

**SELECTED POLICIES RELATED TO TEACHING – TIPPIE COLLEGE OF BUSINESS  
(DECEMBER 2006)**

*(These are not all the policies of the TOCB--just a short list EFC thought would be helpful during exam time.)*

	<b>Undergraduate Program</b>	<b>School of Management</b>
<p><b>TIPPIE COLLEGE OF BUSINESS HONOR CODE</b></p>	<p>Each student enrolled in Henry B. Tippie College of Business courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish.</p> <p>By agreeing to the Honor Code:</p> <ul style="list-style-type: none"> <li>• I commit to scholastic honesty and integrity;</li> <li>• I agree to maintain the spirit of the Honor Code;</li> <li>• I strive to set a standard of honest and ethical behavior that reflects well on me, the Henry B. Tippie College of Business and The University of Iowa.</li> </ul> <p><b><u>Official Reporting:</u></b></p> <p>College of Business faculty, teaching assistants, and staff members who discover Honor Code violations must report the violation to the Senior Associate Dean of the Tippie College of Business. The Senior Associate Dean will then distribute the case to the appropriate academic program contact.</p> <p><b><u>Student Reporting:</u></b></p> <p>A student who witnesses an Honor Code violation but fails to report it, threatens the spirit of the Code. The College of Business encourages students to report Honor Code violations to the course instructor or to the relevant program dean.</p> <p><b><u>Honor Code Offenses:</u></b></p> <p>All non-academic violations are referred directly to the Office of Student Life. The following is a non-exhaustive list of punishable offenses under the Honor Code. To provide additional notice, the Judicial Board will create unidentified records of all decided cases, and will make those records publicly available.</p> <p><b>1. Cheating</b> includes:</p> <ul style="list-style-type: none"> <li>• unauthorized use of notes, texts, or other aids during a test or quiz</li> <li>• copying the work of others and/or allowing others to view your answers or copy your work during a test, quiz or on homework</li> <li>• continuing to work on an exam after time is called</li> <li>• allowing other parties to assist in the completion of your test, quiz, homework, paper, or project when not permitted</li> </ul> <p><b>2. Plagiarism</b> includes:</p> <ul style="list-style-type: none"> <li>• presenting the work of others without proper acknowledgement</li> <li>• claiming the words and ideas of another as one's own</li> <li>• failure to properly cite and specifically credit the source of both text and web materials in papers, projects, or other assignments</li> <li>• copying source codes, graphs, programs, and spreadsheets</li> <li>• copying answer keys and solution manuals without the authorization of the course instructor</li> </ul> <p><b>3. Unauthorized Collaboration</b> includes:</p> <ul style="list-style-type: none"> <li>• working with other students on projects or assignments without authorization from the course instructor</li> </ul> <p align="center"><i>Instructors are expected to specify in writing on the assignment or the syllabus the amount of collaboration that is allowed.</i></p>	

	Undergraduate Program	School of Management
<p><b>TIPPIE COLLEGE OF BUSINESS HONOR CODE</b> <i>(continued)</i></p>	<p><b>4. Obtaining an Unfair Advantage</b> includes:</p> <ul style="list-style-type: none"> <li>stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor</li> <li>retaining, possessing, using or circulating previous given examination materials, when those materials are to be returned to the instructor</li> <li>intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work</li> </ul> <p><b>5. Forgery</b> includes:</p> <ul style="list-style-type: none"> <li>altering a score, grade, or schedule change on an academic record</li> <li>forging the signature of an instructor, advisor, dean, or another student without proper authorization</li> </ul> <p><b>6. Facilitating Academic Dishonesty</b> includes:</p> <ul style="list-style-type: none"> <li>helping or attempting to help another individual commit an act of academic dishonesty</li> </ul> <p><b>7. Resume Misrepresentation</b> includes:</p> <ul style="list-style-type: none"> <li>providing false information on your resume including work history, academic performance, or leadership activities</li> </ul> <p><b>Undergraduate students:</b> Please review the <a href="#">honor code and judicial procedures</a>. To report a violation, please submit an <a href="#">honor code incident report</a>. To initiate an appeal or for additional assistance, contact the appropriate Program Office (UPO, SOM).</p> <p><b>Graduate and professional students:</b> Please contact the appropriate office for more information regarding the honor code or the judicial procedures for your academic program.</p> <ul style="list-style-type: none"> <li>Master of Accountancy (MAc): 335-0862</li> <li>Master of Business Administration (MBA): 335-1039</li> <li>Doctor of Philosophy (PhD): 335-0830</li> </ul>	
