

IU Kelley School of Business

Welcome to the Kelley School of Business!

Message from the Associate Dean, Kelley School of Business

Thank you very much for your interest in the Kelley School of Business. The school's history can be traced to the early 1920's, when a select group of students and faculty had the foresight to undertake a program of study that has become known throughout the world as one of the finest of its kind. From both the Indianapolis and Bloomington campuses, the Kelley School of Business conducts operations across the globe.

The joint resources of Indiana University-Purdue University Indianapolis (IUPUI) and IU Bloomington allow us to offer outstanding programs in business to a significant percentage of Indiana's population.

IUPUI is Indiana University's capital-city campus. As Indiana's state capital and a major metropolitan area, Indianapolis is an ideal place to study business. Within city blocks of the Kelley School is the highest concentration of corporations, government offices and agencies, small businesses, health care providers, professional practices, and not-for-profit organizations in the state. The campus affords a unique and dynamic environment for learning, conducting research, teaching, and collaborating with businesses. It is difficult to imagine a richer context in which students of all ages can enhance their knowledge and leadership skills while maximizing their personal development.

All programs are offered in convenient, accessible ways to both full and part-time students. High-tech delivery systems, joint programs with other schools at IUPUI, student organizations, and alumni activities make the Kelley School of Business an exciting place to be. Participation in the Kelley School involves more than merely taking courses. We offer a comprehensive educational experience that prepares you to join the growing number of IU graduates providing leadership in business organizations around the world.

Phillip T. Powell
Associate Dean of Academic Programs

Updated 5/19

Contact Information

[Kelley School of Business](#)

Business/SPEA (BS) 4090801 W. Michigan Street
Indianapolis, IN 46202-5151 (317) 274-2481
kelley.iupui.edu

Undergraduate Program

Indiana University Kelley School of Business
Undergraduate Program BS 2010
801 West Michigan Street
Indianapolis, IN 46202-5151

(317) 274-2147

Fax: (317) 274-2483

busugrad@iupui.edu

Business of Medicine MBA Program

Indiana University Kelley School of Business

Business of Medicine Program

801 West Michigan Street BS 3024

Indianapolis, IN 46202-5151

(317) 274-3855

kbizmed@iupui.edu

Evening MBA Program

Indiana University Kelley School of Business

Evening MBA Program

801 West Michigan Street BS 3024

Indianapolis, IN 46202-5151

(317) 274-4895

Fax: (317) 278-6194

mbaindy@iupui.edu

Graduate Accounting Programs (MSA/MST)

Indiana University Kelley School of Business

801 West Michigan Street BS 3024

Indianapolis, IN 46202-5151

(317) 274-3451

Fax: (317) 278-6195

ksbigap@iupui.edu

Updated 4/19

Overview

Mission

The mission of the Kelley School of Business is to transform the lives of students, organizations, and society through management education and research. Our aim is to produce: a) students who are citizens of the world who have a positive impact on their organizations and on the communities in which they live, and b) research that advances both theory and practice. We emphasize a collaborative approach that encourages the creation of value-added partnerships among faculty, students, alumni, other universities and academic units at IU, and with private-sector and not-for-profit organizations.

At the Kelley School, we are committed to maintaining a system of values grounded on:

- Ethical conduct and integrity
- Excellence, professionalism, and pride in all that we do
- Personal initiative and individual responsibility

- Full engagement of all of our faculty and staff in pursuing the mission of the School
- Ongoing innovation in our programs and scholarship
- A spirit of collaboration, civility, respect, and collegial conduct in all contexts
- Open and forthright communication
- Diversity and inclusiveness, and
- Just and equitable recognition for performance

Admission

Requirements

Admission to the Kelley School of Business is competitive and based on a combination of factors. The primary factor is academic performance or GPA. Students are eligible to apply for admission provided they meet the minimum requirements. The minimum requirements do not guarantee admission.

Admission to IU's Kelley School of Business at Indianapolis is possible at several different points in a student's academic career. The procedures and requirements for each option are described below.

Please note that all applications for admission to the university are submitted through the IUPUI Office of Undergraduate Admissions, Campus Center Rm. 255, 420 University Boulevard, Indianapolis, IN 46202-5140; phone: (317) 274-4591. Beginning students normally enter the University College (UC), where they are advised on enrolling in required general-education and prebusiness courses.

Direct Admission

High school students who have been admitted to IUPUI will be considered for admission into the Kelley School of Business as freshmen if they meet the following criteria:

1. Admitted to IUPUI directly out of high school
2. High school GPA of 3.20 or higher
3. Meet one of the following test scores:
 - 0 - OLD SAT: Minimum SAT score of 1100 (Verbal and Math scores only; does not including Writing score) with a Math score of 500 or higher
 - 0 - NEW SAT: Minimum SAT score of 1170 (ERWS and MSS scores only; does not including Reading test) with a Math score of 530 or higher
 - 0 - ACT Composite score of 24 with a Math score of 21 or higher.

Fall 2020 Direct Admission alternatively will consider the following criteria:

1. Honors diploma (Technical or Academic)
2. 3.50 or higher high school GPA (weighted)
3. SAT math score of 530 or higher or ACT math score of 21 or higher

NOTE: The Kelley School will accept students' highest OLD SAT score or highest NEW SAT score but cannot combine a section from the old exam with a section from the new exam

Updated 8/20

Option I Admission Criteria

Option I Admission Criteria for students seeking admission into Kelley for Fall 2015 and after.

1. Admitted to IUPUI.
2. **Minimum Overall Cumulative GPA of 3.0 or higher.**
3. 30 or more total credit hours.
4. No unfinished incompletes.
5. **A grade of "C" or higher for each individual course and an average cumulative GPA of 3.0** or higher in the courses below:**

ENG-W 131 Reading, Writing, and Inquiry
 BUS-X 100 Business Administration - Intro
 BUS-X 103 or X203 Business Learning Community
 BUS-A 100 Introduction to Accounting
 BUS-K 201 The Computer in Business
Note: BUS-K 201, or any equivalent course, is only good for five years before a student is admitted to Kelley
 MATH-M 118 Finite Mathematics
 MATH-M 119 Brief Survey of Calculus

Submit an application by the required deadline:

Fall Admission: January 15 through March 1

Spring Admission: August 15 through October 1

Applications are available online through the Kelley School of Business Web site at kelley.iupui.edu.

Students may apply only one time under Option I criteria.

Students admitted under Option 1 must have a grade of C or higher in all I-Core prerequisites listed under Option 2 to enroll in Integrative Core (I-Core). All Option 1 admits will have their grades reviewed prior to being approved for enrollment in I-Core.

Updated 4/19

Option II Admission Criteria

Option II Admission Criteria for Students Seeking Admission to Kelley Fall 2015 or after:

1. Admitted to IUPUI.
2. **Minimum Overall Cumulative GPA of 2.5 or higher to apply.**
3. 60 or more total credit hours.
4. No unfinished incompletes.

Each of the following courses with a grade of "C" or higher:

ENG-W 131 Reading, Writing, and Inquiry
 COMM-R 110 Fundamentals of Speech Communication
 BUS-X 100 Business Administration - Intro
 BUS-X 103 or 203 Business Learning Community
 BUS-K 201 The Computer in Business
Note: BUS-K 201 or any equivalent course, is only good for five years before a student is admitted to Kelley
 BUS-X 204 Business Communications
 BUS-X 220 Career Perspectives
 BUS-L 203 Commercial Law I

6. All of the following courses must be successfully completed with a grade of "C" or higher and an average GPA of 2.5 * for the courses below:**

BUS-A 100 Introduction to Accounting
 BUS-A 201 Introduction to Financial Accounting
 BUS-A 202 Introduction to Managerial Accounting
 ECON-E 201 Introduction to Microeconomics
 ECON-E 202 Introduction to Macroeconomics
 ECON-E 270 Introduction to Statistical Theory in Economics
 MATH-M 118 Finite Mathematics
 MATH-M 119 Brief Survey of Calculus

***** Admittance to the Kelley School of Business Indianapolis under Option 2 is a competitive process. A minimum GPA of 2.5 is needed for an application. While those with a GPA above 2.5 are highly likely to be accepted, admission is not guaranteed.**

Note – A grade of C- is not acceptable. The grade in each course above MUST be a C or higher.

Application Periods and Limitations

- **For Fall Admission, apply between January 15 – March 1**
- **For Spring Admission, apply between August 15 – October 1**
- **Application:** <http://kelley.iupui.edu/undergrad/admissions/apply/>
- **Students may apply to the Kelley School of Business Indianapolis up to 2 times in 5 years:**
 - **Option 1 once and Option 2 once OR Option 2 twice.**

Updated 4-19

Policies and Procedures

Undergraduate Policies

Academic Regulations and Scholastic Standards

Under the General Scholarship Rule, any student who does not possess the necessary preliminary training or who lacks other qualifications may be required by the Kelley Office of Academic and Professional Development to enroll in courses as the committee may designate or to take other corrective action as is necessary or desirable. The committee may review a student's record at any time and may take whatever action seems necessary for the student's best interest or for the best interest of the school.

Upon the recommendation of the appropriate school committee and with the approval of the dean of the Kelley School of Business, any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the Kelley School of Business.

Academic Misconduct

Indiana University and the Kelley School of Business expect that students will follow the fundamental principles of academic integrity in the pursuit of learning. Academic integrity requires that students take credit only for their own work and ideas. Violation of these principles is considered an act of academic misconduct.

The Kelley School of Business strictly follows the guidelines listed in the *Code of Student Rights, Responsibilities, and Conduct* and the Kelley School of Business Honor Code. In addition, the school's policy regarding the appropriate penalty for any degree of

academic misconduct permits the removal of the student from the course involved, with a grade of F.

Academic Standing

Those students who consistently maintain a minimum grade point average of 2.0 (C) or higher in their cumulative records are considered to be in good standing.

Auditing Courses

Students are not permitted to audit undergraduate business courses or M.B.A. courses. See the Master of Science in Accounting program chair for the current policy regarding audit of M.S.A. classes.

Columbus Students Transferring to IUPUI

Students who matriculate to Indiana University-Purdue University Columbus (IUPUC) and who wish to earn a Kelley School of Business Bachelor of Science in the Business degree must meet senior residency requirements and complete the last 30 credit hours and half of the major courses on the IUPUI campus. Students cannot take any of the final course work in Columbus to receive the Kelley School of Business degree. The eight-year statute of limitations (see "Graduation Requirements") mandates that students complete their degree requirements within eight years in order to earn a Kelley degree. IUPUC students who wish to earn a Kelley degree must apply for admission to the Kelley School of Business in Indianapolis by the stated deadlines and meet all Indianapolis program requirements. Students must also apply to graduate from the Kelley School of Business in Indianapolis.

