



EBERLY COLLEGE OF BUSINESS

IUP MBA PROGRAM – STUDENT HANDBOOK

Handbook Updated For 201

MBA – Master of Business Administration Program

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What Can You Expect From the School of Graduate Studies and Research (SGSR)?

Graduate education and research are critical components of IUP. School of Graduate Studies and Research personnel are responsive and supportive and can assist with a range of questions or concerns.

Areas the SGSR can assist with are:

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are

Academic Advisement

The MBA Program Coordinator is the advisor for MBA students. The coordinator/advisor will assist you with course selections for each semester as well as create an MBA schedule plan for timely completion of your degree. The advisor will also mentor you in the areas of professional development and career advancement. MBA students are expected to consult with the advisor each semester prior to registration and keep track of their progress towards degree completion in Tprogress io44 TC96 Tw -47Tw 53.397oJ.

Programs and Degrees

MBA

The Master of Business Administration degree program is designed to serve the needs of junior and intermediate-level business executives who are seeking additional knowledge and skills to do a more

B. Required Courses

QBUS 601	Data Analysis and Decision Making	3 cr.
ECON 634	Managerial Economics	3 cr.
MGMT/MKTG 650	International Business	3 cr.
	Organizational Communication	3 cr.
	Management Accounting	3 cr.
	Organizational Analysis	3 cr.
	Financial Management	3 cr.

University Policy and Procedure

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact MBA Program Director or the School of Graduate Studies and Research.

Academic Calendar

MBA Program on IUP main campus follows the IUP Academic Calendar. Off campus MBA and MBA Executive track program have their own unique academic calendar schedule. MBA office will email you the schedule before the start of each semester. If you have questions about the off campus MBA calendar/schedule, please contact the MBA office.

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

If you encounter a problem with a grade you received in a course in the MBA program, please contact the MBA Program Director to discuss the steps to resolve the problem.

For Information regarding the Grade Appeal policy, view the Graduate Catalog:

www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

The Source: A Student Policy Guide www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This pont a 0.004 TTd[Tc -0.1 (n)]T9

been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a different graduate program other than the graduate program which the student was originally dismissed.

For more information on Graduate Fresh Start Policy see here:

www.iup.edu/graduatestudies/catalog/

Graduation Graduate Residency Requirement Policy

For MBA students, at least 2/3 of the credits meeting program requirements must be taken through IUP courses. Note that these set the minimum number of credits that must be taken "in residence" and that IUP can limit the number of hours that will be allowed to transfer into a graduate program. Active-duty service members who are graduate students will be handled on a case by case basis. Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Registration

MBA students must register for courses after advisement and before the stated deadline for registration. It is the responsibility of each MBA student to set up a meeting/telephone meeting each semester to get course selection advisement. Late registration will result in fines from \$100 to \$200. For more information on registration deadlines:

www.iup.edu/registrar/students/registration/

For more information regarding registration and tuition billing, please contact the Office of the Bursar:

www.iup.edu/bursar/

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on **Current Students**:

www.iup.edu/graduatestudies/

www.iup.edu/registrar/students/registration/

For more information regarding registration and tuition billing, please contact the Office of the Bursar:

www.iup.edu/bursar/

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog:

www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/

(IUP Email Communication Policy, Student Regulations, Title IX, Student Rights and Responsibilities, e

Time Limitations

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Time-to-Degree Masters/Doctoral Dismissal Appeal Policy

For information on how to appeal a dismissal from a program because of time-to-degree expiration, please see here: www.iup.edu/graduatestudies/catalog/university-policies/academic-policies/

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer Credits (Effective 2021)

