

# **Student Policies and Procedures Handbook for Iowa MBA Programs**

5<sup>th</sup> Edition (Revised June 2020)

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## Student Policies and Procedures Handbook for Iowa MBA Programs

This handbook outlines the policies and procedures of the University of Iowa Henry B. Tippie College of Business Iowa MBA Programs. The handbook contains information relevant to students in the Executive MBA, Online MBA, and Professional MBA programs, and the Professional Certificates in Business Fundamentals, Finance, Leadership, and Marketing. Differences in the policies and procedures among the programs are identified by program. If a section does not distinguish among programs, it applies to all programs. Policies relevant to the international MBA programs in Hong Kong and Italy can be found in respective handbooks for these programs.

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## Section I. Henry B. Tippie College of Business Iowa MBA Programs

**Henry B. Tippie College of Business Organizational Structure.** The Henry B. Tippie College of Business Iowa MBA Programs are part of the Henry B. Tippie College of Business (hereafter called the College of Business). The Iowa MBA Programs are led by an Associate Dean, who reports to the College Dean.

The College offers the Master of Business Administration (MBA) and Professional Certificate programs, which provide students with a foundation for future growth and flexibility in professional management. The MBA programs include the Executive MBA (EMBA), Online MBA (OMBA), Professional MBA (PMBA), and International MBA (offered in Hong Kong and Italy). Professional Certificates (Certificates) are offered in Business Fundamentals, Finance, Leadership, and Marketing. These MBA programs, which are fully accredited by the Association to Advance Collegiate Schools of Business (hereafter called AACSB), enable students to build a broad-based personal portfolio of leadership skills and comprehensive business acumen in a team-based learning environment. The Professional Certificates, both embedded within the MBA or completed as a stand-alone award, are a subset of the Professional MBA Program and, unless otherwise stated, are subject to PMBA guidelines.

## Section II. Admission to the Iowa MBA or Certificate Programs

### A. Admission Requirements.

Each program sets its own admission requirements that include the applicant's academic background and professional experience. Refer to specific program literature online for details regarding admission criteria.

### B. Application Procedure.

In all programs, applicants must complete the program's requisite application form, provide official copies of transcripts from all institutions attended, and furnish official exam scores (GMAT, GRE, or Executive Assessment) scores if required. Additional application requirements and deadlines are outlined in each program's application materials.

**MBA Programs.** Students may find information about the Iowa MBA programs at <https://tippie.uiowa.edu/future-graduate-students/mba-programs> or by calling (USA only): 1-800-MBA-IOWA (1-800-622-4692), or 319-335-1039.

**Certificates.** Information on certificate programs may be found at: <https://tippie.uiowa.edu/future-graduate-students/professional-executive-education/certificates> or by calling (USA only): 1-800-MBA-IOWA (1-800-622-4692), or 319-335-1039. Current MBA students can also locate details about earning a certificate while completing an MBA at <https://tippie.uiowa.edu/current-students/mba-students/professional-mba/professional-certificates-joint-degrees>.

### C. Admissions Tests.

**Professional MBA Program and Online MBA Program.** Prior to consideration for full admission, applicants may take either the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE) unless applying for a GMAT waiver. [GMAT information](#) is published by the Graduate Management Admission Council. [GRE information](#) is published by the Educational Testing Service. Consult the website for further details on [PMBA Program admission requirements](#) and [Online MBA Program admission requirements](#).

**GMAT/GRE Waiver.** In instances in which a student has a strong academic history and career progression, the GMAT/GRE may be waived.

### **Waiver Due to Advanced Academic Degrees**

GMAT/GRE waivers may be granted when an applicant has earned a master's degree or terminal degree including a Ph.D., M.D., J.D., and Pharm.D. The following requirements need to be met:

The applicant has earned a master's or terminal degree from an accredited U.S. postsecondary institution posted on the [U.S. Department of Education accredited schools' list](#) or the [AACSB accreditation list](#). The applicant who has earned an advanced degree from a non-U.S. postsecondary institution will be considered for a waiver by exception.

The applicant must have earned a cumulative grade point average of a 3.0 or higher on a 4.0 scale (or equivalent) in all graduate work used to fulfill the degree requirements.

### **Waiver Due to Advanced Professional Experience and Strong Academic Performance**

GMAT/GRE waivers may be granted when an applicant has significant professional experience and strong academic performance at the undergraduate level or while a PreMBA or a Business Fundamentals/Finance Professional Certificate student. The following requirements need to be met:

1. The applicant has six or more years of post-baccalaureate professional work experience and has demonstrated career progression.
2. The applicant has earned a:
  - a. cumulative undergraduate grade point average of 3.25 or higher on a 4.0 scale with grades of B or better in two or more quantitative courses (algebra or higher)

**OR**

  - b. cumulative grade point average of 3.0 or higher in a minimum of three University of Iowa MBA courses while a PreMBA or Professional Certificate student, including B's or better in two of the following: Business Analytics, Managerial Economics, Corporate Financial Reporting, or Managerial Finance

The decision to grant the GMAT/GRE waiver is made at the discretion of the Professional MBA Admissions Committee and will be made upon receipt of a completed application. You will be contacted if the Committee determines that a GMAT or GRE score is needed to fully evaluate your candidacy for the MBA program.

Consideration for the GMAT/GRE waiver will be void if an applicant earns a grade of C+ or below while enrolled as a PreMBA or Professional Certificate student. Additionally, an applicant granted the waiver who has not successfully demonstrated the ability to manage the quantitative rigor of the MBA through successful completion of quantitative courses at the undergraduate or graduate level with grades of B [3.0] or greater may be admitted on a conditional basis.

