

**IOWA** | **MBA**

# **MBA STUDENT POLICIES AND PROCEDURES HANDBOOK**

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8<sup>th</sup> Edition (Revised August 2024)

# Student Policies and Procedures Handbook for MBA Programs

This handbook outlines the policies and procedures of the University of Iowa Tippie College of Business pertaining to students in the Iowa MBA and the Professional Certificate programs.

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 (CIMBA) can be found in their handbook.

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**Contact Information**

The University of Iowa  
Tippie College of Business  
Graduate and Professional Programs  
100 Pomerantz Center, C432  
Iowa City, IA 52242  
Phone: 319-467-1933  
Toll-free: 1-800-622-4692  
Web: <https://tippie.uiowa.edu/current-students/mba-students>

## Section I. Organizational Structure

The Master of Business Administration (MBA) Program and Professional Certificates are part of the Tippie College of Business and led by an associate dean who reports to the dean. Each program provides students with a foundation for future growth and flexibility in professional management.

The Iowa MBA program, which is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB), enables 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 in the MBA or completed as a standalone award, are a subset of the Iowa MBA Program and, unless otherwise noted, are subject to Iowa MBA guidelines.

## Section II. Admissions to the MBA or Professional Certificate Programs

### A. Admission Requirements

Each program sets its admission requirements to include applicant's academic background and professional experience.

For current admission criteria, reference program of interest webpage: [Iowa MBA](#) and [Certificate-only Admissions](#).

### B. Application Procedure

All applicants must complete the program's requisite application, provide official copies of transcripts from all institutions attended, and submit an updated resume. Other supporting documentation may be requested. Additional application requirements and deadlines are outlined in each program's application materials.

**Iowa MBA.** Visit [Iowa MBA](#) website or call (319) 467-1933 for additional details.

**Professional Certificates.** Visit the [Certificate-only Admissions](#) webpage or call (319) 467-1933 for further details. Current students interested in earning one or more certificates while completing an MBA should visit the [Graduate & Professional Certificates](#) webpage and are also encouraged to speak with their advisor.

**Dual MBA + MSBA Professional.** 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. The [MBA & MSBA Dual Degree](#) webpage offers more details. Students are also encouraged to speak with their advisor.

To be classified as a dual degree student and maximize the benefit of that status, at least one semester of overlap when a student is both an MBA and an MSBA or Business Analytics Certificate student is needed. A student should be admitted to the MSBA or Business Analytics certificate by the time they are in their fourth course (to allow for 9 semester hours of credit from prior to MSBA or BA CER admission to be 'transferred') to maximize credit sharing from the MBA.

### C. International Student Requirements

**Iowa MBA.** For additional details regarding applying as an international student, besides those offered below, visit the [International Admissions](#) website.

**English Proficiency.** Prior to consideration for admission, international student applicants whose native language is not English must take and pass the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or Duolingo. For further information regarding this requirement and potential waiver eligibility information, visit the [English Proficiency Requirements for MBA Admission](#) webpage.

**Visa Status.** International students with an F1 student visa are not admissible into the Iowa MBA or Professional Certificate programs. The most common type of visa eligible for admission is an H-1B. For more additional questions, contact [tippie-admissions@uiowa.edu](mailto:tippie-admissions@uiowa.edu).

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

Students may now submit this proof of insurance online through [MyUI](#). (Navigation: Student Information > Student Life Management). This online form only takes a minute and the submission will be added to the exemption list.

Additional details and exemption guidelines are available on the [International Student Benefits](#) website.

#### D. Readmission

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

**Iowa MBA.** A student must complete the MBA readmission application and provide an updated resume.

**Professional Certificates.** A new certificate application must be submitted by the student.

**Dual MBA + MSBA Professional.** A new readmission application must be completed for each program.

If the MBA has been completed but the MSBA has not and a student must be readmitted to the MSBA, the student is not considered a dual degree student by the Graduate College. However, the Graduate College may consider exceptions. To understand the impact on dual degree progress, students should consult their advisor prior to taking a leave of absence.

#### E. Review of Admission Decisions

Admission decisions can be appealed to the Director of Enrollment Management. Subject to the situation, an appeal can move to the Associate Dean of Graduate and Professional Programs and, if necessary, 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.** This is a 15 course program. The [University General Catalog](#) outlines program requirements.

**Professional Certificates.** A complete list of certificate requirements is provided in the [University General Catalog](#).

**Dual Iowa MBA + MSBA Professional.** Students earning a dual MBA + MSBA degree must complete a minimum of 60 semester hours at the University of Iowa in the MBA and MSBA programs. There are also specific rules for double-counting courses. More information is provided on the [MBA & MS Business Analytics Dual Degree](#) website. Students are encouraged to consult an advisor for full details.

For all programs, credit used to fulfill degree and/or certificate requirements must be no more than 10 years old from the session in which the degree or certificate from the University of Iowa is conferred.

#### B. System of Course Numbers

MBA courses have course numbers of 8000 and above.

Graduate courses are numbered 6000-7999 and are acceptable for credit if 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 numbered below 4999.

