

IOWA

Tippie College of Business
Business Analytics

PART-TIME BUSINESS ANALYTICS STUDENT POLICIES AND PROCEDURES HANDBOOK

3rd Edition (Revised August 2024)

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

This handbook outlines the policies and procedures of the University of Iowa Tippie College of Business pertaining to the Part-time Master of Science in Business Analytics Program and applies to MS students with the subprogram of Professional. This program is also referenced as Part-time MSBA and MSBA Professional in subsequent pages. These outlined policies and procedures apply to Business Analytics Certificate students as well.

In addition, students of these programs are subject to the policies, procedures, and requirements of the Graduate College and the University. For additional details, consult the [Manual of Rules and Regulations](#) from the Graduate College and applicable sections of [The University of Iowa General Catalog](#) along with the [Policies](#) webpage provided by the Dean of Students branch under the Division of Student Life.

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. Organizational Structure

The Master of Business Analytics (MSBA) Programs – full-time Master of Business Analytics (Career) and part-time MSBA Master of Business Analytics (Professional) – and Business Analytics Certificate are part of the Tippie College of Business and led by an associate dean who reports to the dean.

The part-time MSBA program was made for professionals by tailoring it for maximum convenience while providing students with skills employers prioritize. The Business Analytics Certificate offers a credential option for those looking to fill in the gaps or as a stepping stone for those not quite ready for the commitment to a master's program experience.

Section II. Admission to the Part-time MSBA Program or Business Analytics Certificate

A. Admission Requirements

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

For current admission criteria, reference the website for the program of interest: [Part-time Master of Business Analytics](#) and [Business Analytics Certificate](#).

B. Admission Requirements

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

Part-time MSBA. Visit [Part-time Master of Business Analytics](#) website or call (319) 467-1933 for more details.

Business Analytics Certificate. Visit [Certificate-only Admissions](#) website or call (319) 467-1933 for further details.

Professional Certificates. Current students interested in earning one or more professional certificates while completing an MSBA 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 offer more details and 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

Part-time MSBA. 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 [Graduate College English Proficiency Requirements](#) webpage.

Visa Status. International students with an F1 student visa are not admissible into the Part-time MSBA or Business Analytics Certificate programs. The most common type of visa eligible for admission is an H-1B. For additional questions, contact 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. MSBA 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

Per [Section I.I Readmission](#) of the Graduate College Manual of Rules and Regulations, “If a student's enrollment is interrupted for any reason so that they are 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...” Thus, 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. The steps to complete the readmission process for each program are noted below.

Part-time MSBA. A student must complete a readmission application and provide an updated resume.

Business Analytics Certificate. A student must submit a new certificate application.

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. Depending upon the situation, the appeal can move to the Associate Dean of Graduate and Professional Programs and, if deemed 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

Part-time MSBA. This is a 10-course program. The [University General Catalog](#) outlines the program requirements. Students may complete the program in as few as four semesters but may choose to take longer.

Business Analytics Certificate. Students must complete five (5) courses for this certificate. Program requirements are provided in the [University General Catalog](#). Students may complete the program in as few as two semesters but may choose to take longer.

Planning tools to understand program requirements and develop a degree plan over time are available. For example, Business Analytics course flow charts and planning guides outline required courses and elective options. These documents are located under the “Planning Documents” heading at the bottom of the [Part-time Business Analytics Master’s & Certificate](#) webpage.

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

Part-time MSBA 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 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 a Master of Business Analytics program or the Iowa MBA program can enroll in MSBA coursework if space is available and the following requirements are met:

1. Completed the published prerequisites or equivalent
2. Completed one of the following educational requirements:
 - a. Bachelor's degree with a minimum 3.0 cumulative GPA and six (6) semester hours of quantitative coursework with grades of B or better
 - b. Nine (9) hours of graduate coursework with a minimum of a 3.0 cumulative GPA

MSBA Career Students. Must have permission from their advisor to enroll in an off-campus course.

