

**Master of Science in Business Analytics
Master of Science in Finance**

**Student Policies and
Procedures Handbook**

The University of Iowa
Tippie College of Business
Specialized Masters Programs
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Master Student Policies and Procedures Handbook

This handbook outlines the policies and procedures of the University of Iowa College of Business Specialized Masters 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 pursuing a Master of Science in Finance (MFin) or Master of Science in Business Analytics (MSBA Career).

Please note that students of these programs are subject to the policies, procedures, and requirements of the Graduate College and The University of Iowa as well. For additional details, students should consult: the Manual of Rules and Regulations of the Graduate College (<http://www.grad.uiowa.edu/graduate-college-manual>), applicable sections of The University of Iowa Catalog (<http://www.registrar.uiowa.edu/registrar/catalog/>) and Policies and Regulations Affecting Students (<https://dos.uiowa.edu/policies/>).

Students should be aware that the Department has established, in some areas, more rigorous requirements than the Graduate College.

Section I. Academic Program

A. Plan of Study

The Masters Programs are structured to be completed in three semesters (fall, spring, fall) with a December graduation. Plans of study are available from the Associate Director of Student Services and are viewable here under the Programs of study heading:

MSBA Career: <https://students.tippie.uiowa.edu/masters-students/full-time-business-analytics-masters>

MFin: <https://students.tippie.uiowa.edu/masters-students/master-finance>

B. System of Course Numbers

Courses primarily for graduate students are numbered 5000 or above. Courses open to and carrying credit for both graduate and undergraduate students are numbered from 3000 – 4999, but special permission to count the course toward program requirements is needed from the Associate Director of Student Services in advance **if not on a list of pre-approved courses**. Courses below 3000 are not accepted for graduate credit per Graduate College policy.

C. Standard Enrollment

A student may choose to spread courses out to complete the degree requirements across four semesters instead of three, but scholarships awarded at admission may be limited to the traditional three semesters.

Please check with Director of Admissions Operations on potential financial implications of extending the completion period.

MSBA Career. Students will register for 13-14 semester hours in each of the three semesters. Registration for more than 15 s.h. requires permission from the Graduate College. Students must submit this request by email to the Associate Director of Student Services.

MFin. Students will register for 16 semester hours in the first semesters and 10-16 semester hours in the second and third semester.

Section II. Graduate Credits

A. Transfer of Graduate Credit

Up to six semester hours of transfer work may be applied to the master's degree if approved. The following are required for consideration: 1) the course is completed in an accredited program, 2) the course grade earned is a B or better (3.0 GPA on a 4.0 scale), 3) the course was taken at the graduate or professional level, and 4) the course is relevant to the master's program.

To obtain transfer credit approval, the student must submit a specific written request to the Associate Director of Student Services for review by the Faculty Director, along with the student's grade report, and a statement explaining why the student believes this course work is relevant to his/her current degree program. The student will normally be required to submit a course syllabus.

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 master's program must be pre-approved.

B. Course Waiver.

Students must submit a written request to Associate Director of Student Services that indicates the core course to be considered for waiver. The request must be received two weeks prior to the start of the first semester.

Waiver of coursework does not reduce credit hours required for a degree. Students must still complete the total semester-hour program requirement by replacing each waived core credit with one additional elective credit.

MSBA Career. A student may waive BAIS:9100 Data and Decisions if as a Tippie undergrad the student received a grade of B or better in one of the following courses and an A- or better in at least one:

- BAIS:2800 Business Analytics or ECON:2800 AND
- Another class that uses Excel and statistics, including MKTG:3100 Marketing Research, ACCT:4100 Auditing, BAIS:3500 Data Mining, BAIS:3800 Optimization and Simulation Modeling, or ECON:3355 Econ and Business Forecasting. Request approval for additional coursework from advisor.

Tippie Business Analytics and Information Systems (BAIS) undergraduate majors may be able to waive the following:

- BAIS:3200 Database Management (minimum grade A-) waives BAIS:6050 Data Management & Visual Analytics

- BAIS:3250 Data Wrangling (minimum grade A-) waives BAIS:6060 Data Programming in R
- BAIS:3500 Data Mining (minimum grade A-) waives BAIS:6070 Data Science

Students from other colleges or majors, please contact your advisor to inquire about a possible waiver.

MFin.

