



Tippie College of Business

Specialized master's Program – Student Policies and Procedures Handbook

Fall 2025 – Spring 2026

Master Student Policies and Procedures Handbook

This handbook provides the policies and procedures for the Specialized Masters Programs at the University of Iowa College of Business. If a section does not distinguish among programs, it applies to all programs. Differences in the policies and procedures among the programs are identified by program. The handbook contains information relevant to students pursuing a Master of Science in Business Analytics (MSBA) and Master of Accountancy (MAc).

Please note that students of these programs are subject to the policies, procedures, and requirements of the Graduate College and The University of Iowa as well. For additional details, students should consult: the Manual of Rules and Regulations of the Graduate College ([Link](#)), applicable sections of The University of Iowa Catalog ([Link](#)) and Policies and Regulations Affecting Students ([Link](#)).

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

Section I. Academic Program

A. Plan of Study

The Masters Programs are structured to be completed in two semesters (fall and spring) with a spring (May) graduation. Plans of study are available online, use the links below.

- [MSBA Plan of Study](#)
- [MAc Plan of Study](#)

B. System of Course Numbers

Graduate courses are numbered 5000 and above. Courses numbered 3000-4999 may count towards program requirements with prior approval. Courses below 3000 are not accepted for graduate credit per Graduate College policy.

C. Standard Enrollment

A student may choose to extend their time in the program, but scholarships awarded at admission may be limited to the traditional two semesters. Please check with Director of Admissions Operations on potential financial implications of extending the completion period.

MSBA. Students will register for 17 semester hours in the fall and 16 semester hours in the spring. Registration for more than 17s.h. requires permission from the Graduate College. Students must submit this request by email to the Associate Director of Student Services.

MAc. Students will register for 15 semester hours each semester of the program.

Section II. Graduate Credits

A. Transfer of Graduate Credit

Up to six semester hours of transfer work may be applied to the master's degree if approved. To transfer credits, the course must be from an accredited program, with a grade of B or better, taken at the graduate level, and relevant to the master's program. To obtain transfer credit approval, the student must submit a specific written request to the Associate Director of Student Services for further review. The student will normally be required to submit a course syllabus.

In general, it is recommended that all coursework after formal admission be completed through the University of Iowa. Graduate credits from another institution earned after formal admission to the master's program must be pre-approved.

B. Course Waiver.

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

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

MSBA.

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

- BAIS:3020 Computational Thinking (minimum grade A-) waives BAIS:6040 Data Programming in Python
- BAIS:3200 Database Management (minimum grade A-) waives BAIS:6050 Data Management
- BAIS:3140 Information Visualization (minimum grade A-) waives BAIS:6140 Visual Analytics.
- BAIS:3500 Data Mining (minimum grade A-) waives BAIS:6070 Data Science

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

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

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

E. Dual Degrees

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

F. Early Admission

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

G. Voluntary Withdrawal

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

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

Section III. Tuition, Program Fee, and Payment

A. Tuition and Program Fee Assessment.

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

B. Resident Classification for Tuition and Program Fee Purposes.

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

C. Payment of Student Accounts.

All tuition amounts are billed in full for the term on the first bill. The University Billing Office offers two payment options: 1) Pay the "balance in full" at the beginning of each semester and 2) Pay the "minimum periodic payment" through the deferred payment plan. Detailed information is available on the [University Billing office website](#).

Section IV. Marking System

A. Marks Carrying Graduate Credit.

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

B. Marks Carrying No Graduate Credit.

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

C. Audit.

AUS or AUU (audit satisfactory or audit unsatisfactory) is the status assigned when a student registered for zero credit attends as an auditor throughout the course. If the student fails to meet the instructor's requirements for class attendance, AUU is assigned. Auditing requires the permission of the faculty teaching the course and the course is not counted toward graduation requirements.

D. Incomplete.

An 'Incomplete' (I) grade is given when a student cannot complete coursework due to circumstances beyond their control, such as illness or accident. Students who receive the mark of I must remove that mark within the first session after the closing date of the session for which it is given; otherwise, the grade becomes an F, except that a student with an I from the spring semester is exempt from completing the course during the succeeding summer session. Later, a faculty member can change the F to another grade. Courses may not be repeated to remove incompletes; removal of an I is accomplished only through the completion of the specific work for which the mark is given. Students may not graduate (have a degree conferred) while carrying a grade of "I" even if the course is not required for the degree.

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

E. Directed Readings.

Directed readings are independent study projects that students arrange in consultation with a faculty sponsor. A student must create a contract or syllabus that includes the objectives, deliverables and timeline and have documented consent

from the faculty member. A copy must be provided to the Associate Director of Student Services at the start of the semester. Up to three semester hours of directed reading coursework may be applied toward the degree.

F. Course Grades of S and U.

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

G. Computed Grade-Point Average.

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

Section V. Academic Standing, Probation, and Dismissal

Students should review [Graduate College](#) Publications, particularly the Manual of Rules and Regulations of the Graduate College, which governs most aspects of study.

