

MBA Programs

**Student Policies and
Procedures Handbook**

6th Edition (Revised August 2022)

IOWA

Tippie College of Business

The University of Iowa
 Tippie College of Business
 Graduate Management Programs
 100 Pomerantz Center, C432
 Iowa City, IA 52242
 Phone: 319-335-2792 or toll-free 1-800-622-4692
 Web: <https://tippie.uiowa.edu/current-students/mba-students>

Student Policies and Procedures Handbook for MBA Programs

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

Table of Contents

Section I. Henry B. Tippie College of Business MBA Programs.....	4
Section II. Admission to the MBA or Certificate Programs	4
A. Admission Requirements.....	4
B. Application Procedure.....	4
C. International Student Requirements.....	4
D. Readmission.....	5
E. Review of Admissions Decisions.....	5
Section III. Academic Program and Registration	5
A. Plan of Study.....	5
B. System of Course Numbers.....	6
C. Enrollment in Courses by Students Not Admitted to a Graduate Program	6
D. Standard Course Load and Enrollment Restrictions.....	7
E. Class Attendance without Registration.....	7
F. Correspondence Courses.....	7
G. Auditing Courses.....	8
H. Adding Courses.....	8
I. Dropping Courses.....	8
Section IV. Graduate Credits.....	8
A. Transfer of Graduate Credit.....	8
B. Course Waiver.....	11
C. Registration Changes Due to Military Activation.....	12

D. Second Grade Option (Repeating a Course)	12
Section V. Tuition, Program Fee, and Payment	12
A. Tuition and Program Fee Assessment.....	12
B. Resident Classification for Tuition and Program Fee Purposes.....	12
C. Payment of Student Accounts.....	13
D. Full-Time/Half-Time Student Status.....	13
Section VI. Marking System	14
A. Marks Carrying Graduate Credit.....	14
B. Marks Carrying No Graduate Credit.....	14
C. Incomplete.....	14
D. No Report.....	14
E. Directed Readings.....	15
F. Course Grades of S and U.....	15
G. Computed Grade-Point Average.....	15
Section VII. Academic Standing, Probation, and Academic Dismissal.....	15
A. Probation.....	15
B. Academic Dismissal.....	16
C. Review of Academic Dismissal.....	16
Section VIII. Policies and Regulations Affecting Students	16
A. Student Rights and Responsibilities.....	16
B. Students with Disabilities and Academic Accommodations.....	16
C. The University of Iowa MBA Program Honor Code.....	16
D. Student Complaints Concerning Faculty Actions.....	23
E. Student Complaints Concerning Staff Actions.....	24
F. Sexual Harassment.....	24
G. University Ombudsperson.....	24
H. Mandatory Reporting Responsibilities.....	24
Section IX. Scholarships	24
A. Other Forms of Financial Assistance.....	25
Section X. General Requirements for the MBA Degree or Professional Certificate	25
A. Application for Degree or Professional Certificate.....	25
B. Plan of Study Degree Audit.....	25
C. Concentrations/Academic Tracks/Certificates.....	25
D. Residence Requirement.....	26

E. Reduction of Old Credits	26
F. Conditions Necessary to Receive an MBA Degree.....	26
G. Conditions Necessary to Receive a Professional Certificate.....	27
H. Two Master's Degrees.	27
I. Enrollment in Final Session.	27
J. Award of Degree.	27
Section XI. "With Distinction" Designation	28
Section XII. Changing MBA Degree Requirements.....	28
Section XIII. Exceptions.....	28
<i>Non-Discrimination Statement:</i>	28

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

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

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

Section II. Admission to the MBA or Certificate Programs

A. Admission Requirements.

Each program sets its own admission requirements that include the applicant's academic background and professional experience. Please reference the current admission criteria found on the Tippie website for the [Executive MBA](#), [Iowa MBA](#), and [Professional Certificate](#).

B. Application Procedure.

In all programs, applicants must complete the program's requisite application form and provide official copies of transcripts from all institutions attended. Additional application requirements and deadlines are outlined in each program's application materials.

MBA Programs. Students may find information about the Iowa MBA programs at [Executive MBA](#) and [Iowa MBA](#) or by calling (USA only): 319-467-1933.