- MBA:8180 Managerial Finance: finance majors with a minimum 3.3 major GPA or with CFA level 1.
- MBA:8140 Corporate Financial Reporting: accounting or finance majors with a minimum 3.3 major GPA or with CPA or CFA level 1.
- MBA:8170 International Environment of the Firm: undergraduate economics majors with a minimum 3.3 major GPA.
- BAIS:9100 Data and Decisions:
 - For a Tippie undergraduate: the student received a grade of B or better in one of the following courses and an A- or better in at least one:
 - BAIS:2800 Business Analytics or ECON:2800 AND
 - Another class that uses Excel and statistics, including MKTG:3100 Marketing Research, ACCT:4100 Auditing, BAIS:3500 Data Mining, BAIS:3800 Optimization and Simulation Modeling, or ECON:3355 Econ and Business Forecasting. Request approval for additional coursework from advisor.
 - For non-Tippie undergraduate analytics majors: a minimum 3.3 major GPA may also waive BAIS:9100.
- One waiver from the following is allowed if you had an A- or better in the following Tippie undergrad course:
 - FIN:4210 Futures and Options waives FIN:9210 Derivatives
 - FIN:4220 Fixed Income Securities waives FIN:9220
 - FIN:4250 Applied Equity Valuation waives FIN:9150
 - For non-Tippie students, a similar waiver may be possible if review of a submitted syllabus demonstrates a comparable course and an A-or better is received.

C. Electives

Students select electives from a list of pre-approved electives that are consistent with their career goals in consultation with their advisors. A student may petition to have a specific course be approved for credit to their master's degree if it does not appear on the list of pre-approved electives. To request credit, submit a written request to the Associate Director of Student Services along with a syllabus at least two weeks prior to the start of the course for review by the Faculty Director.

D. Enrollment in Courses by Students Not Admitted to TCOB Graduate Program

Students enrolled in a University of Iowa degree-granting graduate program outside the College of Business may take up to 6 semester hours of MFin or MSBA coursework, dependent on enrollment capacity after MFin, MSBA, Masters of Accountancy and MBA graduate students have had a chance to enroll and with permission of the Associate Director of Student Services. Courses will be made available shortly before semesters begin to enable priority to College of Business graduate students. Requests beyond those 6 semester hours must be made in writing to the Director, Student Services, Specialized Masters Program.

E. Dual Degrees

There are two kinds of dual degrees: **concurrent and combined**. **Concurrent** refers to a student from another UI grad degree pursuing a MFIN or MSBA simultaneous to their primary degree objective. A student interested in pursuing a concurrent degree must be separately admitted to both graduate programs. A student would normally benefit from each program cross-counting some courses to reduce the total credits needed for both degrees. Cross-counting limits for concurrent degree pursuit are governed by the Graduate College policy [found here](#). The Specialized Master's Programs will typically allow up to 25% of total semester hours to be fulfilled by cross-counting coursework taken in the other graduate program as fulfillment of electives.

For example, an MSBA student who is also an MHA student would have to complete 30 s.h. of MSBA coursework instead of 40; the nine semester hours of electives would be fulfilled through MHA coursework. All core would remain required, but the number of electives would be reduced by the cross-counting. For example, because there are 30 s.h. of core content in the MFin Program, a student that chooses to pursue the MFin as a JD student, would be able to cross-count six semester hours and would have to take 39 s.h. of finance coursework instead of 45 s.h. A student should consult with their advisor in the other program to determine how the degree requirements for a concurrent degree student might differ from the normal plan of study.

Some degree programs have undergone an official review to become **combined degree programs**. **Combined** degrees have received permission to create articulated cross-counting agreements between the two-degree programs. One example is the MSBA/MFin combined degree program.

Joint degree students must work closely with their advisor from both programs to assure completion of all requirements in a timely fashion and to plan in advance to avoid scheduling problems.

F. Early Admission and U2G

Early Admission. If an undergraduate only has six semester hours of undergraduate coursework left, the student may apply and be accepted early into the master's program. In practice this means the final six s.h. of undergraduate course work would be completed while simultaneously beginning graduate level coursework in a fall semester, the undergraduate degree would be received in December and the student would complete the graduate work in two additional semesters. All three semesters would be billed at the graduate tuition rate.