**Executive MBA Program.** A GMAT or GRE is typically not required for admission. An applicant may be asked to take the Executive Assessment to bolster the academic component of his/her application when an initial assessment can't be made with the information provided. Some examples include:

- insufficient quantitative coursework within previous degrees earned
- low GPA
- undergraduate degree not conferred

## D. Grade-point Admission Consideration.

Graduates of any college or university accredited by regional accrediting associations may be considered for admission to an Iowa MBA program. A minimum undergraduate cumulative grade-point average of 2.5 is required for admission consideration unless a special exception applies.

**Professional MBA Program and Online MBA Program.** Graduates of colleges or universities accredited by regional accrediting associations may be considered for admission. A minimum undergraduate cumulative GPA of 2.5 is required for full admission consideration unless a special exception applies. A minimum 2.75 GPA is required for PreMBA status. If the applicant's cumulative GPA is less than 2.75, the following GMAT scores (or comparable GRE scores) will be required:

GPA	GMAT
2.25 – 2.49	GMAT 580 +
2.50 – 2.74	GMAT 560 +

Applicants who have earned an undergraduate cumulative GPA below a 2.25 will be considered if additional coursework is completed with satisfactory academic performance. The applicant will be asked to complete additional coursework in combination with a 580+ GMAT (or equivalent GRE): 1) complete 12 credit hours of quantitative, undergraduate-level coursework and earn B's or better (3.0/4.0 scale), or 2) complete nine credit hours of quantitative, graduate-level coursework with B's or better (3.0/4.0 scale). Courses taken at the graduate level for this admission requirement are ineligible to transfer, and the completed graduate or undergraduate courses cannot be used for PMBA core course waiver consideration.

**Online MBA Program Selectivity:** The Iowa Online MBA program will have limited capacity, which impacts selectivity and may require an applicant to meet higher-than-minimum admission standards. Applications from non-U.S. citizens living outside the United States will not be considered. This restriction may be modified or lifted for future semesters as capacity expands.

## E. International Student Requirements.

### **English Proficiency Requirement for International Students:**

**Professional MBA Program and Online MBA Program.** Prior to consideration for admission or PreMBA status, international student applicants whose native language is other than English must take and pass either the Test of English as a Foreign Language (TOEFL), Pearson Test of English (PTE) Academic, or the International English Language Testing System (IELTS), unless they have received a degree from an accredited college or university in the United States, the United Kingdom, Canada (except Quebec), Australia, or New Zealand. This requirement may be waived if 1) the applicant successfully completes an admissions interview that includes significant conversation in English, or 2) if the undergraduate or graduate degree earned was taught in English and verified on the transcript. The minimum TOEFL score required is 600 (paper-based test), 250 (computer-based test), or 100 (internet-based test). The IELTS minimum total score is 7.0 and minimum sub-score is 6.0. All IELTS test-takers will be required to take the on-campus [English Proficiency Evaluation](#).

**Executive MBA Program.** International students should contact the EMBA program director to determine if the TOEFL or IELTS is necessary.

### **Visa Requirement for International Students:**

**Professional MBA Program, Online MBA Program, and Executive MBA Program.** International Students with an F1 student visa are not admissible into the PMBA or OMBA programs. The most common type of visa is an H-1B, but different types are also eligible for admission. Please contact [tippie-admissions@uiowa.edu](mailto:tippie-admissions@uiowa.edu) for additional questions.

#### **Proof of Insurance Requirement for International Students:**

**Professional MBA Program, Online MBA Program, and Executive MBA Program.** All international students registered for classes at Iowa must submit proof of insurance while residing in the United States. MBA students usually have insurance through an employer but are still required to notify the University of this once per year to avoid enrollment in the student health insurance plan.

Students may now submit this proof online through MyUI. (Student Information tab, Student Life Management section). This online form only takes a minute and then you will be added to the exemption list. Additional questions can be directed to [Tim Dowiat](#).

#### **F. Status upon Admission.**

Student admission status falls into one of the following categories:

1. *Regular.* Regular admission is provided to students who have met the requirements for admission as stated by each respective MBA program. The minimum undergraduate grade point average (GPA) for admission as a regular admission student is a 2.75. By special exception, a student with a lower GPA may be admitted regularly if there is sufficient evidence of the student's academic and/or professional achievement indicating his/her potential for success in an MBA program.
2. *Conditional.* Conditional admission is provided to students who are accepted into an MBA Program and who are required by the administration 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 college by attaining satisfactory completion of requirements as outlined in their admission letter.

#### **G. Readmission.**

Students who are fully admitted to, and enroll in, a program, but who then subsequently fail to register for a period of 12 months or more, must apply for readmission.

**Professional MBA Program and Online MBA Program.** To apply for readmission, the student must complete the MBA readmission application and provide an updated resume. Students who apply for readmission are held to the admission standards in place at the time of the new application.

PreMBA and Certificate students who have not enrolled for a period of 12 months or more must submit a new PreMBA/Certificate application.

**Executive MBA Program.** The Executive MBA Program is a cohort program in which all students progress through the courses together. In the rare instance a student needs to step out temporarily, the potential of readmission will be reviewed by the program Executive Director and determined by the individual's circumstances.



## H. Review of Admissions Decisions.

**Professional MBA Program, Online MBA Program, and Executive MBA Program.** Admissions decisions can be appealed to the Director of Admissions, then to the Associate Dean of Graduate Management Programs, 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.

## Section III. Registration

### A. System of Course Numbers.

MBA courses have course numbers of 8000 and above. Graduate courses numbered 6000 – 7999 are acceptable for credit if they are offered as part of the published MBA Schedule of Courses for the respective program or if part of an approved joint-degree program. Graduate credit is not given for courses that are numbered 3000 – 4999.