Integrative Core Prerequisites

The prerequisites for the Integrative Core are strictly enforced: a total of 60 credit hours or more of college-level work; the following courses with a grade of C or higher:

- BUS-K 201
 - K201 or any equivalent course is only good for five years before a student is admitted to Kelley
- BUS-X 100
- BUS-X 103 or BUS-X 203
- BUS-X 204
- COMM-R 110
- ENG-W 131
- BUS-X 220
- BUS-A 100
- BUS-A 201
- BUS-A 202
- BUS-L 203
- ECON-E 201
- ECON-E 202
- ECON-E 270
- MATH-M 118
- MATH-M 119

Option 1 admission or Direct Admission to the Kelley School of Business in Indianapolis does not guarantee admission into the Integrative Core.

Maximum Semester Credit-Hour Load

A typical academic load for full-time students is 15 credit hours. A student expecting to carry more than 18 credit hours during a regular semester or more than 9 credit hours in a summer session should have a minimum

cumulative grade point average of 3.0 (B) or have earned a 3.0 (B) grade point average in the previous full semester. Note: Summer is not considered for this purpose.

Military-Related Credit

Both Army and Air Force ROTC programs are available at Indianapolis. Completion of either program leads to a commission as a second lieutenant. Programs are available to both men and women. Courses are pursued in conjunction with an academic curriculum and receive academic credit as electives.

Placement credit is available to veterans and students with high school ROTC backgrounds. Veterans of military service are also eligible for academic credit as a result of their military training and experience. The Kelley School of Business follows the provisions of the "Guide to the Evaluation of Education Experiences in the Armed Services" issued by the American Council on Education (ACE) in granting credit. Credit in business subjects is evaluated as "undistributed" and is subject to oral or written examination for specific equivalency. Credit hours may be limited by university policy.

Physical Education Courses

Students may elect a maximum of 4 credits of elective physical education courses (HPER-E courses). Physical education courses carry regular credit, count toward minimum degree requirements, and are included in the cumulative grade point average.

Probation, Dismissal, and Readmission

Probation

1. Students whose Indiana University cumulative grade point average (GPA) falls below a 2.0 will be placed on probation. Students will be informed of the probationary status by letter.
2. Students may be continued on probation when the semester GPA is at least a 2.0 but the Indiana University's cumulative GPA is below 2.0.
3. Students will be removed from probationary status once the Indiana University cumulative GPA is at least 2.0.

Dismissal

1. Students on probation at IUPUI will be dismissed if they fail to attain a semester GPA of at least 2.0 in any two consecutive semesters (fall and spring) and the Indiana University cumulative GPA is below 2.0.
2. Students who are dismissed for the first time cannot enroll until one regular (fall or spring) the semester has elapsed since dismissal and must petition by the established deadlines to be reinstated.
3. Students dismissed two or more times must remain out of school for the next two consecutive regular (fall and spring) semesters and petition by the established deadlines to be reinstated.

Reinstatement

1. Reinstatement will be the decision of the academic unit to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until Indiana

University cumulative GPA is at least 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of at least 2.0. Failure to meet the semester GPA requirement while on probation will result in dismissal.

Upper-Level Business Courses

Kelley School of Business students must have senior standing and have completed the Integrative Core to enroll in 400-level business courses. Enrollment in business courses numbered 301-499 is limited to the following:

1. Kelley School of Business students.
2. Non-business students who are registered for the minor in business.
3. Non-business students who are registered for degree programs requiring specific business courses. Such programs include engineering, health administration, journalism, and telecommunications. (Enrollment will be permitted only in the required business courses using this priority category.)
4. Other students with specific permission of the department offering the course. Departments may choose to declare certain courses "open enrollment" courses.
5. Graduate continuing non-degree students may take upper-level business courses with permission.

Unless students are registered in an official program, as identified in items (2) and (3) above, a maximum of 12 credit hours of upper-level business courses may be taken. In addition, for students enrolled in these specific programs, upper-level business courses may comprise no more than 25 percent of their programs.

To enroll in an upper-level business course (301 or higher), a non-business student must meet course prerequisites and have a minimum cumulative grade point average of 2.5 (on a 4.0 scale).

Credit Earned Externally or Transferred to IU

CLEP and DANTES Credit

The Kelley School of Business does not accept CLEP or DANTES credit for business courses; however, the school will accept CLEP or DANTES credit awarded by other IUPUI academic units for non-business courses.

Credit for Independent Study by Correspondence

The Kelley School of Business accepts a maximum of two courses (6 credit hours) taken by correspondence to satisfy degree requirements. However, because of their basic importance in the degree program, the following courses or their equivalents may not be taken by correspondence to satisfy admission or degree requirements:

- Business or economics courses;
- Prerequisites (for both business and non-business courses);
- Courses required for a major (for both business and non-business courses).

Any exceptions to the above policy must have the written approval of the director of undergraduate programs, Indianapolis. Note: Correspondence courses cannot be taken during the last 30 credit hours of study without petitioning for a waiver of senior residency.

Credit for Self-Acquired Competency

The Kelley School of Business does not award credit on the basis of self-acquired competency (for example, work experience). However, the school will give waiver examinations for specific courses when the chair of the department offering the course feels a student's experience gives that student a reasonable chance of passing the examination. To be eligible to take a waiver examination, the student must be regularly registered at IUPUI.

The school will not accept the transfer of credit from other institutions for business courses if the credit was awarded on the basis of self-acquired competency.

For non-business courses, the school will accept course-specific credit awarded on the basis of self-acquired competency by other baccalaureate-granting divisions/schools of Indiana University and by other institutions accredited by the North Central Association of Colleges or comparable regional associations.

The school will not accept general (non-course-specific) self-acquired competency credit awarded by other divisions or schools of Indiana University or by other institutions.

Retaking a Kelley Course

A student can only take a Kelley course three times for a grade unless the student submits a petition to take the course more than three times.

Transfer of Credit

1. Transfer of Credit from Other Colleges and Universities

Acceptance of credit from other institutions, including Purdue University, will be determined by the IUPUI Office of Admissions. The applicability of credit toward degree requirements in the Kelley School of Business will be determined by the school. Credits in business courses at the lower-division level (100- and 200-level courses) that are accepted for transfer are usually accepted for specific course equivalency.

Courses in upper-division business subjects (300- and 400-level courses) may be accepted for specific equivalency if the course work is taken in the junior or senior year at a four-year institution that is accredited by the Association to Advance Collegiate Schools of Business (AACSB). If the institution is not so accredited, credit in upper-division courses accepted for transfer will be accepted as "undistributed" credit, subject to further examination for equivalency.

Upper-division business courses taken in the freshman or sophomore year at four-year institutions may be accepted as "undistributed" credit, subject to further examinations for specific equivalency.

Upper-division business courses taken at two-year institutions may be accepted as "undistributed" credit that will count only as business electives. No more than 90 credit hours may be accepted for transfer from a four-year institution. Course grades from other institutions are not transferred; only credit hours earned in a course are recorded. Evaluation of credit is completed after a student is admitted to the university.

2. Transfer of Credit from Junior and Community Colleges

No more than 64 credit hours earned at junior or community colleges may be applied to an Indiana University Kelley School of Business degree.

3. Transfer of Credit from Other Indiana University Campuses

Four-year degree programs in certain major areas may be completed at Indiana University East, Indiana University-Purdue University Fort Wayne, Indiana University Kokomo, Indiana University Northwest, Indiana University South Bend, Indiana University Southeast, and Indiana University-Purdue University Columbus, as well as at the Bloomington and Indianapolis campuses. Admission and degree requirements will vary among campuses.

Students wishing to transfer to the Kelley School of Business in Indianapolis are required to meet the same admission requirements to the school as do all other students, both internal and external, at the Indianapolis campus. Students who expect to graduate from the IU Kelley School of Business in Indianapolis must complete the last 30 credit hours of the degree program and one-half of their major requirements at the Indianapolis campus and complete an application to the school.

Kelley Indianapolis students must take Integrative Core (I-CORE) on the Indianapolis campus. I-CORE credit from another campus will not be accepted.

Grading System

Incomplete Courses

A temporary grade of Incomplete (I) on the transcript indicates that the work completed is satisfactory but that the entire course has not been completed. A grade of I may be assigned only if the student is not in attendance during the last 25 percent of a semester or summer session and the instructor has reason to believe that the absence was beyond the student's control. Otherwise, the instructor shall assign a grade of F.

It is the instructor's responsibility to specify the work to be done to remove the Incomplete as well as the period of time allowed for completion. However, it is the student's responsibility to contact the instructor to verify that all requirements have been completed. If the Incomplete is not removed within one calendar year of the date of the recording of the Incomplete grade, the registrar will automatically change the I to an F grade. The instructor may, however, require the Incomplete to be removed after a period that is less than one year. Upon satisfactory completion of the work within the time allowed, the Incomplete will be removed and the earned grade recorded. In special circumstances, the dean may authorize that a grade of I be changed to a grade of W (Withdraw).

Students do not reenroll in a course in which they have a grade of I.

Pass/Fail Option

Business students may elect to take 3 credit hours each semester with a grade of P (Pass) or F (Fail), with a maximum of 6 credit hours each school year, including summer sessions. The election of this option must be

exercised by the student within the first three weeks of the semester or equivalent time period in a summer session. Limitations on use of the Pass/Fail option are as follows: Kelley School of Business students may not take any business course Pass/Fail; and the Pass/Fail option cannot be used for courses that satisfy the general education requirement or any course that would fulfill a major requirement. In short, the option can be used only for courses that are pure electives taken outside the Kelley School of Business. A grade of P is not counted in the cumulative grade point average, but a grade of F is included. A grade of P cannot be changed subsequently to a grade of A, B, C, or D.

Withdrawals

A grade of W (Withdraw) is given automatically on the date of withdrawal to a student who withdraws during the first seven weeks of a regular semester or during the first three weeks of a summer session.

(<https://studentcentral.iupui.edu/register/drop-add/late-drop-add.html>) After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. **Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for late withdrawal after the last day of classes must go through the grade appeal process."**

Extenuating circumstances can include:

- medical condition/ hospital stay/ accident
- incarceration
- psychological/emotional issues
- learning disability (newly diagnosed)
- death of family or close friend
- issues with a class/faculty (well documented)
- eviction/ homelessness
- other major life events that severely impacts the student

The student is advised to continue attending the class(es) as the withdrawal request may not be approved. The student must consider that a withdrawal from a course may impact other aspects of their student status (i.e., financial aid, enrollment requirements for international students or student-athletes, expected graduation term, etc.). It is the responsibility of the student to contact the appropriate office on campus regarding any other issues that may arise as the result of a late withdrawal from a course.

Grade Appeals

If a student feels their grade should be changed (either from an F to a W or if they feel the grade they received should be higher than what was given), they should first contact the professor of that course and discuss the grade change with him or her. If the faculty member will not change the grade, the student can fill out a change of grade petition which can be accessed online at [https://studentcentral.iupui.edu/doc/grades-progress/change-](https://studentcentral.iupui.edu/doc/grades-progress/change-grade-petition.pdf)

[grade-petition.pdf](https://studentcentral.iupui.edu/doc/grades-progress/change-grade-petition.pdf). **Please note that the Kelley School of Business requires that requests to change a grade from an F to a W must be submitted and processed within one year from when the course is completed.**

All grade change petitions should be submitted to the Office of the Registrar (Campus Center (CE) Room 250).