U2G. Undergraduate students in certain majors who have completed 80 semester hours and have a 3.25 GPA may apply in their junior year for the undergraduate-to-graduate option (often called U2G or 4+1). No GMAT or GRE is required for University of Iowa undergrads. If admitted, the student would take 10-15 semester hours in their final undergrad year (dependent on undergrad major and graduate program as outlined in the links below) that could be used to fulfill both undergrad and graduate requirements while paying undergraduate tuition. Students may also do 1 semester as a U2G student, this is an option for students who will complete their undergraduate degree in the fall. The student would then graduate with their undergraduate degree and complete the master's in two additional semesters. Students must work closely with both their undergraduate and graduate advisors to ensure coursework is completed for both programs. For more information, see:

MSBA Career. <https://tippie.uiowa.edu/future-graduate-students/masters-programs/full-time-ms-business-analytics/undergraduate-graduate>

MFin. <https://tippie.uiowa.edu/future-graduate-students/masters-programs/finance/undergraduate-graduate>

G. Voluntary Withdrawal

Students who are contemplating leaving the program either temporarily or permanently should speak with the Associate Director of Student Services prior to departure to understand the implications.

Consistent with University policy, if a student's "... enrollment is interrupted for any reason so that she/he is not enrolled for three consecutive academic sessions (including the spring, summer and fall sessions, but excluding the winter session) the student must apply for readmission (Graduate College Manual of Rules & Regulations, Section I.I Readmission)" to the University as well as to the Program. Students seeking re-admission may be evaluated within the current applicant pool and by current admissions criteria (undergraduate grade point average, standardized test scores, letters of reference, resume, interview, etc.). In determining whether to reinstate the student, the student's prior performance within the program will be taken into account. The student must fulfill all requirements for completion of the degree which are in effect at the time of re-admission.

Section III. Tuition, Program Fee, and Payment

A. Tuition and Program Fee Assessment.

Tuition assessment is based upon the number of semester hours for which a student is enrolled. Full-time student status requires a minimum of 9 semester hours per semester.

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 <https://registrar.uiowa.edu/tuition-residency>. Questions concerning these regulations and guidelines should be referred to the Office of the Registrar.

C. Payment of Student Accounts.

All tuition amounts are billed in full for the term on the first bill. 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 <https://ubill.fo.uiowa.edu/payment-options>.

Section IV. 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.

AUS or AUU (audit satisfactory or audit unsatisfactory) 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, AUU is assigned. Auditing requires the permission of the faculty teaching the course and the course is not counted toward graduation requirements.

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. 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. Students may not graduate (have a degree conferred) while carrying a grade of "I" even if the course is not required for the degree.

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. Directed Readings.

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 Associate Director of Student Services at the start of the semester. Up to three semester hours of directed reading coursework may be applied toward the degree.

F. Course Grades of S and U.

Students may not apply courses taken with grades of S and U credit toward master's degree requirements without prior approval.

G. Computed Grade-Point Average.

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

Section V. Academic Standing, Probation, and Dismissal

Students should review the website shown below for Graduate College Publications, particularly the Manual of Rules and Regulations of the Graduate College, which governs most aspects of study: <http://www.grad.uiowa.edu/graduate-college-manual>.

A. Academic Standing Requirements.

Per Graduate College rules, a student shall be placed on academic probation if, after completing 9 semester hours of graded graduate work at the University of Iowa, the student's UI cumulative GPA falls below 2.75. A student regains good academic standing when his or her UI Cumulative GPA returns to 2.75 or greater. If, after completing 9 more semester hours of graded graduate work at the University, the student's UI cumulative GPA remains below 2.75, the student will be dismissed from the program and the Graduate College, i.e., denied permission to re-register within any Graduate College degree program. A student on probation is not permitted to receive a graduate degree.

B. Probation Program Dismissal

Students are expected to follow the University of Iowa Code of Student Life (available here: <https://dos.uiowa.edu/policies/code-of-student-life/>). Students are advised to review the Code, which covers both academic and non-academic behaviors.

Probation. A student will be notified in writing by the Graduate College if placed on academic probation (GPA lower than 2.75).

Additionally, a student may be placed on probation for failure to meet conditional admission standards, for academic misconduct or violations of the University Code of Student Life.

The letter will specify the reasons for probation, the specific steps the student must take to be restored to good standing in the program, the time allowed to perform the remedial steps, and a warning that the student faces the possibility of dismissal from the program. A copy of this letter will be placed in the student's electronic advising notes in MAUI and provided to the Graduate College as needed.

A student placed on probation will be removed from probation upon successful completion of the objectives as specified in his/her letter of probation.

C. Program Dismissal

Dismissal. The performance of a student placed on academic probation that fails to successfully complete the objectives laid out in the specified timeframe will be dismissed by the Graduate College and unable to register again in the Graduate College.

