



**KELLEY SCHOOL
OF BUSINESS**

INDIANA UNIVERSITY
Evening MBA Program
IUPUI

MBA/MSE STUDENT HANDBOOK

Prepared by:

Indiana University
Kelley School of Business
and
Purdue University
School of Engineering & Technology
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/MSE Student Handbook" concerning rules, policies, fees, curricula, courses, or other academic matters.

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Dear Prospective MBA/MSE Student:

We appreciate your interest in Indiana University and Purdue University MBA/MSE Dual Degree Program that is administered dually on the Indianapolis campus by the Indiana University Kelley School of Business and the Purdue School of Engineering and Technology.

Should you select the MBA/MSE 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/MSE 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 curricula. It also shows the standard course plan for the dual degree 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/MSE Dual Degree Program of the Indiana University Kelley School of Business and the Purdue School of Engineering and Technology. We look forward to working with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Catherine Bonser-Neal".

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*THE INDIANA UNIVERSITY PURDUE UNIVERSITY
MBA/MSE DUAL DEGREE PROGRAM, INDIANAPOLIS*

The Indiana University Purdue University MBA/MSE Dual Degree Program is a program that allows for the concurrent study of graduate engineering and graduate business course work and leads to both the MBA and MSE degrees. The program is designed for individuals who want to practice engineering involving business clients, work in a corporate engineering department, or work in a government agency regulating business, among other engineering/business interrelated opportunities.

Candidates must meet the admissions and prerequisite criteria of each school and be separately admitted by each. Candidates may be admitted to the Kelley School of Business in either August or January and to the School of Engineering and Technology in August.

The MBA/MSE Dual Degree Program requires three-four years of full-time study instead of the five years that would be required if the two degrees were to be earned separately. The program requires 66 total credit hours, 24 credit hours at the School of Engineering and Technology in Indianapolis and 42 credit hours at the Kelley School of Business in Indianapolis for graduation. Non dual degree study requires 81 total credit hours, 30 credit hours at the School of Engineering and Technology in Indianapolis and 51 credit hours at the Kelley School of Business in Indianapolis. Summer school during the first two summers of the dual degree program is encouraged to help the MBA/MSE student attain increased credit hours and ease potential scheduling conflicts that may arise when scheduling course work in two different professional schools. Some MBA courses are required to be taken during the summer term.

The MBA/MSE 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 School of Business offers MBA course work through the part-time 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.

Both the full-time and part-time divisions of the School of Engineering and Technology are available in Indianapolis. Contact the School of Engineering and Technology for information on class times.

ADMISSION

The person seeking admission to the MBA/MSE Dual Degree Program in Indianapolis must:

1. Meet the prerequisite requirements for application to both the Kelley School of Business in Indianapolis and the School of Engineering and Technology in Indianapolis.
2. Complete an application and required application documentation for each school individually, including completion of the GRE (for Engineering), if required, and the GMAT (for business) examinations;
3. Be admitted to each school individually.
4. The Kelley School of Business Indianapolis deadlines for applications are April 15 for the fall admission and November 1 for spring admission, with applications considered as they arrive. Contact the School of Engineering and Technology for application deadlines for the MSE program.

Both the Kelley School of Business and the School of Engineering and Technology 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/MSE Dual Degree Program, the interested candidate should contact the School of Engineering and Technology 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 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 GRE and GMAT examinations appropriately.

MBA/MSE students may begin their course work in the MBA Program in Indianapolis either in August or in January. Contact the School of Engineering and Technology about admission to its programs.

In order to be eligible for consideration for admission to the MBA/MSE Program, applicants must apply, be admitted, and begin taking course work in the School of Engineering and Technology before they have completed more than 12 hours of MBA course work and begin taking work in the Kelley School of Business before they have completed more than 12 credit hours in the School of Engineering and Technology.

Under no circumstances will an applicant who has completed more than 18 hours of course work in the School of Engineering before matriculating in the MBA Program be admitted to the Dual 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 evenings per week for approximately six weeks beginning in mid-May and continuing one night per week through July. It might require a weekend seminar.