Certificates. Information on certificate programs may be found at the [Graduate Certificate website](#) or by calling (USA only): 319-467-1933. Current MBA students can also locate details about earning a certificate while completing an MBA at the [Certificates & Dual Degrees website](#).

C. International Student Requirements.

Iowa MBA Program. For details regarding applying as an international student, including English language requirement, visit the [International Admissions](#) website.

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

Visa Requirement: International Students with an F1 student visa are not admissible into these programs. The most common type of visa is an H-1B, but different types are also eligible for admission. Please contact tippie-admissions@uiowa.edu for additional questions.

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

Students may now submit this proof online through [MyUI](#). (Student Information tab, Student Life Management section). This online form only takes a minute and then you will be added to the exemption list. Additional questions details about the process and exemption guidelines can be found on the [Student Benefits: International Students](#) website.

D. Readmission.

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

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

Certificate students who have not enrolled for a period of 12 months or more must submit a new Certificate application. Students who apply for readmission are held to the admission standards in place at the time of the new application.

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

E. Review of Admissions Decisions.

Iowa MBA Program and Executive MBA Program. Admissions decisions can be appealed to the Director of Enrollment Management, then to the Associate Dean of Graduate Management Programs, and then to the Senior Associate Dean of the Tippie College of Business, who has final authority for such decisions, pending review of the Office of the Provost.

Section III. Academic Program and Registration

A. Plan of Study.

Iowa MBA Program. The Iowa MBA is a fifteen-course program. Program requirements can be found in the [University catalog](#).

Certificates. The complete list of Professional Certificates and program requirements can be found in the [University catalog](#).

Dual Iowa MBA + MSBA Professional. A student earning a dual MBA + MSBA degree must complete a minimum of 60 semester hours at the University of Iowa in the MBA + MSBA programs and has specific rules for double-counting courses. More information can be found at the [MBA & MS Business Analytics Dual Degree website](#). Please consult an advisor for full details.

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

Executive MBA Program. The Executive MBA requires 48 semester hours of coursework and spans 16 months – three semesters and one summer. Program requirements can be found in the [University catalog](#).

B. System of Course Numbers.

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

Check the [University Catalog](#) (Program-Requirements tab) for a full list of courses, including titles and course numbers, approved for the degree. Consult with your advisor in advance to inquire about special permission to count courses that do not appear on this pre-approved list.

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

University of Iowa Students pursuing other degree programs and not formally admitted to an MBA program or a Master of Science in Business Analytics Graduate Program can enroll in MBA coursework if space is available and they meet the following requirements:

- Completed the published prerequisites or equivalent
- Completed one of the following educational requirements:
 - a bachelor's degree with a minimum 3.0 cumulative GPA and if taking a quantitative course, 6 semester hours of quantitative coursework with grades of B or better
 - 9 hours of graduate coursework with a minimum of a 3.0 cumulative GPA
- At least 18 months of post-undergraduate professional, full-time work experience

The determination of seat availability will depend on the course, current seat counts, and the admissions pipeline to ensure seats are available for current students and new admits. Generally, seats will be made available to non-MBA students via special permission approximately four weeks prior to the start of the semester, though it could be as late as the week before the semester begins if the course is close to capacity.

Tuition for Iowa MBA courses is assessed in addition to on-campus tuition, and the tuition responsibility schedule is specific to the Programs. Visit the [Tuition & Aid website](#) for details. The [Tuition Responsibility Schedule](#) for Graduate Management Programs (GMP) is different than the general University; please *only* refer to this schedule for GMP courses and disregard any other tuition responsibility-related information you may find in other UI websites and communications or in MyUI.

Students interested in enrolling for Iowa MBA courses should contact tippie-grad-registration@uiowa.edu.

MSBA Professional Students. This policy does not apply to MSBA students who wish to enroll in MBA courses.

Executive MBA Program. Students must be admitted to the Executive MBA Program to be allowed to enroll in courses offered through the EMBA program. Enrollment and registration are handled by EMBA staff.

D. Standard Course Load and Enrollment Restrictions.

Iowa MBA Program and Certificate students may register for no more than the maximum course load each session. Maximum course loads vary and are listed on the [Enrollment Restrictions and Course Load section](#) of the Registration website.

General Policy Information:

Students may not enroll in courses that meet on the same date and time. This includes courses where only one of the days or nights overlap.