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-MSBA 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 MSBA Professional courses is assessed in addition to on-campus tuition. Visit the [Part-time Master of Business Analytics 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 found on other University of Iowa websites, in communications, or in MyUI.*

Students wishing to take a Part-time MSBA course must 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

Part-time MSBA and Business Analytics 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 Classes](#) 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. Part-time MSBA and Business Analytics Certificate students may complete graduate coursework in Iowa City campus sections offered through the Master of Finance or Master of Business Analytics (Career) programs. These courses are typically designated with a 0700 or 0800 course section.

Students interested in these courses must request approval through their advisor 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 "Graduate College" from the dropdown and scrolling the appropriate Primary Program of Study table.

Enrollment in Iowa MBA Courses. Part-time MSBA Program students may take up to six (6) semester hours of business elective from the Iowa MBA Program, which offers courses in 8-week (fall, spring, summer) and 4-week (winter) lengths. Note that there is often a substantial amount of group work in Iowa MBA courses.

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 fulfillment of the MSBA or Business Analytics Certificate.

H. Auditing Courses

Auditing MSBA (or MBA) courses is not permitted. MSBA students may technically audit other University of Iowa courses that allow the option. However, those courses will not count for academic credit toward an MSBA degree or Business Analytics 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 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 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.

The Office of the Registrar provides a [Course Deadlines](#) webpage that includes Graduate College deadlines to drop a course.

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 for more information.

Section IV. Graduate Credits

A. Transfer of Graduate Credit

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

- If graduate coursework is over 10 years old and/or not from an appropriately accredited institution, complete a [Course Waiver Request](#). (Details regarding coursework accreditation requirements are explained below.)

Approved Transfer Credit Application. Once approved by the Graduate and Professional Programs department, the needed 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 for transfer coursework.

If this has not occurred, the process will be put on hold until the official transcripts have been received. (Information regarding the transcript submission process can be found on the [Transcripts](#) page of the Tippie College of Business website.)

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

Transfer Credit Limit and Requirements. Up to a maximum of six (6) semester hours of transfer credit can be applied if the following requirements are met:

1. Coursework was completed at an accredited institution listed in the US Department of Education Database of Accredited Postsecondary Institutions. However, if courses were taken in an MBA or college of business program, the coursework must be from an AACSB accredited institution.
 - a. Specific to the MSBA, coursework fulfilling a business elective can come from outside a college of business if there is a business application and is from an appropriately accredited institution.
 - In this situation, the course will be evaluated by the Assistant Dean of Graduate and Professional Programs for transferability.
 - b. Credit could be used to fulfill the requirements of another degree.
2. 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 from University of Iowa courses are added to the program GPA.
 - Transfer course grades from another institution are not added to the program GPA.
3. 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 or certificate is conferred.

Non-Dual Degree Student Scenario. The maximum of six (6) semester hours still applies if courses are from an earned Iowa MBA degree when the individual was not a dual degree student. To be classified as a dual degree student at least one semester of overlap when a student is both an MBA and a MSBA student (MBA + MSBA) or an MBA and Business Analytics Certificate (MBA + BA CER) student is needed.

In addition, any courses completed prior to the semester when the MBA + MSBA or MBA + BA CER was declared, even MBA:8150, will count as part of the six (6) semester hour transfer credit limit. If a student moves from the Business Analytics Certificate (BA CER) to the MSBA degree, the total transfer credit maximum remains at six (6) semester hours because the Business Analytics Certificate is completely embedded in the MSBA degree.

For example, a student who earned the Iowa MBA in Fall 2017 returned for the Business Analytics Certificate in Summer 2021, which was subsequently awarded in Spring 2022. In Summer 2022, the student was then accepted to the MSBA program. The following occurs since the student did not achieve the dual degree designation:

- When the student returned for the Business Analytics Certificate, the MBA:8150 course completed during the MBA was transferred to that certificate.
- Upon acceptance to the MSBA program, transfer credit evaluation occurred again. Since the maximum transfer credit does not reset, the three (3) semester hours from the completed MBA:8150 course, which is a required course in the MSBA, is already transferred to the MSBA. Therefore, only another three (3) semester hours can be transferred to the MSBA before reaching the six (6) semester hours maximum.