Once the Kelley School of Business receives the petition for any business courses, a copy will be sent to the faculty member who taught the course along with a memo from the Undergraduate Program Office asking for any information concerning the student (grades in the course, attendance, etc.). Once the faculty returns this information to the Undergraduate Program Office, the petitions committee will review the petition and make a decision.

If the petition is approved, a change of grade form will be sent to the Office of the Registrar where it will take 1-2 weeks to process the grade change. If the petition is denied, a letter will be sent to the student explaining why the petition was denied.

If the petition is denied and the student wishes to pursue the matter further, the student should speak with the Kelley Ombudsman for help on how to proceed.

Graduation Requirements

Though the school makes every attempt to provide students with ample advising and counseling help, *students in the Kelley School of Business are responsible for planning their own programs and for meeting degree requirements.* It is the student's responsibility to understand fully and comply with all the provisions of this bulletin. Requests for deviation from department, program, or school requirements may be petitioned in writing through the Kelley Office of Academic and Professional Development in BS 2010. Such petitions will be reviewed by the Petitions Committee and granted only in consultation with the respective chair, director, or dean, or their respective administrative representatives.

Credit Deadline

All course work except work from the current semester must be completed and recorded on the degree candidate's Indiana University transcript at least one month prior to the date of graduation.

Credit Hours and GPA Requirements

A minimum of 120 credit hours of college-level work must be successfully completed in courses meeting the various requirements stated in this bulletin to earn a Bachelor of Science in Business degree. Of this number, at least 48 credit hours must be in business and economics courses and at least 52 credit hours (43 credit hours for Accounting majors) must be in courses other than business and economics. For special rules concerning the accounting major, see "Departments and Majors" in this bulletin. A minimum cumulative GPA of 2.0 (C) is required for graduation. In addition, for students admitted or readmitted in the fall of 2002 or later, students must achieve a minimum GPA of 2.0 (C) in business and economics courses not counted toward general education, and a minimum GPA of 2.0 (C) in their major requirements to graduate from the Kelley School of Business. Students with outstanding cumulative GPAs may graduate with

honors. (See "Academic Distinction" in the "Special Opportunities" section.)

Senior Residence Requirement

Students who expect to receive the B.S. in Business degree from the Indiana University Kelley School of Business Indianapolis must complete all 300/400 business courses on the Indianapolis campus or during a preapproved overseas study program. (For extenuating circumstances you must petition and receive preapproval from the director of academic programs, BS 2010, 801 W. Michigan Street, Indianapolis, IN 46202-5151; phone (317) 274-2147.)

Degree Applications

Candidates for the B.S. in the Business degree must file an Intent to Graduate form found [here](#). Application deadlines are May 15 for December graduation, October 15 for May graduation, and January 15 for August graduation. Kelley School of Business transcripts may reflect from one to three majors and zero to two minors. Majors and minors do not show on the diploma.

Statute of Limitations

Candidates for the B.S. in Business degree have the right to complete the degree requirements specified by the bulletin in effect at the time they were admitted or readmitted to Indiana University, as long as the required courses are available and no more than eight calendar years have elapsed since the date of admission or readmission and providing the student has not had an interruption in enrollment of two years or more. In the event that the required courses are not available or more than eight years have elapsed, students are required to meet the degree requirements currently in effect. Students who are unclear about this requirement should see a Kelley School of Business advisor.

Updated 8/2020

Policies and Procedures

Undergraduate Policies

Academic Regulations and Scholastic Standards

Under the General Scholarship Rule, any student who does not possess the necessary preliminary training or who lacks other qualifications may be required by the Kelley Office of Academic and Professional Development to enroll in courses as the committee may designate or to take other corrective action as is necessary or desirable. The committee may review a student's record at any time and may take whatever action seems necessary for the student's best interest or for the best interest of the school.

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Integrative Core Prerequisites

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 - K201 or any equivalent course is only good for five years before a student is admitted to Kelley
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- BUS-X 103 or BUS-X 203
- BUS-X 204
- COMM-R 110
- ENG-W 131
- BUS-X 220
- BUS-A 100
- BUS-A 201
- BUS-A 202
- BUS-L 203
- ECON-E 201
- ECON-E 202
- ECON-E 270
- MATH-M 118
- MATH-M 119

Option 1 admission or Direct Admission to the Kelley School of Business in Indianapolis does not guarantee admission into the Integrative Core.

Maximum Semester Credit-Hour Load

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Military-Related Credit

Both Army and Air Force ROTC programs are available at Indianapolis. Completion of either program leads to a commission as a second lieutenant. Programs are available to both men and women. Courses are pursued in conjunction with an academic curriculum and receive academic credit as electives.

Placement credit is available to veterans and students with high school ROTC backgrounds. Veterans of military service are also eligible for academic credit as a result of their military training and experience. The Kelley School of Business follows the provisions of the "Guide to the Evaluation of Education Experiences in the Armed Services" issued by the American Council on Education (ACE) in granting credit. Credit in business subjects is evaluated as "undistributed" and is subject to oral or written examination for specific equivalency. Credit hours may be limited by university policy.

Physical Education Courses

Students may elect a maximum of 4 credits of elective physical education courses (HPER-E courses). Physical education courses carry regular credit, count toward minimum degree requirements, and are included in the cumulative grade point average.

Probation, Dismissal, and Readmission

Probation

1. Students whose Indiana University cumulative grade point average (GPA) falls below a 2.0 will be placed on probation. Students will be informed of the probationary status by letter.
2. Students may be continued on probation when the semester GPA is at least a 2.0 but the Indiana University's cumulative GPA is below a 2.0.
3. Students will be removed from probationary status once the Indiana University cumulative GPA is at least 2.0.

Dismissal

1. Students on probation at IUPUI will be dismissed if they fail to attain a semester GPA of at least 2.0 in any two consecutive semesters (fall and spring) and the Indiana University cumulative GPA is below 2.0.
2. Students who are dismissed for the first time cannot enroll until one regular (fall or spring) semester has elapsed since dismissal and must petition by the established deadlines to be reinstated.
3. Students dismissed two or more times must remain out of school for the next two

consecutive regular (fall and spring) semesters and petition by the established deadlines to be reinstated.

Reinstatement

1. Reinstatement will be the decision of the academic unit to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until Indiana University cumulative GPA is at least 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of at least 2.0. Failure to meet the semester GPA requirement while on probation will result in dismissal

Upper-Level Business Courses

Kelley School of Business students must have senior standing and have completed the Integrative Core to enroll in 400-level business courses. Enrollment in business courses numbered 301-499 is limited to the following:

1. Kelley School of Business students.
2. Non-business students who are registered for the minor in business.
3. Non-business students who are registered for degree programs requiring specific business courses. Such programs include engineering, health administration, journalism, and telecommunications. (Enrollment will be permitted only in the required business courses using this priority category.)
4. Other students with specific permission of the department offering the course. Departments may choose to declare certain courses "open enrollment" courses.
5. Graduate continuing nondegree students may take upper-level business courses with permission.

Unless students are registered in an official program, as identified in items (2) and (3) above, a maximum of 12 credit hours of upper-level business courses may be taken. In addition, for students enrolled in these specific programs, upper-level business courses may comprise no more than 25 percent of their programs.

To enroll in an upper-level business course (301 or higher), a non-business student must meet course prerequisites and have a minimum cumulative grade point average of 2.5 (on a 4.0 scale).

Credit Earned Externally or Transferred to IU

CLEP and DANTES Credit

The Kelley School of Business does not accept CLEP or DANTES credit for business courses; however, the school will accept CLEP or DANTES credit awarded by other IUPUI academic units for non-business courses.

Credit for Independent Study by Correspondence

The Kelley School of Business accepts a maximum of two courses (6 credit hours) taken by correspondence to satisfy degree requirements. However, because of their basic importance in the degree program, the following courses or their equivalents may not be taken by correspondence to satisfy admission or degree requirements:

- Business or economics courses;

- Prerequisites (for both business and non-business courses);
- Courses required for a major (for both business and non-business courses).

Any exceptions to the above policy must have the written approval of the director of undergraduate programs, Indianapolis. Note: Correspondence courses cannot be taken during the last 30 credit hours of study without petitioning for a waiver of senior residency.

Credit for Self-Acquired Competency

The Kelley School of Business does not award credit on the basis of self-acquired competency (for example, work experience). However, the school will give waiver examinations for specific courses when the chair of the department offering the course feels a student's experience gives that student a reasonable chance of passing the examination. To be eligible to take a waiver examination, the student must be regularly registered at IUPUI.

The school will not accept the transfer of credit from other institutions for business courses if the credit was awarded on the basis of self-acquired competency.

For non-business courses, the school will accept course-specific credit awarded on the basis of self-acquired competency by other baccalaureate-granting divisions/schools of Indiana University and by other institutions accredited by the North Central Association of Colleges or comparable regional associations.

The school will not accept general (non-course-specific) self-acquired competency credit awarded by other divisions or schools of Indiana University or by other institutions.

Retaking a Kelley Course

A student can only take a Kelley course three times for a grade unless the student submits a petition to take the course more than three times.

Transfer of Credit

1. Transfer of Credit from Other Colleges and Universities

Acceptance of credit from other institutions, including Purdue University, will be determined by the IUPUI Office of Admissions. The applicability of credit toward degree requirements in the Kelley School of Business will be determined by the school. Credits in business courses at the lower-division level (100- and 200-level courses) that are accepted for transfer are usually accepted for specific course equivalency.

Courses in upper-division business subjects (300- and 400-level courses) may be accepted for specific equivalency if the course work is taken in the junior or senior year at a four-year institution that is accredited by the Association to Advance Collegiate Schools of Business (AACSB). If the institution is not so accredited, credit in upper-division courses accepted for transfer will be accepted as "undistributed" credit, subject to further examination for equivalency.

Upper-division business courses taken in the freshman or sophomore year at four-year institutions may be accepted

as "undistributed" credit, subject to further examinations for specific equivalency.

Upper-division business courses taken at two-year institutions may be accepted as "undistributed" credit that will count only as business electives. No more than 90 credit hours may be accepted for transfer from a four-year institution. Course grades from other institutions are not transferred; only credit hours earned in a course are recorded. Evaluation of credit is completed after a student is admitted to the university.

2. Transfer of Credit from Junior and Community Colleges

No more than 64 credit hours earned at junior or community colleges may be applied to an Indiana University Kelley School of Business degree.

3. Transfer of Credit from Other Indiana University Campuses

Four-year degree programs in certain major areas may be completed at Indiana University East, Indiana University-Purdue University Fort Wayne, Indiana University Kokomo, Indiana University Northwest, Indiana University South Bend, Indiana University Southeast, and Indiana University-Purdue University Columbus, as well as at the Bloomington and Indianapolis campuses. Admission and degree requirements will vary among campuses.