Students may enroll in courses in MyUI as long as the full registration does not violate the enrollment restrictions. If the enrollment violates the restrictions, the registration will be administratively dropped.

If you want to enroll in a course with a prerequisite, you need to have completed the prerequisite or been waived from it before the course begins.

Enrollment in Iowa City Courses - Iowa MBA Program.

Iowa MBA students may complete up to 5 courses (15 semester hours) of MBA coursework in Iowa City campus sections (0700, 0800) that are offered through the full time Master of Finance and Master of Business Analytics programs. Students interested in these courses must submit a request to tippie-grad-registration@uiowa.edu and meet on-campus registration requirements. Students admitted to the Master of Finance and Master of Business Analytics programs have priority in registering for these courses, and approval is not guaranteed. Refer to the Tuition, Program Fee, and Payment section for related tuition details.

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

E. Class Attendance without Registration.

Attending a class without formal registration is not permitted.

F. Correspondence Courses.

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

G. Auditing Courses.

It is not possible to audit an MBA or MSBA Professional course. MBA students may technically audit other UI courses that allow that option. However, please note they will not count for academic credit toward an MBA degree or Certificate, and tuition may still be levied by the University for courses that are audited.

H. Adding Courses.

Iowa MBA Program. Students can enroll for a course in MyUI up until 11:59 p.m. the night before the course start date as long as space is available, prerequisite requirements are met, and enrollment guidelines are followed. On or after the first day of the course, contact the Tippie Grad Registration Office at tippie-grad-registration@uiowa.edu or 319-467-0358 to inquire about the possibility of a late add.

Executive MBA Program. Executive MBA Program staff will register students for all courses offered by the program each semester.

I. Dropping Courses.

Iowa MBA Program. Students may change their registration or withdraw from a course in [MyUI](#) the day prior to the course start date. Drops beginning on the class start date have a 10% tuition responsibility and tuition responsibility increases as the semester progresses as indicated on the [Tuition Responsibility Schedule](#). To drop a course or withdraw on or after the first day of class, students should e-mail tippie-grad-registration@uiowa.edu and not attempt to drop via MyUI.

Students who are contemplating leaving the program permanently should speak with their advisor prior to departure.

Executive MBA Program. Given the cohort nature of the Executive MBA Program, students may not drop courses without the consent of the Executive Director. Students will be assessed tuition as described in the [Tuition Responsibility Schedule](#) 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 Admissions once approved by the Graduate Management Programs department.

Iowa MBA Program and Certificates.

- A. An admitted student may request review of previous graduate coursework, taken while in a graduate student standing, for transferability by completing the [Qualtrics transfer credit form](#). (*HawkID and password required to access the form.*)
- B. The maximum semester hours (s.h.) of transfer credit that can be applied by program is as follows:
 1. To the MBA degree

- a. Up to 12 s.h. when transferring from an incomplete AACSB accredited MBA or graduate college of business program
 - b. Up to 6 s.h. of coursework with a business application may come from:
 - a completed graduate or professional degree
 - a completed or incomplete academic graduate or professional certificate (verified by institution transcript)
 - If the certificate was embedded within an incomplete AACSB college of business degree program, the maximum allowable transfer credit would be 12 s.h. based on the degree program of study enrollment from the same college of business.
 - courses from outside a college of business
 - an Iowa graduate program outside the College of Business being pursued concurrently
 - c. Up to 15 s.h. may transfer when credit was earned from a University of Iowa Tippie College of Business graduate or professional program (master's degree in Accounting, Finance, or Business Analytics, PhD, Business Analytics Certificate, or a professional certificate)
 - d. Semester hours listed above cannot be accumulated. For example:
 - 12 s.h. is the maximum that can be transferred from a student who has taken coursework from another MBA program and completed another degree
 - A student could combine 6 s.h. from an incomplete AACSB accredited MBA or graduate college of business program and 6 s.h. from a completed graduate degree for a total of 12 s.h.
 - 6 s.h. of transfer credit is the maximum possible from completed awards regardless of multiple degrees or certificates
2. To the standalone Professional Certificate is 3 s.h.
 - a. Exception: All courses taken in a Tippie College of Business program applicable to a Professional Certificate may be counted. However, one Professional Certificate course must be completed while in the MBA or Professional Certificate program-of-study to have the certificate awarded.
 3. To the MBA + Professional Certificate is a total of 12 s.h. – of those 12 s.h., 3 s.h. may be applied to the Professional Certificate
- C. Transfer credit may be applied to the MBA degree if the following requirements are met:
1. Credit is completed in an MBA program or other graduate college of business program accredited by the AACSB.
 - a. Graduate coursework from an international master's program is not eligible for transfer.
 2. If the course was completed in a graduate program outside of a college of business but has a business application and the school is in the US Department of Education Database of Accredited Postsecondary Institutions and Programs, the course will be evaluated by the Assistant Dean of Academics for transferability and up to 6 semester hours of transfer credit may be applied. This would be included in the total 12 semester hours of transfer credit.
 - a. Credit transferred from a course outside a college of business could have been used to fulfill the requirements of another degree.
 3. The grade earned is a B or better (3.0 GPA on a 4.0 scale) and was taken at the graduate or professional level. Transfer course grades are not added to program GPA, effective with the

