MBA/MD
STUDENT
HANDBOOK

Prepared by:

Indiana University
Kelley School of Business
and
School of Medicine
Indianapolis

2009/2010 Academic Year
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While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements contained in the MBA/MD Student Handbook concerning rules, policies, fees, curricula, courses, and other academic matters.

Revised 07/13/09
Dear Prospective MBA/MD Student:

We appreciate your interest in Indiana University’s MBA/MD Dual Degree Program that is administered jointly on the Indianapolis campus by the Kelley School of Business and the School of Medicine.

Should you select the MBA/MD Dual Degree Program, you will be embarking on programs of rigorous academic study in two highly regarded professional schools. The dual degree student’s simultaneous involvement in two programs requires special attention to scheduling and policies that may differ from those of the students pursuing the professional degrees separately. This handbook has been prepared to introduce you to the MBA/MD Dual Degree Program, to assist you in planning a program of study, and to answer the typical questions concerning program policies and requirements.

Please take the time to read this handbook carefully. It covers such topics as admission, graduation requirements, orientation and registration, and curriculums. It also shows the standard course plan for the dual program students in Indianapolis.

You are invited to consult with any of the faculty or staff listed on the next page of this handbook for further information and guidance. Again, thank you for your interest in the MBA/MD Dual Degree Program of the Indiana University Kelley Graduate School of Business and School of Medicine. We look forward to working with you.

Sincerely,

Catherine Bonser-Neal, PhD
Associate Professor of Finance
Faculty Chair, Evening MBA Program
Kelley School of Business - Indianapolis Programs

Philip L. Cochran
Associate Dean - Indianapolis Programs

Graduate Programs – Indianapolis Evening MBA Program

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<th>Name</th>
<th>Title</th>
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<tbody>
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<td>Catherine Bonser-Neal</td>
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<td>Assistant Director of Graduate Programs</td>
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<td>MBA Recorder/Program Manager</td>
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<td>Student Services Representative</td>
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<td>Student Services Assistant</td>
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<td>Student Services Assistant</td>
</tr>
</tbody>
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THE INDIANA UNIVERSITY MBA/MD DUAL DEGREE PROGRAM

The Indiana University MBA/MD Dual Degree Program is a program, which allows for the concurrent study of medicine and graduate business course work and leads to both the MBA and MD degrees.

Candidates must meet the admissions and prerequisite criteria of each school and be separately admitted by each. Candidates must be admitted to the School of Medicine in August of their first year and to the Kelley School of Business no later than April of their third year to begin their MBA Program in the summer of their fourth year.

The MBA/MD degree requires five years of full-time study instead of the minimum of six years that would be required if the two degrees were to be earned separately. The program requires four years at the School of Medicine and 40.5 credit hours at the Kelley School of Business in Indianapolis for graduation. Non dual study requires four years at the School of Medicine, while the MBA requires 51 credit hours (usually 32 months part-time) at the Kelley School of Business in Indianapolis.

Typically, students spend the three years of full-time study in the School of Medicine and then begin integrating their course work with the Kelley School of Business course work in the fourth year. The degrees are conferred simultaneously when all requirements for graduation for the dual degree student have been met in each professional program.

In Indianapolis, the Kelley School of Business offers MBA course work through the Evening MBA Program. The Evening MBA program is scheduled in modules, which meet two evenings per week from 6:00 pm – 8:40 pm for fifteen weeks for the fall and spring semesters and for ten weeks during the summer session. Additionally, some modules include a required weekend seminar.

ADMISSION
The person seeking admission to the MBA/MD Dual Degree Program must:

1. Meet the prerequisite requirements for application to the School of Medicine and the Kelley School of Business in Indianapolis individually;
2. Complete an application and required application documentation for each school individually, including completion of the MCAT and the GMAT examinations;
3. Be admitted to each school individually.

Both the School of Medicine and the Kelley School of Business are highly regarded professional programs. As such, each semester more applicants seek admission to each program than there are spaces available in each school.
As part of the application procedure for the MBA/MD Dual Degree Program, the interested candidate should contact the School of Medicine and the Kelley School of Business to obtain applications and pre-admission advising for each program respectively. Included in the information for each program will be information on prerequisites, the applicant pool, and characteristics of the successful applicants, deadlines, and application checklists. Since prerequisite requirements and competitive standards are not waived for applicants to the dual program, it is to the benefit of the potential applicant to fully understand the application, admission procedures, criteria and applicant pools for both schools.

