Henry B. Tippie School of Management
Hong Kong MBA
Student Policies and Procedures Manual
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This manual outlines the policies and procedures of the Tippie College of Business for the Hong Kong MBA program.

**Section I. Tippie College of Business**

A. **Tippie College of Business Organizational Structure.** The Tippie College of Business (hereafter called the Tippie College of Business) is part of the Tippie College of Business (hereafter called the College of Business). The Tippie College of Business is led by the Associate Dean of the Tippie College of Business who reports to the College’s Senior Associate Dean.

The Tippie College of Business offers the Master of Business Administration (MBA) degree, which provides students with a foundation for future growth and flexibility in professional management. The MBA programs, which are fully accredited by the Association to Advance Collegiate Schools of Business (hereafter called AACSB), enable students to build broad-based personal portfolios of analytical skills, knowledge, and professional experiences.

**Section II. Admission to the Hong Kong MBA Program**

A. **Admission Requirements.** Admission to the HKMBA is based on the following:

1. **Academic record** – Completion of a baccalaureate-level degree is required. Results should be at a level that clearly demonstrates the ability to complete a rigorous academic program. A GMAT may be required if the admission committee feels the academic record is not sufficiently strong to indicate the ability to complete the program.

   A candidate who does not hold a bachelor’s degree may be considered. Such candidates may be asked to provide a GMAT score and must have at least the equivalent of a United States associate’s level degree. They should have at least 5 years of managerial experience.

2. **Work experience** – Candidates should have at least three years of full-time work experience.

3. **Leadership** - Leadership potential should be evident through involvement in community or other activities as well as achievements in the workplace.

4. **Communication** - All classes are taught in English. Evidence of ability to communicate in English is required. An official TOEFL score may be requested. Candidates must also participate in an admission interview with a representative of the Tippie Tippie College of Business.

B. **Application Procedure.** Application materials may be obtained from our partner organization in Hong Kong:

CEG (Asia) Limited
Room 1804B, Tower 1, Admiralty Centre
18 Harcourt Rd
Admiralty, Hong Kong

Tel: 852-25370548
Fax: 852-25370549
C. **Status upon Admission.** Student admission status falls into one of the following categories:

1. **Regular.** Students who have met the minimum requirements for admission and whom the Tippie College of Business have accepted for work leading to the MBA degree.

2. **Conditional.** Students who are interested in working toward the MBA degree but who are required by the Tippie College of Business to demonstrate their ability to do satisfactory graduate work before being admitted to regular status. Students on conditional status must achieve regular status within two sessions of registration in the Tippie College of Business by attaining satisfactory completion of requirements as outlined in their admission letter.

D. **Readmission.** Students who are admitted to and enroll in the Tippie College of Business but who then fail to register for a period of 12 months or more must apply for readmission. To apply for readmission, the student must complete the Application for Readmission to a Graduate Program form and provide an updated resume. Students who apply for readmission are held to the admission standards and tuition schedule in place at the time at which they re-enroll.

**Section III. Registration**

A. **System of Course Numbers.** MBA courses will have course numbers of 8000 and above. Some graduate courses numbered 6000-7999 may be acceptable for credit with special permissions from the respective program.

B. **Enrollment in Courses by Students Not Admitted to the HK MBA Program.** A student must be admitted to the Hong Kong MBA Program or another MBA program offered by the Tippie College of Business to be allowed to enroll in a course offered by the program.

C. **Standard Enrollment.** Permission from a program advisor is needed to accept credit toward the MBA degree for a course offered by the College of Business numbered below 7000 or for a course offered outside the College of Business. Credit toward the MBA degree is not given for other courses unless prior approval is granted by the program director.

Students should register for all courses offered by the program each semester. If each course is taken in succession, a student would graduate in approximately 15 to 18 months of his or her start date.

D. **Class Attendance without Registration.** Attending a class without formal registration is not permitted.

E. **Correspondence Courses.** Correspondence study credits do not count toward the fulfillment of the MBA degree.

F. **Dropping Courses.** In the case that a student must withdraw from a course after registration, the student must notify the program director and CEG directly. Notification must include an explanation of the reason for requesting withdrawal. Withdrawal from the course may not be granted without sufficient justification.