The MBA/MSE student is required to take 42 MBA credit hours. MBA requirements for MBA/MSE students are:

MBA REQUIREMENTS FOR MBA/MSE STUDENTS
Business Courses are offered in a Lock-Step Basis,
Engineering Courses Do Not Have to Be Taken in a Lock-Step Basis

<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)
X511	FoodCorp Seminar (1.5)	G512	Macroeconomics (1.5)
G502	Managerial Economics (1.5)	**X522	Enterprise Lectures/Case Comp (1.5)required
Total	7.5 Credit Hours	Total	7.5 Credit Hours
Summer Module 1S L512 Law and Ethics in Business (3 hours) MBA Elective (1.5 hrs) 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 1 or MBA Electives
Total	6 - 7.5 Credit Hours	Total	4.5 - 6 Credit Hours
Summer Module 2S D594 Competitive Strategy in Global Industries (3) X524 Enterprise Experience 2 or MBA elective Total 6 Credit Hours			
Module 3 (Fall and/or Spring – Semester 5 and 6 in Dual Degree Program MBA Electives 3 Credit Hours			
Total Program Business = 42 Credit Hours Engineering = 24 Credit Hours (Students in the MSE Program take hours as approved by the School of Engineering and Technology)			
Note: This template assumes that students enter the dual degree program in the fall semester. Students may also enter in the MBA portion of the coursework in the spring semester.			
** Bus X522 is offered in spring only. This class may be taken with Module 1B (fall program) or 2A (spring program).			

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

Suggested Program of Study The suggested program of study assumes that the student has decided to pursue the dual degree program before starting the second year in Engineering and attempts to minimize the problems associated with mixing Engineering and Business courses in the same semester. It also assumes enrollment in the full-time division of the School of Engineering and Technology.

The dual program consists of a mixture of required and elective courses which provide the MBA/MSE 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 her or his 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 combining electives in the Kelley School of Business that are parallel or compatible with the School of Engineering and Technology MSE Program, the MBA/MSE student is able to plan a course of study which offers a true synthesis of business-engineering issues. These planned electives, combined with the required core courses, provide the MBA/MSE student with the preparation to deal with the complex problems and issues faced in today's business-engineering 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/MSE 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/MSE student should plan to attend the orientation program of the School of Engineering when it is offered by the School of Engineering and Technology. The Kelley School of Business requires an orientation, scheduled at the beginning of Module IA.

REGISTRATION PROCEDURES

Students who are enrolled in the MBA/MSE Dual Degree Program generally register through the School of Engineering and Technology for MSE courses and the Kelley School of Business for the MBA courses. The MBA program usually provides an early course authorization period, and dual degree 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.

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/MSE students.

PROGRAM REQUIREMENTS

Students are required to follow the program requirements and policies set forth for each program by its respective faculty. The School of Engineering and Technology 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. Engineering students must maintain a cumulative grade point average in engineering courses as specified by the School of Engineering and Technology.

The School of Engineering and Technology recorder records engineering courses; business courses are recorded by the Kelley School of Business recorder. MBA/MSE student should contact the recorder in each of the schools at the end of each semester to insure that the grades have been recorded properly in each school.

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 downloaded from Internet at <http://kelley.iupui.edu/evemba/Handbook.cfm>.

GRADUATION REQUIREMENTS

The MBA/MSE student must meet the graduation requirements of each school individually including minimum grade point average and time limit policies. However, the MBA/MSE student must complete 42 hours of course work in the MBA program, including: Modules 1A, 1B, 2A, 2B, 3, Summers Module 1S and 2S (42 hours : 30 required and 12 elective).

Additionally, no transfer credit for elective course work will be considered for MBA portion of the MBA/MSE program.

*IN ORDER TO BE GRANTED THE MBA AND THE MSE DEGREES AS A DUAL 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/MSE STUDENT MUST FILE FOR GRADUATION SEPARATELY WITH BOTH THE SCHOOL OF ENGINEERING AND TECHNOLOGY 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 degree student.

Grade point averages in both schools are computed separately. The MBA/MSE 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/MSE dual program would no longer apply.

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

STUDENT ACTIVITIES

The MBA/MSE student is eligible for membership in the student organizations and fraternities of each school.

FELLOWSHIPS AND FINANCIAL AID

Fellowship assistance may be available through the School of Engineering and Technology. Some engineering students work as research assistants for School of Engineering and Technology faculty. The hours and compensation vary. Contact the School of Engineering and Technology for details.

Occasionally, opportunities become available for temporary employment in the Kelley School of Business on a part-time basis. These opportunities typically involve work for the faculty as an assistant supporting research. The work commitment is typically ten (10) hours per week for faculty support. Compensation is on an hourly basis. As these opportunities become available, the MBA Office will notify students via the graduate bulletin boards in the Kelley School of Business and in the MBA newsletters/emails.

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