



**KELLEY SCHOOL
OF BUSINESS**

INDIANA UNIVERSITY
Evening MBA Program
IUPUI

MBA/MSA STUDENT HANDBOOK

Prepared by:

Indiana University
Kelley School of Business
Indianapolis

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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 in the Kelley School of Business "MBA/MSA Student Handbook" concerning rules, policies, fees, curricula, courses, or other academic matters.

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Dear Prospective MBA/MSA Student:

We appreciate your interest in the Indiana University MBA/MSA Dual Degree Program that is administered jointly on the Indianapolis campus by the Kelley School of Business the Master of Business Administration Program and the Master of Science in Accounting Program.

Should you select the MBA/MSA Dual Degree Program, you will embark on two programs of rigorous academic study in two highly regarded professional degree programs. The dual students' 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/MSA 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/MSA Dual Degree Program of the Indiana University Kelley School of Business. We look forward to working with you.

Sincerely,



**Catherine Bonser-Neal, PhD
Associate Professor of Finance
Faculty Chair, EMBA Program**

**William N. Kulsrud, PhD
Associate Professor of Accounting
Faculty Chair, MSA Program**

Phil Cochran

Associate Dean - Indianapolis Programs

MBA Program – Indianapolis

Catherine Bonser-Neal

Chairperson, MBA Program and Associate
Professor of Finance

Darrell E. Brown

Manager of MBA Recruitment and Admissions
and Clinical Associate Professor of Business
Administration

Jane L. Lambert

Executive Director, Academic Programs

Susan Cauble

Assistant Director of Graduate Programs

Jane A. Petty

Assistant Director for Student Services

Julie L. Moore

MBA Recorder/Program Manager

Laura Owens

Student Services Representative/Admissions

Felicia Morris

Student Services Assistant

MSA Program – Indianapolis

William Kulsrud

Chairperson, MSA Program and Associate
Professor of Accounting

Susan Cauble

Assistant Director of Graduate Programs

Deanna Hart

Student Services Assistant

Kelley School of Business - Indianapolis

**801 W. Michigan Street
Indianapolis, IN 46202-5151**

MBA Office - BS 3024

Telephone: (317) 274-4895

Fax: (317) 274-2483

E-mail: mbaindy@iupui.edu

Web site: <http://kelley.iupui.edu/evemba/Default.cfm>

Monday - Thursday: 7:30 a.m. – 6:00 p.m.

Friday: 7:30 a.m. - 5:00 p.m.

MSA Program - BS 3024

Telephone: 317-278-3885

Fax: 317-274-2483

E-mail: msabus@iupui.edu

Web Site: <http://kelley.iupui.edu/MSA/Default.cfm>

The Kelley School of Business Indianapolis MBA/MSA Dual Degree Program is a program that allows for the concurrent study of graduate business course works in both the MBA degree and the MSA degree.

Candidates must meet the admissions and prerequisite criteria of each program and be separately admitted by each. Candidates may be admitted to the MBA program at the Kelley School of Business in either August or January. Please contact the MSA program for MSA admission requirements.

The MBA/MSA Dual Degree Program requires three to four years of part-time study instead of the four to five years that would be required if the two degrees were to be earned separately. The program requires 66 total credit hours for graduation: 42 credit hours for the MBA degree and 24 credit hours for the MSA degree. Non-dual degree study requires 81 total credit hours: 51 credit hours for the MBA degree and 30 credit hours for the MSA degree. Some MBA courses are required to be taken during the summer term.

The MBA/MSA Dual Degree Program is designed so that students take courses in both programs simultaneously. 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 Graduate School of Business offers MBA course work through the part-time Evening MBA Program. The 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/MSA Dual Degree Program in Indianapolis must:

1. Meet the prerequisite requirements for application to both the MBA program and the MSA program at the Kelley School of Business Indianapolis and;
2. Complete an application and required application documentation for each program individually, including completion of the GMAT.
3. Be admitted to each program individually. Generally, a student will be admitted first into the MBA program before applying to the MSA program.
4. The Kelley School of Business Indianapolis Evening MBA Program deadlines for applications are April 15 for fall admission and November 1 for spring admission, with applications considered as they arrive. The admission deadlines for the MSA program are different from the MBA program. Please check the MSA program office for its deadlines.

Both the MBA program and the MSA program at 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/MSA Dual Degree Program, the interested candidate should contact the appropriate program in 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, characteristics of successful applicants, deadlines, and

application checklists. Because prerequisite requirements and competitive standards are not waived for applicants to the dual degree 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 GMAT accordingly.

In order to be eligible for consideration for admission to the MBA/MSA Dual Degree Program, applicants must apply, be admitted, and begin taking course work in one program before they have completed more than 12 hours of course work in the other program.

Under no circumstances will an applicant who has completed more than 18 hours of course work in the MSA program before matriculating in the MBA Program be admitted to the Dual Degree Program.

THE PROGRAM OF STUDY - MBA

The MBA program consists of modules of study. Modules meet two evenings per week for the semester. Each summer module meets two evening per week for approximately ten (10) weeks beginning in mid-May and continuing one night per week through July. The MBA/MSA student is required to take 42 MBA credit hours.