implementation of the October 2021 policy, except for Iowa courses. Transfer course grades from Iowa courses will be added to program GPA.

- a. Exception: For students who are transferring credit in alignment with B.1.c above, course grades earned while in another Tippie program must be a C- or higher, and the most recent applicable courses will be transferred to maximize the life of the course. The course grade will be added to program GPA.
 4. Effective with Fall 2020 new admits, transfer credits used to fulfill degree requirements can be no more than 10 years old from the session in which the Iowa MBA degree is conferred.
 5. Previous graduate coursework taken on the quarter system will be converted to semester hours.
- D. All course work after matriculation to the MBA program is required to be completed through the University of Iowa Graduate Management Programs. The two circumstances explained below serve as exceptions to the policy:
1. Graduate Management Programs may consider the transfer of up to 6 semester hours of elective course credit if the course area is consistent with the student's career goals and is not offered through the MBA program.
 - a. Graduate credits from another institution earned after matriculation to the MBA program must be preapproved by the Assistant Dean, Professional Programs.
 2. Concurrent Iowa graduate degrees outside the College of Business may transfer up to 6 semester hours with business application.
 - a. Preapproval is not needed for transfer credit from a concurrent Iowa program. A student can submit the [Qualtrics transfer credit form](#) to initiate evaluation.
 - b. Concurrent degrees are different from the official combined degrees where there is a formal agreement regarding transfer credit and shared courses.

For the two exceptions stated above, the same requirements in C.1-4 above must be met for transfer credit after matriculation. The total number of transfer credits that can be applied toward the MBA degree is 12 semester hours.

- E. Credit can be transferred into a Tippie College of Business Professional Certificate program in the following instances:
1. An Iowa MBA student with approved transfer credit into the MBA program that is equivalent to a professional certificate course may apply that transfer course to a certificate if the student is admitted to the certificate program while still in the MBA program. The maximum semester hours of transfer credit to the MBA + Professional Certificate is still 12 semester hours.
 - a. A total of 3 semester hours can be transferred into a professional certificate. The transfer course may be equivalent to a core certificate course or an elective.
 - If coursework is from a college of business program, it must be AACSB accredited.
 - If coursework is from outside a College of Business, it must have a business application.
 - b. For the Innovation Certificate, a total of three Iowa ENTR courses are required to earn the certificate. If one of the three required courses are satisfied by transfer credit, ENTR:9200 Entrepreneurial Finance will be substituted as a requirement.
 2. A standalone Professional Certificate student may transfer in 3 semester hours of credit.
 3. An Iowa MBA alum may utilize all credit hours completed in the University of Iowa MBA program toward the respective Tippie College of Business Professional Certificate. However,

one course must be completed while in the certificate program-of-study to have the certificate awarded.

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

Dual Iowa MBA + MSBA Professional Program.

A student earning a dual MBA + MSBA must complete a minimum of 60 semester hours (s.h.) at the University of Iowa in the MBA + MSBA programs.

