

Part-time Business Analytics Program

**Student Policies and
Procedures Handbook**

1st Edition (2022-2023)

IOWA

Tippie College of Business

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Student Policies and Procedures Handbook for Part-time Business Analytics Program

This handbook outlines the policies and procedures of the University of Iowa Henry B. Tippie College of Business Part-time Master of Science in Business Analytics (MSBA) Program and applies to MS students with the subprogram of Professional and to Business Analytics Certificate students.

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](#), applicable sections of [The University of Iowa Catalog](#) and [Policies and Regulations Affecting Students](#).

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

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Section I. Admission to the Part-time Business Analytics 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 [MSBA Professional](#) Program and [the Business Analytics Certificate](#).

B. Application Procedure.

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

Business Analytics Programs. Students may find information about the MSBA and Certificate on the [Tippie's Part-time Master of Business Analytics website](#) or by calling (USA only): 319-467-1933.

Professional Certificates. MSBA students who wish to locate details about earning one or more Professional Certificates while completing an MSBA should visit the [Professional Certificates & Dual Degree web page for current students](#) and speak with their academic advisor.

Dual MBA + MSBA Professional. MSBA students who wish to pursue the MBA + MSBA dual degree program, need to apply to and be admitted to both the MSBA and MBA programs. More details can be found on the [MBA & MSBA Dual Degree web page](#) and by talking to an academic advisor. To be classified as a dual degree student and maximize the benefit of that status, there should be at least one semester of overlap when a student is both an MBA and an MSBA or BA Certificate student.

C. International Student Requirements.

English Proficiency Requirement for International Students:

Prior to consideration for admission, international student applicants whose native language is other than English must take and pass either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The minimum TOEFL scores are 100 (internet-based test) and 600 (paper-based test). The IELTS minimum total score is 7.0 with all sub-scores a minimum of 6.0. View more information regarding these requirements and waiver eligibility on the [Graduate College English Proficiency Requirements web page](#).

Visa Requirement for International Students:

International Students with an F1 student visa are not admissible into the MSBA Professional programs. The most common type of visa is an H-1B, but other types may also be eligible for admission. Please contact tippie-admissions@uiowa.edu for additional questions.

Proof of Insurance Requirement for International Students:

All international students registered for classes at Iowa must submit proof of insurance while residing in the United States. MSBA 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. Specifically, 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.

MSBA Professional. To apply for readmission, the student must complete a 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.

Dual MBA + MSBA Professional. A new readmission application must be completed for each program. Students who apply for readmission are held to the admission standards in place at the time of the new application. If the MBA has been completed but the MSBA has not and the student must be readmitted to the MSBA, the student is not considered a dual degree student by the Graduate College. However, Graduate College may be willing to consider exceptions. Students should consult their advisors prior to taking a leave of absence to understand the impact on dual degree progress.

E. Review of Admissions Decisions.

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 II. Academic Program and Registration

A. Plan of Study.

MSBA Professional. The MSBA is a ten-course program. Program requirements can be found in the [University catalog](#). Students may complete the program in as few as four semesters but may choose to take longer.

Certificate. To earn a Business Analytics Certificate, a student must complete five courses. Program requirements can be found in the [University catalog](#). Students may complete the program in as few as two semesters but may choose to take longer.

There are also student planning tools that help students understand program requirements and develop their degree plan over time.

- The [Part-time Business Analytics Course Chart](#) outlines the required courses and elective options.

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

Dual MBA + MSBA Professional. A student earning a dual MBA + MSBA 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. Please consult an advisor for full details.

B. System of Course Numbers.

MSBA Professional classes have course numbers of 6000 and above and are acceptable for credit if they are offered as part of the published MSBA Schedule of Courses 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](#) (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 by Students Not Admitted to the MSBA Professional Program.

University of Iowa Students pursuing other degree programs and not formally admitted to a Master of Science in Business Analytics Graduate Program or an MBA program can enroll in MSBA 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 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

MSBA (Career) students must have permission from their advisor to enroll in an off-campus course.

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-MSBA 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 MSBA Professional courses is assessed in addition to on-campus tuition, and the tuition responsibility schedule is specific to the Programs. Visit the [Tuition, Fees and Billing 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 MSBA Professional courses should contact tippie-grad-registration@uiowa.edu.

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

D. Standard Course Load and Enrollment Restrictions.

MSBA Professional 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:

MSBA Professional and Certificate students may complete graduate coursework in Iowa City campus sections (0700) that are offered through the full-time MS in Finance or MS in Business Analytics (Career) programs. Students interested in these courses must request approval through their academic advisor and meet on-campus registration requirements. Students admitted to the MS in Finance or MS in Business Analytics (Career) programs have priority in registering for these courses, and approval is not guaranteed.

Tuition for these on-campus classes will be assessed according to the [UI Tuition & Fees Tables](#) by selecting the Graduate College drop-down and either the MS in Finance or MS in Business Analytics (Career) program table.