Dismissal for other reasons will be reviewed by the Assistant Dean, GMP, Managing Director of On-Campus Masters Programs, and the Faculty Director of the master's program. Additional reasons for dismissal could be egregious academic misconduct or violations of the Code of Student Life. Students will receive a letter outlining the reason for dismissal and the appeal process. A copy will also be added to the advising note in MAUI and provided to the Graduate College.

Appeal. The student may contest being placed on probation or dismissed in writing to the Associate Dean, Graduate Management Programs, within 14 calendar days of written notification. Additionally, according to the Graduate College Manual, Section IV.G, "Questions involving judgment of performance will not be reviewed

beyond the departmental level. If, however, the student feels there has been unfairness or some procedural irregularity concerning dismissal, the student may pursue a grievance according to the Academic Grievance Procedure (AGP) established by the Graduate College. The AGP is available in the Graduate College. The student should consult with the Graduate College prior to initiating an academic grievance.”

D. Academic Misconduct Overview

The Specialized Masters Programs will follow the Graduate College policy concerning plagiarism (and extended to cover other forms of academic misconduct as well). The text of the policy is given in Section IV.F of the Manual and Rules of the Graduate College (available at: <https://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal>). The following is provided for reference:

“The Graduate College will operate in the following manner when a program or department discovers an act or acts of plagiarism on the part of a graduate student.

1. If the faculty members of a program or department determine that the transgression is not major, or else feel that there is a misunderstanding of the acts which constitute plagiarism, the program or department may wish to work with the student so as to prevent future occurrences of plagiarism on the part of that student. Written notification of the offense and the remediation for the offense must be sent to the Graduate College for inclusion in the student's file.
2. If the faculty members of a program or department discover an act (or acts) of plagiarism that is (are) sufficiently egregious that expulsion from the program is warranted, the student will be terminated from his or her graduate program for reasons of plagiarism. In this case, the student will be simultaneously terminated from the Graduate College of The University of Iowa. The program or department must notify the student of his or her termination in writing. All relevant facts, as well as the process for appealing the decision, must be contained in the termination letter. The Graduate College must receive a copy of the termination letter.

The appeal process for students accused of academic misconduct is specified in The University of Iowa document, "Policies and Regulations Affecting Students, C. Academic Misconduct," which states:

"Questions of academic dishonesty arising within the colleges of Medicine, Law, Pharmacy, and Dentistry, and the Graduate College are treated on an individual basis.

In the Graduate College, the questions [of academic dishonesty] are handled at the departmental level. If the departmental decision is appealed, the dean may appoint an appeals committee of faculty and students from a slate of nominees prepared by the Graduate Council and the Graduate Student Senate to recommend an appropriate course of action."

The appeal process must be initiated by the student. If the student wishes to appeal the department's or program's action, that appeal must be lodged with the Senior Associate Dean for Academic Affairs of the Graduate College within 30 days of program or departmental dismissal.”

Section VI. 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/>. This site also has a comprehensive list of other policies relevant to students, including Student Code of Life.

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 Specialized Masters Program Honor Code.

The purpose of the University of Iowa MBA & Masters Programs Honor Code is to ensure honorable and ethical behavior by management students. By accepting admission into a University of Iowa Specialized Masters 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. 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 advisor, or the Assistant Dean, GMP.

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 non-exhaustive list of punishable offenses under the Honor Code.

A. Cheating includes:

- Unauthorized use of notes, computers, calculators, translators, cellular telephones, texts, or other aids during a quiz or exam.
- Copying the work of others and/or allowing others to view your answers or copy your work during a quiz, exam, or on homework
- Communicating with a classmate without authorization during a quiz or exam.
- Continuing to work on a quiz or exam after time is called.
- Allowing other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Copying or using answer keys and solution manuals without the authorization of the course instructor.
- Using online resources that are prohibited by the faculty.

B. Plagiarism includes:

- When a student takes language, ideas, or other material without acknowledging their source with respect to all course assignments and materials. (Adapted from the Council of Writing Program Administrators definition of plagiarism.
- When any member of a group takes language, ideas, or other material without acknowledging their source for a group project or assignment. With respect to any plagiarism found in the group submitted work, each individual group member may be held fully responsible and will at least be held partially responsible for the plagiarism.
- When a student makes multiple submissions of the same or nearly the same assignment in more than one course without prior approval from the instructor.