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 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 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 MSBA program. Now, as a dual degree student, they could 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 MBA program. Now, as a dual degree student, they could 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 the MSBA or BA CER and then adds the MBA, the five core/certificate courses (15 semester hours) would be applied to the MBA and no additional transfer credit would be evaluated for the MBA.

Program	Semester Hours
Iowa MBA	45
Transfer Credit (from completed MSBA or BA CER)	-15
Iowa MBA remaining	30

B. Course Waiver

Students may be allowed to waive a core course if previously completed undergraduate and/or graduate coursework 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.

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.

Tippie Undergraduate Courses. A student may waive an MSBA core course(s) or Business Analytics Certificate course(s) based on courses taken and grades received as a Tippie undergraduate student at the University of Iowa.

- **BAIS:9100 Data and Decisions Waiver.** 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:
 - a. BAIS:2800 Business Analytics or ECON:2800 AND
 - b. 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.
- **BAIS:6040 Data Programming in Python Waiver.** If as a Tippie undergraduate, BAIS:3020 Computational Thinking was taken and a minimum grade of A- was received.
- **BAIS:6050 Data Management Waiver.** If as a Tippie undergraduate, BAIS:3200 Database Management was taken and a minimum of A- was received.
- **BAIS:6070 Data Science Waiver.** If as a Tippie undergraduate, BAIS:3500 Data Mining was taken and minimum of A- was received.

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

Other potential waiver options are as follows:

BAIS:6040 Data Programming in Python Waiver Test Out. No specific criteria needs to be met to take the Data Programming in Python (BAIS:6040) Waiver Test, but students should understand the course learning objectives as these skills are needed in subsequent electives requiring Python:

1. Employ the basics of the Python programming that are essential to data programming, including data types, indexing and slicing, flow control, built-in and user-defined functions, and file handling
2. Utilize commonly used data science libraries in Python, including NumPy for handling numbers, Pandas for data manipulation, NLTK and TextBlob for text processing, Matplotlib and Ipywidgets for data visualization, and Scikit-Learn for machine learning
3. Apply the Python skills learned in class to a complex real-world problem

Admitted students can complete a [Data Programming in Python Test-Out Option Request](#) to confirm eligibility and gain access to the test. (Note: Hawk ID and password is needed to access this form.)

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

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

Admitted students can complete a [Data Management \(BAIS:6050\) Test-Out Option Request](#) to confirm eligibility and gain access to the test. (Note: 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 for the MSBA and Business Analytics Certificate. 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 the MSBA degree and Business Analytics Certificate requirements.

Section V. Tuition, Program Fee, and Payment

A. Tuition and Program Fee Assessment

Part-time MSBA and Business Analytics Certificate. Tuition assessment is based upon number of semester hours a student is enrolled. The current tuition rate is available here: [Part-time Business Analytics Tuition, Fees & Billing](#)

A one-time [University Records and Documents](#) fee is required for Business Analytics students. This replaces graduation and transcript fees as well as other Office of the Registrar fees.

Please note the University no longer mails printed certificates to students. To order and purchase a paper or digital copy of a certificate, refer to the [Diplomas](#) webpage provided by the Office of the Registrar. Students should wait to order a certificate until after degrees have been conferred and a conferral email is received from Graduation Services.

B. Resident Classification for Tuition and Program Fee Purposes

Iowa resident and nonresident students are assessed the same tuition rate for courses appearing the in [Part-time Master of Business Analytics Course Schedule](#).

Part-time MSBA and Business Analytics Certificate students who complete graduate coursework in Iowa City campus sections not listed in the course schedule above will be assessed a tuition rate according to the [UI Tuition & Fees Tables](#) by selecting the Graduate College drop-down and the appropriate Primary Program of Study 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](#) of the Office of the Registrar website. Questions concerning these regulations and guidelines should be referred to that office.

C. Scholarship and Other Forms of Financial Assistance

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 [Part-time Master of Business Analytics Tuition & Aid](#) webpage.