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<p><b>ATTENDANCE POLICY</b></p>	<p>University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, or other unavoidable circumstances including certain University activities. Examples of authorized activities include participation in University-scheduled events for athletic teams, the marching band and pep band, debate teams, and other recognized University groups, as well as participation in University field trips, service with the military or National Guard, and jury duty.</p> <p>In addition, each College may further define what constitutes an excused absence for exams and other grading purposes (e.g., attendance or participation grades). This document is intended to give guidance to faculty and students in the</p>	<p>University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, or other unavoidable circumstances including certain University activities. Examples of authorized activities include participation in University-scheduled events for athletic teams, the marching band and pep band, debate teams, and other recognized University groups, as well as participation in University field trips, service with the military or National Guard, and jury duty.</p> <p>In addition, each College may further define what constitutes an excused absence for exams and other grading purposes (e.g., attendance or participation grades). This document is intended to give guidance to faculty and students in the</p>

	<b>Undergraduate Program</b>	<b>School of Management</b>
<p><b>ATTENDANCE POLICY</b> <i>(continued)</i></p>	<p>Tippie College of Business about what factors might influence the decision to excuse an absence that is not already covered by University policy. This document is not intended to restrict faculty behavior beyond what is required by University policy.</p> <p>In the Tippie College of Business, the general policy is twofold. First, excused absences should be narrowly defined to ensure that academics are the first priority. Second, faculty have discretion to determine, beyond the University mandated excused absences, what constitutes an excused absence and what coursework, beyond examinations, is available for make up credit.</p> <p>Faculty are encouraged but not required to take the following factors into account when deciding whether or not to treat an absence as excused:</p> <ol style="list-style-type: none"> <li>1. Did the student proactively attempt to cure the need for the absence, (e.g., by rescheduling an event)?</li> <li>2. What are the consequences for the student if he or she misses the out of class experience, (e.g., losing an opportunity to participate in a national conference)?</li> </ol> <p>Absence for job interviews may or may not be excused at the discretion of the faculty member. Again, faculty and students are encouraged to consider the degree to which the student was proactive in avoiding the conflict and the elective nature of the particular date and time of the interview (e.g., did the student have a choice of times or dates for the interviews).</p> <p>Students should not expect instructors to make adjustments to the class attendance policy, nor to provide make-up exams, so that students can leave campus before the beginning of scheduled vacation times or the end of a semester, or to accommodate family or employment activities.</p> <p>Faculty are encouraged to include their absence policies in their syllabi, making clear the effect of absence from class and, to the extent possible, the circumstances under which absences may be excused. Reference may also be made to this document which will be available on the Undergraduate Program Office website.</p>	<p>Tippie College of Business about what factors might influence the decision to excuse an absence that is not already covered by University policy. This document is not intended to restrict faculty behavior beyond what is required by University policy.</p> <p>In the Tippie College of Business, the general policy is twofold. First, excused absences should be narrowly defined to ensure that academics are the first priority. Second, faculty have discretion to determine, beyond the University mandated excused absences, what constitutes an excused absence and what coursework, beyond examinations, is available for make up credit.</p> <p>Students are expected to give adequate advance notice of an excused absence, make up the missed work and make every effort to avoid a class conflict (see student responsibilities section).</p> <p>Faculty are encouraged but not required to take the following factors into account when deciding whether or not to treat an absence as excused:</p> <ol style="list-style-type: none"> <li>1. Did the student proactively attempt to cure the need for the absence, (e.g., by rescheduling an event)?</li> <li>2. What are the consequences for the student if he or she misses the out of class experience, (e.g., losing an opportunity to participate in a national conference)?</li> </ol> <p>Faculty are encouraged to consider two job or internship interviews per semester as authorized activities for full-time MBA students. To ensure legitimacy, students will provide faculty with documentation from MBA Career Services upon request. Similarly, MBA-PM and Exec MBA students will occasionally miss class due to work-related travel.</p> <p>Faculty are encouraged to allow at least one, and possibly two, such absences. To ensure legitimacy, students can be asked to provide faculty with documentation from his/her supervisor. For condensed classes, The Tippie School suggests the maximum a student should miss is the equivalent of two "normal" class periods (i.e., 3 1/2 contact hours). Faculty and students are encouraged to consider the degree to which the student was proactive in avoiding the conflict and the elective</p>