Applicants should take particular note of the deadline dates for applications to each program and schedule their MCAT and GMAT examinations appropriately.

In order to be eligible for consideration for admission to the MBA/MD Dual Degree Program, applicants must apply, be admitted, and begin taking course work in the School of Medicine. The MBA Program will start the beginning of the fourth year. In essence, the fourth year of Medical School will be taken over a two-year period to include the MBA course work.

Completed applications including official GMAT score should be submitted to the Kelley School of Business by April 15th of their 3rd year (the year they intend to begin the MBA program). Students will be informed of the admission decision by mail and if accepted, would start their MBA classes that May.

**THE PROGRAM OF STUDY - MBA**

The regular 51 credit hour MBA program consists of modules of study. Modules meet two evenings per week for the semester. Additionally, Module 1A begins with a required Orientation and Welcoming Dinner. Each summer module meets two evenings per week for approximately six weeks beginning in mid-May and continuing one night per week through July.

**The MBA/MD student is required to take 40.5 MBA credit hours.** The following is a suggested program of study for the Indianapolis campus. It assumes that the student has decided to pursue the dual degree program before starting the fourth year in Medical School and attempts to minimize the problems associated with mixing Medicine and Business courses.
**Suggested Program of Study for MBA/MD Dual Program**

(40.5 Credit Hours of Business Courses)
Beginning January 05 and later

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### Summer 1S (between 3rd and 4th year of Medical School)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Bus L512 Business Law</td>
<td>3</td>
<td>Currently begins the second week of May and meets one night/week for 10 weeks.</td>
</tr>
<tr>
<td>Bus S555 Info Technology for Mgrs</td>
<td>1.5</td>
<td>Begins the second week of May and one night/week for 6 weeks—summer I.</td>
</tr>
<tr>
<td>Elective</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6 credit hours</strong></td>
<td></td>
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### Semester 1A and 1B (Fall or **Spring**)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Bus A524 Managing Accounting</td>
<td>3</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Bus J501/X511 Dev Strategic Cap</td>
<td>3</td>
<td>Monday—1st eight weeks</td>
</tr>
<tr>
<td>Bus G502 Managerial Economics</td>
<td>1.5</td>
<td>Monday—2nd eight weeks</td>
</tr>
<tr>
<td>Bus F523 Finance for Mgrs</td>
<td>3</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Bus G511 Microeconomics</td>
<td>1.5</td>
<td>Thursday—1st eight weeks</td>
</tr>
<tr>
<td>Bus G512 Macroeconomics</td>
<td>1.5</td>
<td>Thursday—2nd eight weeks</td>
</tr>
<tr>
<td><strong>Bus X522 Enterprise Experience (optional and elective)</strong></td>
<td>1.5</td>
<td>Spring only</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13.5 or 15 credit hours</strong></td>
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Fall Semester I – Medical School courses: Advanced level of proficiency competencies (8 – 12 weeks rotations)

***(Medical students will need to end on April 30th in order to go on rotation May 1st)***

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### Summer 2S (between 4th and 5th year of Medical School)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Bus D594 Global Strategy</td>
<td>3</td>
<td>Currently begins the second week of May and meets one night/week for 10 weeks.</td>
</tr>
<tr>
<td>MBA Electives</td>
<td>3 or 4.5</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>6 or 7.5 credit hours</strong></td>
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### Semester 2A and 2B (**Fall or Spring**)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Bus J506 Strategy and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Bus M501 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus P501 Operations</td>
<td>3</td>
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<tr>
<td>MBA Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 credit hours</strong></td>
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Spring semester II – Medical School Courses: Advanced level of proficiency competencies rotations.
The dual program consists of a mixture of required and elective courses, which provide the MBA/MD with a core of knowledge of the two professions and the flexibility to take courses that meet his or her goals for specialization. The first three years of the program is spent in the School of Medicine. The remainder of the program is spent enrolled in both programs.

The Indiana University MBA Program upholds the belief that the MBA should be a generalist and that his or her education must encompass basic business disciplines and a thorough understanding in the functional areas of management operation. Although general objectives dominate the program the faculty recognizes that each person has different goals and interests. Provisions are made for some individualized tailoring of the program.