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

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

D. Payment of Student Accounts

The University of Iowa charges tuition and related expenses to each student. Official notification of U-Bill availability for review on MyUI is sent by email to students via their @uiowa.edu address.

All tuition amounts are billed in full for the term on the first billing date. Payment option details are 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 grade point average.

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

E. Directed Readings

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

F. Course Grades S and U

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

G. Computed Grade Point Average (GPA)

The computed grade point average is based only on graduate work:

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

Graduate College grade point average (GPA) definitions can be found in the [Manual of Rules and Regulations](#). Major Program GPA is used by Graduate and Professional Programs for conferral and counts a maximum six (6) semester hours of business electives used to satisfy degree requirements as part of the 30 semester hours total required.

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

Section VII. Academic Probation, Dismissal, and Appeal Process

A. Probation

A student will be placed on academic probation if their cumulative University of Iowa GPA falls below 2.75 after completing nine (9) or more semester hours. The grade point is calculated on credit hours earned within past 10 years.

Evaluation for removal from probation will occur when a student completes nine (9) additional University of Iowa semester hours. If their GPA is 2.75 or above at that time, the student is removed from probation and returned to good standing. If their GPA remains below the 2.75 minimum, the student will be dismissed from the program and 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. Also, a student may be placed on probation for failure to meet conditional admission standards, for egregious academic misconduct or violations of the Code of Student Life. Students are expected to follow the [University of Iowa Code of Student Life](#). Students are advised to review this information, which covers both academic and non-academic behaviors.

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

Upon successful completion of the specified objectives, a student will be removed from probation.

B. Program Dismissal

A student placed on academic probation who 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 of Graduate and Professional Programs as well as the MSBA Professional Faculty Director.

C. Appeal Process

A student may contest being placed on probation or dismissed in writing to the Associate Dean of Graduate and Professional Programs within 14 calendar days of written notification.

According to [Section IV.G](#) of the Manual of Rules and Regulations, "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." See: [Academic Grievance Procedure](#)

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. Student 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 MSBA or Business Analytics 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 Graduate 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 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 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 future violations of the Honor Code or the Code of Student Life occur, 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 an online system (Maxient) but not included in MAUI electronic student file.
 - For those enrolled in a Graduate and Professional Programs program of study, a record of the Honor Code violation will be kept for 10 years or until student graduates, whichever comes first.
 - The Graduate College will also be notified of the violation for students in the Master of Business Analytics and Master of Finance programs.
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 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 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 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, the 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. Furthermore, obtaining of evidence such as written statements, syllabi, assignments, and exams may occur. All appeal materials including interview recordings will be provided to 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 Graduate Judicial Board student member, the entire Judicial Board will be notified and queried to determine whether or not the Judicial Board will review it. If the Judicial Board cannot (e.g., not enough unbiased members for the investigation team or hearing panel), the recommendation will be 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 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 resolution of the Judicial Board 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:

1. If sanction was different than what was included in the course syllabus or assignment sheet.
2. If 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 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 the Associate Dean of Graduate and Professional 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 of Graduate and Professional Programs to the Tippie College of Business Senior Associate Dean.
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 the Associate Dean of Graduate and Professional 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 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 Graduate 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 Programs.

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 recommend individuals for a board position, the Assistant Dean of Graduate and Professional Programs will determine the board makeup. Additionally, the Assistant Dean of Graduate and Professional Programs will manage board personnel changes including the dismissal of members for failing to perform duties and expectations.

Student members who have successfully completed the University of Iowa's FERPA training may serve on the board until they graduate. If a student member resigns from the board, 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 and Procedures

The Tippie Honor Code is subject to revision and amendment by the Tippie Faculty Senate.

Revisions to the procedures used by the Graduate Judicial Board to investigate and adjudicate Honor Code violations may be made by the Assistant Dean of Graduate and Professional Programs in consultation with the Graduate Judicial Board.

D. Student Complaints Concerning Faculty Actions

Student complaints concerning faculty actions including grade appeals can be pursued according to the recommended mechanisms provided 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 satisfactory outcome, the student should turn to the department executive officer.
3. If still unresolved, the student may take the matter to the Associate Dean of Graduate and Professional Programs.