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<p><b>ATTENDANCE POLICY</b> <i>(continued)</i></p>	<p><b><u>Student Responsibilities:</u></b></p> <p>Whenever possible (e.g., religious obligation, authorized University activity), students are responsible for notifying their instructor of a conflict requiring an excused absence well in advance of a scheduled examination or other in-class activity. For permission to be absent from class in order to participate in authorized University activities, students are expected to present to each instructor before each absence a written statement signed by a responsible official specifying exactly the dates and times necessary for them to miss class. For permission to be absent under the Tippie College policy, the same general procedure applies. Whenever possible, the student should contact each instructor before the absence to request that the absence be excused.</p> <p>When advance notification is not possible (e.g., illness, family or other personal emergency), students are expected to present evidence to verify the reason. Indeed, faculty in the Tippie College are urged to request this verification. Evidence is to be attached to a completed <u>"Explanatory Statement of Absence from Class"</u> form (available at <a href="http://www.registrar.uiowa.edu/forms/absence.pdf">http://www.registrar.uiowa.edu/forms/absence.pdf</a>).</p> <p>Instructors may require additional verification including that the student give his or her medical provider a waiver so that the professor can talk directly and in more depth about the student's health and the medical recommendation relating to missing class. In cases of family emergency, faculty may ask for a funeral notice or the phone number of the student's parents to call for verification about the emergency. Students who are or will be absent for more than five days may ask the Registration Center to send notification of the absence to each instructor.</p> <p><b>Students should be flexible in terms of scheduling make-up examinations. Students are expected to be willing to schedule make-up examinations at any time that does not conflict with other regularly scheduled class or examination times.</b></p>	<p>nature of the particular date and time of the interview (e.g., did the student have a choice of times or dates for the interviews?). The bottom line is whether these absences appreciably diminish the learning experience to a point where the class is no longer a valid educational experience.</p> <p>Faculty should include their absence policies in their syllabi, making clear the effect of absence from class and, to the extent possible, the circumstances under which absences may be excused. Reference may also be made to this document which will be available on the Tippie School of Management website.</p> <p><b><u>Student Responsibilities:</u></b></p> <p>Whenever possible (e.g., religious obligation, authorized University activity), students are responsible for notifying their instructor of a conflict requiring an excused absence well in advance of a scheduled examination or other in-class activity. For permission to be absent from class in order to participate in authorized University activities, students are expected to present to each instructor before each absence a written statement signed by a responsible official specifying exactly the dates and times necessary for them to miss class. For permission to be absent under the Tippie College policy, the same general procedure applies. Whenever possible, the student should contact each instructor before the absence to request that the absence be excused.</p> <p>When advance notification is not possible (e.g., illness, family or other personal emergency), students are expected to present evidence to verify the reason. Indeed, faculty in the Tippie College are urged to request this verification. Evidence is to be attached to a completed <u>"Explanatory Statement of Absence from Class"</u> form (available at <a href="http://www.registrar.uiowa.edu/forms/absence.pdf">http://www.registrar.uiowa.edu/forms/absence.pdf</a>).</p> <p>Instructors may require additional verification including that the student give his or her medical provider a waiver so that the professor can talk directly and in more depth about the student's health and the medical recommendation relating to missing class. In cases of family emergency, faculty may ask for a funeral notice or the phone number of the</p>