Students who intend to defer any particular module must notify CEG three weeks in advance. Last-minute deferment without sufficient notice will not be permitted and will be considered an absence from the course. Students may be required to pay the full amount for retaking each module from which they are absent. Special permission may be granted in case of hardship or emergency; to support deferment, please include documentary evidence (e.g. medical certificate, business trip itinerary) with the deferment form. Deferring a course will result in a delay in completion of the program.
G. Other Campus Enrollment. HK MBA students in good academic standing may attend classes at the University of Iowa campus in Iowa City, Iowa. The following policies govern on-campus enrollment:

a. Length of stay: The maximum length of the study period shall not exceed two semesters. Summer sessions are counted as a semester.

b. Placement Services: HK MBA students studying under this policy at the University of Iowa campus in Iowa City, IA, U.S. will not be entitled to career services support.

c. Tuition and Fees: HK MBA students shall be responsible for paying any University of Iowa-associated fees during both semesters. For a second semester, student will be assessed the normal University of Iowa U.S. non-resident tuition in force at that time.

d. Eligibility requirements: Candidates must have enrolled in the HK MBA program for at least one year, be current in their enrollment status, and must have taken at least 10 of the 15 courses needed to complete the program to be eligible to take classes at the University of Iowa campus in Iowa City, IA. They also must meet the required pre-requisites for the courses they complete on campus.

Procedures: Specific procedures to be followed for enrollment on-campus are available from the program director.

HK MBA students in good academic standing may attend classes at the CIMBA campus in Paderno del Grappa, Italy. The following policies govern CIMBA enrollment:

a. Length of stay: The maximum length of the study period shall not exceed one semester. Summer sessions are counted as a semester.

b. Tuition and Fees: HK MBA students shall be responsible for paying any CIMBA-associated fees in addition to the normal tuition paid to CEG.

c. Eligibility requirements: Candidates must have enrolled in the HK MBA program for at least one year, be current in their enrollment status, and meet the required pre-requisites for the courses.

Additional information about this option can be obtained from the program director.

Section IV. Absence from Classes

Attendance at all classes is expected. By the nature of the program, students may miss an occasional class due to travel or other business demands. However, to maintain academic integrity of the program, students are expected to miss no more than four total hours of a class. Students are to notify the instructor if they will not be able to attend class. Advance notification is expected whenever possible.

The instructor for the course has discretion in determining whether absences are acceptable, and, if so, how much class can be missed without jeopardizing the ability to complete the course. It is possible that for some courses absences of even four hours may make it impossible to complete the course.

If it is necessary to miss class, and the instructor of the course agrees that the missed work can be made-up, such arrangements must be made with the instructor and approved by the Associate Dean. Advance arrangements are required except in rare cases where the absence could not reasonably be anticipated in advance. The program director and CEG are to be notified of these arrangements.
**Section V. Graduate Credits**

A. **Transfer of Graduate Credit.** Graduate work at other institutions will be entered on the student’s Permanent Record by the University of Iowa Office of the Registrar.

Application of transfer work toward the MBA degree will be determined by the program director. Up to 9 semester hours of transfer work may be applied to the MBA degree if the following requirements are met: 1) the course is completed in an MBA or other graduate business program accredited by AACSB, 2) the course was not used to fulfill the requirements of another degree, and 3) the course grade earned is a B or better (3.0 GPA on a 4.0 scale).

In general, it is recommended that all coursework after formal admission be completed through the University of Iowa. Graduate credits from another institution earned after formal admission must be pre-approved by the program director. The Tippie College of Business may consider the transfer of an elective course if the course is consistent with the student’s career goals and is not offered by the Tippie College of Business.

B. **Course Waiver.** An admitted student may be allowed to waive a core course if the student has completed a master’s degree or significant undergraduate coursework in a given field of study. Academic records will be reviewed upon admission for granting of waivers. A maximum of one course waiver will be granted that reduces the credit hour requirement from 45 to 42 semester-hours. Any additional waivers will not result in further reduction of credit hours required to earn the MBA degree.

The most common course waiver is granted for Corporate Financial Reporting. For a waiver of this course, the following credentials must be provided along with completion of an undergraduate or master’s degree in accounting. Student memberships in the noted organizations are not sufficient to qualify for a waiver.

- ACCA Hong Kong – the student must be a chartered certified accountant
- Hong Kong Institute of CPAs – student must have a practicing certificate
- CPA Australia – the student must be a CPA
- CIMA – the student needs to have passed the Test of Professional Competence in Management Accounting (TOPCIMA) and thus hold a CIMA certificate.

C. **Second Grade Option (Repeating a Course).** The second grade option is not available for students in an MBA program. If a student repeats a course, both grades appear on the permanent record and are used to calculate the cumulative grade-point average. Repeated coursework credit hours are recognized only once toward fulfillment of MBA degree requirements.

**Section VI. Marking System**

A. **Marks Carrying Graduate Credit.** These are A+, A, A-, B+, B, B-, C+, C, C- and S (satisfactory). It is the decision of the individual faculty member if plusses and minuses are awarded.