For a full list of courses approved for the degree including titles and course numbers, use the [University General Catalog](#) to find the name of the program. Once on the webpage of the program, look under the "Requirements" heading. Students should consult with their advisor in advance to inquire about special permission to count courses that do not appear on this pre-approved list.

#### C. Enrollment by Students in Other Programs

University of Iowa students pursuing other degree programs and not formally admitted to the Iowa MBA program or an MSBA program can enroll in MBA coursework if space is available and the following requirements are met:

1. Completed the published prerequisites or equivalent.
2. Completed Bachelor's degree with a minimum 3.0 cumulative GPA.
3. At least 18 months of post-undergraduate professional, full-time work experience.

The determination of seat availability depends on the course, current seat counts, and 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 course though it could be as late as the week before the start date if the course is close to capacity.

Tuition for Iowa MBA courses is assessed in addition to on-campus tuition. Visit the [Iowa Tuition & Aid](#) webpage for details. The [Tuition Responsibility Schedule](#) for Graduate and Professional Programs (GPP) is different than the general University. *Only refer to this schedule for GPP courses and disregard any other tuition responsibility related information in other UI websites, communications or in MyUI.*

Students in this situation must contact [tippie-grad-registration@uiowa.edu](mailto:tippie-grad-registration@uiowa.edu) to inquire about enrolling in Iowa MBA courses.

**MSBA Professional.** Policy does not apply to MSBA students who wish to enroll in MBA courses.

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

Iowa MBA and Professional 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 [Graduate Programs Register for Courses](#) webpage.

**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 through [MyUI](#) as long as the full registration does not violate enrollment restrictions. If the enrollment violates the restrictions, the registration will be administratively dropped.

If a student wants to enroll in a course with a prerequisite, the prerequisite needs to have been previously completed by the student or the student needs to be waived from it before the course begins.

**Enrollment in Iowa City (On-campus) Courses.** Iowa MBA students may complete up to five (5) courses (15 semester hours) of MBA coursework in Iowa City campus sections offered through the Master of Finance and Master of Business Analytics (Career) programs. These courses are typically designated with a 0700 or 0800 course section.

Students interested in these courses must submit a request to [tippie-grad-registration@uiowa.edu](mailto:tippie-grad-registration@uiowa.edu) and meet on-campus registration requirements. Students admitted to the Master of Finance and Master of Business Analytics (Career) programs have priority in registering for these courses, and approval is not guaranteed.

Tuition for these on-campus classes is assessed according to the University of Iowa [Tuition & Fees Tables](#) by selecting the program of study from the College and Primary Program of Study dropdowns.

#### E. Course Expectations

##### **Attendance and Promptness**

- Be on time to classes, presentations, and team meetings.
- If late or absent due to an emergency, illness (personal or family), or another circumstance, inform the instructor, organizer, and/or any teammates in advance. This can be done via e-mail, telephone call, and/or through face-to-face communication. If advance notice is not possible, contact the instructor, organizer, and/or any teammates as soon as possible afterwards.
- Minimize leaving class other than during break times.

##### **Peer Interaction**

- Contribute, participate, and engage in the classroom learning experience. The dialogue generated from you and your peers is an essential part of the classroom experience and enriches the conversation and learning.
- Respect classmates and their opinions. Refrain from degrading or offensive language. Language deemed or perceived racist, sexist, violent, or threatening will be immediately reported and may lead to disciplinary action.

##### **Privacy Considerations**

- Many classes are recorded. Background noise, side comments, and sidebar conversations may be picked up by the recording. If a sensitive matter with your instructor or a classmate is needed, make sure the conversation occurs at a dedicated time and place to maintain privacy.
- Respect confidentiality and keep discussions within the class. One of the most valuable elements of Tippie graduate programs is the open exchange of ideas and experiences. Some topics and situations discussed may include information about companies and/or other matters sensitive in nature.
- Do not personally record, screenshot, or photograph any aspect of class or group meetings without the expressed permission from those involved. This includes posting to social media or any other medium that records voice, data, or images. Unauthorized recording can compromise privacy, trust, and may even be illegal in certain circumstances.

**Online Courses.** While online courses cover the same material in the same depth as in-person courses, online courses are not easier or less intensive. Online course formats call for students to take more responsibility for their own learning, which demands significant time management skills and discipline to commit time each day to the course.

Technology also plays a large role in online courses, with hardware, software, and network requirements for a successful online experience. Most interaction with instructors and classmates is via message boards and email, which can lead to miscommunication without the cues of face-to-face (live or on camera) connection. Students in online courses should be extra mindful of how their words could be received by a diverse range of readers.

#### **Online Live Class Session Guidance**

- Log in before the start of class and remain connected with camera on throughout its duration.
- Dress as one would for an in-person class. This can be casual but not distracting.
- Be mindful of background noise and surroundings. Items in camera view should be appropriate for class setting.
- Treat online classes the same as an in-person class. Be present and focused while actively participating in classroom discussions and activities. Minimize unscheduled breaks from class.
- Do not engage in actions that impede class participation (e.g., driving, checking cell phone, web browsing, etc.)

#### F. Class Attendance without Registration

Attending a class without formal registration is not permitted.