C. Unauthorized collaboration includes:

- Working with other students, whether in person or online, on homework, projects, or other course 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. Students are expected to check with their course instructor if they have any questions about what constitutes authorized collaboration.

D. Obtaining an unfair advantage includes:

- Stealing, reproducing, circulating, using or otherwise gaining access to quiz, exam, or homework materials prior to the time authorized by an instructor.
- Retaining, possessing, using, or circulating previously given quiz, exam, or homework 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 other 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

F. Facilitating academic dishonesty includes:

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

G. Misrepresentation includes:

- Providing false information on your resume including work history, academic performance, leadership activities, or membership in student organizations.
- Failure to provide information regarding academic performance or enrollments such as not providing transcripts from any college or university in which you have enrolled regardless of whether or not you completed coursework.
- Failure to provide full disclosure or providing false information about job interviews and other reasons for class absences when asking faculty for excused absences or for a makeup for a quiz, exam, or homework.

Reporting an Alleged Honor Code Violation

- Faculty members: faculty are required to report incidents of academic misconduct by [filing a violation report](#) with the Assistant Dean, Graduate Management Programs and notifying the accused student. Sanctions imposed by the faculty member may include at a minimum, a zero on the assignment or exam, a reduction in letter grade in the course, and at a maximum, a failing grade in the course.
- Students: a student who witnesses an Honor Code violation is expected to report the violation to the course instructor.

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

Violation Review

Once a violation has been reported, Graduate Management Programs will contact the student named in the violation report by email, using the student's University of Iowa email account. This email will ask the student to attend a meeting to discuss the alleged violations. A copy of the violation will be provided in the email. At the meeting Graduate management Programs will:

- Provide a copy of the violation form filed with 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 investigation or a hearing concerning an incident report and alleged Honor Code violation.
- Review the sanction imposed by the instructor.
- Review programmatic sanctions
 - 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.
- Review the appeal process and deadline.

After receiving official notification from 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 stored in 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.

- Reasons could include inequitable enforcement, too severe, or out of alignment with stated policy in the syllabus. The Judicial Board can only make sanction recommendations to the instructor. The final decision is ultimately the instructor's.
 - The student must appeal via email to the Graduate Management Programs Office within 10 business days of receiving the email notification of the incident from the Assistant Dean, Graduate Management Programs.
- C. Deny responsibility for the Honor Code violation and appeal the instructor's sanction to the Judicial Board.
- The student must appeal via email to the Graduate Management Programs Office within 10 business days of receiving the email notification of the incident from the Assistant Dean, Graduate Management Programs.

Appeal Process

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

- Upon receipt of a student appeal, a Judicial Board will be convened, 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, Graduate Management Programs.
- Appeal Process.
 - The Judicial Board appeals will be reviewed by two student members and one faculty member and will be selected from the pool of Judicial Board members based on availability. After reviewing the incident report and the student's appeal notification, Judicial Board members will conduct an investigation of the alleged Honor Code violation.
 - The Judicial Board 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 Judicial Board 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.
 - All interviews will be conducted over Zoom and recorded. All appeal materials including Zoom recordings will be provided to the Judicial Board's GMP point of contact.

- A timeline will be provided to the Judicial Board for the investigation of Honor Code charges. The Judicial Board will work with their GMP point of contact if an extension is needed. Such extensions will, however, only be granted by the Judicial Board's point of contact for extenuating circumstances.
- Adjudication of alleged violations.
 - The Judicial Board will then consider the findings 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 Judicial Board may:
 - Affirm the Honor Code violation and original sanction imposed by the instructor prior to the appeal.
 - Affirm the Honor Code violation but find the original sanction imposed by the instructor prior to the appeal was: inequitable enforced, too severe, or is out of alignment with the stated policy in the syllabus. The Judicial Board may make a recommendation to adjust the grade, but the ultimate decision is the faculty member's.
 - Determine the student did not commit an Honor Code violation. In this case, a written statement will be issued recommending the Assistant Dean, 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 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 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

The Assistant Dean, 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, 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 decision of the Assistant Dean, modify the decision, or reverse the decision. The Associate Dean may 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 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 based on 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 one faculty members and at least two students from any 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

- Judicial Board members who have successfully completed The University of Iowa’s FERPA training may serve on the board until they graduate.
- 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.
- 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, Graduate Management Programs will determine the make-up of the Judicial Board and any changes that may be needed. The Assistant Dean, Graduate Management Programs reserves the right to dismiss a Judicial Board member for failing to perform duties and expectations.