Enrollment in Iowa MBA Courses:

MSBA Professional students may take up to 6 semester hours of business elective from the Iowa MBA Program, which offers courses in lengths of 8 weeks (fall, spring, summer) and 4 weeks (winter). Please be aware that there is often a substantial amount of group work in Iowa MBA courses.

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 MSBA or Certificate.

G. Auditing Courses.

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

H. Adding Courses.

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.

I. Dropping Courses.

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.

For each session, students must follow the deadline dates established and published by Graduate Management Programs: [deadline to drop a course](#).

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

Section III. Graduate Credits

A. Transfer of Graduate Credit.

- 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. Up to 6 semester hours (s.h.) of transfer credit may be applied to the MSBA degree or BA Certificate if the following requirements are met:
 1. Credit is completed at an accredited institution listed in the US Department of Education Database of Accredited Postsecondary Institutions. If courses were taken in an MBA or college of business program, it must be accredited by the AACSB.
 - a. Transfer credit fulfilling a business elective can come from outside a college of business if there is a business application. 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.

2. Credit could be 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, except for Iowa courses. Transfer course grades from Iowa courses will be added to program GPA.
4. No coursework over 10 years old at time of evaluation will be considered for transfer. Credit used to fulfill degree requirements must be no more than 10 years old from the session in which the Iowa degree/certificate is conferred.
5. Previous graduate coursework taken on the quarter system will be converted to semester hours.
6. The maximum of 6 semester hours (s.h.) applies even if the courses are from an earned Iowa MBA degree (meaning not a dual MBA + MSBA student). Any courses completed prior to the semester when the MSBA/BA CER was declared, even Iowa MBA:8150, will count as part of the 6s.h. transfer limit. If a student moves from the BA Certificate to the MSBA degree, the total transfer credit maximum remains at 6 s.h. because the BA Certificate is completely embedded in the MSBA degree.
 - a. Example – Student earned Iowa MBA FA17, returned for BA Certificate SU21, accepted to MSBA SU22. The MBA:8150 course from the MBA is transferred to the BA Certificate for conferral in SP22. When transfer credit evaluation occurs for the MSBA, the maximum transfer credit does not reset. The 3 s.h. from MBA:8150 is already being transferred, and therefore, only another 3 s.h. can be transferred to the MSBA for the maximum 6 s.h.

Graduate work from other institutions will be entered on the student's permanent record once an official transcript is received and the student is enrolled in their first course(s).

Dual MBA + MSBA Professional. 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.

B. Course Waiver.

Students may be allowed to waive a core course if previously completed undergraduate and/or graduate course work in a given field of study has been completed and matches the content of a required core course. Student academic records will be reviewed for granting of waivers at the time students begin the program. Waiving a course using undergraduate coursework requires 12 semester hours completed in the subject area with grades of B (3.0) or better or meeting the criteria detailed below. Receiving a course waiver does not reduce credit hours required for a degree. Students must complete the program credit-hour requirement by replacing each waived core course with an additional elective.

A student may waive BAIS:9100 Data and Decisions if as 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.

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 talk to your advisor to inquire about a possible waiver.

BAIS:6050 Data Management & Visual Analytics Waiver Test Out. Students meeting one of the following criteria can take a test to determine if BAIS:6050 Data Management and Visual Analytics can be waived:

- 3 or more years working directly with databases, including database managers or administrators or database application developers
- Previous database management course at undergraduate or graduate level with a grade of B or better, verified by transcripts

Admitted students can complete the [waiver test request form](#) to confirm eligibility and gain access to the test. (*HawkID and password required to access the form.*)

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 for the MSBA and Certificate Programs. 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 MSBA degree and Certificate requirements.

Section IV. 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. The current tuition rate can be found on the [MSBA website](#).

Business Analytics 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](#).

B. Resident Classification for Tuition and Program Fee Purposes.

Iowa resident and nonresident students are assessed the same tuition rate for courses that appear in the [Part-time MSBA Course Schedule](#).

MSBA Professional and Certificate students who complete graduate coursework in Iowa City campus sections that are not listed on the Part-time MSBA Course Schedule will be assessed a tuition rate according to the [UI Tuition & Fees Tables](#) by selecting the Graduate College drop-down and one of the Master of Science in Finance or Master of Science in Business Analytics tables.

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.

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.

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.

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 MSBA 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 V. Marking System

A. Marks Carrying Graduate Credit.

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

B. Marks Carrying No Graduate Credit.

These include D+, D, D-, F, I (Incomplete), R (Registered), and U (Unsatisfactory). While the credits associated with these grades do not count toward degree requirements, the letter grades are included in the calculation of the grade-point average.

C. Audit.

Auditing MSBA courses is not permitted.

D. Incomplete.

The grade of I is to be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. 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.

E. 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.

F. Directed Readings.

Directed readings are not offered to students in the MSBA Professional and BA Certificate programs.