#### G. Correspondence Courses

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

#### H. Auditing Courses

Auditing MBA (or MSBA) courses is not permitted. MBA students may technically audit other University of Iowa courses that allow the option. However, those courses will not count for academic credit toward an MBA degree or professional certificate. Tuition may still be levied by the University for audited courses as well.

#### I. Adding Courses

Students can enroll for a course in [MyUI](#) up until 11:59 p.m. CT 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, a student must contact Tippie Grad Registration at [tippie-grad-registration@uiowa.edu](mailto:tippie-grad-registration@uiowa.edu) or (319) 467-0358 to inquire about the possibility of a late add.

#### J. Dropping Courses

Students may change registration or withdraw from a course in [MyUI](#) *through the day prior to the course start date*. On or after the first day of class, email [tippie-grad-registration@uiowa.edu](mailto:tippie-grad-registration@uiowa.edu) to drop or withdraw from a course. (Students should not attempt to drop or withdraw from a course via MyUI at that point.) Students who are contemplating leaving the program permanently should speak with their advisor prior to departure.

Drops beginning on the class start date have a 10% tuition responsibility. Tuition responsibility increases as the semester progresses as indicated on the [Tuition Responsibility Schedule](#).

A retroactive drop may be possible if the student never attended the course but failed to drop the course through the appropriate channels. For these situations, email [tippie-grad-registration@uiowa.edu](mailto:tippie-grad-registration@uiowa.edu) for more information.

### **Section IV. Graduate Credits**

#### A. Transfer of Graduate Credit

An admitted student may request the review of previous graduate coursework, taken while in a graduate student standing, for transfer credit by completing a [Transfer Credit Request](#). (HawkID and password are required to access the form.)

- If graduate coursework is over 10 years old and/or from a non-AACSB accredited MBA or graduate college of business program, complete a [Course Waiver Request](#).

**Approved Transfer Credit Application.** Once approved by the Graduate and Professional Programs department, the necessary information will be entered on the student's permanent record and be viewable on the appropriate degree audit(s) upon receipt of an official transcript. If this has not occurred, the process will be put on hold until the official transcripts have been received. (Information about the transcript submission process is on the [Transcripts](#) webpage.)

**Credit Hour Conversion.** The University of Iowa follows a semester hour credit system. Any transfer credit that comes from an institution using the quarter system will be converted to semester hours.

#### *Transfer Credit Limits*

**Iowa MBA.** The maximum semester hours of transfer credit that can be applied is as follows:

1. Up to 12 semester hours when transferring from an incomplete AACSB accredited MBA or graduate college of business program
2. Up to six (6) semester hours of coursework with a business application may come from:
  - a. a completed graduate or professional degree
  - b. a completed or incomplete (verified) academic graduate or professional certificate
    - i. If the certificate was embedded within an incomplete AACSB college of business degree program, the maximum allowable transfer credit is 12 semester hours total based on degree program of study enrollment from same college of business.
  - c. courses from outside a college of business
  - d. an Iowa graduate program outside the College of Business being pursued concurrently
3. Up to 15 semester hours may transfer when earned from a Tippie College of Business graduate or professional program such as a master's degree in Accounting, Finance, or Business Analytics, PhD, Business Analytics Certificate, or a professional certificate.

The semester hours scenarios listed above cannot be accumulated. For example:

1. Twelve (12) semester hours is the maximum that can be transferred from a student who has taken coursework from another MBA program and completed another degree. Thus, the student could combine for a total of 12 semester hours:
  - a. Six (6) semester hours from an incomplete AACSB accredited MBA or graduate college of business program
  - b. Six (6) semester hours from a completed graduate degree
2. For multiple completed degrees or certificates, six (6) semester hours of transfer credit total is the maximum possible that can be awarded from those programs of study.

**Professional Certificates.** For a standalone professional certificate, three (3) semester hours is the maximum transfer credit that can be applied.

As an 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.

**MBA + Professional Certificates.** For students completing the MBA and a professional certificate(s), 12 total semester hours is the maximum transfer credit that can be applied.

Only three (3) semesters hours of those 12 semester hours may be applied to a professional certificate.

#### *Transfer Credit Requirements*

**Iowa MBA.** Transfer credit may be applied if the following requirements are met:

1. Completed coursework from MBA program or other graduate college of business program accredited by AACSB.
  - a. Graduate coursework from an international master's program is not eligible.
2. If 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 Graduate and Professional Programs.
  - 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 4.0 scale) and taken at the graduate or professional level. Transfer course grades are not added to the program GPA except for those from University of Iowa courses.)
  - a. Exception: For students transferring credit from a Tippie College of Business graduate or professional program noted above, course grades earned while in that 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 as well.
4. 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.



**Professional Certificates.** Credit can be transferred into a professional certificate program based on the requirements noted for the Iowa MBA above. In addition, other instances that apply are as follows:

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. (Maximum semester hours of transfer credit to the MBA + Professional Certificate is still 12 semester hours.)
  - a. A total of three (3) semester hours can be transferred into a professional certificate. The transfer course may be equivalent to a core certificate course or an elective.
    - i. Coursework from a college of business program must be AACSB accredited.
    - ii. Coursework from outside a college of business program must have a business application.
2. An Iowa MBA alum may utilize all credit hours completed in University of Iowa MBA program towards a 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.
3. Credit used to fulfill certificate requirements must be no more than 10 years old from the session in which the professional certificate from the University of Iowa is conferred.