B. **Marks Carrying No Graduate Credit.** These are D+, D, D-, F, I (incomplete), R (registered), and U (unsatisfactory). While the credits associated with these grades do not count toward degree requirements, the letter grades are included in the calculation of the grade-point average.

C. **Audit.** Auditing courses is not allowed for Hong Kong courses. Students must be pay tuition, be officially enrolled in the course, and receive a grade.

D. **Incomplete.** The grade of I is to be used only when a student’s work during a session cannot be completed because of illness, accident, or other circumstances beyond the student’s control. Students who receive the mark of I must remove that mark within the first session of registration after the closing date of the session for which it is given; otherwise the grade becomes an F, except that students with I’s from the spring semester are exempt.
from completing the course during the succeeding summer session. At a later date, a faculty member can change the F to another grade. The deadline for submission to the University of Iowa Office of the Registrar of the instructor’s grade change on an incomplete will be printed in the University of Iowa’s academic calendar. Courses may not be repeated to remove incompletes; removal of an I is accomplished only through the completion of the specific work for which the mark is given.

It is strongly recommended that the student, in cooperation with the faculty member, prepare a written outline that provides a timeline for completion of the incomplete. A copy of the recommended written agreement should be forwarded to the program director.

E. No Report. The "No Report" (0) designation appearing on a student’s permanent record must be changed to a valid grade according to the same rules that apply to "Incompletes" (I). Failure to remove the 0 by the specified date will result in an F being assigned for each such record the next time the student registers at the University of Iowa.

F. Course Grades of S and U. Students may not apply courses taken with grades of S and U credit toward MBA degree requirements.

G. Computed Grade-Point Average. The computed grade-point average is based only on graduate work: A+ = 4.33, A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .067, and F = 0. Although a grade of A+ will have a value of 4.33 in computing a student’s grade-point average, the cumulative average will be truncated so as not to exceed 4.00.

Section VII. Academic Standing, Probation, and Dismissal

A. Probation. A student will be placed on probation if, after completing nine or more semester hours of graduate work, the student’s cumulative grade-point average for graduate work done at the University of Iowa falls below 2.75. If, after completing six additional semester hours of graduate work at the University of Iowa, the student’s grade-point average remains below 2.75, the student will be denied permission to register; otherwise, the student will be restored to good standing. A student on probation may not receive an MBA degree.

B. Tippie College of Business Dismissal. A student who is not permitted to register for failure to meet academic standards will be notified of this fact in writing with reasons for the action provided. Such dismissal may follow failure to meet conditions of admission, conditions of probation, or Tippie College of Business grade-point requirements.

C. Tippie College of Business Review of Academic Dismissal and Admissions Decisions. Academic dismissal and/or admissions decisions can be appealed to the Associate Dean of the Tippie College of Business and then to the Senior Associate Dean of the Tippie College of Business, who has final authority for such decisions, pending review of the Office of the Provost. If a student judges the dismissal decision improper, the student has a right to request a review.

Section VIII. Policies and Regulations Affecting Students

A. Student Rights and Responsibilities. Each academic year the university publishes a Student Bill of Rights at http://dos.uiowa.edu/policies.

B. Students with Disabilities and Academic Accommodations. Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, instructors must make reasonable accommodations for students with identified physical, mental, and/or learning disabilities. Policies are published at
The University of Iowa MBA Honor Code. The purpose of the Tippie College of Business MBA Honor Code is to ensure honorable and ethical behavior by MBA students. By accepting admission into a University of Iowa MBA program, a student implicitly agrees to follow the University of Iowa MBA Honor Code found at http://tippie.uiowa.edu/honor-code.cfm.

Each student accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The honor code is as follows:

• I commit to scholastic honesty and integrity;
• I agree to maintain the spirit of the honor Code;
• I strive to set a standard of honest and ethical behavior that reflects well on me, the Tippie College of Business, and the University of Iowa.

Faculty, teaching assistants, and staff who discover Honor Code violations must report the violation to the Senior Associate Dean of the Tippie College of Business. 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.

If an honor code violation is reported, the violation will be reviewed using the processes in place for the program. If the violation is proven, faculty have the authority to determine the academic sanction if the violation occurred in a specific course. The Tippie College of Business determines the programmatic sanction.

D. Student Complaints Concerning Faculty Actions. Student complaints concerning faculty actions can be pursued according to the recommend mechanisms available at http://dos.uiowa.edu/policies/student-complaints-concerning-faculty-action-2/. Steps include:

1. The student should first attempt to resolve the issue with the faculty member involved.

2. Lacking a satisfactory outcome, the student can engage the appropriate Departmental Executive Officer for his/her judgment with the issue. This can be done by providing a written summary of the situation and request to the Hong Kong program director, who will provide the request to the respective Departmental Executive Officer. A written response from the Departmental Executive Officer will be provided to the student.