### B. Enrollment in Courses by Students Not Admitted to a Graduate Program

**Professional MBA Program.** Individuals interested in taking courses prior to seeking full admission can apply for PreMBA status. The following items are required to apply for PreMBA status: online application, resume, and unofficial transcripts.

Students approved to begin in PreMBA status can enroll in up to five courses (15 semester hours).

Students must complete **one** of the following courses while in PreMBA status:

- MBA:8160 Managerial Economics
- MBA:8140 Corporate Financial Reporting
- MBA:8150 Business Analytics
- MBA:8180 Managerial Finance

These courses are determined to be strong indicators of a student's potential for success in the program, which enables the committee to make a more informed admission decision once the student applies for full admission.

Additional Policies:

- Credits earned while in PreMBA status will be applied to the student's plan of study upon full admission to the program.
- PreMBA students may continue in status as long as they do not earn more than two grades of C+ (2.33) or lower in MBA course work.
- Students must earn a 3.0 cumulative GPA in PreMBA status to be considered for full admission.
- Credits must be no more than 10 years old to be counted toward fulfillment of the degree.

University of Iowa Students pursuing other degree programs may be allowed to enroll in Professional MBA courses if they meet the PreMBA requirements and have permission from their program department. Tuition for PMBA courses is assessed in addition to on-campus tuition.

**Online MBA Program.** Students must be admitted to the Online MBA Program to be allowed to enroll in courses offered through the program.

**Executive MBA Program.** Students must be admitted to the Executive MBA Program to be allowed to enroll in courses offered through the program.

### C. Standard Course Load and Enrollment Restrictions.

Professional MBA Program and Online MBA Program students may register for no more than the maximum course load each session. Maximum course loads vary and are listed below.

#### **Summer, Fall and Spring Sessions (non-Intersession)**

- Students may enroll in up to three courses (9 semester hours) provided all the following criteria are met:
  - No more than two courses are concurrent\* with overlapping course start and end dates\*.
  - Accelerated courses\* cannot have overlapping course start and end dates\*. This does not apply to an accelerated course\* combined with a full session course.
  
- Students will be permitted to enroll in three concurrent\* courses (9 semester hours) provided all the following criteria are met:
  - Fully admitted to the PMBA or OMBA Program
  - Completed at least nine semester hours of credit in the program
  - Received grades of B or better and a cumulative GPA of 3.5+ in all MBA coursework
  - Not enrolled in Business Integration for the respective session
  - Not enrolled in more than one accelerated\* course in the respective session with overlapping course start and end dates\*.

#### **Fall (Nov/Dec) and Spring (April/May) Intersession**

- Students may enroll in one course (3 semester hours).

#### **Winter Session (currently offered in person at Professional MBA Program sites)**

- Students may enroll in one course (3 semester hours).

#### **Global Learning Opportunities (GLO)**

- Students may enroll in the GLO provided there is no additional course enrollment in which the dates overlap with the global trip component or conflict in times with the GLO preparatory online live sessions. If this requirement is met, students may take GLO in addition to the maximum course load published per session.

#### **PreMBA enrollment restrictions for the Professional MBA program**

Students in PreMBA status within the Professional MBA Program may enroll in up to five courses (15 semester hours). Credits must be no more than 10 years old to be counted toward fulfillment of the degree.

The five courses must include one of the following:

- MBA:8160 Managerial Economics
- MBA:8140 Corporate Financial Reporting
- MBA:8150 Business Analytics
- MBA:8180 Managerial Finance

## General Policy Information:

- Students may not enroll in courses that meet on the same date and time. This includes courses where only one of the days or nights overlap.
- Students may enroll in courses in MyUI as long as the full registration does not violate the enrollment restrictions. If the enrollment violates the restrictions, the registration will be administratively dropped.

## \*Definitions:

- Concurrent courses are defined as those courses that take place within the same time frame (using course start and end dates) but are held on different days and/or times.
- Accelerated courses are defined as those with course start and end dates less than nine weeks in length.
- Overlapping dates are defined by the course start and end date in MyUI and the published Schedule of Courses (not by the published in-person course dates, which may differ from the course dates).

## Enrollment in Iowa City Courses - Professional MBA Program and Online MBA Program.

PMBA students may complete up to 5 courses (15 semester hours) of MBA coursework in Iowa City campus sections (001, 002) that are offered through the full time Master of Finance and Master of Business Analytics programs. Students interested in these courses must submit a request to the Director, Registrar Services for Graduate Management Programs and meet on-campus registration requirements. Students admitted to the Master of Finance and Master of Business Analytics programs have priority in registering for these courses, and approval is not guaranteed. Refer to the Tuition, Program Fee, and Payment section for related tuition details.

**Executive MBA Program.** Executive MBA Program support staff will register students for all courses offered by the program each semester. Credit toward the MBA degree is not given for courses taken outside the program.

## D. Registration in Zero Credit Courses.

MBA and Certificate students may not register for courses printed in the University of Iowa Schedule of Courses as carrying zero semester hours of credit.

## E. Class Attendance without Registration.

Attending a class without formal registration is not permitted.

## F. Registration for Part of a Session.

**Professional MBA Program and Online MBA Program.** Registration after the first class session of a course is not permitted unless approval is provided by a program advisor.

**Executive MBA Program.** Registration for part of a session is not permitted unless approved by the Executive Director.

## G. Correspondence Courses.

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

## H. Auditing Courses.

Students may not audit courses.

## I. Dropping Courses.

**Professional MBA Program and Online MBA Program.** For each session, students must follow the deadline dates established and published by the PMBA and OMBA program. Students begin to incur tuition responsibility as described in the [Tuition Responsibility Schedule](#), which is published each session.

**Executive MBA Program.** Given the cohort nature of the Executive MBA Program, students may not drop courses without the consent of the director. Students will be assessed tuition as described in the Executive MBA Program handbook if they leave the program for any reason.