- A. If a student starts as a dual MBA + MSBA student, transfer credit would not reduce the total number of courses required to earn both degrees given the five shared/double counted courses (15 s.h.) and the 60 s.h. requirement to earn two master's degrees.
- B. If a student starts with one program, then adds the other to become a dual student, any previously awarded transfer credit will remain on record. The student will need to factor in the dual degree requirement of earning the minimum 60 semester hours (s.h.) in the Iowa MBA + MSBA programs.
 1. Example MBA adds MSBA – An MBA student is awarded 6 s.h. of transfer credit (MBA:8140 and a MGMT elective) leaving a total of 39 s.h. to earn the MBA. After their second semester, they apply to the MSBA program. As a dual MBA + MSBA student, they could share/double count 9 s.h. of coursework between the programs to complete the MBA (39-9=30 s.h.) and MSBA (30 s.h.) degree requirements and the 60 s.h. requirement to earn two master's degrees.
 2. Example MSBA adds MBA – An MSBA student is awarded 3 s.h. of transfer credit (BAIS:6070) leaving a total of 27 s.h. to earn the MSBA. After their second semester, they apply to the MBA program. As a dual MSBA + MBA student, they could share/double count 12 s.h. of coursework between the programs to complete the MSBA (30-3=27 s.h.) and MBA (33 s.h.) degree requirements and the 60 s.h. requirement to earn two master's degrees.
- C. If a student completes the MSBA or BA CER and then adds the MBA, the five core/certificate courses (15 s.h.) would be applied to the MBA and no additional transfer credit would be evaluated for the MBA, as detailed in the B.1.c section above.

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

B. Course Waiver.

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

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.

CPA or CFA level 1. Waiver may be available as follows:

- MBA:8140 Corporate Financial Reporting: CPA or CFA level 1
- MBA:8180 Managerial Finance: CFA level 1

Admitted students who have earned the CPA or CFA level 1 and would like to submit a request for waiver evaluation can fill out the [course waiver request form](#). (*HawkID and password required to access the form.*)

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

C. Registration Changes Due to Military Activation.

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

D. Second Grade Option (Repeating a Course).

The second grade option is not available for students in an MBA and Certificate 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 and Certificate requirements.

Section V. Tuition, Program Fee, and Payment

A. Tuition and Program Fee Assessment.

Iowa MBA Program and Certificate Programs. Tuition assessment is based upon the number of semester hours for which a student is enrolled. The current tuition rate can be found on the [Tuition & Aid website](#).

MBA and Professional Certificate students pay a one-time [Records and Documents fee](#). This replaces graduation and transcript fees, as well as other Registrar fees.

As of Spring 2022, the University no longer mails printed certificates to students. Please refer to the information provided by the Registrar's Office on [how to order a paper or digital copy of your certificate](#).

Executive MBA Program. Students are billed by the university on a semester basis. The program fee schedule is published on the [Tuition & Aid website](#).

B. Resident Classification for Tuition and Program Fee Purposes.

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

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

Iowa MBA students who choose to enroll in MBA coursework offered through the full time Master of Finance and Master of Business Analytics programs in Iowa City (generally with a 0700 or 0800 section identifier) will be assessed on-campus tuition according to the [University's tuition and fee table](#).

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

C. Payment of Student Accounts.

The University of Iowa charges tuition and related expenses to each student and emails official notification to students (to their @uiowa.edu address) that their U-Bill is available for review on MyUI.

Iowa MBA and Certificate Programs: 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. Payment option details can be found on the [University Billing Office website](#).

If a student receives tuition assistance from his/her employer, it is up to the student to understand and follow the employer's reimbursement policies. The student remains financially responsible for the balance of the bill and all restrictions will apply if payment is not received by the due date.

Executive MBA: Tuition for each semester is billed in full at the beginning of each semester and due no later than the 21st of the month after the end of the semester. Students may pay some or all of their assessment at any time during the semester.

If a student receives tuition assistance from his/her employer, it is up to the student to understand and follow the employer's reimbursement policies. The student remains financially responsible for the balance of the bill and all restrictions will apply if payment is not received by the due date.

D. Full-Time/Half-Time Student Status.

Some financial aid methods are dependent on status as a full-time or half-time student. Here is how this applies to the MBA and Certificate Program:

Full-time status. Defined for graduate students as 9 credit hours per semester during the fall and spring or 5 credit hours during summer session.

Half-time status. Defined for graduate students as 5-6 credit hours per semester during the fall and spring or 3 credit hours during summer session.

