## **I. The Red Flag System**

An issue with a red flag should be submitted in the case that a member of the Woolf family of colleges seeks to make an allegation of serious misconduct about another member, including matters of cheating, plagiarism, and unfair discrimination or intolerance.

Any member of Woolf, seeking to raise a matter of serious concern, should submit a red flag by emailing [redflag@woolf.university](mailto:redflag@woolf.university). Provide a short, clear description of the issue.

If a student submits an issue with a red flag, or if a faculty member submits an issue about a student, it will trigger a meeting with the Head of Student Experience (complaints from founders). If the issue is not resolved, the matter will be escalated to the College Dean.

If an issue is submitted with a red flag by a faculty member about another faculty member, then the issue is reported directly to the College Dean, and will be investigated by the Head of Faculty.

For both students and faculty members, after the Dean's decision, the one who submits the complaint is provided the opportunity to accept or appeal the decision; if the one submitting the issue appeals the decision, it will be assigned to the Quality Assurance, Enhancement, and Technology Alignment Committee, which is a subcommittee of the Faculty Council.