



Indiana University of Pennsylvania



# EBERLY COLLEGE OF BUSINESS

## IUP MBA PROGRAM – STUDENT HANDBOOK

Handbook Updated For 2017-18

## **MBA – Master of Business Administration Program**

**Eberly College of Business & Information Technology**

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**Program Website: [www.iup.edu/mba](http://www.iup.edu/mba)**

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## **WELCOME**

Welcome to IUP Eberly College of Business MBA Program.

Deciding to pursue an MBA is a decision that reaps life-long professional and personal rewards. Congratulations on making such a momentous decision! As you begin your educational journey, rest assured that others have traveled this same path and have achieved success while using their IUP MBA to pursue life goals. Such goals may be advancing in their current professions, achieving promotions, and starting their own businesses. You have joined a community of dedicated students seeking knowledge and skills for making a positive difference. Take time to get to know your fellow students and your faculty. A key component to business professionalism is networking and always putting your best foot forward

### **What Can You Expect From Faculty?**

The MBA faculty of the college are here to help you, especially your advisor (MBA Program Director). You can expect assistance in making timely progress towards your degree. Your MBA Program Director will communicate regularly with you and will provide you with guidance and support for a successful and timely completion of your degree goals. Your advisor will also assist you in your professional development and progress toward your career path.

Your MBA Program Director will provide you with accurate and timely information about academic requirements and academic evaluation. The MBA Department office will keep you informed about the availability of courses you wish to take and the program of study requirements. There should be a mutually agreed upon set of meetings between you and your advisor (these could be e-meetings or phone meetings) so that you receive the guidance you need. It is recommended that you set up a meeting with your advisor every semester to review your academic progress as well as update your MBA Program schedule plan.

Faculty members will treat you professionally. They will provide guidance and support in your courses and research projects. Your academic performance will be evaluated in a fair and equitable way. If you encounter problems in any aspect of your MBA program learning experience please feel free to report it to the Dean of the Eberly College of Business.

### **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 include: registration, University-wide policies and procedures, research funding, conducting responsible research, program completion deadlines, graduation, graduate assistantships, transfer credits, and more. Visit <http://www.iup.edu/graduatestudies/> for additional information and a link to personnel who can assist.

The SGSR will also field any questions or concerns you may have about your graduate experience and will work with you to resolve challenges that may arise.

### **What Can the Faculty and SGSR Personnel Expect From You?**

IUP expects that you will work hard to earn your degree. We expect that you will complete assignments by the deadlines provided by faculty members.

IUP expects that you will demonstrate professional integrity and academic honesty at all times. Civility is a valued trait at IUP and we expect every student to exhibit this trait.

We expect you to be aware of happenings related to the field of Business, outside of your MBA coursework, projects and internships. You should be aware of current world events and significant changes occurring at the university. Our goal is to produce well-rounded business professionals whose knowledge and awareness has both breadth and depth.

It is critically important that you communicate regularly with your MBA Program Director regarding all academic and professional development matters.

You are responsible for adhering to the policies outlined in the Graduate Catalog ([www.iup.edu/graduatestudies/catalog](http://www.iup.edu/graduatestudies/catalog)) and to the deadlines and requirements for graduation. If you have any questions about IUP Graduate School policies, MBA program requirements or other academic issues you should immediately contact the MBA Program Director and discuss these.

### **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 committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

**To strengthen the university for Academic Success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

**To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

**To contribute to the future**, I will strive for the betterment of the community; myself, my university, the nation, and the world.

## **Eberly College of Business & Information Technology**

The Eberly College of Business and Information Technology at IUP has a long tradition of training individuals for successful careers in both business and information technology. The Eberly College has approximately 25,000 alumni. Many of them hold high-level positions in major corporations and accounting firms. There is substantial evidence that these graduates have been well prepared for today's competitive environment. The MBA programs at IUP have been designed to sharpen your human relations and decision making skills so that you can compete in today's global environment. Our faculty members have both strong academic training and real-world experience. In addition, many of them have executive or consulting experience with major corporations.

The Eberly College is accredited by AACSB-International, the premier accrediting body for collegiate business programs worldwide.

## **Mission Statement and Program Objectives**

The mission of the Eberly College is to provide students with a broad range of high-value undergraduate and graduate business programs aimed at fostering ethical behavior and entrepreneurial spirit and developing skills vital to their success in today's world.

