

MBA Student Policies
and Procedures
Handbook 2017

4th Edition

The University of Iowa
 Tippie College of Business
 Graduate Management Programs
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Graduate Management Student Policies and Procedures Handbook

This handbook outlines the policies and procedures of the University of Iowa Henry B. Tippie College of Business Graduate Management Programs. If a section does not distinguish among programs, it applies to all programs. Differences in the policies and procedures among the programs are identified by program. The handbook contains information relevant to students in the Full-time MBA, Professional MBA, and Executive MBA programs, and the Professional Certificates in Business Fundamentals, Finance, Leadership, and Marketing. 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 Graduate Management Programs

Henry B. Tippie College of Business Organizational Structure. The Henry B. Tippie College of Business Graduate Management Programs are part of the Henry B. Tippie College of Business (hereafter called the College of Business). The Graduate Management Programs are led by an Associate Dean, who reports to the College's Senior Associate 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 Iowa 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. 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 for details regarding admission criteria.

B. Application Procedure.

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 locally at 319-335-1039. In all programs, students will be expected to complete the program's requisite application form, provide official copies of transcripts from all institutions attended, and furnish official GMAT or GRE scores if required. Additional application requirements and deadlines are outlined in each program's application materials. Information on certificate programs may be found at: <https://tippie.uiowa.edu/future-graduate-students/professional-executive-education/certificates>

C. Admissions Tests.

Prior to consideration for admission, applicants must typically take either the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE). GMAT information is published at <http://www.mba.com/us> by the Graduate Management Admission Council. GRE information is published at www.ets.org/ by the Educational Testing Service.

Professional MBA Program. Consult the PMBA website for further details on admission requirements: <https://tippie.uiowa.edu/future-graduate-students/mba-programs/professional-mba/admission>. In instances in which a student has a strong academic history and career progression, the GMAT/GRE may be waived. The policy states: GMAT/GRE waivers may be granted if a student has earned 1) a master's or terminal degree with a 3.0 cumulative grade point average (GPA) or higher or 2) an undergraduate degree with a 3.25 cumulative GPA or higher coupled with two quantitative courses with a B (3.0) or higher and a minimum of six years of professional experience with documented career progression, or 3) a 3.0 cumulative GPA or higher in a minimum of three University of Iowa MBA courses while in PreMBA or Professional Certificate status with two of the completed courses being foundation courses (Business Analytics, Managerial Economics, Corporate Financial Reporting, or Managerial Finance) and six or more years of professional experience with documented

career progression. In the case of a waiver based upon undergraduate or prior graduate work, the degree must be earned from a postsecondary institution posted on the U.S. Department of Education accredited schools' list at <http://ope.ed.gov/accreditation/Search.aspx>. or from a business school accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students with degrees from institutions not on these lists will be considered by exception. The GMAT/GRE waiver is made at the discretion of the Professional MBA Program.

Executive MBA Program. A GMAT or GRE is typically not required for admission unless requested by the program.

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: 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 Bs or better (3.0/4.0 scale), or 2) complete nine credit hours of quantitative, graduate-level coursework with Bs 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.

E. English for International Students.

Full-time Program. Prior to consideration for admission, all international student applicants must take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) except those who were educated solely in English for their undergraduate and/or prior graduate degree. Applicants from non-English-speaking countries aren't required to take the TOEFL/IELTS if their academic documents confirm that all degree coursework was instructed in English. Test scores are valid for two years. 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](#).

Professional 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.

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 the 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 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. To apply for readmission, the student must complete the MBA program 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 students who have not enrolled for a period of 12 months or more must submit a new PreMBA application.

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 permission from the respective program.

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

Full-time Program. Students enrolled in a University of Iowa degree-granting graduate program may take up to 12 semester hours of MBA elective coursework with the consent of the Full-time MBA Program Director of Student Services. Non-degree seeking students may not enroll in MBA courses offered by the Full-time Program.

Professional MBA Program. Individuals interested in PreMBA status must submit an online application, resume, and unofficial transcripts to be considered. Those approved will be allowed to enroll in up to 15 semester hours of MBA credit. While in PreMBA status, students must complete one of the following courses: MBA:8160 Managerial Economics, MBA:8140 Corporate Financial Reporting, MBA:8150 Business Analytics or MBA:8180 Managerial Finance. These courses are determined to be strong indicators of a student's potential for success in the program, and enable the committee to make a more informed admission decision once the student applies for full admission.

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 are expected to earn a 3.0 cumulative GPA in PreMBA status to be considered for full admission.

Students pursuing other degree programs at the University 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.

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

C. Standard Enrollment.

Full-time Program. Students in the Full-time MBA Program typically register for 12 -17 semester hours of graduate credit each semester. Permission is required from the Full-time MBA Program Director of Student Services to deviate from the standard enrollment. To take one additional course per semester, a minimum of a 3.5 cumulative GPA is required.