# Section IV. 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 once approved by the Graduate Management Programs department.

### **Professional MBA Program and Online MBA Program.**

- Prior to program admission, up to 12 semester hours of transfer credit may be applied to the MBA degree if the following requirements are met:
  - 1) Credit is completed in an MBA program accredited by AACSB. If the course was completed outside of an MBA program, the course will be evaluated by the Assistant Dean, Academics, Graduate Management Programs for transferability.
  - 2) Credit was not used to fulfill the requirements of another degree.
  - 3) The grade earned is a B or better (3.0 GPA on a 4.0 scale).

Note: Effective with Fall 2020 new admits, transfer credits used to fulfill degree requirements can be no more than 10 years old from the session in which the MBA degree is conferred.

- Credit earned while in a University of Iowa Tippie College of Business graduate program (master's degree in Accounting, Finance, or Business Analytics, PhD, Business Analytics Certificate or a professional certificate in Business Fundamentals, Finance, Leadership or Marketing): Up to 15 hours of credit earned may be used to fulfill the requirements for the MBA degree, even if used to fulfill graduation requirements of the prior program. Credit used to fulfill degree requirements must be no more than 10 years old from the session in which the MBA degree is conferred.
- All course work after program admission to the MBA program is required to be completed through the University of Iowa. Two circumstances serve as exceptions to the policy:
  1. Graduate Management Programs may consider the transfer of up to six hours of elective course credit if the course area is consistent with the student's career goals and is not offered through the MBA program.

2. Should a student move outside the area served by the program, the student may complete the MBA degree through the online courses offered by the program. On rare occasion, these students may be approved to transfer credit from another institution if University of Iowa MBA online options are not available.

For the two exceptions stated above, the following requirements must be met for transfer credit after formal admission:

- Graduate credits from another institution earned after admission to the MBA program must be preapproved by the Assistant Dean, Academics, Graduate Management Programs.
  - The course is completed in an MBA program accredited by AACSB. If the course was completed outside of an MBA program, the course will be evaluated for transferability by the Assistant Dean, Academics.
  - The course does not fulfill the requirements of another degree.
  - The course grade earned is a B or better (3.0 GPA on a 4.0 scale).
  - The total number of transfer credits that can be applied toward the MBA degree is 12.
  - Transfer credit approved beginning Fall 2020 and after must be no more than 10 years old from the session in which the MBA degree is conferred to be used to fulfill degree requirements.
- Credit cannot be transferred into a Tippie College of Business professional certificate program (Business Fundamentals, Finance, Leadership or Marketing) except in the following instances:
    1. An Iowa MBA student with approved transfer credit into the MBA program that is equivalent to a professional certificate course may apply that transfer course to a certificate as long as the student is admitted to the certificate program while still in the MBA program.
    2. An Iowa MBA alumnus may utilize all credit hours completed in the University of Iowa MBA program toward the respective Tippie College of Business professional certificate. However, one course must be completed while in the certificate program-of-study to have the certificate awarded.

Credit used to fulfill degree requirements must be no more than 10 years old from the session in which the MBA degree is conferred.

**Executive MBA Program.** No credit from other institutions will be applied toward the University of Iowa MBA degree. In very rare circumstances, limited credits from another institution may be applied to complete the degree, with prior approval from the Executive Director.

## B. Course Waiver.

**Professional MBA Program and Online MBA Program.** An admitted student may be allowed to waive a core course if the student has completed a master's degree or significant undergraduate course work in a given field of study. Student academic records will be reviewed for granting of waivers at the time students begin the program. Waiving a course requires 12 semester hours completed in the subject area with grades of B (3.0) or better. Waiver of course work does not reduce credit hours required for a degree. Students must complete the 45-semester-hour program requirement by replacing each waived core credit with one additional elective credit.

If a core course waiver is granted to a student admitted to a Professional Certificate, the student must replace the waived course with an approved certificate elective of equivalent credit hours.

**Executive MBA Program.** Students in the Executive MBA Program will not be allowed to waive course work.

### C. Registration Changes Due to Military Activation.

Details about this can be found on the [University Registrar website](#).

### D. 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 V. Tuition, Program Fee, and Payment

### A. Tuition and Program Fee Assessment.

The University of Iowa charges tuition and related expenses to each student and emails official notification to students (to their @uiowa.edu address) that their U-Bill is available for review on MyUI. Payment options are noted on the [University Billing Office website](#). If a student receives tuition assistance from his/her employer, it is up to the student to understand and follow the employer's reimbursement policies. The student remains financially responsible for the balance of the bill and all restrictions will apply if payment is not received by the due date.

In the rare case an employer would like to be billed directly for a student's tuition, the student and/or the employer representative should [email the University Billing Office](#) Sponsor Billing Specialist for additional instructions.

**Professional MBA Program and Online MBA Program.** Tuition assessment is based upon the number of semester hours for which a student is enrolled. The website will provide additional information on [PMBA tuition](#) and [OMBA tuition](#).

**Certificate Programs.** Certificate course tuition is the same as Professional MBA tuition and is described [online](#) in greater detail.

**Executive MBA Program.** Students are directly billed by the university on a semester basis. The program fee schedule is published in the program application materials.

### B. Resident Classification for Tuition and Program Fee Purposes.

Copies of the regulations and administrative guidelines governing the classification of residents and nonresidents for admission and tuition purposes are available on the [Registrar's website](#). Questions concerning these regulations and guidelines should be referred to the Office of the Registrar.

**Professional MBA Program and Online MBA Program.** Iowa resident and nonresident students are assessed the same tuition rate for Professional MBA Program and Online MBA Program courses that appear in the [Course Schedule](#).