**Dual Iowa MBA + MSBA Professional.** A student earning a dual MBA + MSBA degree must complete a minimum of 60 semester hours (20 unique courses) at the University of Iowa in the MBA and MSBA programs.

1. If student starts as dual MBA + MSBA, transfer credit does not reduce total number of required courses to earn both degrees given five shared/double counted courses (15 semester hours) and 60 semester hours requirement.
2. 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. However, the student will need to factor in the minimum of 60 semester hours at the University of Iowa in the MBA and MSBA programs. Examples are provided below:
  - a. **MBA student adds MSBA.** An MBA student is awarded six (6) semester hours of transfer credit (e.g., MBA:8140 and MGMT elective) leaving 39 semester hours to earn the MBA degree. After their second semester, the student applies to the MSBA program. Now, as a dual degree student, they can share/double count nine (9) semester hours of coursework between the MBA and MSBA programs to complete both degree requirements while meeting the 60 semester hours at the University of Iowa requirement.

Program	Semester Hours
Iowa MBA	45
Transfer Credit	- 6
Iowa MBA remaining	39
MSBA	+30
Iowa MBA + MSBA (Shared/double count)	- 9
Total at University of Iowa	60

- b. **MSBA student adds MBA.** An MSBA student is awarded three (3) semester hours of transfer credit (e.g., BAIS:6070) leaving a total of 27 semester hours to earn the MSBA degree. After their second semester, the student applies to the MBA program. Now, as a dual degree student, they can share/double count 12 semester hours of coursework between the MBA and MSBA programs to complete both degree requirements while meeting the 60 semester hours at the University of Iowa requirement.

Program	Semester Hours
MSBA	30
Transfer Credit	- 3
MSBA remaining	27
Iowa MBA	+45
Iowa MBA + MSBA (Shared/double count)	-12
Total at University of Iowa	60

3. If a student completes MSBA or Business Analytics Certificate and then adds the MBA, the five (5) core/certificate courses (15 semester hours) would be applied to the MBA and no additional transfer credit would be evaluated for the MBA.

### Transfer Coursework After Matriculation

All coursework after matriculation to the MBA program is required to be completed through the University of Iowa Graduate and Professional Programs. The two circumstances explained below serve as exceptions to the policy:

1. Graduate and Professional Programs may consider up to six (6) semester hours of elective course transfer credit if course area is consistent with student's career goals and is not offered through the MBA program.
  - a. Graduate credits from another University of Iowa program or different institution earned after matriculation to MBA program must be preapproved by the Assistant Dean of Graduate and Professional Programs.
2. Concurrent University of Iowa graduate degrees outside the College of Business may transfer up to six (6) semester hours with business application.
  - a. Preapproval is not needed for transfer credit from a concurrent University of Iowa program. A student can submit a [Transfer Credit Request](#) 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 these two exceptions, the same requirements listed for the Iowa MBA under the "Transfer Credit Requirements" heading 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.

### B. Course Waiver

Admitted students may be allowed to waive a core course if the student has significant undergraduate coursework in a given field of study. At the time a student begins the program, their academic record will be reviewed for granting of a waiver(s). With the exception of MBA:8150/BAIS:9100, waiving a course requires 12 semester hours completed in the subject area with grades of B (3.0) or better.

A course waiver does not reduce the total number of courses required for the program of study but does allow for the waived course to be replaced with an additional approved elective. If a core course waiver is granted within a professional certificate, the waived course must be replaced with an approved certificate elective of equivalent credit hours.

**CPA or CFA Waiver Evaluation.** Individuals who have their Certified Public Accountant (CPA) licensure or Chartered Financial Analytics (CFA) licensure have the ability to waive out of Corporate Financial Reporting (MBA:8140) and/or Managerial Finance (MBA:8180) as outlined below.

- CPA or CFA Level 1 = Corporate Financial Reporting (MBA:8140)
- CFA Level 1 = Managerial Finance (MBA:8180)

Admitted students who have earned either or both licensures and are interest in this waiver option should complete a [Course Waiver Request](#). (Hawk ID and password is needed to access this form.)

### C. Registration Changes Due to Military Activation

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

### D. Second Grade Option (Repeating a Course)

The second grade option is not available for students in an MBA and/or professional certificate program.

If a student repeats a course, both grades appear on the student's permanent record and are used to calculate the cumulative grade point average and the MBA Program GPA. The MBA Program GPA appears on the degree audit.

Repeated coursework is recognized only once toward fulfillment of MBA degree and professional certificate requirements.

## **Section V. Tuition, Program Fee, and Payment**

### A. Tuition and Program Fee Assessment

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

In addition, MBA and professional certificate students pay a one-time [University Records and Documents](#) fee. This replaces graduation and transcript fees as well as other Office of the Registrar fees.