Recording

The Judicial Board will record any aspect of an investigation or hearing using Zoom. The party will be notified at the beginning of the interview that the interview is being recorded.

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, 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 at <http://dos.uiowa.edu/policies/student-complaints-concerning-faculty-action-2/>. In general, the suggested steps are:

1. The student first should attempt to resolve the issue with the faculty member involved.
2. Lacking a satisfactory outcome, the student should turn to the departmental executive officer.
3. If a satisfactory outcome still is not obtained, the student may take the matter to Associate Dean, Graduate Management Programs.

Please also review the Graduate College Academic Grievances Policy, available at <http://www.grad.uiowa.edu/academic-grievance-procedure> for additional mechanisms for resolving complaints, particularly as relates to graduate student employees who are part of the UE-COGS bargaining unit.

E. Student Complaints Concerning Professional Staff Actions.

A student who has a complaint concerning inappropriate conduct by a staff member of the Specialized Masters Program should follow 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, Student Experience. The staff member's direct supervisor will be informed of the situation.
3. The Assistant 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 Assistant Dean and the supervisor will act as mediators to settle the matter.
4. If the Assistant Dean and supervisor are unable to resolve the issue to the satisfaction of the student, the student may appeal to the Associate Dean, Graduate Management Programs. Subsequent appeals may be taken up with 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 VII. Scholarships and Graduate Appointments

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.

B. Assistantships.

Assistantships are awarded to qualified master's students. No more than twenty hours of service per week are required of a half-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, adherence to the Tippie Honor Code, 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> . Please also see the Graduate Student Employment Agreement at <https://www.grad.uiowa.edu/graduate-assistant-employment>.

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.

F. Other Forms of Financial Assistance.

Students enrolled in the masters programs may apply for financial assistance through the University of Iowa Office of Student Financial Aid (<http://financialaid.uiowa.edu/>).

Section VIII. General Requirements for the Degree

A. Award of Degree.

Admission to a specialized master's program does not guarantee the awarding of a master's degree, which must be earned through satisfactory academic performance at the University of Iowa.

The student must apply for graduation through MyUI. Students should check posted deadlines and ensure that all requirements for graduation have been met. Failure to file the application by the deadline date may result in the postponement of graduation to a subsequent session. Note that Graduate College requires that a student be enrolled in at least one semester hour in the semester which in they graduate.

If a student needs or plans to delay graduation, the Associate Director of Student Services should be notified early in the semester in which graduation would normally be expected. **Students are responsible for ensuring that they have met all requirements to graduate.** To avoid any issues, students should review their plan-of-study progression with the Associate Director of Student Services the semester prior to that in which they expect to graduate.

B. Conditions Necessary to Receive a Master's Degree.

A student must fulfill the following conditions to receive a master's degree:

1. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
2. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete).
3. A cumulative grade-point average of 2.75 master's coursework must be earned.
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 Honor Code.

Section IX. 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 through the Associate Dean, Graduate Management Programs.

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.

Appendix

Tippie Honor Code

Each student enrolled in University of Iowa College of Business courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish.

By agreeing to the Honor Code, I:

- Commit to scholastic honesty and integrity;
 - Agree to maintain the spirit of the Honor Code;
 - Strive to set a standard of honest and ethical behavior that reflects well on me, the College of Business and The University of Iowa.
-

Honor Code Offenses - All non-academic violations are referred directly to the Office of Student Life.

Academically dishonest behaviors include, but are not limited to, the following:

1. Cheating includes:

- A. Unauthorized use of notes, computers, calculators, translators, cellular telephones, texts, or other aids during a test or quiz.
- B. Copying the work of others and/or allowing others to view your answers or copy your work during a quiz, exam, or on homework.
- C. Communicating with a classmate without authorization during a quiz or exam.
- D. Continuing to work on an exam after time is called.
- E. Allowing other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- F. Copying or using answer keys and solution manuals without the authorization of the course instructor.
- G. Using online resources that are prohibited by the faculty.

2. Plagiarism includes:

- A. When a student takes language, ideas, or other material without acknowledging their source with respect to all course assignments and materials. (Adapted from the Council of Writing Program Administrators' definition of plagiarism.)
- B. When any member of a group takes language, ideas, or other materials without acknowledging their source for a group project or assignment. With respect to any plagiarism found in group submitted work, each individual group member may be held fully responsible and will at least be held partially responsible for the plagiarism.
- C. When a student makes multiple submissions of the same or nearly the same assignment in more than one course without prior approval from the instructor.