MBA courses are typically numbered 8000 – 9999, the course number range dedicated to the professional schools at the University of Iowa. Graduate credit is not given for courses numbered 0000-2999, with the possible exception of foreign language courses. Permission from the Director of MBA Student Services is needed to accept credit toward the MBA degree for a course offered by the College of Business numbered 3000-4999, or for a course offered outside the College of Business.

Professional MBA Program. Students in the Professional MBA Program should enroll in no more than six semester hours of graduate credit concurrently each session, and nine hours total for the semester. Permission is required from a Professional MBA director to take more than six semester hours concurrently. To receive permission, a student must 1) be a regular status admitted student, 2) have completed at least six hours in the program, 3) received grades of B or better in all courses taken, 4) have earned an MBA grade-point average of 3.5 or above and 5) not be enrolled concurrently in Business Integration.

Professional MBA Program students may complete up to 15 semester hours of MBA credit in Iowa City campus MBA sections (001, 002). Students interested in these courses offered through the Full-time MBA Program must register through the Full-time MBA Director of Student Services and must meet on-campus registration requirements. Students admitted to the Full-time MBA Program have priority in registering for these courses. Nonresident students registered for more than four semester hours of on-campus courses per semester will be charged nonresident tuition.

Graduate credit is not given for courses that are numbered 0000 - 4999.

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.

In addition to a full schedule, an MBA student, with permission from their advisor, may register for courses printed in the University Of Iowa Schedule Of Courses as carrying zero semester hours of credit. Tuition for zero credit hour courses is assessed according to the University of Iowa Tuition and Fee Schedule at <http://www.registrar.uiowa.edu/TuitionandFees/tabid/93/Default.aspx>.

E. Changes in Announced Credit.

MBA students may not register for more credit in any course than that published in the University of Iowa Schedule of Courses, but may register for less credit, or no credit in an elective course with permission of the instructor and their advisor. The number of courses a graduate student may take for limited or no credit is subject to the consent of their program advisor/director.

F. Class Attendance without Registration.

Attending a class without formal registration is not permitted.

G. Registration for Part of a Session.

Full-time Program. Given the condensed nature of Full-time MBA courses, students must be registered for all courses by the end of the first week of classes of each Full-time MBA module. Registration after this time is at the discretion of the instructor.

Professional MBA Program. Registration after the first class session of a course is not permitted unless approval is provided by a Professional MBA director.

Executive MBA Program. Registration for part of a session is not permitted.

H. Correspondence Courses.

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

I. Auditing Courses.

Students may audit courses with permission of the instructor and their advisor. The audited course carries zero semester hours and will not apply toward the MBA degree. Auditing is permitted only for a student who is admitted to a program. MBA students may not audit MBA core courses, courses used to complete a concentration, courses offered by the Professional MBA Program, or courses offered by the Executive MBA Program. Tuition is assessed for audited courses.

J. Dropping Courses.

Full-time Program. Students must follow the deadline dates established by the University of Iowa and published by the University of Iowa Office of the Registrar for each session. Eight-week module courses must be dropped before the end of the fifth week of the course session.

Professional MBA Program. Students must follow the deadline dates established and published by the Professional MBA Program for each session. Students begin to incur responsibility for tuition as described in

the Tuition Responsibility Schedule published by for each session at https://tippie.uiowa.edu/sites/tippie.uiowa.edu/files/documents/pmba_tuition_responsibility_schedule.pdf.

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.

Full-time Program. Application of transfer work toward the MBA degree will be determined by the Full-time MBA Program Director of Student Services. Up to nine 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 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 to the Tippie Program must be pre-approved by the Full-time MBA Program Director of Student Services.

Professional MBA Program. Application of transfer work toward the MBA degree will be determined by the Professional MBA Assistant Dean. Prior to admission, up to nine semester hours of transfer credit may be applied to the MBA degree if the following requirements are met: 1) the course is completed in an MBA 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). Transfer credit is not available for Professional Certificate Programs with the exception of University of Iowa MBA alumni who may utilize all hours of core and elective credit completed in the University of MBA for the respective certificate. However, the alumnus must complete a minimum of one course in Profession Certificate status at the University of Iowa to have the certificate awarded.

All course work after formal admission is required to be completed through the University of Iowa. Graduate credits from another institution earned after formal admission to the Professional MBA Program must be pre-approved by the Professional MBA Assistant Dean. The School of Management may consider the transfer of an elective course if the course is consistent with the student's career goals and is not offered at the student's program site.

