MBA/MS
STUDENT
HANDBOOK

Prepared by:

Indiana University
Kelley School of Business
and
Purdue University
School of Science
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 Graduate School of Business "MBA/MS Science Student Handbook" concerning rules, policies, fees, curricula, courses, or other academic matters.

Revised 10/7/09
Dear Prospective MBA/MS Science Student:

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

Should you select the MBA/MS Science Dual Degree Program, you will be embarking on programs of rigorous academic study in two highly regarded professional schools. 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/MS Science 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/MS Science Dual Degree Program of the Indiana University Kelley School of Business and the Purdue School of Science. We look forward to working with you.

Sincerely,

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The Indiana University Purdue University MBA/MS Science Dual Degree Program is a program that allows for the concurrent study of graduate business and graduate science course work and leads to both the MBA degree and a MS Science degree. The program is designed for individuals who want to practice science involving business clients, work in a corporate science department, or work in a government agency regulating business, among other science/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. For most School of Science Departments, students are admitted for the fall semester, but students may be admitted in the spring semester in some programs. Please contact the School of Science Departments for admission requirements for the specific MS program.

The MBA/MS Science Dual Degree Program requires three to four years of full-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 at the Kelley School of Business Indianapolis and 24 credit hours at the School of Science Indianapolis. Non dual degree study requires 81 total credit hours, 51 credit hours at the Kelley School of Business Indianapolis and 30 credit hours at the School of Science Indianapolis. Summer school during the first two summers of the dual degree program is encouraged to help the MBA/MS Science 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/MS Science Dual Degree Program is designed so that students take courses in both programs simultaneously. The degrees are conferred simultaneously when all requirements for the 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 (10) weeks during the summer session. Additionally, some modules include a required weekend seminar.

The School of Science offers MS degrees in the following departments: Biology, Chemistry, Computer and Information Science, Geology, Mathematical Sciences, Psychology and Physics. Each department admits students into its program. Students admitted to School of Science masters’ programs may attend either on a full-time or a part-time basis. Class times vary across School of Science Departments. Students should contact the specific MS program for more information.
**ADMISSION**
The person seeking admission to the MBA/MS Science Dual Degree Program in Indianapolis must:

1. Meet the prerequisite requirements for application to both the Kelley School of Business Indianapolis and the appropriate Department in the School of Science Indianapolis and;
2. Complete an application and required application documentation for each school individually, including completion of the GMAT (for Business) and, if required or suggested, the GRE (for Science).
3. Be admitted to each school individually. Generally, a student will be admitted first into a School of Science Department’s MS program before applying to the MBA program.
4. The Kelley School of Business Indianapolis deadlines for applications are April 15 for the fall admission and November 1 for the spring admission, with applications considered as they arrive. The admission deadlines for School of Science department’s application vary across departments. Students should check with the appropriate School of Science Department for its deadlines.

Both the Kelley School of Business and the School of Science 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/MS Science Dual Degree Program, the interested candidate should contact the appropriate department in the Kelley School of Business and the School of Science 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 and if required, GRE examination appropriately.

MBA/MS Science students may begin their course work in the MBA Program in Indianapolis either in August or in January. Most School of Science departments admit primarily for the fall semester, but may admit for the spring semester.

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

Under no circumstances will an applicant who has completed more than 18 hours of course work in the School of Science MS 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 six weeks beginning in mid-May and continuing one night per week through July. The MBA/MS Science student is required to take 42 MBA credit hours. MBA requirements for MBA/MS Science students are:
MBA REQUIREMENTS FOR MBA/MS SCIENCE PROGRAM

Business Courses are Offered in a Lock-Step Basis
Science Courses Do not Have to Be Taken in a Lock-Step Basis

<table>
<thead>
<tr>
<th>Module 1A (Fall - Semester 1 of Dual Degree Program)</th>
<th>Module 1B (Spring - Semester 2 of Dual Degree Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A524 Managing Accounting Information (3)</td>
<td>F523 Financial Management (3)</td>
</tr>
<tr>
<td>J501/X511 Dev Strategic Capabilities (1.5)</td>
<td>G511 Microeconomics (1.5)</td>
</tr>
<tr>
<td>G502 Managerial Economics (1.5)</td>
<td>G512 Macroeconomics (1.5)</td>
</tr>
<tr>
<td>X511 Food Corp Simulation (1.5)</td>
<td>X522 Enterprise Lectures/Case Comp (1.5)--required</td>
</tr>
<tr>
<td>Total 7.5 Credit Hours</td>
<td>Total 7.5 Credit Hours</td>
</tr>
</tbody>
</table>

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)             |
| Total 6 credit Hours                               |                                                      |

<table>
<thead>
<tr>
<th>Module 2A (Fall – Semester 3 in Dual Degree Program)</th>
<th>Module 2B (Spring – Semester 4 in Dual Degree Program)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M501 Strategic Marketing Management (3)</td>
<td>J506 Leadership &amp; Strategy Mgmt</td>
</tr>
<tr>
<td>P501 Operations Management (3)</td>
<td>X523 Enterprise Experience I and/or MBA Elective(s)</td>
</tr>
<tr>
<td>Total 6 Credit Hours</td>
<td>Total 4.5 - 6 Credit Hours</td>
</tr>
</tbody>
</table>

Summer Module 2S

| D594 Competitive Strategy in Global Industries (3) | X524 Enterprise Experience 2 or MBA Elective(3)   |
| Total 6 Credit Hours                               |                                                      |

Module 3

(Fall and/or Spring – Semester 5 and 6 in Dual Degree Program)

MBA Electives 3 Credit Hours

*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 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 completing 18
hours towards the MS Science degree and attempts to minimize the problems associated with mixing Science and Business courses in the same semester. It also assumes enrollment on either a full-time or part-time basis in the School of Science.

**SUGGESTED PROGRAM OF STUDY FOR MBA/MS SCIENCE**

*(42/Business and 24/Science)*

The dual program consists of a mixture of required and elective courses, which provide the MBA/MS Science 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 School of Science MS Science Program, the MBA/MS Science student is able to plan a course of study which offers a true synthesis of business-science issues. These planned electives, combined with the required core courses, provide the MBA/MS Science student with the preparation to deal with the complex problems and issues faced in today's business-science 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/MS Science 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/MS Science 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 MS Science program should also attend any orientation given by the School of Science and the appropriate department.

**REGISTRATION PROCEDURES**

Students who are enrolled in the MBA/MS Science Dual Degree Program register through the Kelley School of Business for the MBA courses and the School of Science for MS Science courses. 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/MS Science 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. Students in the MS Science program should contact the appropriate department to determine program requirements.

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. Contact the appropriate School of Science department for GPA requirements.

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 the Internet at http://kelley.iupui.edu/evemba/Handbook.cfm.

**GRADUATION REQUIREMENTS**
The MBA/MS Science student must meet the graduation requirements of each school individually including minimum grade point average and time limit policies. However, the MBA/MS Science 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/MS Science Dual Degree Program.

**IN ORDER TO BE GRANTED THE MBA AND THE MS 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/MS SCIENCE STUDENT MUST FILE FOR GRADUATION SEPARATELY WITH BOTH THE KELLEY SCHOOL OF BUSINESS AND THE SCHOOL OF SCIENCE ACCORDING TO EACH SCHOOL’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 MS).

Grade point averages in both schools are computed separately. The MBA/MS Science 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/MS Science Dual Degree Program would no longer apply.

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

**STUDENT ACTIVITIES**
The MBA/MS Science Dual Degree student is eligible for membership in the student organizations and fraternities of each school. Current MBA/MS 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.

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