This example assumes starting the MBA program in a fall semester

<u>Module 1A</u> (Fall - Semester 1 of Dual Degree Program)		<u>Module 1B</u> (Spring - Semester 2 of Dual Degree Program)	
A524	Managing Accounting Information (3)	F523	Financial Management (3)
J501	Dev Strategic Capabilities (1.5)	G511	Microeconomics (1.5)
G502	Managerial Economics (1.5)	G512	Macroeconomics (1.5)
X511	Foodcorp (1.5)	X522	Enterprise Lectures (1.5) required
Total	7.5 Credit Hours	Total	7.5 Credit Hours
Summer Module 1S (comes after Module 1A for January admits or after Module 1B for August admits) L512 Law and Ethics in Business (3 hours) S555 Info Technology for Managers (1.5 hours) Total 4.5 credit Hours			
<u>Module 2A</u> (Fall – Semester 3 in Dual Degree Program)		<u>Module 2B</u> (Spring – Semester 4 in Dual Degree Program)	
M501	Strategic Marketing Management (3)	J506	Leadership & Strategy Mgmt
P501	Operations Management (3)	X523	Enterprise Experience or elective
Total	6 - 7.5 Credit Hours	Total	4.5 - 6 Credit Hours
<u>Summer Module 2S</u>			
D594 Competitive Strategy in Global Industries (3) X524 Enterprise Experience 2 or elective MSA courses (For those students who have not taken Intermediate Accounting, the student should take Bus A510 during the summer term) Total 3 Credit Hours			
<u>Module 3</u>			
Fall and/or Spring – Semester 5 and 6 in Dual Degree Program. In the fall, students will select from accounting electives. For those students without extensive background, students should take A511 and A515 in the fall semester and perhaps A514, which are though once per year as graduate-only sections. In the spring, students should select 6 or more hours of accounting courses.			
MBA Electives 6 Credit Hours			

With the exception of the summer modules, all modules are offered both fall and spring semesters.

SUGGESTED PROGRAM OF STUDY FOR MBA/MSA DUAL DEGREE (42/MBA and 24/MSA)

The dual program consists of a mixture of required and elective courses, which provide the MBA/MSA student with a core of knowledge of the two professions and the flexibility to take courses that meet his or her goals for specialization.

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 by using elective courses.

By combining electives in the Kelley School of Business that are parallel or compatible with the MSA program, the MBA/MSA student is able to plan a course of study which offers a true synthesis of business issues. These planned electives, combined with the required core courses, provide the MBA/MSA student with the preparation to deal with the complex problems and issues faced in today's business environment.

EXEMPTIONS

Because 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.

TRANSFER CREDIT

Because the residency requirement for MBA students is 42 credit hours, no transfer credit into the Kelley School of Business is considered for the MBA/MSA 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/MSA student should plan to attend the orientation program of the Kelley School of Business scheduled at the beginning of Module IA. Students admitted to the MSA program should also attend any orientation given by the MSA program office.

REGISTRATION PROCEDURES

Students who are enrolled in the MBA/MSA Dual Degree Program register through the Kelley School of Business for both the MBA and MSA courses. Courses that count toward the 42 hour MBA requirement have a BUS prefix while courses that count towards the MSA have a BUPA prefix. The MBA program usually provides an early course authorization period; and dual degree students are advised to obtain academic advising in the Kelley School of Business and register for MBA courses during that period to insure seats in required MBA classes.

The courses within each MBA module are co-requisites; individual courses within a module cannot be registered for separately. The exception is elective course work in the Summer Modules and Module 3 for dual degree MBA/MSA students.

PROGRAM REQUIREMENTS

Students are required to follow the program requirements and policies set forth for each program by its respective faculty. Kelley School of Business has a student handbook which sets 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 and MSA courses taken in order to remain in good standing in both programs.

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 can be accessed from our website at <http://kelley.iupui.edu/evemba/Handbook.cfm>.

GRADUATION REQUIREMENTS

The MBA/MSA student must meet the graduation requirements of each program individually including minimum grade point average and time limit policies. However, the MBA/MSA student must complete 42 hours of course work in the MBA program (See page 6 for requirements).

Additionally, no transfer credit for elective course work will be considered for the MBA portion of the MBA/MSA Dual Degree Program.

*IN ORDER TO BE GRANTED THE MBA AND THE MSA 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/MSA STUDENT MUST FILE FOR GRADUATION SEPARATELY WITH BOTH THE KELLEY SCHOOL OF BUSINESS PROGRAMS AND ACCORDING TO EACH PROGRAM'S DEADLINES AND POLICIES.*

A dual degree 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 degree student (51 hours for MBA and 30 hours for the MSA).

Grade point averages in both programs are computed separately. The MBA/MSA 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 program. However, the student would need to fulfill all requirements for regularly admitted students in the remaining program; requirements and benefits of the MBA/MSA Dual Degree Program would no longer apply.

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

STUDENT ACTIVITIES

The MBA/MSA Dual Degree student is eligible for membership in the student organizations and fraternities of each school. Current MBA/MSA 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. The MSA students are welcome to join the Graduate Accounting Student Board (GASB).