A. Academic Standing Requirements.

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

B. Probation Program Dismissal

Students are expected to follow the [University of Iowa Code of Student Life](#). Students are advised to review the Code, which covers both academic and non-academic behaviors.

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

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

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

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

C. Program Dismissal

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

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

Appeal. The student may contest being placed on probation or dismissed in writing to the Associate Dean, Graduate and Professional Programs, within 10 calendar days of written notification. Additionally, according to the Graduate College Manual, Section IV.G, "Questions involving judgment of performance will not be reviewed beyond the departmental level. If, however, the student feels there has been unfairness or some procedural irregularity concerning dismissal, the student may pursue a grievance according to the Academic Grievance Procedure (AGP) established by the Graduate College. The AGP is available in the Graduate College. The student should consult with the Graduate College prior to initiating an academic grievance."

Section VI. 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. Students must request accommodations from Student Disability Services (SDS) before the course starts. The review process can take 2-3 weeks after 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.

Reporting an Alleged Honor Code Violation

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

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

Violation Review

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

- 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 investigation or a hearing concerning an incident report and alleged Honor Code violation.
- Review the sanction imposed by the instructor.
- Review programmatic sanctions
 - For all first offenses, an academic integrity seminar will be required; details on how to complete the assignment and the deadline will be provided. Additionally, if there are future violations of the Honor Code or the Code of Student Life, the Tippie College of Business will take additional disciplinary action including the possibility of permanent expulsion from the College.
- Review the appeal process and deadline.

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 Business Analytics or Master of Accountancy 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
2. Master of Business Analytics (Professional)
3. Master of Business Analytics
4. Master of Accountancy

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 VII. Scholarships and Graduate Appointments

A. Scholarships.

Students are considered for merit awards at the time of admission. Renewal of a scholarship is contingent on earning at least a 3.00 cumulative grade-point average.

B. Assistantships.

Assistantships are awarded to qualified master's students. No more than twenty hours of service per week are required of a half-time assistant. Appointments are ordinarily made for the nine-month academic year, but appointments may be made for other periods of time by special arrangement. Stipends are set pursuant to a collective bargaining agreement between the University and U.E. Local 896 COGS (Campaign to Organize Graduate Students). Renewal of a graduate assistantship is contingent on departmental needs, adequate funding, satisfactory performance evaluation by the student's supervisor, adherence to the Tippie Honor Code, and earning at least a 3.00 cumulative grade-point average.

C. Eligibility for Scholarships and Assistantships.

Scholarship and assistantship recipients must be registered as regular full-time students in good standing in order to hold such appointments. Appointments will be terminated when registration and/or student status is terminated.

D. Dismissal of Assistants.

The Board of Regents has approved a uniform policy defining procedures to be followed in the dismissal of assistants. This is outlined in Section III-12.4 of the University's Operations Manual. Copies of this policy can be found online - [\[here\]](#). Please also see the Graduate Student Employment Agreement at [\[found here\]](#).

E. Academic Credit for Assistantships.

No academic credit is allowed for teaching or research service for which the student receives payment as a graduate or a faculty research assistant.

F. Other Forms of Financial Assistance.

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

Section VIII. General Requirements for the Degree

A. Award of Degree.

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

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

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

B. Conditions Necessary to Receive a master's degree.

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

1. Courses used to fulfill degree requirements must be completed with a grade of C- or better.
2. Courses used to fulfill degree requirements cannot carry a mark of I (incomplete).
3. A cumulative grade-point average of 2.75 master's coursework must be earned.
4. All financial indebtedness to the University of Iowa must be cleared.
5. Must be in good standing in accordance with both academic requirements and the Honor Code.

Section XII. Exceptions

This manual outlines the standard policies followed by the 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, ui-ocrc@uiowa.edu.

Appendix

Tippie Honor Code

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

By agreeing to the Honor Code, I:

- Commit to scholastic honesty and integrity;
 - Agree to maintain the spirit of the Honor Code;
 - Strive to set a standard of honest and ethical behavior that reflects well on me, the College of Business and The University of Iowa.
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Honor Code Offenses - All non-academic violations are referred directly to the Office of Student Life.

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

1. Cheating includes:

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

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 materials without acknowledging their source for a group project or assignment. With respect to any plagiarism found in group submitted work, each individual group member may be held fully responsible and will at least be held partially responsible for the plagiarism.
- 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 includes:

- A. Stealing, reproducing, circulating, or otherwise gaining access to quiz, exam, or homework materials prior to the time authorized by an instructor.
- B. Retaining, possessing, using or circulating previous given quiz, exams, or homework materials when those materials are to be returned to the instructor.
- C. Intentionally obstructing or interfering with another student's academic work or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. Forgery includes:

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

6. Facilitating Academic Dishonesty includes:

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

7. Resume Misrepresentation includes:

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

Honor Code violation reporting

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

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

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