Students wishing to transfer to the Kelley School of Business in Indianapolis are required to meet the same admission requirements to the school as do all other students, both internal and external, at the Indianapolis campus. Students who expect to graduate from the IU Kelley School of Business in Indianapolis must complete the last 30 credit hours of the degree program and one-half of their major requirements at the Indianapolis campus and complete an application to the school.

Kelley Indianapolis students must take Integrative Core (I-CORE) on the Indianapolis campus. I-CORE credit from another campus will not be accepted.

Grading System

Incomplete Courses

A temporary grade of Incomplete (I) on the transcript indicates that the work completed is satisfactory but that the entire course has not been completed. A grade of I may be assigned only if the student is not in attendance during the last 25 percent of a semester or summer session and the instructor has reason to believe that the absence was beyond the student's control. Otherwise, the instructor shall assign a grade of F.

It is the instructor's responsibility to specify the work to be done to remove the Incomplete as well as the period of time allowed for completion. However, it is the student's responsibility to contact the instructor to verify that all requirements have been completed. If the Incomplete is not removed within one calendar year of the date of the recording of the Incomplete grade, the registrar will automatically change the I to an F grade. The instructor may, however, require the Incomplete to be removed after a period that is less than one year. Upon satisfactory completion of the work within the time allowed, the Incomplete will be removed and the earned grade recorded. In special circumstances, the dean may

authorize that a grade of I be changed to a grade of W (Withdraw).

Students do not re-enroll in a course in which they have a grade of I.

Pass/Fail Option

Business students may elect to take 3 credit hours each semester with a grade of P (Pass) or F (Fail), with a maximum of 6 credit hours each school year, including summer sessions. The election of this option must be exercised by the student within the first three weeks of the semester or equivalent time period in a summer session. Limitations on use of the Pass/Fail option are as follows: Kelley School of Business students may not take any business course Pass/Fail; the Pass/Fail option cannot be used for courses that satisfy the general education requirement or any course that would fulfill a major requirement. In short, the option can be used only for courses that are pure electives taken outside the Kelley School of Business. A grade of P is not counted in the cumulative grade point average, but a grade of F is included. A grade of P cannot be changed subsequently to a grade of A, B, C, or D.

Withdrawals

A grade of W (Withdraw) is given automatically on the date of withdrawal to a student who withdraws during the first seven weeks of a regular semester or during the first three weeks of a summer session.

(<https://studentcentral.iupui.edu/register/drop-add/late-drop-add.html>) After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. **Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for late withdrawal after the last day of classes must go through the grade appeal process."**

Extenuating circumstances can include:

- medical condition/ hospital stay/ accident
- incarceration
- psychological/emotional issues
- learning disability (newly diagnosed)
- death of family or close friend
- issues with a class/faculty (well documented)
- eviction/ homelessness
- other major life events that severely impacts the student

The student is advised to continue attending the class(es) as the withdrawal request may not be approved. The student must consider that a withdrawal from a course may impact other aspects of their student status (i.e., financial aid, enrollment requirements for international students or student-athletes, expected graduation term, etc.). It is the responsibility of the student to contact the appropriate office on campus regarding any other issues

that may arise as the result of a late withdrawal from a course.

Grade Appeals

If a student feels their grade should be changed (either from an F to a W or if they feel the grade they received should be higher than what was given), they should first contact the professor of that course and discuss the grade change with him or her. If the faculty member will not change the grade, the student can fill out a change of grade petition which can be accessed online at <https://studentcentral.iupui.edu/doc/grades-progress/change-grade-petition.pdf>. **Please note that the Kelley School of Business requires that requests to change a grade from an F to a W must be submitted and processed within one year from when the course is completed.**

All grade change petitions should be submitted to the Office of the Registrar (Campus Center (CE) Room 250).

Once the Kelley School of Business receives the petition for any business courses, a copy will be sent to the faculty member who taught the course along with a memo from the Undergraduate Program Office asking for any information concerning the student (grades in the course, attendance, etc.). Once the faculty returns this information to the Undergraduate Program Office, the petitions committee will review the petition and make a decision.

If the petition is approved, a change of grade form will be sent to the Office of the Registrar where it will take 1-2 weeks to process the grade change. If the petition is denied, a letter will be sent to the student explaining why the petition was denied.

If the petition is denied and the student wishes to pursue the matter further, the student should speak with the Kelley Ombudsman for help on how to proceed.

Graduation Requirements

Though the school makes every attempt to provide students with ample advising and counseling help, *students in the Kelley School of Business are responsible for planning their own programs and for meeting degree requirements.* It is the student's responsibility to understand fully and comply with all the provisions of this bulletin. Requests for deviation from department, program, or school requirements may be petitioned in writing through the Kelley Office of Academic and Professional Development in BS 2010. Such petitions will be reviewed by the Petitions Committee and granted only in consultation with the respective chair, director, or dean, or their respective administrative representatives.

Credit Deadline

All course work except work from the current semester must be completed and recorded on the degree candidate's Indiana University transcript at least one month prior to the date of graduation.

Credit Hours and GPA Requirements

A minimum of 120 credit hours of college-level work must be successfully completed in courses meeting the various requirements stated in this bulletin to earn a Bachelor of Science in Business degree. Of this number, at least 48 credit hours must be in business and economics courses and at least 52 credit hours (43 credit hours

for Accounting majors) must be in courses other than business and economics. For special rules concerning the accounting major, see "Departments and Majors" in this bulletin. A minimum cumulative GPA of 2.0 (C) is required for graduation. In addition, for students admitted or readmitted in the fall of 2002 or later, students must achieve a minimum GPA of 2.0 (C) in business and economics courses not counted toward general education, and a minimum GPA of 2.0 (C) in their major requirements to graduate from the Kelley School of Business. Students with outstanding cumulative GPAs may graduate with honors. (See "Academic Distinction" in the "Special Opportunities" section.)

Senior Residence Requirement

Students who expect to receive the B.S. in Business degree from the Indiana University Kelley School of Business Indianapolis must complete all 300/400 business courses on the Indianapolis campus or during a preapproved overseas study program. (For extenuating circumstances you must petition and receive preapproval from the director of academic programs, BS 2010, 801 W. Michigan Street, Indianapolis, IN 46202-5151; phone (317) 274-2147.)

Degree Applications

Candidates for the B.S. in Business degree must file an Intent to Graduate form found [here](#). Application deadlines are May 15 for December graduation, October 15 for May graduation, and January 15 for August graduation. Kelley School of Business transcripts may reflect from one to three majors and zero to two minors. Majors and minors do not show on the diploma.

Statute of Limitations

Candidates for the B.S. in Business degree have the right to complete the degree requirements specified by the bulletin in effect at the time they were admitted or readmitted to Indiana University, as long as the required courses are available and no more than eight calendar years have elapsed since the date of admission or readmission and providing the student has not had an interruption in enrollment of two years or more. In the event that the required courses are not available or more than eight years have elapsed, students are required to meet the degree requirements currently in effect. Students who are unclear about this requirement should see a Kelley School of Business advisor.

Updated 8/2020

Graduate and Professional Policies

Kelley School of Business Evening M.B.A. Program Handbook - Revised August 2019

Graduation Requirements

In order to receive the Master of Business Administration degree from Indiana University Kelley School of Business on the Indianapolis campus, the candidate must:

- Apply and be admitted into the MBA program.
- Students admitted prior to August 2019 must complete 51 credit hours of graduate work with no individual course grades below a C-. Students

admitted August 2019 or later must complete 54 credit hours of graduate work with no individual course grades below a C-.

- Beginning with the August 2017 Cohort and beyond, students must compile a 0 GPA or better cumulative grade point average in all graduate business course work. Students who were admitted before August 2017 must compile a 2.75 GPA or better cumulative grade point average.
- Complete at least 45 hours in residence as a regularly admitted MBA student at Indiana University (Bloomington/Indianapolis). Students admitted August 2019 or later must complete 48 hours in residence.
- Meet all of the course requirements as stated in the MBA Student Handbook for the semester or quarter of
- Meet all of the above requirements within five (5) calendar years of initial m Additionally, the following rules will apply:
 - All courses are graded A, B, C, D, No courses are Pass/Fail.
- Beginning with the August 2017 Cohort, students will be placed on Academic Probation if GPA falls below 0. Students must bring their GPA to 3.0 or above within two quarters or are subject to dismissal.
- Graduating MBA's should submit an "Application for Graduation" Form to the MBA Program Office two quarters prior to the final quarter before It is recommended students make an appointment with an Academic Advisor to ensure all requirements have been fulfilled prior to registration for their final quarter.

Exemptions

No exemptions from course work will be granted. Professional experience and/or previous undergraduate course work will not be a basis for a waiver or alteration of required course work.

The exception to this policy are students who are admitted to dual programs MBA/MD, MBA/JD, MBA/MS and MBA/MHA. These students must keep in close contact with the MBA Office and their Academic Adviser to be sure they are meeting their special degree requirements.

The Major Area of Study

All students who graduate from the MBA program in Indianapolis will be conferred a "Master of Business Administration" degree from the Indiana University Kelley School of Business.

Although students are not required to major (General Management MBA), students may choose a major in Finance, Management/Entrepreneurship, Operations and Supply Chain Management or Marketing major. They may make a broad selection of elective course work or may focus all of their elective course work in one area.

Grading Systems and Standards

The official grading system of the Graduate School of Business and the grade point values are:

A+ or A	4.0	C	2.0
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A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3	D	1.0
B-	2.7	D-	.7
C+	2.3	F	0

0 points are assigned for the following grade symbols: I (incomplete), NC (no credit), NR (no report filed by the instructor), S/F (satisfactory/failure), or W (withdrawn).

Based on the above values, a candidate must compile a minimum cumulative grade point average of 3.0 in all Graduate School of Business course work to remain in good standing and to complete graduation requirements. Courses not approved as a part of the student's MBA curriculum will not be included in calculation of the MBA GPA (Grade Point Average).

Targeted Grade Distribution

Beginning with the August 2000 semester and updated as of August 2019 quarters, the targeted distribution of grades for each course is:

Category Designation	Reported Grade	Target Distribution
Distinguished	A	10-15%
Excellent	A	25-35%
High Pass	B+	0-50%
Pass	B	0-50%
Marginal Performance	B- or C+	0-20%
Poor Performance	C through D-	As Needed
Failure	F	As Needed
Incomplete	I	As Needed

The following policies apply:

- Only courses with grades of "C-" or better will count toward the necessary hours for graduation, although ALL grades (except ineligible course work and transfer credit) are used in computing the
- If a "D+"/ "D"/"D-" is earned, the hours will NOT count toward graduation, but the grade will be used in calculating the The course cannot be repeated; additional course work to replace the hours and review work will be recommended.
- If an "F" is received in a CORE course, the course MUST be repeated with a passing grade. If an "F" is received in an elective course, it may not be. In both cases, the hours will NOT count toward the 51 or 54 credit hour requirement for graduation but the grade will be used in calculating the GPA.