3. Unauthorized Collaboration includes:

- A. Working with other students, whether in person or online, on homework, projects or other course 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. Students are expected to check with their course instructor if they have any questions about what constitutes authorized collaboration.

4. Obtaining an Unfair Advantage includes:

- A. Stealing, reproducing, circulating, or otherwise gaining access to quiz, exam, or homework materials prior to the time authorized by an instructor.
- B. Retaining, possessing, using or circulating previous given quiz, exams, or homework materials when those materials are to be returned to the instructor.
- C. 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 other students' academic work.

5. Forgery includes:

- A. Altering a score, grade, schedule change on an academic record.
- B. Forging the signature of an instructor, advisor, dean or another student.

6. Facilitating Academic Dishonesty includes:

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

7. Resume Misrepresentation includes:

- A. Providing false information on your resume including work history, academic performance, leadership activities, or membership in student organizations.
- B. Failure to provide information regarding academic performance or enrollments such as not providing transcripts from any college or university in which you have enrolled regardless of whether or not you completed coursework.
- C. Failure to provide full disclosure or providing false information about job interviews and other reasons for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.

Honor Code violation reporting

Faculty members: faculty are required to report incidents of academic misconduct by filing a violation report with the Assistant Dean, Program & Student Experience, Graduate Management Programs, and notifying the accused student. Sanctions imposed by the faculty member must include at a minimum, a penalty of a reduction in letter grade in the course, and at a maximum, a failing grade in the course.

Students: a student who witnesses an Honor Code violation is expected to report the violation to the course instructor.

Violations of the Honor Code will be handled under the procedures set forth in the Judicial Board Procedures. In addition to academic sanctions issued by the faculty member, programmatic sanctions may also be levied. Egregious or repeat acts of academic misconduct may result in the student being put on probation or dismissed from the program.

Your signature is your commitment to hold yourself and others to this Honor Code:

Printed Name

Signature

Date

Code of Conduct

The Professional Code of Conduct is designed to reinforce our core values and create expectations related to professionalism and respect for others, both inside and outside the classroom. Members of the Specialized Masters Programs are expected to behave in ways that promote individual, academic and professional development and contribute to a positive Tippie community. Additionally, student behavior reflects upon the brand and reputation of our Programs and University.

Professional behavior is expected and required at all times, but particularly in the following settings:

- All locations on campus
- Off-campus locations where companies are hosting sponsored events
- Off-campus events that are sanctioned by the Program (e.g. company presentations, receptions, company-sponsored receptions, case competitions, field trips and visits)
- Any team-related activities
- While visiting a company during an interview, a recruiting event, a field trip, or a consulting project
- During an internship

Events that are *clearly* identified as *purely social* in nature are not covered under this agreement. Those would include private social gatherings.

Professionalism Expectations

Attendance and Promptness

- Arrival to campus must be before the first day of classes. Do not plan your departure from campus until your classes and finals have ended. Book tickets or travel keeping these dates in mind.
- Attend all classes and the interviews, presentations, and events that you have committed to. Always RSVP to any event you are invited. If you RSVP that you will attend, your presence is expected. Program and event organizers depend upon RSVPs to plan for the event. If other events unfold and you must cancel your plans to attend, try to inform the host of your change as soon as possible – generally a week before the event.
- Be on time to classes, meetings, presentations, and company info sessions.
- If you must be late or absent due to an emergency, illness (personal or family), interview, or other circumstance, the expectation is that you will inform the instructor or organizer in advance if possible (either via e-mail, telephone call, or through face-to-face communication). If advance notice is not possible, contact the instructor or organizer as soon as possible afterwards to brief him/her on the reason for your absence/tardiness.
- Do not leave during a class session, presentation or company info session unless you have discussed the need to leave with the professor or organizer in advance or an urgent personal matter arises (such as sudden illness).

Prepared and Respectful

- Contribute, participate, and engage in the classroom learning experience. The dialogue generated from your peers is an essential part of the classroom experience and enriches the conversation and learning.
- During events with company representatives and alumni, be prepared for impromptu conversations. Being prepared also involves dressing appropriately, being on time, researching, practicing, and asking good questions. Computers must be closed for all speakers and guest presentations.
- Turn phones off during class, presentations, info sessions, etc.