Regarding awarded professional certificates, a complimentary printed certificate award is not provided. To order and purchase a paper or digital copy, refer to the Office of the Registrar's [Diplomas](#) webpage. Students should wait to order a certificate(s) until after degrees are conferred and a conferral email is received from Degree Services.

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

**Iowa MBA and Professional Certificates.** 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 coursework offered through the full-time Master of Finance and/or full-time Master of Business Analytics programs in Iowa City (generally with a 0700 or 0800 section identifier) will be assessed on-campus tuition for their primary program of study according to the [Tuition and Fee Table](#).

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

## C. Scholarships and Other Forms of Financial Assistance

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

There are limited scholarships for current students. Information will be shared in program communication when available.

Enrolled MBA students may apply for financial assistance. This is done through the [Office of Student Financial Aid](#).

**Professional Certificates.** No scholarships are offered for these programs.

## D. Payment of Student Accounts

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

**Iowa MBA and Professional Certificates.** All tuition amounts are billed in full for the term on the first billing date. Payment option details can be found on the [Payment Options](#) webpage from the University Billing Office. However, 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.
3. Participate in Employer Deferred Tuition plan offered by the University of Iowa Billing Office.

For all programs, it is up to the student to understand and follow their employer's reimbursement policies if a student receives tuition assistance from their employer. 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.

## E. 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 graduate students in the MBA and Professional Certificate Programs:

- Full-time status: Defined as Nine (9) credit hours per semester during the fall and spring or five (5) credit hours during summer session.
- Half-time status: Defined as 5-6 credit hours per semester during the fall and spring or three (3) credit hours during summer session.

## F. Military Benefits and Policies

Please contact the [Veteran and Military Community at Iowa Office](#) to learn more about veteran benefits.

## **Section VI. Marking System**

### A. Marks Carrying Graduate Credit

These include A+, A, A-, B+, B, B-, C+, C, C- and S (Satisfactory). Plus or minus awarding is at discretion of faculty member.

### 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 (GPA).

### C. Incomplete

An Incomplete ("I") is given only when a student's coursework 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 used when a student has finished most coursework and their course standing is generally satisfactory.

Students receiving an "I" must remove that mark within the first semester after the closing date of the semester in which it is given. Otherwise, the grade becomes an F with the exception of the following:

- An Incomplete from the spring semester is exempt from being resolved during the succeeding summer semester. Instead, the course needs to be completed by the end of the fall semester.
- An Incomplete from the fall semester is exempt from being resolved during the succeeding winter session. Instead, the course needs to be completed by the end of the spring semester.

At the discretion of the instructor, the F can be changed to another grade if the student requests an extension. An Incomplete grade change submission is done by the instructor via the Office of the Registrar. The deadline is in the [Academic Calendar](#).

It is strongly recommended that the student, in conjunction with approval from the faculty member, prepare a written outline providing a timeline for completion for the Incomplete.

Courses cannot be repeated to remove Incompletes. Removal is achieved only through the completion of the specific work for which the mark is given. Students may not have a degree or certificate conferred while carrying an "I" even if that course is not a degree or certificate requirement.

If two or more Incompletes are outstanding (including Incomplete to F), a Registration Hold is put on the student's record requiring permission from the Assistant Dean of Graduate and Professional Programs to enroll. Also, any enrollments for the next semester will be dropped. The hold is removed and registration is allowed once Incompletes are cleared.

### D. No Report

A "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. This mark is usually a result of grades not being in approved status when final grades are due but are typically corrected shortly after being issued.

### E. Directed Readings

Directed readings are not offered to students in the 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 professional certificate requirements. In Spring 2020, due to the global coronavirus pandemic, students could elect to take courses as S/U and the S grade counted toward degree requirements.

### G. Computed Grade Point Average (GPA)

The computed MBA Program of Study GPA is based only on graduate work while in a Graduate and Professional program:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = .067	

**Dual Iowa MBA + MSBA Professional.** UI Cumulative GPA resets each time a new program of study is added or completed. Thus, the GPA for a dual degree student must be manually calculated. Consult with advisor regarding any GPA related questions.

**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 for those courses used toward MBA degree requirements.

**Dual Iowa MBA + Medical Doctor.** Carver College of Medicine utilizes an Honors ("H"), Near Honors ("H-"), and Pass ("P") grading scale. These grades will not be included in MBA Program of Study GPA.

## Section VII. Academic Probation, Dismissal, and Appeal Process

### A. Probation

A student, excluding those in Professional Certificate status, will be placed on academic probation if their cumulative University of Iowa MBA Program of Study grade point average falls below 2.75 after completing nine (9) or more semester hours. This includes previously completed semester hours while in PreMBA status or earning a professional certificate if applicable. The grade point is calculated on credit hours earned within the past 10 years.

Evaluation for removal from probation will occur when a student completes nine (9) additional University of Iowa semester hours. If their University of Iowa MBA Program of Study GPA is 2.75 or above at that time, the student is removed from probation and returned to good standing. If it remains below the needed 2.75, the student will be denied permission to register in any additional courses and dismissed from the program. An MBA degree cannot be conferred when a student is on probation.

### B. Academic Dismissal

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

**Iowa MBA.** A student on probation who is unable to raise their cumulative GPA to 2.75 or higher following the completion of nine additional credit hours will be dismissed from the program and not allowed to enroll.