Grading for Incomplete

An "incomplete" indicates that the work is passing as of the end of the quarter but a relatively small part of the course has not been completed. In order to give a grade of "I", the faculty member must agree with a request for an incomplete. The faculty member must file an "Incomplete Form" which states the reason for the incomplete, the requirements for completion, and when the course is expected to be completed. An incomplete not removed within one year of assignment automatically converts to an "F."

- If the work required to remove the "incomplete" is not finished before the beginning of the subsequent quarter, enrollment in the subsequent quarter may not be Approval to enroll in a subsequent quarters with an "I" on the record must be obtained from the Chairperson of Graduate Programs.
- If an "incomplete" ("I") is not removed within one year from its assignment, an "F" is automatically recorded for the
- A candidate cannot re-enroll in a course in which a grade of "I" has been
- A candidate cannot be certified for graduation until his record is cleared of all "Incompletes" in both elective and required course

Grading for Withdrawal

There are times when the "W" is an appropriate grade. The "W" indicates that the course has not been successfully completed and therefore the student may not progress to the next quarter's course work. That is, a "W" will put a student one quarter behind and may require that the student drop out of his or her cohort and join a subsequent cohort group as space becomes available. In most cases, because of sequencing requirements, a withdrawal will result in inability to continue with the current cohort group but does allow the flexibility to join a subsequent group and successfully complete the program. A grade of "W" is automatically assigned if withdrawal occurs during the first six (6) weeks of a regular length quarter or during the first four (3) weeks of an six (6) week session. After that time, it is necessary to petition to withdraw. If the petition is granted, the student may withdraw and a "W" will be assigned for the course.

During the last three (3) weeks of a twelve (12) week course or the last two (2) weeks of a six (6) week course, the petition for withdrawal from ALL course work is generally granted; however, if the student is passing at the time of the request, a "W" may be assigned. If the student is failing at the time of withdrawal, an "F" must be assigned.

Course Work Taken Outside of the School of Business

Elective Course Work:

When prior approval is obtained, part of the elective course work for the MBA degree may be met by graduate course work taken from other schools at IUPUI, provided that such credit is related to the MBA degree and would usually be accepted toward a graduate degree in the school in which it is offered. A grade of "B" or better must be received for the course and the course may not be counted toward another degree.

In order to receive credit for the elective course work, approval must be received from the Chairperson, MBA

Program or a representative, prior to enrolling in the course. Elective course work taken outside of the School of Business is limited to a total of six (6) credit hours.

Transfer Credit from Another Institution

Transfer credit is designed to benefit the student who has completed elective course work as a student in another program or the IU MBA student who must relocate prior to completing the degree requirements. Transfer of credit may be requested for courses that meet ALL of the following conditions:

- The course was taken within the last 5 years for graduate credit. It cannot have been a combined graduate/undergraduate course.
- If taken prior to entering the IU program, the course was an elective course taken while the student was a regularly enrolled graduate student in a program leading to a Masters or similar advanced degree from an accredited institution. If the course was taken in a business school, the program must be accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- The grade earned was an "A" or "B". Pass/Fail and other such grades are not a grade of "B-" or lower is not acceptable.
- No more than six (6) credit hours of transfer credit will be granted for courses that meet the above. With the exception of requests resulting from temporary job transfer, course work taken at another institution while a candidate is an active student in the IU MBA program is NOT eligible for transfer credit. It is recommended that academic advising and approval from the School of Business be obtained prior to enrollment in course work at another institution.

Approval for transfer credit is conditional upon receipt by the recorder in the MBA Office of an official copy of the transcript. Grades received on courses granted transfer credits are not included in the computation of the Indiana University GPA.

Residency Requirement

Of the 51 hours required to complete the MBA degree, at least 45 hours of graduate credit must be obtained in-residence. Students admitted into the program in August 2019 or later are required to complete 54 credit hours, with at least 48 hours obtained in-residence. The residency requirement is met while a student is officially admitted and enrolled as an MBA student in the Graduate School of Business at Indiana University, Bloomington/Indianapolis. Credit hours earned while enrolled in another degree-granting program cannot be included in the 45 or 48 hours required in-residence.

Independent Study (590) Course Work

Independent study course work provides a unique experience for the advanced MBA student through the opportunity to work on an individual basis with a faculty member. Output requirements are not specified in detail, but in most cases, a paper is required by the faculty member.

The material covered by the independent study project should not be found in a regularly scheduled graduate business course nor should this be used as a means

to take an undergraduate course for Graduate School of Business credit. Participation in such a course may, however, be part of the 590 experience. The procedure for obtaining a 590 course should be initiated by the student well before the planned quarter of work. The student should contact the faculty member who will supervise the work. They will jointly decide on the number of credit hours to be awarded, noting that the MBA student may not receive credit for more than a total of six (6) hours of 590 work toward the degree. A written proposal should be submitted prior to the quarter of study and likely contain:

- The purpose of the proposed study and why the arrangement is
- The question or issue to be investigated and the general plan of
- The outcome or result and the form
- The standards and means proposed for interim, ongoing or terminal
- Any unusual or special conditions relating to the character, timing or supervision of the arrangement.

Although the faculty member may require more written documents, the above points should be outlined on the 590 approval forms for signatures by the student, faculty member, MBA Office, Academic Coordinator, and MBA Chair. The form with all signatures should be on file in the MBA Office prior to registration.

Audit Policy - Auditing of 500-level business courses is generally not permitted.

Candidate in Good Standing - Any candidate that maintains a minimum cumulative grade point average of 3.0.

Candidate on Academic Probation - Any candidate whose cumulative grade point average falls below a 3.0 is placed on academic probation. If the GPA goes below the 3.0 minimum, the candidate is notified in writing immediately following grade posting for the quarter in which probation occurs. The candidate is required to enroll in at least two (2) out of the next four (4) quarters and attain a cumulative GPA of 3.0 within the next two consecutive quarters.

Failure to meet the enrollment and/or the minimum GPA requirement results in potential dismissal from the program.

Candidate Dismissed - Dismissal will result from one of the following situations:

- A probationary candidate who fails to meet the conditions of
- A candidate who receives a grade point average of 2.5 or below in each of two (2) consecutive quarters.
- A candidate who does not complete all requirements within the five-year period. Candidates subject to dismissal may petition the Associate Dean - Indianapolis Programs on an ad hoc basis. However, only in rare cases is continuation allowed.

Candidate in Non-Current Status - Occasionally a candidate in good standing may find it necessary to interrupt progress through the program for a quarter or more. In such cases, the candidate is classified as a "non-current" student. To remain in good standing while non-current, the student must inform the MBA Program Office

in writing that he or she will be interrupting the program. Non-current students should be aware that the five-year time limit for completion of degree work begins from the date of matriculation. To continue the program, the non-current candidate should notify the MBA Program Office at least 30 days prior to the start of the quarter he/she wishes to return.

Indiana University regulations governing the actions and interactions of members of the university community are intended to enhance the values which must be maintained in the pursuit of the university's purposes and goals of preserving, improving, increasing, transmitting, and applying knowledge. These values include freedom of inquiry, commitment of searching for the truth, the exercise of the critical judgment, intellectual honesty, and freedom for the open expression of ideas and opinions with limits that protect the rights of others, respect for the news and the dignity of other persons, and openness to constructive change.

The Indiana University [Code of Student Rights, Responsibilities, and Conduct](#) is outlined and defined in the on-line publication which defines student rights and responsibilities, including individual rights in the areas of freedom from unlawful sexual harassment, racial harassment, and harassment based on sexual orientation. This code exists as a guide for students, faculty, and staff and is available from the MBA Office or from the Office of the Dean of Students to assist students in the conduct of their affairs.

MBA Code of Student Ethics

The MBA student is expected, in all activities and relationships connected with their academic program, to act in a professional manner. This expectation implies being honest and acting in good faith. The following activities are prohibited: cheating (including unauthorized cooperation or the use of unauthorized material in preparing an assignment to be graded), plagiarism, changing a grade in connection with any assignment, gaining unauthorized access to an examination, using without authorization the same material in preparing assignments in two separate courses, lying to instructors or school administrators, and knowingly permitting copying or other participation in dishonest behavior.

Academic Misconduct

Indiana University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions which maintain such freedom. The university has developed general regulations concerning student conduct which safeguard the right of every individual student to exercise fully the freedom to learn without interference.

The university may discipline a student for academic misconduct which is defined as any activity which tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to

cheating, including unauthorized cooperation or the use of unauthorized material in preparing an assignment to be graded, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty and all other defined by Indiana University.

The university may also discipline a student for acts of personal misconduct which occur on university property and include falsifying emergency warnings, release of access codes for university resources, lewd, indecent, or obscene conduct, unauthorized entry, damage to university or property belonging to others, sexual or racial harassment, and verbal abuse and all other acts of personal misconduct as defined by the Indiana University [Code of Student Rights, Responsibilities, and Conduct](#).

A faculty member who believes that a student has engaged in any form of academic dishonesty shall initiate the following process:

- Hold an informal conference with the student to discuss the matter and include information on both the act and the information upon which the allegation is. The student must be given an opportunity to respond to the allegation of misconduct.
- If the faculty member concludes that the student did commit the act of misconduct, the faculty member is authorized to impose an appropriate academic sanction related to the particular course
- The faculty member is required to report the matter promptly in writing to the student, the dean, the director of the Graduate School of Business, and the Dean of
- The student has the right to appeal the faculty member's decision that the student committed the act of misconduct, the faculty member's decision to impose a particular academic sanction, or the decision of the Dean of Students to impose an additional. The appeal must be filed within five days of receiving written notice of the sanction.

Business of Medicine Physician MBA (Physician only)

Graduate Policies

Probation, Dismissal, and Readmission

Probation

1. Students whose Indiana University cumulative grade point average (GPA) falls below a 2.0 will be placed on probation. Students will be informed of the probationary status by letter.
2. Students may be continued on probation when the semester GPA is at least a 2.0 but the Indiana University cumulative GPA is below a 2.0.
3. Students will be removed from probationary status once the Indiana University cumulative GPA is at least 2.0.

Dismissal

1. Students on probation at IUPUI will be dismissed if they fail to attain a semester GPA of at least 2.0 in any two consecutive semesters (fall and spring) and the Indiana University cumulative GPA is below 2.0.

2. Students who are dismissed for the first time cannot enroll until one regular (fall or spring) semester has elapsed since dismissal and must petition by the established deadlines to be reinstated.
3. Students dismissed two or more times must remain out of school for the next two consecutive regular (fall and spring) semesters and petition by the established deadlines to be reinstated.

Reinstatement

1. Reinstatement will be the decision of the academic unit to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until the Indiana University cumulative GPA is at least 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of at least 2.0. Failure to meet the semester GPA requirement while on probation will result in dismissal.

Incomplete Courses

A temporary grade of Incomplete (I) on the transcript indicates that the work completed is satisfactory but that the entire course has not been completed. A grade of I may be assigned only if the student is not in attendance during the last 25 percent of a semester or summer session and the instructor has reason to believe that the absence was beyond the student's control. Otherwise, the instructor shall assign a grade of F.