The college enrolls a highly diverse student body from Pennsylvania, other U.S. states, and many countries around the world. The college provides a student-centered and technologically integrated learning environment. The college maintains a global focus and provides opportunities for real-world exposure and cross-cultural experience.

The Eberly College is especially committed to high-quality instruction. It is committed to research activities which enhance the quality of instruction and contribute to both the applied and basic literature of business.

Committed to the economic vitality of the region, the Eberly College engages in service activities that include opportunities for involvement of both faculty and students with the business community.

## **Faculty and Staff**

MBA Program Faculty/Staff Directory: <http://www.iup.edu/mba/faculty/>



## Admission

In addition to meeting minimum admission requirements of IUP Graduate School, students seeking admission to the MBA program must submit:

- Official GMAT/GRE scores
- Current Resume/CV
- Interview/telephone interview if required by the admissions committee

Following applicants can apply to the MBA office for GMAT/GRE Waiver:

- Applicants with 4+ years professional work experience
- IUP dual degree applicants who have completed a minimum of 12 credits in another IUP Graduate program.
- IUP Early Admissions applicants
- Applicants with another completed Master's degree

Admission decisions are based on applicant's academic track record, GMAT/GRE scores (if applicable), prior work experience, strength of recommendation letters, clarity of goal statement, and interview/telephone interview (if needed by the admissions committee).

For IUP: Graduate Admissions Requirements: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Financial Assistance

### Graduate Assistantships

Eberly College of Business MBA Program offers graduate assistantships with awards ranging from 6 to 12 credits of tuition waiver and stipends ranging from \$1500 to \$3000 per semester. Assistantships are awarded based on a competitive review based on applicant's academic track record, research skills, relevant work experience, computer skills and communication skills. Graduate Assistantships are available only to students at IUP main campus MBA program.

For more information on IUP graduate assistantships/scholarships/financial aid:

<http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>

[www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

## Academic Advisement

At the time of admission each MBA student is assigned a faculty advisor who will assist you with course selection for each semester as well as a 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 their MBA curriculum sheet.

## Campus Resources & Student Support

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

Applied Research Lab: [www.iup.edu/arlab/](http://www.iup.edu/arlab/)

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

## IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit

[www.iup.edu/itsupportcenter/howTo.aspx?id=23401](http://www.iup.edu/itsupportcenter/howTo.aspx?id=23401) to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## 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 efficient job of problem solving and decision-making. Also, the program is structured to give recent college graduates advanced training in business management prior to entry into a business career.

The MBA may be taken on either a part-time or full-time basis. Courses are scheduled for both day and evening sessions, including a limited schedule of online course offerings in the summer.

### **MBA, Executive Track**

The Master of Business Administration, Executive Track program is designed to serve the needs of experienced managers from industrial, financial, nonprofit, and small business, as well as the public sector, and allows them to earn an MBA degree while continuing their working career.

A Saturdays-only class format allows participants to complete a general MBA in six trimesters (2.0 years) or a specialized MBA in eight trimesters (three years) at a convenient time and location. A lock-step format, in which members of each class begin the program at the same time, take all the required courses together, and typically complete the program as a group, facilitates the formation of long-term study groups, extends a peer group or cohort experience to the participants, and creates a long-lasting network which develops both business and social contacts. Limited class size with careful selection of participants insures a wide variety of professional backgrounds. Such a learning forum provides exposure to peers from all organizational settings in a cohesive, networking environment.

### **Master of Business Administration, Executive Track (MBA) - Hybrid/Blended option**

In addition to providing the same value, rigor, and quality as the traditional MBA, Executive Track, the Hybrid/Blended option provides additional flexibility to working professionals. The faculty members will meet the students for seven of the 14 Saturdays in a semester. Typically, weeks 1, 3, 5, 8, 10, 12, and 14 of a semester will be in class and weeks 2, 4, 6, 7, 9, 11, and 13 would be online. In any given semester, two courses are taught concurrently, and the two faculty members will meet the students in class on the same seven weeks as identified above. The remaining seven modules are placed online; the students can work on them at their convenience. This may include watching lectures and other videos, reading papers/articles/cases, completing assignments, etc. The two faculty members will be available for asynchronous communication during the week and for synchronous communication at pre-specified times during the weekends.