**Professional Certificates.** A minimum Certificate Program of Study cumulative grade point average of 2.75 at the time of certificate conferral is needed. 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 semester hours). A student may petition for the ability to take one extra course to raise their GPA. For additional details regarding this, see Section X.G.

### C. Appeal Process

**Iowa MBA.** Academic dismissal can be appealed to the Associate Dean of Graduate and Professional Programs. If deemed necessary, the appeal can be presented 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

The University of Iowa publishes a [Student Bill of Rights](#) each academic year that includes the policies related to student rights and responsibilities. Additionally, this site has a comprehensive list of other policies relevant to students, including the most currently available Code of Student Life.

### B. Students with Disabilities and Academic Accommodations

Instructors must make reasonable accommodations for students with identified physical, mental, and/or learning disabilities under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. However, it is the student's responsibility to request accommodations in advance of the course starting as Student Disability Services (SDS) accommodations are not applied retroactively and can take 2-3 weeks for review once all documentation is received.

For additional details, visit the [Student Disability Services \(SDS\)](#) website.

### C. Tippie Honor Code

The purpose of the [Tippie Honor Code](#) (the "Honor Code") is to ensure honorable and ethical behavior. A student implicitly agrees to follow the Honor Code by accepting admission to the Iowa MBA or a professional certificate program. Each student accepts personal responsibility to uphold and defend academic integrity and promote an atmosphere in which all individuals may flourish. The Honor Code is as follows:

By agreeing to the Honor Code:

1. I commit to scholastic honesty and integrity.
2. I agree to maintain the spirit of the Honor Code.
3. I strive to set a standard of honest and ethical behavior that reflects well on me, the Tippie College of Business, and the University of Iowa.

## *Honor Code Violation Reporting*

**Faculty, Teaching Assistants, and Staff.** Those who discover Honor Code violations must report them to Graduate and Professional Programs administration via completion of an [incident report](#).

The faculty member must also notify the accused student. Sanctions imposed by the faculty member for an incident within their course are at the discretion of each faculty member. As examples, sanctions imposed may include at a minimum, zero on the assignment or exam, a reduction in letter grade in course, and at a maximum, a failing grade in course.

**Students.** An individual who witnesses an Honor Code violation is expected to report the violation to the course instructor. An advisor or the Assistant Dean of Graduate and Professional Programs are also acceptable. Any student who is aware of an Honor Code violation but fails to report it threatens the spirit of the code.

If an Honor Code violation is reported, the violation will be reviewed using the processes in place for the specific program. If the violation is proven and it occurred in a specific course, faculty have the authority to determine the academic sanction. Program administrator(s) determines the programmatic sanction. Additional details are provided in subsequent pages.

Nonacademic violations may be referred directly to the [Office of Student Accountability](#).

## *Violations*

The following is a non-exhaustive list of **punishable offenses** under the Honor Code:

1. **Cheating** which 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 authorization of course instructor.
  - Using online resources that are prohibited by the faculty.
2. **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.
3. **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.)
4. **Obtaining an unfair advantage** which 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.
5. **Forgery** includes:
  - Altering a score, grade, or schedule change on an academic record.
  - Forging the signature of an instructor, advisor, dean, or another student.

6. **Facilitating academic dishonesty** includes:
  - Helping or attempting to help another person commit an act of academic dishonesty.
7. **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.

#### *Violation Review Process*

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

1. Provide a copy of the violation form filed with Graduate and Professional Programs.
  - If 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 in the investigation or during a hearing concerning an incident report and alleged Honor Code violation.
2. Review the sanction imposed by the instructor.
3. 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.
  - 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.
4. Review the appeal process and deadline.

#### *Subsequent Student Action*

After receiving official notification from Graduate and Professional Programs, the student may:

1. 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 and Professional Programs the incident report will be stored in online system (Maxient) but not included in MAUI electronic student file.
  - A record of the Honor Code violation will be kept for 10 years or until student graduates, whichever comes first, for those enrolled in Graduate and Professional Programs.
  - 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.
2. Accept responsibility for Honor Code violation but appeal instructor's sanction to 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 up to the instructor.
  - Student must appeal via email to Graduate and Professional Programs Office within 10 business days of receiving email notification of incident from the Assistant Dean of Graduate and Professional Programs.
3. Deny responsibility for Honor Code violation and appeal instructor's sanction to the Judicial Board.
  - Student must appeal via email to Graduate and Professional Programs Office within 10 business days of receiving email notification of incident from the Assistant Dean of Graduate and Professional Programs.

#### *Appeal Initiation*

As noted above, the student must submit an appeal via email to Graduate and Professional Programs Office within 10 business days of receiving email notification of incident from the Assistant Dean of Graduate and Professional Programs.

When two or more students are accused of the same incident of academic misconduct, the option to have the appeal reviewed jointly or separately is available.

### *Appeal Investigation Process*

Upon receipt of an appeal, a Graduate Judicial Board\* (the "Judicial Board") will convene, and all relevant parties are notified via email sent to their University of Iowa email account. (For Judicial Board membership, see relevant section.)

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.

