



IUP Graduate Handbook

Eberly College of Business

MBA Program

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MBA – Master of Business Administration Program

Eberly College of Business

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Introduction

Welcome to IUP's 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.

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

<https://www.iup.edu/registrar/catalog/index.html>

Title IX Reporting Requirement

<https://catalog.iup.edu/index.php>

Student Conduct and Student Rights

<https://www.iup.edu/studentsupportandstandards/policies/index.html>

<https://www.iup.edu/registrar/catalog/index.html>

Eberly College of Business

The Eberly College of Business 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, analytical, 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:

- *Current Resume/CV*
- *Interview/telephone interview if required by the admissions*
- *Official GMAT/GRE scores are waived for all students meeting the IUP Graduate School admission requirements.*

Admission decisions are based on applicant's academic 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).

Application links:

- *Domestic:* www.iup.edu/admissions/graduate/howto/index.html
- *International:* www.iup.edu/admissions/international/graduate-student-requirements/index.html

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

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/

Office of Financial Aid: www.iup.edu/financialaid/

<https://www.iup.edu/admissions/graduate/financialaid/index.html>

Office of Financial Aid: 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/

Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

Office of Student Billing: <https://www.iup.edu/student-billing/>

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

Office of Social Equity: www.iup.edu/social-equity/

IUP Campus Library: www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/veterans/resource-center/

IUP Writing Center: www.iup.edu/writingcenter/

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

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

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

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

Student Registration: www.iup.edu/registrar/students/registration-resources/index.html

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 <https://www.iup.edu/itsupportcenter/get-support/e-mail-and-calendar/general/> to learn more about setting up this account. For more information regarding University Policy on email communications, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

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 for more information.

Programs and Degrees

Master of Business Administration Program

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.

This 30-credit MBA program 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).

Optional Business Specialization

After completing the 27-credits of Core I, students seeking to specialize can take nine additional credits (3 classes) of prescribed course work and receive a concentration in areas such as: Entrepreneurship, Finance, Information Systems, International Business, Human Resources Management, Marketing, Professional Accountancy, Supply Chain Management. 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.

MBA, Executive Track (EMBA)

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 cohort class approach, 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.

Hybrid delivery (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 professionals for accepting increasing career responsibilities. The curriculum offers broad training in foundations of management and basic analytic techniques while exposing students to contemporary management theories, tools, and technologies. The prevailing theme of the program is the emphasis on strategic decision-making in a changing global environment.

For MBA/MBA Executive track program curriculum: www.iup.edu/mba/curriculum/

MBA, Supply Chain Management (SCM), STEM

In the in-demand disciplines of Science, Technology, Engineering, and Mathematics (STEM), supply chain management occupies a unique role. It is the closest business discipline to engineering, which is why the US Department of Homeland Security has designated it as a STEM-specific discipline.

Students in this 39-credit program benefit by being able to combine the behavioral, marketing, and strategic knowledge and skills learned in a traditional MBA with the technical, quantitative, and analytical skills imparted by supply chain-oriented courses. Faculty with expertise in industrial engineering and supply chain management teach students to use these interdisciplinary skills in order to solve complex business issues and help to navigate the future of business.

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

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

Successful graduation requires students to complete all required courses for their selected program of study with a minimum of a 3.0 cumulative graduate quality point average.

MBA and EMBA

A. Core I (Prerequisites):

Students must complete the following prerequisite courses or equivalent with a grade of “C” or better or successfully complete equivalent proficiency examinations approved by MBA Program Coordinator

- 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)

B. Core II (27 credits) required for all MBA programs)

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. Elective (3-credits) MBA and Executive MBA

Optional Business Specialization

After completing the 27-credits of Core I, students seeking to specialize can take nine additional credits (3 classes) of prescribed course work and receive a concentration in areas such as: Entrepreneurship, Finance, Information Systems, International Business, Human Resources Management, Marketing, Professional Accountancy, Supply Chain Management. 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.

MBA, Supply Chain Management (SCM), STEM

A. Core I (Prerequisites):

Students must complete the following prerequisite courses or equivalent with a grade of “C” or better or successfully complete equivalent proficiency examinations approved by MBA Program Coordinator

- 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)

B. Core II (27 credits) required for all MBA programs)

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. Core III (12 credits) SCM STEM MBA only

Required: (9 cr.)

MGMT 534	Industrial Quality: Statistical Tools and Management	3 cr.
MGMT 537	Supply Chain Modeling and Analysis	3 cr.
MKTG 534	Business Logistics: Technical Analyses and Applications	3 cr.

Any one of the following: (3 cr.)

MGMT 698	Management Internship
MGMT 699	Independent Study in Management
QBUS 550	Data Science for Business
SAFE 645	Principles of Occupational Safety
SAFE 647	Applied Ergonomics

For more information, view the Graduate Catalog: <https://www.iup.edu/registrar/catalog/index.html>

University Policies and 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/

The Following University and SGSR policies can be found at

<https://www.iup.edu/registrar/catalog/index.html>

Academic Good Standing
Academic Integrity
Bereavement-Related Class Absences
Continuous Graduate Registration for Dissertation and Thesis
Grade Appeal Policy
Graduate Fresh Start Policy
Graduate Residency Requirement
Leave of Absence Policy
Time Limitations
Time-to-Degree Masters/Doctoral Dismissal Appeal Policy
Transfer of Credits Policy

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.

<https://www.iup.edu/registrar/catalog/index.html>
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 within 30 days of starting the program.

The MBA Program will keep this signed document on file.