The MBA, Executive Track program offered by IUP constitutes a demanding experience for participants. The program prepares each individual to accept increased responsibilities in general management. The curriculum offers broad training in foundations of management and basic analytical

techniques while exposing students to contemporary management tools and technologies. The prevailing theme of the program is the emphasis on strategic decision-making in a changing global environment.

### **MBA Program Curriculum**

For MBA/MBA Executive track program curriculum:

<http://www.iup.edu/graduatestudies/catalog/masters/mba/>

### **MBA Course Descriptions**

For MBA program course descriptions:

<http://www.iup.edu/mba/grad/curriculum/>

### **Evaluation of Students**

IUP master's students must maintain a minimum of 3.0 ("B") cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dismissed from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses.

MBA program consists entirely of coursework and there is no thesis required for this degree.

For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: <http://www.iup.edu/graduatestudies/catalog/university-policies/academic-policies/>

### **Degree Completion**

MBA/MBA Executive Track Degree Requirements:

#### **A. Prerequisites:**

Students must complete the following prerequisites:

Financial Accounting (for ACCT 607 Management Accounting)

Basic Statistics (for QBUS 601 Data Analysis and Decision Making)

Micro Economics (for ECON 634 Managerial Economics)

Basic Finance (for FIN 630 Financial Management)

These prerequisites can be met with successful completion of equivalent undergraduate courses or successful completion of approved proficiency examinations in these subject areas.

**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.
BTST 670	Organizational Communication	3 cr.
ACCT 607	Management Accounting	3 cr.
MGMT 613	Organizational Analysis	3 cr.
FIN 630	Financial Management	3 cr.
MKTG 603	Marketing Management	3 cr.
MGMT 637	Operations Management	3 cr.
IFMG 640	Management Information Systems	3 cr.
BLAW 633	Case Problems in Business Law	3 cr.
MGMT 695	Business Policy	3 cr.

Students seeking to specialize can take nine additional credits of prescribed course work and receive a concentration in the areas described under the MBA program, after completing Core I. All concentrations may not be available for the MBA, Executive Track students. The MBA program director will advise the Executive Track students about the available concentrations during the time of admission.

For MBA Concentration requirements see here:

<http://www.iup.edu/graduatestudies/catalog/masters/mba/>

MBA students must complete degree requirements no later than five years from the date of starting the program, unless the period is extended through student petition. Petitions are reviewed by the MBA program director and the dean of the School of Graduate Studies and Research.

MBA students must apply for graduation online during the semester in which they will be completing their degree requirements. For more information on how to apply for graduation see here:

<http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

## 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/](http://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/](http://www.iup.edu/graduatestudies/catalog/)

### Academic Integrity

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

*The Source: A Student Policy Guide:* [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

### Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://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 policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

### Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog:

[www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has

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/](http://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 see here: <http://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/](http://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/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

<http://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/](http://www.iup.edu/bursar/)

### **Social Equity**

The Office of Social Equity: [www.iup.edu/socialequity/](http://www.iup.edu/socialequity/)

For more information regarding University policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Student Conduct**

Policies from the Office of Student Conduct: [www.iup.edu/studentconduct/policies/](http://www.iup.edu/studentconduct/policies/)  
(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

### **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/](http://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: <http://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/](http://www.iup.edu/graduatestudies/catalog/)

### **Transfer of Credits (Effective fall 2017) Policy**

For transfer credits to IUP MBA Program, please consult with the MBA Program Director.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Transfer credit application form can be found here:

<http://www.iup.edu/graduatestudies/resources-for-current-students/forms/>

### **Research**

Eberly College of Business offers MBA students research grants on a competitive basis for individual and group research projects. Limited funding is also available to present papers in regional/national business related academic conferences. Financial support is also available for competing in regional/national business competitions. For more information please contact the MBA office.

Applied Research Lab: [www.iup.edu/arlab/](http://www.iup.edu/arlab/)

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

### **Department/Program Awards**

Eberly College of Business MBA program awards “Outstanding MBA Student Certificate” to students with a 4.0 grade point average. Academic scholarships are also awarded on a competitive basis based on academic performance in the MBA program and MBA faculty recommendations. For more information please contact MBA office.



### **Student Rights and Responsibilities**

For more information regarding student rights and responsibilities, view the Graduate Catalog:  
[www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## **Signature Page**

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to MBA Program Office Room 208 Eberly College within 30 days of starting the program. The MBA Program office will keep this signed document on file.**