It is the instructor's responsibility to specify the work to be done to remove the Incomplete as well as the period of time allowed for completion. However, it is the student's responsibility to contact the instructor to verify that all requirements have been completed. If the Incomplete is not removed within one calendar year of the date of the recording of the Incomplete grade, the registrar will automatically change the I to an F grade. The instructor may, however, require the Incomplete to be removed after a period that is less than one year. Upon satisfactory completion of the work within the time allowed, the Incomplete will be removed and the earned grade recorded. In special circumstances, the dean may authorize that a grade of I be changed to a grade of W (Withdraw).

Students do not reenroll in a course in which they have a grade of I.

Withdrawals

A grade of W (Withdraw) is given automatically on the date of withdrawal to a student who withdraws during the first seven weeks of a regular semester or during the first three weeks of a summer session.

(<https://studentcentral.iupui.edu/register/drop-add/late-drop-add.html>) After the automatic withdrawal period a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing

the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. **Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process."**

Extenuating circumstances can include:

- medical condition/ hospital stay/ accident
- incarceration
- psychological/emotional issues
- learning disability (newly diagnosed)
- death of family or close friend
- issues with a class/faculty (well documented)
- eviction/ homelessness
- other major life event that severely impacts the student

The student is advised to continue attending the class(es) as the withdrawal request may not be approved. The student must consider that a withdrawal from a course may impact other aspects of their student status (i.e., financial aid, enrollment requirements for international students or student athletes, expected graduation term, etc.). It is the responsibility of the student to contact the appropriate office on campus regarding any other issues that may arise as the result of a late withdrawal from a course.

Senior Residence Requirement

Students who expect to receive the B.S. in Business degree from the Indiana University Kelley School of Business Indianapolis must complete the last 30 credit hours of work toward the degree program and one-half of their major requirements on the Indianapolis campus.

Permission to take up to 6 credit hours of the last 30 credit hours at another institution or by correspondence may be requested by petitioning the director of academic programs, Business/SPEA 2010, 801 W. Michigan Street, Indianapolis, IN 46202-5151; phone (317) 274-2147.

Updated 6/2019

Business of Medicine Physician MBA (Physician only)

Graduate Policies

Academic Standing – Probation, Dismissal, Reinstatement, Dean's List

1. **Candidate in Good Standing** - Any candidate that maintains a minimum cumulative grade point average of 3.0.
2. **Academic Probationary Status** - Any candidate whose cumulative grade point average falls below a 3.0 is placed on academic probation. If the GPA goes below the 3.0 minimum, the candidate is notified in writing immediately following grade posting for the semester in which probation occurs. The candidate is required to enroll in at least two (2) out of the next four (4) modules, including summer modules and to attain a cumulative GPA of 3.0 within the next two consecutive modules. Failure to meet the enrollment

and/or the minimum GPA requirement results in automatic dismissal from the program.

3. **Dismissal** will result from one of the following situations:
- A probationary candidate who fails to meet the conditions of
 - A candidate who receives a grade point average of 25 or below in each of two (2) consecutive modules.
 - A candidate who does not complete all requirements within the five-year Candidates subject to dismissal may petition the Associate Dean - Indianapolis Programs on an ad hoc basis. However, only in rare cases is continuation allowed.

Grade Replacement

Beginning with the August 2000 semester, the targeted distribution of grades for each course is:

Category Designation	Reported Grade	Target Distribution
Distinguished	A	10-15%
Excellent	A	25-35%
High Pass	B+	0-50%
Pass	B	0-50%
Marginal Performance	B- or C+	0-20%
Poor Performance	C through D-	As Needed
Failure	F	As Needed
Incomplete	I	As Needed

The following policies apply:

- Only courses with grades of "C-" or better will count toward the necessary hours for graduation, although ALL grades (except ineligible course work and transfer credit) are used in computing the
- If a "D+/" "D"/"D-" is earned, the hours will NOT count toward graduation, but the grade will be used in calculating the The course cannot be repeated; additional course work to replace the hours and review work will be recommended.
- If an "F" is received in a CORE course, the course MUST be repeated with a passing grade. If an "F" is received in an elective course, it may not be In both cases, the hours will NOT count toward the 51 hour requirement for graduation but the grade will be used in calculating the GPA.

Residency Requirement

Of the 51 hours required to complete the MBA degree, at least 45 hours of graduate credit must be obtained in-residence. The residency requirement is met while a student is officially admitted and enrolled as an MBA student in the Graduate School of Business at Indiana University, Bloomington/Indianapolis. Credit hours earned while enrolled in another degree-granting program cannot be included in the 45 hours required in-residence.

Incomplete Grade Process

An "incomplete" indicates that the work is passing as of the end of the semester but a relatively small part of the course has not been completed. In order to give a grade of "I", the faculty member must agree with a request for an incomplete. The faculty member must file an "Incomplete Form" which states the reason for the incomplete, the requirements for completion, and when the course is expected to be completed. An incomplete not removed within one year of assignment automatically converts to an "F."

- If the work required to remove the "incomplete" is not finished before the beginning of the subsequent module, enrollment in the subsequent module may not be (See sequencing rules). This means, for example, that if an "I" is assigned in one of the courses in Module I, enrollment in Module II may not be allowed until the requirements of the "incomplete" are fulfilled. Approval to enroll in a subsequent module with an "I" on the record must be obtained from the Chairperson of Graduate Programs.
- If an "incomplete" ("I") is not removed within one year from its assignment, an "F" is automatically recorded for the
- A candidate cannot re-enroll in a course in which a grade of "I" has been
- A candidate cannot be certified for graduation until his record is cleared of all "Incompletes" in both elective and required course

Withdrawal

There are times when the "W" is an appropriate grade. The "W" indicates that the course has not been successfully completed and therefore the student may not progress to the next semester's course work. That is, a "W" will put a student one module behind and require that the student drop out of his or her cohort and join a subsequent cohort group as space becomes available. In most cases, because of sequencing requirements, a withdrawal will result in inability to continue with the current cohort group but does allow the flexibility to join a subsequent group and successfully complete the program. If it becomes necessary to withdraw from a required course, it is necessary to withdraw from the entire module.

A grade of "W" is automatically assigned if withdrawal occurs during the first eight (8) weeks of a regular length semester or during the first four (4) weeks of an eight (8) week session. After that time, it is necessary to petition to withdraw. If the petition is granted, the student may withdraw and a "W" will be assigned for the course.

During the last three (3) weeks of a fifteen (15) week course or the last two (2) weeks of an eight (8) week course, the petition for withdrawal from ALL course work is generally granted; however, if the student is passing at the time of the request, a "W" may be assigned. If the student is failing at the time of withdrawal, an "F" must be assigned.

Updated 6/2019

Master of Science in Accounting (M.S.A.)

Graduate Policies

Academic Standing – Probation, Dismissal, Reinstatement, Dean’s List

Dean’s List—not applicable

Academic Probation

1. Students whose Indiana University graduate cumulative grade point average (GPA) falls below 2.75 will be placed on probation. Student will be informed of the probationary status by letter. Students have the next 12 credit hours to raise their GPA to 2.75.
2. Students on probation are prohibited from taking the BUPA-A529 Internship in Accounting course.
3. Students will be removed from probationary status once the Indiana University graduate cumulative GPA is at least 2.75.

Dismissal

1. Students whose Indiana University graduate cumulative grade point average (GPA) falls below 2.75 for two consecutive semesters will be dismissed.
2. Students who do not meet the GMAT/GRE requirement after their second term in the program will be dismissed.
3. Students will be informed of their dismissal by letter.

Reinstatement—not applicable

Grade Replacement—not applicable

Residency Requirement for Degree Purposes—not applicable

Incomplete Grade Process

1. The grade of “I” indicates that the work is satisfactory as of the end of the semester, but has not been completed. A student’s desire to avoid a low grade is not an appropriate reason for the assignment an incomplete grade.
2. The grade of incomplete may be given in the last 25% of an academic term only under the following conditions:
 - a. The student’s work to that point is of passing quality **and**
 - b. The student is unable to complete the last 25% of the academic term due to illness or equivalent distress.
3. The student will work with the instructor to determine the work needed to complete the course. If the student is unable to complete the course with the original instructor, the student will be required to follow the syllabus of the instructor with whom the student completes the course requirements.

Post Auto W

1. After the automatic withdrawal period a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F.

2. Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process.”
3. Extenuating circumstances can include:
 4. medical condition/ hospital stay/ accident
 5. incarceration
 6. psychological/emotional issues
 7. learning disability (newly diagnosed)
 8. death of family or close friend
 9. issues with a class/faculty (well documented)
 10. eviction/ homelessness
 11. other major life event that severely impacts the student

Grade Appeals

1. A formal request for a grade appeal may be requested if the situation meets one of the following criteria:
 - a. Error in calculation of the grade
 - b. Student held to a higher standard than other students in the course
 - c. Grade assigned on some basis other than performance – Bias
 - d. Grade assigned by a substantial departure from the instructor’s previously announced standards
2. The time allowed to request a grade appeal is seven days after receiving the final grade for the course. A formal letter is to be written to Jane McDonald as addressed below, specifically stating which criteria the request is being based on and why.
 - • Jane McDonald
 - • Kelley School of Business
 - • 815 West Michigan Street, BS 3024
 - • Indianapolis, IN 46202
3. After reviewing the request, Jane will contact the student to verify that the request does meet at least one of the criteria, as stated above and to schedule a hearing with the Academic Fairness Committee.
4. The Academic Fairness Committee is made up of three Kelley School of Business faculty members and two Kelley School of Business students.

Updated 6/2019

Business of Medicine Physician MBA (Physician only)

Graduate Policies

Probation, Dismissal, and Readmission

Probation

1. Students whose Indiana University cumulative grade point average (GPA) falls below a 2.0 will be placed on probation. Students will be informed of the probationary status by

letter.

2. Students may be continued on probation when the semester GPA is at least a 2.0 but the Indiana University cumulative GPA is below a 2.0.
3. Students will be removed from probationary status once the Indiana University cumulative GPA is at least 2.0.

Dismissal

1. Students on probation at IUPUI will be dismissed if they fail to attain a semester GPA of at least 2.0 in any two consecutive semesters (fall and spring) and the Indiana University cumulative GPA is below 2.0.
2. Students who are dismissed for the first time cannot enroll until one regular (fall or spring) semester has elapsed since dismissal and must petition by the established deadlines to be reinstated.
3. Students dismissed two or more times must remain out of school for the next two consecutive regular (fall and spring) semesters and petition by the established deadlines to be reinstated.

Reinstatement

1. Reinstatement will be the decision of the academic unit to which the students are petitioning.
2. Students who are reinstated will be classified as probationary students until the Indiana University cumulative GPA is at least 2.0. During the first regularly enrolled term on probation, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of at least 2.0. Failure to meet the semester GPA requirement while on probation will result in dismissal.