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<p><b>ATTENDANCE POLICY</b> <i>(continued)</i></p>	<p>Registration Center: 30 Calvin Hall Hours: 8-4:30 Mon-Fri Phone: (319) 335-0244 Fax: (319) 353-2550 E-mail: <a href="mailto:reg-center@uiowa.edu">reg-center@uiowa.edu</a></p>	<p>student's parents to call for verification about the emergency. Students who are or will be absent for more than five days may ask the Registration Center to send notification of the absence to each instructor.</p> <p><b>Students should be flexible in terms of scheduling make-up examinations. Students are expected to be willing to schedule make-up examinations at any time that does not conflict with other regularly scheduled class or examination times.</b></p> <p>Registration Center: 30 Calvin Hall Hours: 8-4:30 Mon-Fri Phone: (319) 335-0244 Fax: (319) 353-2550 E-mail: <a href="mailto:reg-center@uiowa.edu">reg-center@uiowa.edu</a></p>
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<p><b>EXAM POLICIES</b></p>	<p><b><u>University Policy On All Missed Exams:</u></b></p> <p>Students at The University of Iowa are permitted to make up exams missed due to religious holidays, illness, or special circumstances. Faculty members should reschedule exams for students who miss them for reasons consistent with the University's policy regarding religious holidays, as stated in Section IV, Chapter 2 of the <i>University Operations Manual</i>.</p> <p>Each college within the University is free to establish its own rules and regulations concerning absences from class. However, University regulations require that students be allowed to make up examinations that have been missed due to illness, mandatory religious obligations, or other unavoidable circumstances or University activities.</p> <p>See "Statement on Religious Diversity and the University Calendar" in the "Registration Information" section of the "Schedule of Courses".</p> <p><b><u>Course Exam Schedule Conflict Policies:</u></b></p> <p><b>These policies apply to exams scheduled during the semester.</b> See "Schedule Regulations Regarding Final Examinations" for Final Exam Policies.</p> <ol style="list-style-type: none"> <li>1. When instructors plan to give exams outside of class time, they should announce the dates and times at the first class meeting and list them on the course syllabus for distribution at the first class meeting.</li> <li>2. When there is a conflict between an exam scheduled outside of class time and a regularly scheduled course, the regularly scheduled course will take precedence.</li> <li>3. During <b>Fall semester</b>, when there is a conflict between two exams scheduled outside the regular class times, the course having the <b>lower</b> department number (or letter), or <b>lower</b> course number when the conflict is within the department, will take precedence. During <b>Spring semester and Summer session</b>, when there is a conflict between two exams scheduled outside the regular class times, the course having the <b>higher</b> department number (or letter), or <b>higher</b> course number when the conflict is within the department, will take precedence.</li> <li>4. When there is a conflict between an exam scheduled outside of class time and other <i>scheduled</i> and required course activities (e.g., performances, meetings, lectures), the required course activity will take precedence.</li> </ol>	

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<b>EXAM POLICIES</b> <i>(continued)</i>	<p>5. When there is a conflict between an exam scheduled outside of class time and other scheduled, non-required course activities or personal obligations, the exam will take precedence. However, exams not scheduled and announced in class at least 14 days in advance will <b>not</b> have priority under this policy.</p> <p>6. Instructors must offer reasonable options without penalty to students who miss exams due to conflicts described above.</p> <p>Alternate exams must be scheduled at a reasonable time and location.</p> <p>The alternate exam, if different, should be as equivalent as possible in content, difficulty, form, and time limits to the original.</p> <p>The standards for scoring and grading should be equivalent to those used with the original exam.</p> <p><b><u>Construction Noise During Examinations:</u></b></p> <p>The policy of The University of Iowa Facilities Services Group is to immediately stop construction when the work disturbs an examination in progress. The faculty member in charge of an examination should promptly report such problems to Facilities Services Group (5-5071) or to the construction workers, asking them to contact their supervisor.</p>																																	
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<b>GRADE APPEALS POLICY</b>	Any student wishing to appeal a grade from a class must do so before the end of the next full semester (excluding summer and winter).																																	