In addition to recorded principal party interviews, the investigative process may include but is not limited to recorded interviews of all other necessary individuals such as additional instructors, students, staff, and/or witnesses identified by the principal parties. Also, the obtaining of evidence such as written statements, syllabi, assignments, and exams may occur. All appeal materials including interview recordings will be provided to the GPP point of contact for Judicial Board. A timeline will be provided to the Judicial Board for the investigation of Honor Code charges. The Judicial Board will work with their GPP 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.

\* If an appeal is filed by a current Judicial Board student member, the entire Judicial Board will be notified and queried to determine whether or not the Judicial Board can review it. If the Judicial Board cannot review it (e.g., not enough unbiased members for the investigation team or hearing panel), the recommendation will be made for the appeal process to be led by the Assistant Dean of Graduate and Professional Programs.

### *Appeal Adjudication*

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.

The Judicial Board will then consider the findings and any other information obtained from 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 Honor Code violation but find original sanction imposed by instructor was inequitably enforced, too severe, or out of alignment with stated policy in syllabus. A recommendation to adjust a grade, where applicable, may be made but the ultimate decision is that of the faculty member.
- Determine that the student did not commit an Honor Code violation. With that, a written statement will be issued recommending the Assistant Dean of Graduate and Professional Programs dismisses the allegation and no record will be kept in the student's file.

Once the Judicial Board resolution is given to the Assistant Dean of Graduate and Professional Programs, the assistant dean 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.

### *Sanctions*

When a student appeals a sanction, the Judicial Board shall consider if the sanction was:

1. Different than what was included in the course syllabus or assignment sheet.
2. 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 including but 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

### *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.



### *Subsequent Appeals*

Students have the right to appeal the decision of the Assistant Dean of Graduate and Professional Programs through the following steps based on their program of study:

#### **Iowa MBA Program**

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

#### **Master of Finance or Master of Business Analytics Programs**

1. Appeal to Associate Dean of Graduate and Professional Programs, who may accept decision of the assistant dean, modify decision, or reverse decision. The associate dean may require a new investigation, review, or both.
2. Appeal decision of Associate Dean of Graduate and Professional Programs to 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.

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

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

Appeals must be made in writing and include a clear description of the basis for the appeal. Appeals cannot be filed based on disagreement with the factual basis or merits of Judicial Board's decision. Questions regarding this appeal process can be addressed to Graduate and Professional.

### *Graduate Judicial Board Membership*

The board consists of at least one faculty member and at least two students from any of the following programs:

- |  |  |
|--|--|
| 1. Iowa MBA                                    | 3. Master of Business Analytics (Career) |
| 2. Master of Business Analytics (Professional) | 4. Master of Finance                     |

While current board members have the opportunity to review potential candidates and recommend students for a board position, the Assistant Dean of Graduate and Professional Programs will determine the Judicial Board makeup. Additionally, the assistant dean will manage Judicial Board personnel changes including the dismissal of board members for failing to perform duties and expectations.

Student members who successfully complete the University of Iowa's FERPA training may serve until graduation. If a student member resigns, the vacancy will be addressed by the Assistant Dean of Graduate and Professional Programs.

Lastly, all Graduate 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.

### *Revision of Tippie Honor Code*

The Tippie 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 of Graduate and Professional Programs 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 on the [Office of the Dean of Students](#) website. In general, advised 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 department executive officer.
3. If satisfactory outcome is not obtained, student may contact the Associate Dean of Graduate and Professional Programs regarding the complaint.

Review Graduate College Academic Grievances Policy on the [Academic Grievance Procedure](#) webpage for additional mechanisms for resolving complaints related to graduate student employees who are part of the UE-COGS bargaining unit.

### E. Student Complaints Concerning Staff Actions

A student complaint concerning inappropriate conduct by a staff member should follow this procedure:

1. The student should discuss the concerns directly with the program staff member.
2. If student and staff member are unable to resolve the problem, a letter of complaint by the student may be submitted to the Assistant Dean of Graduate and Professional Programs. The direct supervisor of the staff member will be informed of the situation as well.
3. The assistant dean in conjunction with the staff member's direct supervisor will investigate the complaint.
  - a. Staff member will be contacted and given the opportunity to review and respond to the student complaint.
  - b. The assistant dean and direct supervisor will act as mediators to settle the matter.

If the assistant dean and direct supervisor are unable to resolve the issue to the satisfaction of the student, the student may appeal to the Associate Dean of Graduate and Professional Programs. Subsequent appeals may be taken up with the Tippie College of Business Senior Associate Dean.

### F. Sexual Harassment and Sexual Misconduct

If complaint involves sexual harassment and/or sexual misconduct, the procedures above should not be followed. Instead, the University policy and procedures referenced on the [Title IX Compliance and Policy](#) website should be used.

### 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

Many University of Iowa staff and fellow students, because of position and profession, have a responsibility to report disclosures about past or current experiences of sexual misconduct, dating/domestic violence, and/or stalking. Thus, confidentiality cannot be guaranteed. The [Office of Civil Rights Compliance](#) offers additional details.

