



## IUP Graduate Handbook

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*Eberly College of Business & Information Technology*

## MBA Program

Handbook Updated 2020-21

**MBA – Master of Business Administration Program**

Eberly College of Business and Information Technology

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## INTRODUCTION

Welcome to IUP's Eberly College of Business and Information Technology 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.

### 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.

### Affirmative Action

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

### Title IX Reporting Requirement

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

### Student Conduct and Student Rights

[www.iup.edu/studentconduct/policies/](http://www.iup.edu/studentconduct/policies/)

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

## **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 Staff Directory: <https://iup.edu/mba/staff/>

## **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 Admission applicants
- Applicants who completing a bachelor's degree in a business major and earned a 3.25 or higher GPA
- 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).

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

## **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.
- [www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/](http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/)
- Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)

## **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 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/gradcatalog](http://www.iup.edu/gradcatalog)  
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/)  
Office of Social Equity: [www.iup.edu/social-equity/](http://www.iup.edu/social-equity/)  
IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)  
MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)  
IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)  
Veterans and Service Members: [www.iup.edu/veterans/resource-center/](http://www.iup.edu/veterans/resource-center/)  
IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)  
IUP Career and Professional Development Center: [www.iup.edu/career/](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  
Student Registration: [www.iup.edu/registrar/students/registration/](http://www.iup.edu/registrar/students/registration/)

## 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/gradcatalog](http://www.iup.edu/gradcatalog)

## 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.

## GRADUATE BUSINESS STUDENT ASSOCIATION

The Graduate Business Student Association (GBSA) mission is to provide a value-based quality professional development experience with a global outlook and social conscience. IUP MBA students are encouraged to join. For more information visit: [www.iup.edu/business/students/organizations/graduate-business-student-association](http://www.iup.edu/business/students/organizations/graduate-business-student-association).

## 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.

Early Admission option - Eligible undergraduate students (90 UG credits completed, 3.25 overall GPA) may apply for MBA early admission. Completed graduate credits will count toward both the graduate and undergraduate degrees (maximum of 12 credits). GMAT or GRE scores must be submitted to Graduate Admissions before undergraduate degree completion.

### **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.

Participants will complete a general MBA in five trimesters. 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.

The hybrid format (50% in-class, 50% online) provides additional flexibility to working professionals. The faculty members will meet the students on alternating Saturdays in a semester. The other weeks are 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 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 analytic 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:

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

### **MBA Course Descriptions**

For MBA program course descriptions:

[www.iup.edu/mba/grad/curriculum/](http://www.iup.edu/mba/grad/curriculum/)



## EVALUATION OF STUDENTS

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

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.

## 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)
- Microeconomics (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.
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.
MGMT 695	Business Policy	3 cr.

### C. Preferred Elective

MGMT/MKTG 650	International Business	3 cr.
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Students seeking to specialize can take the 27 required credits (9 classes) and nine additional credits (3 classes) 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: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

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

## UNIVERSITY POLICIES & PROCEDURES

**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 [Program Coordinator] or the School of Graduate Studies and Research.

### Academic Calendar

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

The following University and SGSR policies can be found at [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### Academic Good Standing

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

### Academic Integrity

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

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

### Bereavement-Related Class Absences

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

### Continuous Graduate Registration for Dissertation and Thesis

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

### Grade Appeal Policy

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

### Graduate Fresh Start Policy

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

### Graduate Residency Requirement

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

### Leave of Absence Policy

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

**Time Limitations**

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

**Time-to-Degree Masters/Doctoral Dismissal Appeal Policy**

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

**Time-to-Degree Extension for Master's Thesis and Doctoral Dissertation**

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

**Transfer of Credits Policy**

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

**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.

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

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

**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.

**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.

\_\_\_\_\_ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to [iup-mba@iup.edu](mailto:iup-mba@iup.edu) within 30 days of starting the program.**

**The MBA Program will keep this signed document on file.**