PMBA and OMBA students who choose to enroll in MBA coursework offered through the full time Master of Finance and Master of Business Analytics programs in Iowa City (generally with a 001 or 002 section identifier) will be assessed on-campus tuition according to the [University's tuition and fee table](#).

**Executive MBA Program.** Resident and nonresident students are assessed the same program fee.

### C. Payment of Student Accounts.

**Professional MBA Program and Online MBA Program.** All tuition amounts are billed in full for the term on the first billing. The University Billing Office offers three payment options: 1) pay the "balance in full" at the beginning of each semester, 2) pay the "minimum periodic payment" through the deferred payment plan, or 3) participate in the Employer Deferred Tuition plan offered through the University of Iowa Billing Office. Click [here](#) for additional information.

**Executive MBA Program.** All tuition amounts are billed in full for the term on the first billing. The University Billing Office requires payment in full for each term by the end of the semester. Students may defer payment for up to 30 days after the end of each term to allow for tuition reimbursement. Previous terms must be paid in full in order to register for the next term.

## Section VI. Marking System

### A. Marks Carrying Graduate Credit.

These include A+, A, A-, B+, B, B-, C+, C, C- and S (Satisfactory). It is the decision of the individual faculty member if pluses and minuses are awarded.

### B. Marks Carrying No Graduate Credit.

These include 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 classes offered to students in the EMBA, OMBA, PMBA, and Professional Certificate programs is not permitted.

### 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 after the closing date of the session for which it is given; otherwise the grade becomes an F. (Exception - A student with an I from the spring semester is exempt from completing



the course during the succeeding summer session; the course would need to be completed by the end of the fall semester.) 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 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 conjunction with approval from the faculty member, prepare a written outline that provides a timeline for completion of the incomplete.

### E. No Report.

The "No Report" (O) 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 O 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. Directed Readings.

Directed readings are not offered to students in the EMBA, OMBA, PMBA and Professional Certificate programs.

### G. Course Grades of S and U.

Students may not apply courses taken with grades of S and U credit toward MBA degree or Certificate requirements.

### H. 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 Academic Dismissal**

### A. Probation.

A student, excluding those in PreMBA or Professional Certificate status, will be placed on academic probation if the student's cumulative University of Iowa MBA Program of Study grade-point average falls below 2.75 after completing nine or more semester hours (including previously completed semester hours while in PreMBA status or earning a Professional Certificate). The grade-point is calculated on credit hours earned within the past ten years. Once on probation, the student is allowed to complete nine additional University of Iowa MBA semester hours to increase the grade-point to or above the required 2.75 and be restored to good standing. If the student's grade-point average remains below 2.75, the student will be denied permission to register. A student on probation may not receive an MBA degree.



## B. Academic Dismissal.

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

MBA students who are on probation and do not raise or are unable to raise their cumulative GPA with nine additional credit hours to a 2.75 or higher will be dismissed from the program and not allowed to enroll.

PreMBA and Professional Certificate students who earn more than two C+s (2.33) or lower will not be allowed to continue in status or enroll.

## C. Review of Academic Dismissal.

**Professional MBA Program and Online MBA Program.** Academic dismissal can be appealed to the Assistant Dean of Academics, then to the Associate Dean of Graduate Management Programs, 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.

**Executive MBA Program.** Academic dismissal decisions can be appealed to the Executive Director, then to the Associate Dean of Graduate Management Programs, 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.

# Section VIII. Policies and Regulations Affecting Students

## A. Student Rights and Responsibilities.

Each academic year the University publishes a [Student Bill of Rights](#).

## 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. Additional information is published [online](#).

## C. The University of Iowa MBA Programs Honor Code.

The purpose of the University of Iowa MBA Programs Honor Code is to ensure honorable and ethical behavior by management students. By accepting admission into a University of Iowa MBA or Professional Certificate program, a student implicitly agrees to follow the [University of Iowa MBA Programs Honor Code](#).

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:

By agreeing to the Honor Code:

- 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 Henry B. 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. Students should report Honor Code violations to the course instructor, an MBA advisor, or Assistant Dean for Program & Student Experience.

If an honor code violation is reported, the violation will be reviewed using the processes in place for the specific graduate program. If the violation is proven, faculty have the authority to determine the academic sanction if the violation occurred in a specific course. The program administrator(s) determines the programmatic sanction.

### **Punishable Offenses**

The following is a nonexhaustive list of punishable offenses under the Honor Code.

#### **A. Cheating** includes:

- unauthorized use of notes, texts, or other aids during a test or quiz;
- copying the work of others and/or allowing others to view your answers or copy your work during a test, quiz, or on homework;
- continuing to work on an exam after time is called;
- allowing other parties to assist in the completion of your test, quiz, homework, paper, or project when not permitted.

#### **B. Plagiarism** includes:

- presenting the work of others without proper acknowledgment;
- claiming the words and ideas of another as one's own;
- failure to properly cite and specifically credit the source of both text and web materials in papers, projects, or other assignments;
- copying source codes, graphs, programs, and spreadsheets;
- copying answer keys and solution manuals without the authorization of the course instructor.

#### **C. Unauthorized collaboration** includes:

- working with other students on projects or assignments without authorization from the course instructor. Instructors are expected to specify in writing on the assignment or the syllabus the amount of collaboration that is allowed.

#### **D. Obtaining an unfair advantage** includes:

- stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor;
- retaining, possessing, using, or circulating previously given examination materials, when those materials are to be returned to the instructor;
- 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.

#### **E. Forgery** includes:

- altering a score, grade, or schedule change on an academic record;
- forging the signature of an instructor, advisor, dean, or another student without proper authorization.

F. **Facilitating academic dishonesty** includes:

- helping or attempting to help another individual commit an act of academic dishonesty.