## **Section IX. General Requirements for MBA Degree or Professional Certificate**

### A. Application for MBA Degree or Professional Certificate

**Iowa MBA.** A student must apply for MBA degree conferral (and professional certificates if applicable) through MyUI. Application deadlines are distributed to students via their University of Iowa email, published in MyUI, and provided on the university website. Failure to file by the deadline may result in postponement of conferral to a subsequent session.

**Professional Certificate.** A student must apply for professional certificate awarding through MyUI. It is important to note that the certificate(s) must be listed as a program of study on the student's record before doing so. (To have a certificate added, contact advisor.) Application deadlines are distributed to students via their University of Iowa email, published in MyUI, and provided on the university website. Failure to file by the deadline may result in postponement of conferral to a subsequent session.

### B. Plan of Study and Degree Audit Review

Upon receipt of the degree application for the Iowa MBA degree and/or professional certificate, program staff review student's plan of study along with their degree audit to verify academic coursework and ensure all requirements have been met. Approved applications will be forwarded to the University of Iowa Office of the Registrar.

To avoid 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 graduation is expected.

For dual Iowa MBA + MSBA Professional degree students, courses may not populate to MBA degree audit appropriately if MSBA degree was started first. Thus, MBA degree audit updates must be done manually.

### C. Concentrations, Academic Tracks, and Certificates

**Iowa MBA.** Though not required, students may embed a professional certificate with no additional hours of credit needed. The [Graduate & Professional Certificates](#) website provides all possible certificates offered.

A [Business Analytics Certificate](#) may be embedded within the MBA. However, the declaration and conferral rules are different than professional certificates. It must be awarded in the semester of the final certificate course requirement.

Students may pursue multiple certificates. However, additional credits beyond those required for the Iowa MBA may be needed if pursuing more than one certificate.

#### D. Residence Requirement

**Iowa MBA.** At least 33 of the 45 semester hours required for the MBA degree must be completed under the auspices of the University of Iowa. In addition, at least one MBA course must be completed after admission to the Iowa MBA program.

**Professional Certificates.** All but three (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.

#### E. Reduction of Old Credits

Credits used to fulfill degree and/or certificate requirements must be no more than 10 years old from the session in which the degree or certificate from the University of Iowa is conferred. When credit becomes more than 10 years old, it is no longer counted on the degree audit as satisfying degree/certificate requirements.

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

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

1. Complete the course requirements for the program of study.
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).
  - No Incompletes may be on record, even if not used toward the MBA degree.
4. An MBA Program of Study grade point average of 2.75 must be earned.
  - If a student has completed the courses necessary but has not earned the required GPA, the student may complete additional courses to raise the GPA.
    - The exact number of courses allowed depends on the timing of probationary status as students have nine semester hours following its designation to increase the GPA to at least 2.75.
    - A student may take a new course(s) or repeat a course(s).
      - If a student repeats a course, both grades appear on the permanent record and are used to calculate the grade point average.
    - A total of 15 unique courses is required to earn an MBA.
5. All financial indebtedness to the University of Iowa should be cleared.
6. Remain in good standing with the Tippie College of Business regarding Honor Code and academic performance.

For details about a digital or print diploma, refer to the Office of the Registrar's [Diplomas](#) webpage.

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

A student must fulfill the following conditions to receive a professional certificate:

1. Complete the course requirements for the program of study.
2. Courses used to fulfill certificate 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).
  - No Incompletes may be on record, even if not used toward the certificate.
4. A Certificate Program of Study grade point average of 2.75 must be earned.
  - If a student has completed the courses necessary but 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, which could be a new course or a repeated course.
    - If a student repeats a course, both grades appear on the permanent record and are used to calculate the grade point average.
    - The minimum total of unique courses is required to earn a certificate.
5. All financial indebtedness to the University of Iowa should be cleared.
6. Remain in good standing with the Tippie College of Business regarding Honor Code and academic performance.

The University of Iowa does not mail a printed certificate award to students. To order and purchase a paper or digital copy of a certificate award, refer to the Office of the Registrar's [Diplomas](#) webpage. Students should wait to place an order until after degrees have been conferred and a conferral email is received from Graduation Services.

## H. Two Master's Degrees

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

A minimum combined total of 60 semester hours of graduate credit at the University of 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.

Students who complete final coursework in the winter session should complete a degree application for the spring session as conferrals are not processed during the winter term.

## J. Awarding of Degree

Admission to an MBA program does not guarantee the conferral 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 X. Distinction Designation**

**Iowa MBA Program.** Students graduating with at least a 3.80 cumulative grade point average in MBA program coursework at the University of Iowa will be awarded "With Distinction" honors.

This honor will be notated on the diploma and transcript of each qualifying student. In addition, those who attend the Iowa MBA Commencement ceremony receive and wear gold honor cords with their regalia during the event. This designation does not apply to professional certificates.

## **Section XI. Changing MBA Degree Requirements**

Proposed changes in the general requirements for the MBA degree will be considered by the MBA Program Committee.

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

## **Section XII. 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 of Graduate and Professional Programs.

## **Section XIV. 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 Senior Director, [Office of Civil Rights Compliance](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, [daod-ocrc@uiowa.edu](mailto:daod-ocrc@uiowa.edu).