3. If an outcome satisfactory to the student is still not obtained, the student can appeal to the Senior Associate Dean of the College of Business. Written appeal to the Senior Associate Dean should include: 1) a letter from the student explaining in what way the outcome was not supported by substantial evidence and/or relevant procedures were not followed, and 2) copies of all previous documents provided by or to the student in the departmental reviews.

4. A student dissatisfied with the outcome of an academic complaint against a faculty member at the collegiate level may ask the Office of the Provost to review the matter. The function of a review by the Office of the Provost is to ensure: 1) that the outcome was supported by substantial evidence in the record when the record is viewed as a whole, and 2) that relevant procedures of the department and/or college were followed. Appeal to the Office of the Provost should include: 1) a letter from the student explaining in what way the outcome was not supported by substantial evidence and/or relevant procedures were not followed, and 2) copies of all previous documents provided by or to the student in the departmental and collegiate reviews.

E. Student Complaints Concerning Tippie College of Business Professional Staff Actions. A student who has a
complaint concerning inappropriate conduct by a member of the Tippie College of Business professional staff is responsible for following the procedures described below. Procedures for student complaints:

1. The student should discuss the concerns directly with the Tippie College of Business staff member.
2. If the student and staff member are unable to resolve the problem, the student may submit a letter of complaint to the Tippie College of Business Associate Dean. The staff member’s direct supervisor will be informed of the situation.
3. The Associate Dean, in conjunction with the staff member’s direct supervisor, will investigate the complaint. The staff member will be contacted and given the opportunity to review and respond to the student complaint. The Associate Dean and the supervisor will act as mediators to settle the matter.
4. If the Associate Dean and the supervisor are unable to resolve the issue to the satisfaction of the student, the student may appeal to the College of Business Senior Associate Dean.

F. Sexual Harassment. If the complaint involves sexual harassment, the procedures above need not be followed. The university policy and procedures can be found at http://dos.uiowa.edu/policies/.

G. University Ombudsperson. The Office of the University Ombudsperson (http://www.uiowa.edu/ombuds/) responds to problems and disputes brought forward by all members of the university community - students, staff, and faculty - that appear unresolvable through existing channels. Before consulting the ombudsperson, an attempt should be made to resolve problems by following the procedures described in this manual.

Section IX. General Requirements for the MBA Degree

A. Award of Degree. Admission to the School of Management does not guarantee the awarding of an MBA degree, which must be earned through satisfactory academic performance at the University of Iowa.

B. Application for Degree. Staff will submit degree applications on behalf of the students.

C. Enrollment in Final Session. Students may graduate without being registered during the semester of graduation.

D. Plan of Study. Prior to submitting the names to the Registrar’s Office, the program director will review the student’s plan of study to verify the student’s academic coursework and ensure all degree requirements are met.

E. Conditions Necessary to Receive an MBA Degree. A student must fulfill the following conditions to receive an MBA degree:

   1. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
   2. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete).
   3. A cumulative grade-point average of at least 2.75 must be earned.
   4. All financial indebtedness to the University of Iowa and CEG must be cleared.
   5. The student must be in good standing in accordance with both academic requirements and the School of Management Honor Code.

F. Residence Requirement. Of the minimum 45 semester hours required for the MBA degree, at least 36 semester hours must be completed at the University of Iowa.

G. Reduction of Old Credits. Credits for the MBA degree dating back more than ten years from the session in which the degree is to be conferred are not counted toward fulfillment of MBA degree requirements.

H. Graduation. A graduation ceremony will be held in Hong Kong during the summer each year. Students may also attend the graduation ceremony held in Iowa City in December or May.

Section X. Beta Gamma Sigma
Membership in Beta Gamma Sigma is not available to students in the Hong Kong MBA Program.

Section XI. Changing MBA Degree Requirements

Proposed changes in the general requirements for the MBA degree will be considered by the MBA Program Committee. The Senior Associate Dean will decide if a broader review of changes approved by the MBA Program Committee should be undertaken by the College of Business Departmental Executive Committee and the faculty.

Section XII. Exceptions

This manual includes conventional policies followed by Tippie College of Business faculty and staff. Petitions to waive these regulations may be made for appropriate and justifiable reasons on behalf of any MBA student through their program director. Typically, the Tippie School of Management will evaluate these petitions.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA, 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.