Should a student move outside the area served by the program, the student may complete the MBA degree through the on-line courses offered by the PMBA Program or if unavailable, by allowing the student to transfer credits if the following requirements are met: 1) the course is completed in an MBA program accredited by AACSB, 2) the course does not 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). The total number of transfer hours that can be applied toward the MBA degree is nine.

Executive MBA Program. No credit from other institutions will be applied toward the University of Iowa MBA degree. In very rare circumstances, a student may be approved by the Assistant Dean to transfer into the program.

B. Course Waiver.

Full-time Program. 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. Waiving a course requires 12 semester hours completed in the subject area with grades of B (3.0) or better. Students must submit a written request to the Full-time MBA Program Director of Student Services that indicates the core course to be considered for waiver. Waiver of coursework does not reduce credit hours required for a degree. Students must still complete the 60-semester-hour program requirement by replacing each waived core credit with one additional elective credit.

Professional 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. Academic records will be reviewed upon PreMBA and full admission for granting of waivers. 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. Withdrawal of Registration for Students Entering Military Service.

See <http://www.registrar.uiowa.edu/Student/More/MilitaryActivationofStudents/tabid/112/Default.aspx>

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.

Full-time Program. Tuition assessment is based upon the number of semester hours for which a student is enrolled. Tuition and program fees are published in the University of Iowa Tuition and Fee Schedule.

Professional MBA Program. Tuition assessment is based upon the number of semester hours for which a student is enrolled. Tuition information is published on the University of Iowa Professional MBA web site at <https://tippie.uiowa.edu/future-graduate-students/mba-programs/professional-mba/admission/tuition-financing>.

Certificate Programs. Certificate course tuition is the same as Professional MBA tuition and listed at <https://tippie.uiowa.edu/future-graduate-students/mba-programs/professional-mba/admission/tuition-financing>.

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 at <http://www.registrar.uiowa.edu/TuitionandFees/Residency/tabid/94/Default.aspx>. Questions concerning these regulations and guidelines should be referred to the Office of the Registrar.

Full-time Program. Students enrolled in the School of Management who hold a University teaching or research appointment of one-quarter time or more are assessed resident tuition for the terms during which they hold the appointments, and any adjacent summer session during which they are registered.

Professional MBA Program. Iowa resident and nonresident students are assessed the same tuition for courses taken through the Professional MBA Program. However, nonresident students registered for more than four semester hours of course work in a given semester on the main campus in Iowa City will be assessed nonresident tuition. PMBA students enrolled in Full-time MBA classes with a 001 section identifier will be assessed on-campus tuition according to the University's tuition and fee table at <https://registrar.uiowa.edu/tuition-fees>.

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

C. Payment of Student Accounts.

Full-time Program. All tuition amounts are billed in full for the term on the first billing. The University Billing Office offers two payment options: 1) Pay the "balance in full" at the beginning of each semester and 2) Pay the "minimum periodic payment" through the deferred payment plan. See <http://ubill.fo.uiowa.edu/>.

Professional 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. See <http://ubill.fo.uiowa.edu/payment-options> 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 plusses 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.

R is the status assigned when a student registered for zero credit attends as an auditor throughout the course. If the student fails to meet the instructor's requirements for class attendance, a W is assigned.

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, except that a student with an I from the spring semester is 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 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.

Full-time Program. Directed readings are independent study projects that students arrange in consultation with a faculty sponsor. A student must create a contract or syllabus that includes the objectives, deliverables and timeline and have documented consent from the faculty member. A copy must be provided to the Director of MBA Student Services at the start of the semester. Up to four semester hours of directed reading coursework may be applied toward the MBA degree.

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

G. Course Grades of S and U.

Full-time Program. Grades of S and U may be used for courses taken by an MBA student outside the College of Business, provided that the instructor of the course and the Director of MBA Student Services approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a card with appropriate signatures in the University of Iowa Office of the Registrar at the time of registration, or no later than the last day of the third week of a semester or the third day of the second week of a summer session. No more than nine hours of course work receiving grades of "S" may be applied to the academic plan of study. These courses may not satisfy core or academic track requirements.

Professional MBA Program and Executive MBA Program: Students may not apply courses taken with grades of S and U credit toward MBA degree 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 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 Pre-MBA semester hours). The grade-point is calculated on credit hours earned within the past ten years. Once on probation, the student is allowed to complete six 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. Program 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.

Full-time Program: A first-year MBA student must meet two academic requirements in the first fall semester for program continuation into the second semester: 1) earn no more than two grades of C+ or lower in their MBA curriculum, and 2) earn a minimum grade-point average (GPA) of 2.75. If the student does not meet the stated academic requirements, the student will be dismissed from the MBA Program and will not be allowed to continue into the second semester.

Professional MBA Program: PMBA students who are on probation and do not raise or are unable to raise their cumulative GPA with six 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 and Admissions Decisions.