During the fourth and fifth years in the School of Medicine, aside from meeting Step 2 of the United States Medical Licensing Examination (USMLE) requirements, the MBA/MD student has considerable freedom to plan his or her course work according to his or her professional goals. By combining electives in the Medical School that are parallel or compatible with the MBA Program, the MBA/MD is able to plan a course of study which offers a true synthesis of business-medical issues. These planned electives, combined with the required core courses, provide the MBA/MD with the preparation to deal with the complex problems and issues faced in today's business-medical environment.

**EXEMPTIONS**

Since the MBA program requires cohorts to move through the MBA program together, no exemptions for required course work are offered to entering MBA students for prior course work or work experience. However, dual MBA/MD students are waived from 10.5 additional hours of elective coursework.

**TRANSFER CREDIT**

Because the residency requirement for MBA students is 45 credit hours, no transfer credit into the Kelley School of Business is considered for the MBA/MD student. Graduate business course work taken at Indiana University before admission to the MBA program does not count toward the degree.

**ORIENTATION**

The incoming MBA/MD student should plan to attend the orientation program of the School of Medicine held in August, at the beginning of his or her first year in the School of Medicine.

In the Kelley School of Business there is a required orientation and Welcoming Dinner for Module IA, which is taken at the beginning of the fourth year in the dual program.
Students who are enrolled in the MBA/MD Dual Degree Program generally register their MD courses in medical career through the School of Medicine. You may register for MBA courses under your graduate career through the Kelley School of Business. The MBA program usually provides an early course authorization period; and dual students are advised to obtain counseling in the Kelley School of Business and reserve MBA courses during that period to insure spaces in required MBA classes.

PROGRAM REQUIREMENTS

Students are required to follow the program requirements and policies set forth for each program by its respective faculty. The School of Medicine and the Kelley School of Business each have student handbooks, which set forth the program requirements and policies in force at the time the student matriculates.

The MBA student must earn a 2.75 or better cumulative grade point average for all MBA courses taken in order to remain in good standing in the MBA program.

The requirements for earning the MBA degree and the policies of the program (schedule adjustment, time limit for degree completion, etc.) are contained in the MBA Student Handbook; which may be found at the following URL http://kelley.iupui.edu/evemba/Handbook.cfm Degree requirements for the Indiana University School of Medicine are published in the Indiana University School of Medicine Bulletin.

GRADUATION REQUIREMENTS

The MBA/MD student must meet the graduation requirements of each school individually including minimum grade point average and time limit policies. The MBA/MD must complete 40.5 hours of course work in the MBA program including:

1. Modules 1A, 1B, 2A, 2B, Summer Modules 1S and 2S, and
2. 9 credit hours of elective coursework.

Additionally, no transfer credit for elective coursework will be considered for MBA/MD students.

IN ORDER TO BE GRANTED THE MBA AND THE MD DEGREE AS A DUAL DEGREE STUDENT, THE REQUIREMENTS FOR BOTH DEGREES MUST BE COMPLETED BEFORE EITHER CAN BE CONFERRED; BOTH DEGREES MUST BE CONFERRED CONCURRENTLY.

IN ORDER TO BEGIN THE CERTIFICATION PROCESS WITHIN EACH SCHOOL, THE MBA/MD STUDENT MUST FILE FOR GRADUATION SEPARATELY WITH BOTH THE SCHOOL OF MEDICINE AND THE KELLEY SCHOOL OF BUSINESS ACCORDING TO EACH SCHOOL’S DEADLINES AND POLICIES.

A dual student who chooses not to have the degrees conferred concurrently must meet the program requirements for each program as if he or she were a non-dual student.

The MBA/MD student will be enrolled as a student in the dual degree program as long as the student meets minimum standards for continuation in each school. In the rare case that a student
is dismissed or withdraws from one program, the student may continue and complete the other program as long as the student meets the minimum standards in that school. However, the student would need to fulfill all requirements for regularly admitted students in the remaining program; requirements and benefits of the MBA/MD dual program would no longer apply.

Students are eligible for academic honors based on existing performance criteria in each school.

**STUDENT ACTIVITIES**

The MBA/MD student is eligible for membership in the student organizations and external programs offered by each school. Current MBA/MD students are encouraged to select a representative to the MBA Student Advisor Board. This organization brings issues and concerns to the MBA faculty and program office.

*Revised 7/21/09*