G. **Resume misrepresentation** includes:

- providing false information on your resume including work history, academic performance, or leadership activities.

## Reporting an Alleged Violation

A student who witnesses an Honor Code violation is expected to report the violation to the course instructor. A student may report a violation by [filing a violation report](#) that will notify with the Assistant Dean, Program and Student Experience, Graduate Management Programs. Instructors will be informed immediately of incident reports filed by students.

Nonacademic violations may be referred directly to the Office of Student Accountability.

## Violation Review

Once a violation has been reported, the Assistant Dean, Program and Student Experience, Graduate Management Programs will contact the student named on the violation report by email, using the student's University of Iowa email account. This email will contain the following information:

- A copy of the violation form filed with the Assistant Dean, Program and Student Experience, Graduate Management Programs.
  - If the incident form was submitted by a student, the submitting student's name will be redacted to ensure confidentiality.
  - The College will attempt to maintain the confidentiality of the submitting student's name to the extent reasonably practicable; however, it is possible that the student's name will be revealed during the course of investigation or a hearing concerning an incident report and alleged Honor Code violation.
- The nature of the sanction imposed by the instructor.
- The appeal process and deadline.
- For all first offenses, an academic integrity seminar will be required; details on how to complete the assignment and the deadline will be provided. Additionally, if there are future violations of the Honor Code or the Code of Student Life, the Tippie College of Business will take additional disciplinary action including the possibility of permanent expulsion from the College.

After receiving official notification from the Assistant Dean, Program and Student Experience, Graduate Management Programs, the student may:

- A. Accept responsibility for the Honor Code violation and the instructor's sanction.
  - Final notation will be added on the incident report detailing the sanction.

- For students enrolled in Graduate Management Programs, the incident report will be placed in the student's file (paper file and in the online system Maxient). It will not be included in the MAUI electronic student file.
  - For students enrolled in Graduate Management Programs, a record of the Honor Code violation will be kept for ten years or until the student graduates, whichever comes first.
  - The Graduate College will also be notified of the violation for students in the Master of Science in Business Analytics and Master of Science in Finance.
- B. Accept responsibility for the Honor Code violation but appeal the instructor's sanction to the Judicial Board.
- The student must submit an appeal form to the Graduate Management Programs Office within 10 business days of receiving the email notification of the incident from the Assistant Dean, Program and Student Experience, Graduate Management Programs.
- C. Deny responsibility for the Honor Code violation and appeal the instructor's sanction to the Judicial Board.
- The student must submit an appeal form to the Graduate Management Programs Office within 10 business days of receiving the email notification of the incident from the Assistant Dean, Program and Student Experience, Graduate Management Programs.

## Appeal Process

Appeals of alleged violations will be handled in the following manner.

- Upon receipt of a student appeal, members of the Judicial Board and all relevant parties will be notified via email sent to their University of Iowa email account.
- Prior to adjudication by the Judicial Board, the student may withdraw the appeal and accept responsibility for the Honor Code violation and the sanction issued by the instructor.
- When two or more students are accused of the same incident of academic misconduct, they may have the option of having their appeals reviewed jointly or separately.
- When the appeal is filed by a student who is a current Judicial Board member, the entire Judicial Board will be notified of the appeal and queried to determine whether or not the Judicial Board will review the appeal. If it is determined that the Judicial Board cannot review the appeal (e.g., not enough unbiased members can be selected for the investigation team or hearing panel), the Judicial Board will recommend the appeal be decided by the Assistant Dean, Program and Student Experience, Graduate Management Programs.
- Appeal investigation. After reviewing the incident report and the student's appeal form, two (2) Judicial Board members will conduct an investigation of the alleged Honor Code violation.
  - The Judicial Board investigation team will contact the principal parties (i.e., the instructor and student) requesting an interview to obtain further evidence. If these parties do not respond within five (5) business days, they waive their right to an interview and the investigation team will proceed with the investigative process.

- The investigative process may include, but is not limited to, interviewing all necessary people (e.g., instructor, students, staff, or witnesses identified by students or instructor) and obtaining evidence such as written statements, syllabi, assignments, and exams.
- Prior to submitting the investigation report, the investigation team will share the individual interview report with the appropriate instructor(s) or student(s). The involved parties will have two (2) business days to make changes to the report.
  - Each person will have the opportunity to review the information in their individual interview report with the investigators to ensure the accuracy of their statements.
  - After all parties have reviewed their respective interview reports and the Judicial Board investigation team has made appropriate edits, the investigation report will be submitted to the Assistant Dean, Program and Student Experience, Graduate Management Programs. After submission to the Assistant Dean, Program and Student Experience, Graduate Management Programs, the investigation report will be made available to the instructor and accused student.
  - The timelines established for the investigation of Honor Code charges may be extended by the Assistant Dean, Program and Student Experience, Graduate Management Programs. Such extensions will, however, only be granted by the Assistant Dean, Program and Student Experience, Graduate Management Programs for extenuating circumstances.
- Adjudication of alleged violations. The Assistant Dean, Program and Student Experience, Graduate Management Programs will forward the investigation report to an adjudication panel composed of two (2) student Judicial Board members and one (1) faculty Judicial Board member.
- The two (2) student members who conducted the investigation may not sit on the adjudication panel.
- After reviewing the investigation report, the adjudication panel will either:
- Request additional information from the student(s), instructor(s), or witness(es).
- The adjudication panel will provide the Assistant Dean, Program and Student Experience, Graduate Management Programs or a member of the Graduate Management Programs Office staff with their questions.
- The Assistant Dean, Program and Student Experience, Graduate Management Programs or Graduate Management Programs Office staff member will coordinate receiving responses from the appropriate individuals and forwarding the information to the adjudication panel.
- Consider the findings of the investigation team and any other information obtained from the student(s), instructor(s), or witness(es) and come to a resolution based on a majority vote. The panel may:
- Affirm the Honor Code violation and original sanction imposed by the instructor prior to the appeal.
- Determine the student did not commit an Honor Code violation. In this case, a written statement will be issued recommending the Assistant Dean, Program and Student Experience, Graduate Management Programs dismisses the allegation and no record will be kept in the student's file.