Academic dismissal and/or admissions decisions can be appealed to the respective program Assistant Dean and 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 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. Additional information is published at <http://sds.studentlife.uiowa.edu/>.

C. The University of Iowa Graduate Management Honor Code.

The purpose of the University of Iowa Graduate Management Honor Code is to ensure honorable and ethical behavior by management students. By accepting admission into a University of Iowa graduate management program, a student implicitly agrees to follow the University of Iowa Graduate Management Honor Code found at <https://tippie.uiowa.edu/current-students/mba-students/mba-honor-code-policies>.

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. 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 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.

D. Student Complaints Concerning Faculty Actions.

Student complaints concerning faculty actions including grade appeals can be pursued according to the recommended 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 students' MBA 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 Graduate Management Programs Professional Staff Actions.

A student who has a complaint concerning inappropriate conduct by a member of the Graduate Management Programs 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 MBA Programs 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 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 irresolvable 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. Scholarships and Graduate Appointments

Full-time Program. Scholarships and graduate appointments are only available to students in the Full-time Program. Points A. through E. below are applicable only to Full-time MBA students.

A. Scholarships.

Students are considered for merit awards at the time of admission. Renewal of a scholarship is contingent on earning at least a 3.00 cumulative grade-point average and adherence to the Code of Conduct and Honor Code.

B. Assistantships.

Assistantships are awarded to qualified Full-time MBA graduate students. No more than ten hours of service per week are required of a quarter-time assistant. Appointments are ordinarily made for the nine-month academic year, but appointments may be made for other periods of time by special arrangement. Stipends are set pursuant to a collective bargaining agreement between the University and U.E. Local 896 COGS (Campaign to Organize Graduate Students). Renewal of a graduate assistantship is contingent on departmental needs, adequate funding, satisfactory performance evaluation by the student's supervisor, and earning at least a 3.00 cumulative grade-point average.

C. Eligibility for Scholarships and Assistantships.

Scholarship and assistantship recipients must be registered as regular full-time students in good standing in order to hold such appointments. Appointments will be terminated when registration and/or student status is terminated.

D. Dismissal of Assistants.

The Board of Regents has approved a uniform policy defining procedures to be followed in the dismissal of assistants. This is outlined in Section III-12.4 of the University's Operations Manual. Copies of this policy can be found online at: <https://opsmanual.uiowa.edu/human-resources/termination-appointment/graduate-assistant-dismissal-procedure>

E. Academic Credit for Assistantships.

No academic credit is allowed for teaching or research service for which the student receives payment as a graduate or a faculty research assistant.

Professional MBA Program and Executive MBA Program. Scholarships and graduate assistantships are not available.

F. 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 (<http://financialaid.uiowa.edu/>).

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

A. 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.

B. Application for Degree.

The student must apply for graduation or for a Professional Certificate 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.

Executive MBA Program. Staff will submit graduation 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.

Upon receipt of the Application for the Iowa MBA Degree or respective certificate, the respective program staff will review the student's plan of study to verify the student's academic coursework and to ensure all degree 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 respective program director the semester prior to that in which they expect to graduate.

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 MBA Program of Study grade-point average of 2.75 must be earned (3.0 for a Professional Certificate)
4. All financial indebtedness to the University of Iowa must be cleared.
5. Must be in good standing in accordance with both academic requirements and the MBA Programs Honor Code.

F. Concentrations/Academic Tracks/Certificates

Full-time Program. Full-time MBA students must have an area of specialty, referred to as an academic track, earned through course work delivered by the MBA Career Academies. Joint degree students are not required to declare an Academy, but may choose to do so.

Credit hours and course requirements are specific to each track and students should consult with their advisor for more detailed information. To be accepted into a Career Academy to begin work on an academic track, students must meet the following requirements:

1. **Finance Career Academy – Corporate Finance or Investment tracks:** B (3.0) or better in MBA:8180 Managerial Finance.
2. **Marketing Career Academy – Marketing track:** B (3.0) or better in MBA:8110 Marketing Management.
3. **Business Analytics Academy – Business Analytics track:** Business Analytics track: B (3.0) or better in MBA:8150 Business Analytics

Students not meeting the above requirements may petition to enter their chosen Academy but will not be allowed to participate in any co-curricular activities until two or more B's (3.0) or better are earned in Academy courses in the same semester.

Professional 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.

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

G. Residence Requirement.

Full-time Program. Of the 60 semester hours required for the MBA degree at least 50 semester hours must be completed at the University of Iowa.

Professional 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.

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.

H. 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.

I. 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.

Section XI. “With Distinction” Designation

Full-time Program and Professional MBA Program. Students with a 3.80 GPA or higher in the full-time and Professional MBA Programs 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 Graduate Management student through their program director. 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 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.