Other mechanisms in resolving complaints, mainly as relates to graduate student employees who are part of the UE-COGS bargaining unit are in the Graduate College Academic Grievances Policy on the [Academic Grievance Procedure](#) webpage.

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 complaint.
 - a. The staff member will be contacted and given opportunity to review and respond to student complaint.
 - b. The assistant dean and direct supervisor will act as mediators to settle the matter.

If the Assistant Dean of Graduate and Professional Programs 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 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 the Part-time MSBA Program or Business Analytics Certificate

A. Application for MSBA Degree or Business Analytics Certificate

The Graduate College requires MSBA students to be enrolled in a course during the semester in which their degree is to be conferred. For example, a student completing their last course for the MSBA degree in Fall 2024 should complete a degree application (by the application deadline) in that semester. The student must be enrolled in that final course before they have the ability to complete the degree application. 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. Ultimately, it is the responsibility of the student to apply in the appropriate semester.

Exception: A student finishes a degree in the winter session when degrees are not conferred. In this case, the student must request enroll 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.

MSBA Students. A student must apply for the MSBA degree conferral through [MyUI](#) by the stated deadline. Deadlines to do so are distributed to students via their University of Iowa email, published within MyUI, and provided on the University of Iowa website. Failure to file the application by the deadline date may result in the postponement of graduation to a subsequent session.

Business Analytics Certificate Students (or MSBA students wanting to add the certificate en passant). Students who wish to earn the certificate and are enrolled in their final certificate class should apply through [MyUI](#) by the stated deadline. It cannot be applied for retroactively. It must be awarded in the semester of final certificate course requirement.

B. Plan of Study and Degree Audit Review

Upon receipt of an MSBA or Business Analytics Certificate degree application, the student's plan of study along with their degree audit is reviewed to verify academic coursework and ensure all requirements are met. Approved applications are sent to Graduate College.

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 they expect to graduate.

For dual Iowa MBA + MSBA Professional degree students, courses may not populate to MSBA degree audit when still completing the MBA. Thus, MSBA degree audit updates must be done manually.

C. Concentrations, Academic Tracks, and Certificates

Though not required, MSBA students may embed a [Business Analytics Certificate](#) within the MSBA program with no additional hours of credit needed. Additional details are noted in Section IX.A above.

D. Residence Requirement

Of the 30 semester hours required for the MSBA degree at least 24 semester hours must be completed under the auspices of the University of Iowa after admission to the Part-time Business Analytics Program.

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 MSBA Degree

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

1. Complete the course requirements for the program.
2. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
3. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete). Additionally, no incompletes may be on record, even if not used toward the MSBA degree.
4. A UI cumulative GPA and MSBA Major Program of Study GPA 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 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 cumulative grade point average.
 - A total of 10 unique courses is required to earn an MSBA.
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.

Refer to the Office of the Registrar's [Diplomas](#) webpage regarding a digital or print diploma.

G. Conditions Necessary to Earn a Business Analytics Certificate

A student must fulfill the following conditions to receive the 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 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 additional course must be one that was already approved to count toward the certificate, which could be a new or repeated course.
 - If a student repeats a course, both grades appear on the permanent record and are used to calculate the cumulative grade point average.
 - The minimum total of unique courses is required to earn the 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 MSBA 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 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, the student must request to be enrolled in BAIS:6999 Graduation Registration Requirement by emailing tippie-grad-registration@uiowa.edu. In addition, the student will incur a portion of the tuition cost, which is \$100 for the one semester hour course. 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.A above.

J. Awarding of Degree

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

Section X. Distinction Designation

Part-time MSBA Program. The Graduate College which grants the Master of Business Analytics degree does not award distinction for its graduate programs.

Business Analytics Certificate. Certificate programs are not eligible for distinction designation upon completion.

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 of Graduate and Professional Programs.

Section XII. 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 Civil Rights Compliance](#), the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, (319) 335-0705, daod-ocrc@uiowa.edu.