## Sanctions

When a student appeals a sanction, the Judicial Board adjudication panel shall consider

- If the sanction was different than what was included in the course syllabus or assignment sheet.
- If the sanction was consistently applied by the instructor to all students in the class charged with the same academic misconduct.

The Judicial Board adjudication panel may issue any reasonable programmatic sanction, which may include, but are not limited to:

- Letter of apology
- Community service
- Ethics course
- Paper on ethics
- Failure of assignment or test
- Failure of course
- Suspension
- Expulsion
- Grade reduction

If the Judicial Board adjudication panel recommends an additional sanction beyond that already imposed by the instructor, the Assistant Dean, Program and Student Experience, Graduate Management Programs will determine whether or not to impose this sanction.

The Assistant Dean, Program and Student Experience, Graduate Management Programs will issue a letter to the student with the outcome of the appeal, taking into consideration the recommendation of the Judicial Board but retaining authority to determine the merits of the appeal and appropriate programmatic sanctions.

### **Subsequent Appeals**

Students have the right to appeal the decision of the Assistant Dean, Program and Student Experience, Graduate Management Programs through the following steps based on their Program of Study:

#### ***MBA***

1. Appeal to the Associate Dean, Graduate Management Programs, Tippie College of Business, who may accept the recommendation of the Judicial Board, modify the recommendation, or reverse the recommendation and require a new investigation, review, or both.
2. Appeal the decision of the Associate Dean, Graduate Management Programs to the Senior Associate Dean, Tippie College of Business.
3. A student may request a final review by the Office of the Provost.

#### ***MS in Finance or MS in Business Analytics***

1. Appeal to the Associate Dean, Graduate Management Programs, Tippie College of Business, who may accept the recommendation of the Judicial Board, modify the recommendation, or reverse the recommendation and require a new investigation, review, or both.

2. Appeal the decision of the Associate Dean, Graduate Management Programs to the Senior Associate Dean for Academic Affairs of the Graduate College, which could trigger the process of review by a committee of faculty and students as noted in the Graduate Student Manual (Section IV.F).
3. A student may request a final review by the Office of the Provost.

Any appeal must be made in writing and include a clear description of the basis for the appeal.

Questions about the different steps of this appeal process can be addressed to the Assistant Dean, Program and Student Experience, Graduate Management Programs.

The reasons for appeal of the Judicial Board's decision are limited to the following:

- Violation of due process.
- Excessive or inappropriate sanctions.
- New evidence that was not available at the time of the investigation and/or hearing.
- Procedural error that adversely affected the outcome of the hearing.

Appeals may not be filed on the basis of disagreement with the factual basis or merits of the Judicial Board's decision.

### **Graduate Judicial Board Membership**

- The Judicial Board consists of a minimum of two faculty members and at least one representative from each of the following programs:
  - Professional MBA
  - Online MBA
  - Master of Science in Business Analytics (Professional)
  - Master of Science in Business Analytics (Career)
  - Master of Science in Finance
- Student members are selected for one year, renewable terms.
- Current Judicial Board members will review the applications and recommend students for positions on the board. Judicial Board members may also be asked to support efforts to instill a culture of academic integrity within their programs and to provide training to future Judicial Board members.
- The Board is not limited, however, to fill only the vacated positions. Membership on the Judicial Board may be offered to all qualified candidates.
- Should it be necessary for a student member to resign from the board, the vacancy will be filled during the next recruiting period.
- The Assistant Dean, Program and Student Experience, Graduate Management Programs will determine the make-up of the Judicial Board and any changes that may be needed. The Assistant Dean, Program and Student Experience, Graduate Management Programs reserves the right to dismiss a Judicial Board member for failing to perform duties and expectations.

## Recording

The Judicial Board shall have the discretion to record any aspect of an investigation or hearing. If the Judicial Board chooses to record an interview with a witness as part of an investigation, the party will be notified before the interview begins.

## Revision of Honor Code

The Honor Code is subject to revision and amendment by the Tippie Faculty Senate. Revisions to the procedures used by the Judicial Board to investigate and adjudicate Honor Code violations may be made from time to time by the Assistant Dean, Program and Student Experience, Graduate Management Programs, Tippie College of Business, in consultation with the Judicial Board.

## D. Student Complaints Concerning Faculty Actions.

Student complaints concerning faculty actions including grade appeals can be pursued according to the recommended mechanisms available [online](#). 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 students' MBA advisor, who will provide the request to the respective Assistant Dean for Program and Student Experience and the 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 Staff Actions.

A student who has a complaint concerning inappropriate conduct by a member of the Iowa MBA professional staff is responsible for following the procedures described below.

Procedures for student complaints:

1. The student should discuss the concerns directly with the program 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 Assistant Dean for Program and Student Experience. 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 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 [online](#).

## G. University Ombudsperson.

The [Office of the University Ombudsperson](#) responds to problems and disputes brought forward by all members of the University community - students, staff, and faculty - that appear irresolvable through existing channels. Before consulting the ombudsperson, an attempt should be made to resolve problems by following the procedures described in this manual.

## H. Mandatory Reporting Responsibilities.

Students should be aware that many University of Iowa staff, and even fellow students in certain positions and professions, have a responsibility to report disclosures about past or current experiences of sexual misconduct, dating/domestic violence, or stalking. As such, confidentiality cannot be guaranteed. For more details on this topic, please visit [this website](#).