Incomplete Courses

A temporary grade of Incomplete (I) on the transcript indicates that the work completed is satisfactory but that the entire course has not been completed. A grade of I may be assigned only if the student is not in attendance during the last 25 percent of a semester or summer session and the instructor has reason to believe that the absence was beyond the student's control. Otherwise, the instructor shall assign a grade of F.

It is the instructor's responsibility to specify the work to be done to remove the Incomplete as well as the period of time allowed for completion. However, it is the student's responsibility to contact the instructor to verify that all requirements have been completed. If the Incomplete is not removed within one calendar year of the date of the recording of the Incomplete grade, the registrar will automatically change the I to an F grade. The instructor may, however, require the Incomplete to be removed after a period that is less than one year. Upon satisfactory completion of the work within the time allowed, the Incomplete will be removed and the earned grade recorded. In special circumstances, the dean may authorize that a grade of I be changed to a grade of W (Withdraw).

Students do not reenroll in a course in which they have a grade of I.

Withdrawals

A grade of W (Withdraw) is given automatically on the date of withdrawal to a student who withdraws during the first seven weeks of a regular semester or during the first three weeks of a summer session.

<https://studentcentral.iupui.edu/register/drop-add/late-drop-add.html>) After the automatic withdrawal period a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F. **Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process."**

Extenuating circumstances can include:

- medical condition/ hospital stay/ accident
- incarceration
- psychological/emotional issues
- learning disability (newly diagnosed)
- death of family or close friend
- issues with a class/faculty (well documented)
- eviction/ homelessness
- other major life event that severely impacts the student

The student is advised to continue attending the class(es) as the withdrawal request may not be approved. The student must consider that a withdrawal from a course may impact other aspects of their student status (i.e., financial aid, enrollment requirements for international students or student athletes, expected graduation term, etc.). It is the responsibility of the student to contact the appropriate office on campus regarding any other issues that may arise as the result of a late withdrawal from a course.

Senior Residence Requirement

Students who expect to receive the B.S. in Business degree from the Indiana University Kelley School of Business Indianapolis must complete the last 30 credit hours of work toward the degree program and one-half of their major requirements on the Indianapolis campus.

Permission to take up to 6 credit hours of the last 30 credit hours at another institution or by correspondence may be requested by petitioning the director of academic programs, Business/SPEA 2010, 801 W. Michigan Street, Indianapolis, IN 46202-5151; phone (317) 274-2147.

Updated 6/2019

Department of Accounting and Information Systems

Department of Accounting and Information Systems
Accounting Major

The accounting curriculum prepares students for careers in auditing, corporate accounting and management consulting, governmental and nonprofit organizations, and taxation. In addition, it equips the prospective business executive with tools for intelligent analysis, planning, control, and decision making. The accounting curriculum also provides excellent background for the student who wants to pursue graduate work in business, public administration, or law.

Beginning in the fall of 2013, the general-education requirement for accounting majors was reduced to 43 credit hours. This limit applies only to accounting majors. Nine additional credit hours are required for the nonaccounting concentration.

Accounting graduates who meet the requirements of the State Board of Public Accountancy of Indiana are eligible to sit for the Uniform CPA Examination in Indiana. Most accounting graduates will need to engage in further study to be eligible to sit for the exam. Those who wish to engage in public accounting practice in Indiana as certified public accountants should familiarize themselves with the rules and regulations issued by the Indiana State Board of Accountancy, Indiana Professional Licensing Agency, 302 W. Washington Street, Rm. E034, Indianapolis, IN 46204-2724; phone (317) 232-2980. Students planning practice outside Indiana should consult the CPA board in their state of residence. Call 1-800-CPA-EXAM for additional information.

Internships in business or government are available on a selective basis during the fall, spring, or summer. Fall is the ideal time to apply for an accounting internship, as the majority of public accounting internships are spring-semester positions. For further information about internships, contact the Kelley Career Placement Office, Business/SPEA Building 4090; phone (317) 278-7842.

Major Requirements

Junior and Senior Years:

- BUS-A 311, BUS-A 312, BUS-A 325, BUS-A 328, BUS-A 302 BUS-A 337, BUS-A 424.
- Two accounting electives from the following: BUS-A 375, BUS-A 335, BUS-A 339, BUS-A 380, BUS-A 422, BUS-A 439, BUS-A 460, BUS-A 490.
- Nonaccounting concentration (9 cr.): Students must use these hours to build a three-course sequence that comprises a concentration. The concentration creates an expertise that is typically in a nonaccounting business area (e.g., international business or finance). However, a concentration that includes non-business courses (e.g., courses in criminal justice) may be acceptable. This concentration might be obtained in a number of ways. For example, students might construct a three-course sequence in a particular area such as finance, supply chain management, or something similar. Information about preapproved concentrations may be obtained from the Kelley School of Business advisors. Students also are encouraged to use this flexibility to double major in a business area or to earn an outside minor.
 - One minor that is available to accounting students is the [Criminal Justice Accounting](#) minor offered through the School of Public and Environmental Affairs. Three of the courses for

the minor will be used for the non-accounting concentration. Then students take only two more classes to complete the [Criminal Justice Accounting](#) minor. There is a [PDF checksheet](#) that will list all the courses required for the minor.

CPA Exam Preparation

Two accounting electives are required for the accounting degree. However, the accounting faculty strongly recommends that students who are interested in professional accounting careers and becoming a Certified Public Accountant (CPA) should take the following three elective courses:

- BUS-A 422 (Advanced Financial Accounting)
- BUS-A 339 (Advanced Income Taxation)
- BUS-A 335 (Accounting for Government and Not-For-Profit Entities)

Additionally, the following course would be helpful in preparing for the CPA Exam.

- BUS-A 439 (Advanced Auditing)
- BUS-A 460 (Information Systems Security Assurance)

Internal Auditing Focus

Students who do not choose to pursue a career as a CPA, but who want to pursue a career in internal auditing, should select the following two electives.

- BUS-A 375 (Internal Auditing - Enterprise Risk Management and Controls)
- BUS-A 460 (Information Systems Security Assurance)

Note: Most states (including Indiana) require accounting professionals who wish to be licensed as certified public accountants to complete 150 credit hours of education with an accounting major. Students must choose among three alternatives. Students who plan to forego CPA licensure may begin their careers after four years with a bachelor's degree. Students interested in licensure may either apply to the Master of Professional Accountancy program and continue for a fifth year to earn a master's degree (fulfilling the 150-hour requirement) or enter the workforce after four years (with the bachelor's degree) and continue to work toward the master's as part-time or returning students.

The Department of Accounting has created a Master of Professional Accountancy Program for students wishing to pursue licensure.

Updated 5/19

Department of Finance

Department of Finance

The finance undergraduate curriculum provides a high degree of flexibility while offering the basic preparation needed to deal with the complexities of the modern financial environment.

All students in the major must take a common core of three courses: BUS-A 310, BUS-F 303, and BUS-F 305. These three courses provide a basic grounding in financial accounting systems, the capital and money markets, and corporate financial decision making. An understanding of

these areas is necessary for someone who is planning a career in finance.

Finance Major

The undergraduate curriculum in this major is designed to provide familiarity with the instruments and institutions of finance and with a financial approach for structuring and analyzing management decisions.

Course offerings are designed to integrate various aspects of the environment—such as the state of the economy, taxes, and legal considerations—into the decision-making process.

Study in finance, along with appropriate electives, provides academic preparation for careers in corporate financial management; commercial banking, savings and credit institutions; investment analysis; and the selling of financial instruments and services.

Candidates are encouraged to select electives in accordance with career objectives.

Major Requirements

Junior and Senior Years

1. *Finance core requirements:*
 - BUS-A 310
 - BUS-F 303
 - BUS-F 305
2. Select two of the following:
 - BUS-F 402
 - BUS-F 420
 - BUS-F 446
 - BUS-F 494
3. *Select three of the following:*
 - BUS-A 312
 - BUS-A 325
 - BUS-A 328
 - BUS-R 305
 - BUS-R 440
 - BUS-R 443
 - ECON-E 305
 - ECON-E 470
 - May also choose from the following courses but cannot use courses chosen for B: to count for C:
 - BUS-F 402
 - BUS-F 420
 - BUS-F 446
 - BUS-F 494

NOTE: Double majors in finance and accounting must take BUS-A 311 in lieu of BUS-A 310.

Updated 5/19

Degree Programs

Department of Accounting and Information Systems

- Bachelor of Science in Business - Accounting

Department of Finance

- Bachelor of Science in Business - Finance

Department of Management

- Bachelor of Science in Business - Human Resource Management
- Bachelor of Science in Business - International Studies
- Bachelor of Science in Business - Management

Department of Marketing

- Bachelor of Science in Business - Marketing

Department of Operations

- Bachelor of Science in Business - Supply Chain Management

Department of Management

Department of Management

The Department of Management encompasses the areas of management, human resource management, organizational behavior, business policy, management of nonprofit organizations, entrepreneurship, and international business. The curriculum is designed to offer students either a broad-based background preparing them for entrance into managerial positions or specialized training in an area of concentration.

At the undergraduate level, the department offers a major in management, nonprofit management, or human resource management, as well as the option to pursue a second major in international studies.

Management Major

Society recognizes the importance of understanding both management itself, and the complex nature of the organizations (in business, government, hospitals, and universities) in which managers operate. The faculty is devoted to improving this understanding through the study of individual and group behavior, organizational theory, and human resource development.

The undergraduate courses offered in this major focus not only on the broad aspects of management and organization, but also on developing skills for dealing with problems of motivation, organization design, and the increasingly complex problems of human resource allocations in our interdependent society.

This major provides the flexibility to accommodate students whose interests include preparation for corporate management training positions, application of behavioral science to management, personnel function in both line and staff capacities, and managing the small business.

Major Requirements

Junior and Senior Years

- Required courses (6 cr.)
 - BUS W430 and BUS Z302
- Elective courses (12 cr.) Select four of the following (a minimum of two must be business courses):
 - BUS-D 301, BUS-D 302, BUS-W 311, BUS-W 406, BUS-W 494, BUS-Z 404, BUS-Z 441, BUS-Z 443, BUS-P 330 and BUS-Z 445
 - ECON-E 304
 - OLS 37800
 - PSY-B 370, PSY-B 346
 - SOC-R 317 and SOC-R 478

- Any 400-level Kelley School of Business course approved by a business advisor

Human Resource Management Major

This program is designed for students whose career objectives lie in the field of personnel management. From its early beginnings as a staff function involving the maintenance of records and the administration of benefit programs, personnel administration has grown to encompass the total development and deployment of human resources in organizations.

While company titles may vary from vice president of industrial relations to vice president for organization planning and development, few firms of any size or consequence today do not have a human resource management specialist reporting directly to the company's highest level. This practice reflects the awareness that the people who work in an organization are its greatest asset.

For this reason, the curriculum in human resource management is designed to acquaint the student with modern personnel management in its broadest sense. Included are both the traditional areas of personnel administration and labor relations (such as employment, management development, wage and salary administration, organizational planning, and contract negotiation) and developments in the behavioral sciences that have implications for a complete human resource management program.