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<b>GRADING GUIDELINES</b>	<p>The MBA committee recommends the grade distributions outlined below. This curve is intended to encourage some uniformity in grading in the MBA program(s) and to set expectations for the students. In addition, the curve will give new faculty and adjunct faculty clear guidelines for grading purposes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Program</th> <th style="text-align: center;">A Range</th> <th style="text-align: center;">B Range</th> <th style="text-align: center;">C, D, F Range</th> </tr> </thead> <tbody> <tr> <td>Full-Time Core</td> <td style="text-align: center;">&lt;=50%</td> <td style="text-align: center;">&gt;=50%</td> <td style="text-align: center;">As needed for lack of mastery</td> </tr> <tr> <td>Full-Time Electives</td> <td style="text-align: center;">&lt;=60%</td> <td style="text-align: center;">&gt;=40%</td> <td style="text-align: center;">As needed for lack of mastery</td> </tr> <tr> <td>MBA-PM Entry Core (6N:211 through 6N:216)</td> <td style="text-align: center;">&lt;=50%</td> <td style="text-align: center;">&lt;=45%</td> <td style="text-align: center;">&gt;=5%</td> </tr> <tr> <td>MBA-PM Core</td> <td style="text-align: center;">&lt;=50%</td> <td style="text-align: center;">&gt;=50%</td> <td style="text-align: center;">As needed for lack of mastery</td> </tr> <tr> <td>MBA-PM Elective</td> <td style="text-align: center;">&lt;=60%</td> <td style="text-align: center;">&gt;=40%</td> <td style="text-align: center;">As needed for lack of mastery</td> </tr> <tr> <td>Exec MBA</td> <td style="text-align: center;">&lt;=70%</td> <td style="text-align: center;">&gt;=30%</td> <td style="text-align: center;">As needed for lack of mastery</td> </tr> <tr> <td>Int'l Exec MBA</td> <td style="text-align: center;">&lt;=50%</td> <td style="text-align: center;">&gt;=50%</td> <td style="text-align: center;">As needed for lack of mastery</td> </tr> </tbody> </table>		Program	A Range	B Range	C, D, F Range	Full-Time Core	<=50%	>=50%	As needed for lack of mastery	Full-Time Electives	<=60%	>=40%	As needed for lack of mastery	MBA-PM Entry Core (6N:211 through 6N:216)	<=50%	<=45%	>=5%	MBA-PM Core	<=50%	>=50%	As needed for lack of mastery	MBA-PM Elective	<=60%	>=40%	As needed for lack of mastery	Exec MBA	<=70%	>=30%	As needed for lack of mastery	Int'l Exec MBA	<=50%	>=50%	As needed for lack of mastery
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<b>GRADING GUIDELINES</b> <i>(continued)</i>	<p>3. From time to time, a faculty member may decide that the curve does not apply to a standard class; i.e., not an honors seminar or exception set out in (2) above. For instance, the class may perform particularly well or poorly. The faculty member should, in his or her syllabus, reserve the right to vary from the curve. It may be necessary to discuss the variance with the appropriate department chair depending on departmental grading policy (see [1] above).</p> <p>4. The recommended distribution should be interpreted as indicating "top down" target maximums. For example, the target number of A's in an elective course should be at most 40%; the total proportion of As and Bs should be no more than 80% (40% + 40%); and the total proportion of As, Bs, and Cs should be no more than 95% (40% + 40% + 15%).</p> <p>5. In a full semester, faculty should probably use total enrollment at the end of the first 7 weeks of class or when the second class list comes out, as the measure of the number of students in the class on which to base the percentage of various grades. This isn't a mandatory date; just a suggested date for consistency in the courses. Students who drop after this day may be counted in the percentage of students receiving an "F" for the course.</p> <p>This curve is intended to encourage some uniformity in grading in the College and to set expectations for the students. In addition, the curve will give new faculty and adjunct faculty clear guidelines for grading purposes.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Grade</th> <th>Core Courses</th> <th>Required Courses</th> <th>Elective Courses</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>20%</td> <td>30%</td> <td>40%</td> </tr> <tr> <td>B</td> <td>40%</td> <td>40%</td> <td>40%</td> </tr> <tr> <td>C</td> <td>30%</td> <td>25%</td> <td>15%</td> </tr> <tr> <td>D</td> <td>10%</td> <td>5%</td> <td>5%</td> </tr> </tbody> </table>	Grade	Core Courses	Required Courses	Elective Courses	A	20%	30%	40%	B	40%	40%	40%	C	30%	25%	15%	D	10%	5%	5%	<p>1. The curve is only recommended.