# Section IX. Scholarships and Graduate Appointments

Scholarships and graduate appointments are currently not available to students MBA Students.

## A. Other Forms of Financial Assistance.

Students enrolled in any of the MBA programs may apply for financial assistance through the [University of Iowa Office of Student Financial Aid](#).

## Section X. General Requirements for the MBA Degree or Professional Certificate

### A. Application for Degree.

**Professional MBA Program and Online MBA Program.** The student must apply for MBA degree conferral along with a Professional Certificate (if applicable) through MyUI. Deadlines are distributed to the students by program staff and are published within MyUI. Failure to file the application by the deadline date may result in the postponement of graduation to a subsequent session. A student applying only for Professional Certificate conferral cannot do so in MyUI but must email their request to the Assistant Director, Registrar Services by the deadline distributed to the students by program staff.

**Executive MBA Program.** Staff will submit degree applications on behalf of the students.

### B. Plan of Study Degree Audit.

Upon receipt of the Application for the Iowa MBA Degree or certificate, the respective program staff will review the student's plan of study to verify the student's academic coursework and to ensure all requirements have been met. Approved applications will be forwarded to the University of Iowa Office of the Registrar. To avoid any issues, students should review their plan-of-study progression with their program director the semester prior to that in which they expect to graduate.

### C. Concentrations/Academic Tracks/Certificates

**Professional MBA Program and Online MBA Program.** Although not required, PMBA students may embed a Professional Certificate within the MBA with no additional hours of credit needed. Embedded certificates offered include Finance, Leadership, and Marketing. Students may pursue multiple certificates.

A Business Analytics Certificate may also be embedded in the MBA earned in the PMBA program; however, it requires a separate admissions process. More details are available [online](#).

**Executive MBA Program.** The Executive MBA Program does not offer concentrations.

### D. Residence Requirement.

**Professional MBA Program and Online MBA Program.** Of the 45 semester hours required for the MBA degree, at least 36 semester hours must be completed at the University of Iowa.

Students must have a 15-hour program residency to have an award or degree awarded. Professional Certificate (Leadership, Marketing, Finance, Business Fundamentals) students must have earned 15 hours of certificate course credit at the University of Iowa. Certificate students who matriculate to a fully admitted student in the Professional or Online MBA programs must have a minimum of 15 hours of MBA credit earned while in full admit status to graduate.

**Executive MBA Program.** All the semester hours required for the MBA degree must be completed at the University of Iowa. Requests for exceptions are handled on a case by case basis, typically for enrolled EMBA students who have completed a substantial number of courses and need to finish a course(s) at another accredited institution.

## E. 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.

## F. Conditions Necessary to Receive an MBA Degree.

A student must fulfill the following conditions to receive an MBA degree:

1. Complete the course requirements for the program.
2. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
3. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete).
4. A cumulative MBA Program of Study grade-point average of 2.75 must be earned.

If a student has completed the courses necessary for an MBA and has not earned the required GPA, the student may be allowed to complete additional courses to raise the GPA. The exact number of courses allowed depends upon the timing of probationary status as students have nine hours following probationary status to increase the GPA to a 2.75. A student may choose to increase the GPA by taking a new course or repeating a current course. If a student repeats a course, both grades appear on the permanent record and are used to calculate the cumulative grade-point average. A total of 15 unique courses is still required to earn an MBA.

5. All financial indebtedness to the University of Iowa must be cleared.
6. Must be in good standing in accordance with both academic requirements and the MBA Programs Honor Code.

## G. Conditions Necessary to Receive a Professional Certificate.

A student must fulfill the following conditions to receive a Professional Certificate:

1. Complete the course requirements for the program.
2. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
3. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete).
4. A cumulative Certificate Program of Study grade-point average of 2.75 must be earned.

If a student has completed the five courses necessary for a certificate and has not earned the required GPA, the student may be allowed to complete a sixth course to raise the GPA. The sixth course must be one that was already approved to count toward a certificate. A student may choose to increase the GPA by taking a new course or repeating a current course. If a student repeats a course, both grades appear on the permanent record and are used to calculate the cumulative grade-point average. A total of five unique courses is still required to earn a Professional Certificate.

5. All financial indebtedness to the University of Iowa must be cleared.
6. Must be in good standing in accordance with both academic requirements and the MBA Programs Honor Code.

## H. Two Master's Degrees.

The University of Iowa will grant an MBA degree to students pursuing a second master's degree simultaneously or in succession, if all requirements are met for each degree separately or as outlined in the joint degree plan of study.

## I. Enrollment in Final Session.

Students may graduate with an MBA without being registered during the semester of graduation.

## J. Award of Degree.

Admission to an MBA program does not guarantee the awarding of an MBA degree, which must be earned through satisfactory academic performance at the University of Iowa. The same holds true for a Professional Certificate.

## **Section XI. "With Distinction" Designation**

**Professional MBA Program and Online MBA Program.** Students with a 3.80 GPA or higher will graduate "with distinction". This honor will be notated on the student's diploma and transcript. This designation does not apply to certificate programs.

**Executive MBA Program.** Students with a 4.0 cumulative GPA will graduate "with distinction".

## **Section XII. 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 considered by the College of Business Departmental Executive Officer Committee and the faculty.

## **Section XIII. 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 or Certificate student through their program advisor. Typically, the Graduate Management Programs staff will evaluate these petitions.

### **Non-Discrimination Statement**

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 contact the Office of Equal Opportunity and Diversity at 319-335-0705 (voice), 319-335-0697 (TDD), [diversity@uiowa.edu](mailto:diversity@uiowa.edu), or University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316.