- The use of computers and personal electronic devices is at the discretion of your course instructor. Please refrain from using your computer for anything other than note taking or class-related activities and do not surf the web or check email during class time.
- Do not disturb classmates or presenters with excessive noise or talking.
- Do not eat noisy or odiferous foods during class or a presentation unless a lunch and learn.
- Abide by all dress code requirements, including for in-class speakers, events such as company presentations, alumni events, etc.
- Respect your classmates and their opinions. Both inside and out of the classroom, refrain from using degrading or offensive language. Language that is deemed or perceived racist, sexist, violent or threatening will be immediately reported and may lead to disciplinary consequences.

A Responsible Steward of Resources

Please respect and responsibly use individual, school and community facilities and resources.

- Students are expected to help maintain the appearance of the classrooms, Exchange, kitchen, breakout space, and other University facilities. After use, please discard any trash and pick up after yourself.
- Respect university-owned computers, fax machines, printers, and other equipment.

Career Management Expectations

Your interactions with recruiters reflect on your classmates, future students, and alumni. Act as you would like others to act.

- Missing an interview is a serious offense and will be handled accordingly. ***Your use of Career Management resources can be terminated.*** The Director of Career Management will review all offenses and determine appropriate action. In any case, be prepared to apologize (either in writing or verbally or both) to the recruiter.
- It is expected that all seeking students will sustain an online presence during your time in the program through LinkedIn, Handshake, etc. Your online behavior is expected to be appropriate and respectful as it reflects your program, Tippie, and the University of Iowa. You will regularly update and maintain your LinkedIn and Handshake profiles, setting your resume to public to allow Career Management to release your resume as necessary.
- ***Stand behind your decision. Accepting an offer constitutes a contract. You are obligated to stop your job search, inform the Career Management Team, and reject all future interview requests and job offers.*** Understandably, life events may make it impossible to abide by an acceptance. Beyond situations that you cannot control (e.g., serious health problems for you or a family member), it is always inappropriate and unprofessional to renege on an acceptance. Reneging on an offer affects your professional image as well as the image of your classmates and the Tippie program. ***Your decision is final; make sure you are able to fulfill the commitment***
- Report your employment status whenever asked by career advisor or professional directors. ***All employment data is kept confidential and used only in the aggregate.*** Reporting your job search status is vital and expected as the information improves the quality of the information recruiters receive, which can lead to better offers overall. Additionally, in the aggregate, the data is used by *Business Week*, *US News and World Report*, and other publications to report business school rankings. Ultimately, reporting your employment status allows the Program to more effectively meet student needs and has a positive effect on school rankings.

Summer Experience

Students are expected to conduct themselves professionally during the entire term of their company internship, summer research, volunteer, project-based experiences, etc. Professional conduct includes, but is not limited to, the following:

- Compliance with organizational policies and procedures
- Interacting with all personnel at the organization in a polite, tactful, and respectful manner

- Treating the organization’s property with respect and in accordance with policies and procedures
- Keeping the student’s supervisor apprised of their work progress, anticipated absences, issues or concerns that may arise, and emergencies

Failure to comply with these expectations of professional conduct can result in the student’s loss of use of CPC services.

Graduate or Teaching Assistantships

Some students are awarded Graduate or Teaching Assistantships. These assistantships represent obligations on the part of the student to perform work in exchange for pay and/or partial tuition reimbursement. It is imperative that students who are awarded assistantships fulfill their obligations in a professional and timely manner.

Enforcement / Sanctions

The Professional Code of Conduct does not supersede any of the institutional policies of the University of Iowa, including the [Code of Student Life](#), the College of Business or laws of the State of Iowa. It is the individual student’s responsibility to familiarize themselves with these documents and policies.

Students may be disciplined for professional misconduct, which is defined as any activity which undermines the integrity and reputation of the Program. Sanctions will be determined by the Assistant Dean, Student Experience, and could result in the non-admittance to certain program events, restricted access to the Career Partnership Center activities and resources, potential loss of financial aid, etc. Appeals are handled by the Associate Dean, Graduate Management Programs and must be requested within one week of sanctions. Academic integrity issues are covered by the Honor Code and the Judicial Board procedures. This code of conduct applies to all students from the date of admission through graduation.

Core Values

The values that define the Tippie College of Business permeate all that we do and all that we are. They remain unchanged in a changing world.

- *Unfailing work ethic*
- *Honesty, integrity, and transparency*
- *Engagement with our community*
- *Commitment to high standards and excellence*
- *Desire to make a difference*

I, the undersigned, pledge to keep these commitments:

Name (Please Print): _____

University ID: _____ Date: _____