</p> <p>2. The curve will not be suitable for all classes. For instance, faculty teaching a small enrollment elective or seminar may not chose to give any grades of C, D or F. Similarly, the grading curve would not be appropriate for directed readings courses.</p> <p>3. From time to time, a faculty member may decide that the curve does not apply to a standard class. For instance, the class may perform particularly well or poorly. The faculty member should, in his or her syllabus, reserve the right to vary from the curve.</p> <p>4. We recommend the faculty use total enrollment at the end of the first 7 weeks of class or when the second class list comes out, as the measure of the number of students in the class on which to base the percentage of various grades. Students who drop after this day may be counted in the percentage of students receiving an "F" for the course.</p>
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<b>INCOMPLETE GRADES</b>	<p>Instructors may report a mark of I (incomplete) only if the unfinished part of the student's work, in a course other than research, thesis, or independent study, is small; the work is unfinished for reasons acceptable to the instructor; and the student's standing in the course is satisfactory. Courses may not be repeated to remove incomplete grades. Incomplete grades must be removed by completing the unfinished part of the work. The work must be completed and submitted to the course instructor four weeks before the close of the examination period of the next full semester, excluding summer and winter sessions. Faculty and students are encouraged to clearly set out in writing the terms of completing the Incomplete. Both the faculty member and</p>																					

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<b>INCOMPLETE GRADES</b> <i>(continued)</i>	the student should keep a record of this agreement. Failure to remove the incomplete before the end of the next full semester, excluding summer and winter sessions, will result in an "F" being assigned to replace the "I". This policy stands regardless of whether or not the student is enrolled. Grade changes may be submitted converting a grade of F to a letter grade with instructor approval.	
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<b>RECORDS POLICY</b>	<p>A copy of the final course grade and grades on all components that went into calculating that grade should be kept with the department for two years. The file should be detailed enough to allow for a check for clerical errors by comparing the student's graded work with the department record. This is especially important for courses in which the instructor will be on leave or will have left the University by the following semester.</p> <p>Term papers, assignments, and projects are generally considered to be the property of the student who prepared them. Students should be told in advance if the instructor plans to keep copies of student work. Similarly, if the course work is done in conjunction with a consulting project that will be the property of a client, students should be informed at the start of the class that their work will not belong to them but will instead become the property of the client. Examinations (questions and answers) are the property of the instructor.</p> <p>Ideally, graded assignments, papers, and examinations should be returned to students before the end of the semester. Final examinations, final papers, and capstone projects that are graded after the end of the semester should be kept at least until the end of the subsequent semester so that students can refer to them or retrieve them. Materials from a spring semester should be kept at least until the end of the next fall semester and fall semester materials should be kept until the end of the next spring semester. Materials from a summer session should be kept at least until the end of the following fall semester and materials from the winter term should be kept until at least the end of the following spring semester.</p> <p>Student materials should not be left in boxes outside of office doors for students to pick up. All student documents should only be available to the students to whom they belong.</p>	