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. 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. Incompletes are granted at the discretion of the instructor and are to be used when a student has finished most of the coursework and their standing in the course is generally satisfactory. Students who receive the mark of I must remove that mark within the first semester after the closing date of the semester for which it is given; otherwise, the grade becomes an F. (Exceptions - A student with an Incomplete from the spring semester is exempt from completing the course during the succeeding summer semester; the course would need to be completed by the end of the fall semester. A student with an Incomplete from the fall semester is exempt from completing the course during the succeeding winter session; the course would need to be completed by the end of the spring semester.) At a later date, a faculty member can change the F to another grade if the student requests extending the completion timeline. Agreement of this extension is at the discretion of the instructor. 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. Students may not graduate (have a degree or certificate conferred) while carrying a grade of I even if the course is not required for the degree or certificate.

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.

If a student has two or more Incompletes outstanding (including Incompletes to F), a Registration Hold will be put on the student's record (Needs Permission of the Dean) and any enrollments for the next semester will be dropped. The Registration Hold will be removed, and registration will be allowed once the Incompletes have been cleared.

D. No Report.

The "No Report" (O) designation appearing on a student's permanent record must be changed to a valid grade before a degree or certificate can be conferred. The "no report" grade is usually a result of grades

not being in approved status when final grades are due. They are typically corrected shortly after being issued.

E. Directed Readings.

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

F. Course Grades of S and U.

Students may not apply courses taken with grades of S and U credit toward MBA degree or Certificate requirements. In Spring 2020, due to the global coronavirus pandemic, students could elect to take courses as S/U and the S grade does count toward degree requirements.

G. Computed Grade-Point Average.

The computed MBA Program of Study grade-point average (GPA) is based only on graduate work while in a program within Graduate Management Programs: 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.

Dual Iowa MBA + MSBA Professional. The UI cumulative GPA resets each time a new program of study is added or completed, so must be manually calculated for a dual degree student. Please consult with an advisor with any questions related to GPA.

Dual Iowa MBA + Juris Doctor. College of Law utilizes a numeric grading scale, and these grades will be included in the MBA Program of Study GPA.

Dual Iowa MBA + Medical Doctor. Carver College of Medicine utilizes a grading scale as follows: Honors ("H"); Near Honors ("H-"); and Pass ("P"), and these grades will not be included in the MBA Program of Study GPA.

Section VII. Academic Standing, Probation, and Academic Dismissal

A. Probation.

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

B. Academic Dismissal.

A student who is not permitted to register for failure to meet academic standards will be notified in writing with reasons for the action provided.

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

Professional Certificate students must earn a minimum certificate program of study cumulative grade point average of 2.75 at the time of certificate conferral. Low grades may prevent a student from conferral as the number of courses a certificate student may take is limited to the number of hours needed for the certificate (12-15 s.h.). A student may petition for the ability to take one extra course to raise their GPA. See section X.G. below.

C. Review of Academic Dismissal.

Iowa MBA Program. Academic dismissal can be appealed to the Assistant Dean of Graduate Management Programs, then to the Associate Dean of Graduate Management Programs, and then to the Senior Associate Dean of the Tippie College of Business, who has final authority for such decisions, pending review of the Office of the Provost.

Executive MBA Program. Academic dismissal decisions can be appealed to the Executive Director, then to the Associate Dean of Graduate Management Programs, and then to the Senior Associate Dean of the Tippie College of Business, who has final authority for such decisions, pending review of the Office of the Provost.

Section VIII. Policies and Regulations Affecting Students

A. Student Rights and Responsibilities.

Each academic year the University publishes a [Student Bill of Rights](#). This site also has a comprehensive list of other policies relevant to students, including Code of Student 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 [online](#).

C. The University of Iowa MBA 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 and Master's 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, Professional 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, Professional 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, Professional 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, Professional 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, Professional 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, Professional 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, Professional 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:
 - Iowa 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, Professional Programs will determine the make-up of the Judicial Board and any changes that may be needed. The Assistant Dean, Professional 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, Professional 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 the [Office of the Dean of Students website](#). 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 the [Academic Grievance Procedure website](#) 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 Staff Actions.

A student who has a complaint concerning inappropriate conduct by a staff member of the MBA 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. 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.

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 [online](#).

G. University Ombudsperson.

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

H. Mandatory Reporting Responsibilities.

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

Section IX. Scholarships

Scholarships are awarded to a limited number of Iowa MBA students each semester and no separate application is required. More information can be found on the [Tuition & Aid website](#).