G. Course Grades of S and U.

Students may not apply courses taken with grades of S and U credit toward MSBA 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.

H. Computed Grade-Point Average.

The computed grade-point average is based only on graduate work: A+ = 4.33, A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .667, and F = 0.

Graduate College grade-point average (GPA) definitions can be found in the [Manual of Rules and Regulations](#). Major Program GPA is used by Graduate Management Programs for conferral and limits the number of business electives included to only 6 semester hours of the total 30 semester hours required.

Dual 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.

Section VI. Academic Standing, Probation, and Academic Dismissal

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. The cumulative grade-point is calculated on credit hours earned within the past ten years.

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](#). 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, Professional Programs, and the MSBA Professional Faculty Director. 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 notes 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 VII. 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 Specialized Master's 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 Master's 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 Specialized Master's 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. General Requirements for the MS in Business Analytics Professional and Business Analytics Certificate

A. Application for Degree.

Graduate College requires MSBA students to be enrolled in a course during the semester in which their degree is conferred. Students who fail to complete the degree application in the semester in which requirements are finished will have to enroll in another course and bear the cost of the additional coursework to earn the degree in a subsequent semester. The exception is if finishing a degree in the winter session when degrees are not conferred. In this case, a student must request to be enrolled in BAIS:6999 Graduation Registration Requirement by emailing tippie-grad-registration@uiowa.edu, and the degree application can be completed for spring conferral with no additional tuition cost. It is the student's responsibility to apply in the semester in which degree requirements are completed.

MSBA Students. A student must apply for the MSBA degree conferral through MyUI by the stated deadline. Deadlines are communicated to 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.

Certificate Students (or MS students who want to add the certificate on the way to getting their MS).

Students who wish to earn a Certificate and are enrolled in their final Certificate class should fill out the [Certificate Completion Form](#) by the stated deadline. This will notify program staff to submit the paperwork to the Graduate College on your behalf. This Certificate cannot be applied for retroactively. It must be awarded in the semester of the final certificate course requirement.

B. Plan of Study Degree Audit.

Upon receipt of the Degree Application for the MSBA or Certificate, the respective program staff will review the student's plan of study to verify the student's academic coursework and to ensure all requirements have been met. Approved applications will be forwarded to the Graduate College. 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 degree students: courses may not populate to your MSBA degree audit when you are still an MBA student and must be updated manually.

C. Concentrations/Academic Tracks/Certificates

Although not required, MSBA students may embed a Business Analytics Certificate within the MSBA program with no additional hours of credit needed. Details about how to obtain your certificate along the way are noted in Section IX., Subsection A (above).

D. Residence Requirement.

Of the 30 semester hours required for the MSBA, at least 24 semester hours must be completed under the auspices of The University of Iowa after admission to the Master of Science in Business Analytics Professional program.

E. Reduction of Old Credits.

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

F. Conditions Necessary to Receive an MSBA Degree.

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

- Complete the course requirements for the program.
- Courses used to fulfill degree requirements must be completed with a grade of C- or better.
- 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 MSBA degree.
- A UI cumulative GPA and MSBA Major Program of Study grade-point average of 2.75 must be earned.
 - If a student has completed the courses necessary for an MSBA 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 previous 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 10 unique courses is still required to earn an MSBA.
- All financial indebtedness to the University of Iowa must be cleared.
- Must be in good standing in accordance with both academic requirements and the MBA and Master's Honor Code.

G. Conditions Necessary to Receive a Certificate.

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

- Complete the course requirements for the program.
- Courses used to fulfill degree requirements must be completed with a grade of C- or better.
- 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 Certificate.
- A cumulative Certificate Program of Study grade-point average of 2.75 must be earned.
 - If a student has completed the five courses necessary for a certificate and has not earned the required GPA, the student may be allowed to complete a sixth course to raise the GPA. The sixth course must be one that was already approved to count toward a certificate. A student may choose to increase the GPA by taking a new course or repeating a previous course. If a student repeats a course, both grades appear on the permanent record and are used to calculate the cumulative grade-point average. A total of five unique courses is still required to earn a Certificate.
- All financial indebtedness to the University of Iowa must be cleared.
- Must be in good standing in accordance with both academic requirements and the MBA and Master's 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 MSBA 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 are required to register in the semester in which they plan to graduate with an MSBA. If a student completes all required degree requirements but fails to submit a degree application in the appropriate fall, spring, or summer semester, they must request to be enrolled in BAIS:6999 Graduation Registration Requirement by emailing tippie-grad-registration@uiowa.edu and incur a portion of the tuition cost for the one semester hour course. The tuition cost owed by the student would be \$100. The exception to BAIS:6999 enrollment at no cost is when the MSBA degree requirements are finished in the winter session, when degrees are not conferred, as noted in Section IX., Subsection A (above).

J. Award of Degree.

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

Section XI. 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, oiе-иi@uiowa.edu.