A. Other Forms of Financial Assistance.

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

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

A. Application for Degree or Professional Certificate.

Iowa MBA Program. The student must apply for MBA degree conferral along with a Professional Certificate (if applicable) through MyUI. Deadlines are distributed to the students by program staff and are published within MyUI. Failure to file the application by the deadline date may result in the postponement of graduation to a subsequent session. A student applying only for Professional Certificate conferral cannot do so in MyUI but must fill out the [Certificate Completion Form](#) by the deadline distributed to the students by program staff.

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

B. Plan of Study Degree Audit.

Upon receipt of the Application for the Iowa MBA Degree or Certificate, the program staff will review the student's plan of study to verify the student's academic coursework and to ensure all requirements have been met. Approved applications will be forwarded to the University of Iowa Office of the Registrar. To avoid any issues, students should review their plan-of-study progression through the degree audit with their advisor on a regular basis and, in particular, the semester prior to that in which they expect to graduate. Dual Iowa MBA + MSBA Professional degree students: courses may not populate to your MBA degree audit if you started as an MSBA student and must be updated manually.

C. Concentrations/Academic Tracks/Certificates

Iowa MBA Program. Although not required, Iowa MBA students may embed a Professional Certificate within the MBA with no additional hours of credit needed. Visit the [Certificates & Dual Degrees website](#) to view all possible certificates offered. Students may pursue multiple certificates.

A [Business Analytics Certificate](#) may also be embedded in the Iowa MBA program; however, the declaration and conferral rules are different than the Professional Certificates. It must be awarded in the semester of the final certificate course requirement.

Executive MBA Program. The Executive MBA Program does not offer concentrations. Some courses in the EMBA program may apply toward a Professional Certificate. Consult with the Executive Director.

D. Residence Requirement.

Iowa MBA Program. Of the 45 semester hours required for the MBA degree, at least 33 semester hours must be completed under the auspices of The University of Iowa and at least one MBA course must be completed after admission to the Iowa Master of Business Administration program.

Certificates. All but 3 semester hours required for a Professional Certificate must be completed under the auspices of The University of Iowa. All courses taken in a Tippie College of Business program applicable to a Professional Certificate may be counted. However, one Professional Certificate course must be completed while in the MBA (for current students) or Professional Certificate (for former students) program-of-study to have the certificate awarded.

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

E. Reduction of Old Credits.

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

F. Conditions Necessary to Receive an MBA Degree.

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

1. Complete the course requirements for the program.
2. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
3. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete). Additionally, no incompletes may be on record, even if not used toward the MBA degree.
4. A cumulative MBA Program of Study grade-point average of 2.75 must be earned.

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

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

G. Conditions Necessary to Receive a Professional Certificate.

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

1. Complete the course requirements for the program.
2. Courses used to fulfill certificate requirements must be completed with a grade of C- or better.
3. Courses used to fulfill certificate requirements cannot carry a mark of I (incomplete). Additionally, no incompletes may be on record, even if not used toward the Professional Certificate.
4. A cumulative Certificate Program of Study grade-point average of 2.75 must be earned.

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

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

As of Spring 2022, the University no longer mails printed certificates to students. Please refer to the information provided by the Registrar's Office on [how to order a paper or digital copy of your certificate](#).

H. Two Master's Degrees.

The University of Iowa will grant an MBA degree to students pursuing a second master's degree simultaneously or in succession, if all requirements are met for each degree separately or as outlined in the dual degree plan of study. A minimum combined total of 60 semester hours of graduate credit at Iowa within the two master's degree programs must be achieved at the time that the second degree is conferred.

I. Enrollment in Final Session.

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

J. Award of Degree.

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

Section XI. “With Distinction” Designation

Iowa MBA Program. Students with a 3.80 GPA or higher will graduate “with distinction.” This honor will be notated on the student’s diploma and transcript. This designation does not apply to certificate programs.

Executive MBA Program. Students with a 4.0 cumulative GPA will graduate “with distinction.”

Section XII. Changing MBA Degree Requirements

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

Section XIII. Exceptions

This manual includes conventional policies followed by Tippie College of Business faculty and staff. Petitions to waive these regulations may be made for appropriate and justifiable reasons through the Assistant Dean, Professional 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 (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences. 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 Institutional Equity](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, oi-e-ui@uiowa.edu.