The objectives at the undergraduate level are to provide students with the broad spectrum of knowledge they need for a career in organizational leadership, to prepare them for a career in human resource management, and to encourage and develop interest in further study and research in this area.

Major Requirements

Junior and Senior Years

- Required courses (12 cr.)
 - BUS-Z 302, BUS-Z 441, BUS-Z 443, BUS-Z 445
- Elective courses (6 cr.) Select two of the following:
 - BUS-W 430, BUS-Z 404, BUS-X 480
 - OLS 331

International Studies Major

In response to new and dynamic patterns of international business, U.S. business firms have progressed far beyond the comparatively simple stage of import-export operations. Many companies are becoming multinational, with production units in numerous foreign countries. Private enterprise in the United States has become more intimately concerned with the economic, political, and social trends of foreign nations. The Kelley School of Business has recognized these developments in its global business programs.

The international studies major is a second major only. It cannot be listed as a first major. Students must complete 15 credit hours of International Dimension courses. These 15 hours must be spread across at least 2 options with no more than 6 credit hours of a world language and no more than 9 hours in any other option:

1. **World Language:** Maximum of 6 credit hours, must be at least 200 level or higher
2. **International Business and Economics:**
 1. BUS D301- The International Business Environment
 2. BUS D302- International Business: Operation of International Enterprise
 3. BUS F494- International Finance
 4. BUS M401- International Marketing
 5. ECON E303- Survey of International Economics
 6. ECON E325- Comparative Economic Systems
 7. ECON E337- Economic Development
 8. ECON E430- Intro to International Economics
3. **Study Abroad:** Earning credit through participation in any approved study abroad program of Indiana University will apply toward this requirement. Participation in non-IU programs may be possible, but the student must have prior approval from a Kelley School of Business Indianapolis academic advisor.
4. **Internationally Focused General Education:** Courses in this option can come from various academic departments including, but not limited to: Anthropology, Communication, Geography, History, Art History, Philosophy, Political Science, Religious Studies, and Sociology. The Kelley Office of Academic and Professional Development updates the course offerings each semester that will count toward this option. Please check the appropriate Canvas site for the most current list of options (UCOL students "Pre-Business Student" & Kelley students "Kelley Admit Student"), or see a Kelley advisor in BS 2010.

See a business advisor to discuss the possible combinations for fulfilling this major's requirements.

International students admitted to the Kelley School of Business Indianapolis are waived from 6 credit hours of International Dimension and may pursue the second major in International Studies through one of the following options:

1. **International Business** (9 credit hours). BUS D301, BUS D302, and BUS F494 or BUS M401
2. **Study Abroad** (12 credit hours). Approved study abroad program of Indiana University in the student's *non-native country* will apply toward this requirement. Participation in non-IU programs may be possible, but the student must have prior approval from a Kelley School of Business Indianapolis academic advisor.

Updated 4-19

Department of Marketing

Department of Marketing

Marketing Major

The study of marketing concerns all activities related to the marketing and distribution of goods and services from producers to consumers. Areas of study include customer behavior, the development of product offerings to meet consumer needs, pricing policies, institutions and channels of distribution (including retailers and

wholesalers), advertising, selling, sales promotion, research, and the management of marketing to provide for profitable and expanding businesses.

The marketing curriculum endeavors to provide the business community with broadly trained graduates who can approach problems with a clear understanding both of marketing and of the interrelationships between marketing and other functions of the firm. Students planning careers in marketing management, advertising, sales, sales management, retailing, wholesaling, marketing research, or distribution normally major in marketing and then may pursue within the curriculum a modest degree of specialization in the area of their vocational interest.

Major Requirements

Required Courses (6 cr)

- BUS-M 303
- BUS-M 450

Marketing Electives- Choose 5 (15 cr)

- BUS-M 401
- BUS-M 402
- BUS-M 405
- BUS-P 431 (formally BUS-M 412)
- BUS-M 415
- BUS-M 426
- BUS-M 432
- BUS-M 480

Updated 5/19

Department of Operations

Department of Operations

The Operations Department is responsible for the Supply Chain Management major. Over the years, the Operations Department has maintained a tradition of excellence that continues to evolve as the dynamic field of operations management continues to advance.

Supply Chain Management

Many of today's most admired businesses—companies like FEDEX, Toyota, and Wal-Mart—dominate the competition using supply chains as competitive weapons. Supply chain management includes all the activities involved in planning, sourcing, making, and delivering goods and services between suppliers, manufacturers, intermediaries, and customers.

Its major areas of study revolve around products, information, and cash flows between supply chain partners as well as balancing supply and demand, managing supplier and customer relations, improving processes, fulfilling orders, developing logistics and transportation networks, and controlling returns.

Our curriculum not only provides students with the knowledge and skills to successfully launch a career in supply chain management, but also prepares graduates for advancement in terms of promotion and responsibilities. While some students concentrate on supply chain management, many others combine it with their interests in finance, marketing, information technologies, entrepreneurship, accounting, and international business as part of a double major. In most of today's fast-paced, complex, and increasingly global

businesses, a fundamental understanding of supply chain management is often crucial to success.

Major Requirements

Junior and Senior Years

- Required Courses (12 cr):
 - BUS-P 320, BUS-P 421, BUS-P 429, and BUS-P 431 (formally BUS-M 412),
- Electives- Select three (9 cr):
 - BUS-D 301
 - BUS-A 310 or BUS-A 311
 - BUS-A 325
 - BUS-A 337
 - BUS-A 460
 - BUS-F 305
 - BUS-F 494
 - BUS-M 303
 - BUS-M 346
 - BUS-M 401
 - BUS-M 402
 - BUS-M 407
 - BUS-M 419
 - BUS-P 330
 - BUS-P 455
 - BUS-W 311
 - BUS-W 406
 - BUS-X 480
 - BUS-Z 404

Updated 5/19

Awards, Recognition and Scholarships

Awards, Recognition, and Scholarships

Scholarships available through the Kelley School of Business are based on academic achievement and/or financial need. Eligible candidates must be admitted students in the Kelley School of Business. Scholarship opportunities and applications can be found on the Kelley Office of Academic and Professional Development [website](#).

Academic Distinction

Academic distinction for excellence in scholarship is awarded at Commencement to a limited number of students graduating with the Bachelor of Science in Business degree. The number of students so honored will not exceed 10 percent of the graduating class in the school for that year.

Students whose grade point averages are in the highest 1 percent and who complete at least 60 credit hours at Indiana University graduate with "highest distinction." Those whose grade point averages are in the next highest 4 percent and who complete at least 60 credit hours at Indiana University graduate "with high distinction"; and the remaining 5 percent who complete at least 60 credit hours at Indiana University will graduate "with distinction."

The grade point averages necessary to achieve these levels of distinction vary depending on class statistics. Graduates receiving these honors have them so noted on their diplomas and in the Commencement program

and are eligible to wear cream and crimson fourragères at Commencement.

Dean's Honor List

All undergraduate students in the Kelley School of Business who are taking at least 6 credit hours during a fall or spring semester and who have a semester grade point average of 3.5 or higher are placed on the Dean's Honor List. These honor students receive letters from the dean recognizing their meritorious efforts.

General Requirements

General Requirements

There are several different requirements when you are admitted to the Kelley School of Business depending on your admit term and when you take ICORE. Please see a Kelley Academic Advisor if you have questions about your specific degree plan.

General Requirements - Admitted to IUPUI Fall 2015 and later (General Education Core; Purple):

To be awarded the Bachelor of Science in Business degree, students must meet the following requirements:

Complete a minimum of 120 credit hours of college-level work. Of this number, at least 48 credit hours must be in business and economics courses, and a minimum of 52 credit hours (43 for accounting majors) must be in courses other than business and economics. A maximum of 9 credit hours of economics (ECON-E201, E202, E270) will be counted as general-education credits in meeting this requirement. (For special requirements for accounting majors, see "Departments and Majors" later in this bulletin.)

1. Complete the specific degree requirements of the Kelley School of Business as listed below.
2. Complete the last 30 credit hours of the degree program at IUPUI.
3. Complete a minimum of 50 percent of the major requirements on the IUPUI campus. This requirement applies to all courses listed for each curricular major.
4. Maintain a level of scholarship necessary to meet graduation GPA requirements.

Students in the Kelley School of Business are responsible for understanding and for meeting the degree requirements. Approval for any exceptions or modifications in the degree requirements must be requested in writing and may be granted only by the Petitions Committee in consultation with the dean of the Kelley School of Business, the undergraduate program chairperson, the chairperson of the student's major, or the chairperson's administrative representative.

Students who would like assistance in planning an academic program or clarification of degree requirements may consult an academic advisor in the Kelley School of Business by calling (317) 274-2147 to schedule an appointment. Students are strongly urged to meet with a Kelley academic advisor at least once each semester.

The undergraduate curriculum for the Bachelor of Science in Business degree consists essentially of three parts: (1) general-education courses, (2) basic business and economics courses, and (3) business majors courses.

General Education Requirements (Minimum of 52 cr.)

IUPUI General Education Core (<http://go.iupui.edu/gened>)

ICORE Prerequisites Core Communication (6 cr.)

- ENG-W 131 Reading, Writing, and Inquiry I (3 cr.)¹
- COMM-R 110 Fundamentals of Speech Communication (3 cr.)¹

¹Must be completed with a minimum grade of C before admission to the Integrative Core (BUS-F 371, BUS-M 371, BUS-P 371, and BUS-Z 371).

Analytical Reasoning (6 cr.)

- MATH-M 118 Finite Math (3 cr.)¹
- MATH-M 119 Brief Survey of Calculus (3 cr.)¹

Social Science (6 cr.)

- ECON-E 201 Intro to Microeconomics (3 cr.)¹
- ECON-E 202 Intro to Macroeconomics (3 cr.)¹

Additional IUPUI General Education Core Requirements (not prerequisites to I-Core)

- Arts & Humanities (Minimum of 3 credit hours; see list at <http://go.iupui.edu/gened>)
- Cultural Understanding (Minimum of 3 credit hours; see list at <http://go.iupui.edu/gened>)
- Life & Physical Sciences (Minimum of 6 credit hours; see list at <http://go.iupui.edu/gened>)
- Kelley General Education Requirement 9 credit hours at 200 level or higher. Choose from any of the subjects approved for Analytical Reasoning, Social Science, Arts & Humanities, Cultural Understanding, and Life & Physical Sciences.

General Education Electives

General education courses are chosen from departments and schools throughout the university, excluding courses from the Kelley School of Business and the Department of Economics. General Education Elective credits may be needed to reach 52 total general education credits (43 total gen ed credits for Accounting Majors).

Accounting Majors: 1 credit. All Other Majors: 10 credits

Note: The following courses do not count for credit toward any degree program in the Kelley School of Business: ENG-G 9, ENG-G 10, ENG-G 11, ENG-G12, ENG-W130 Principles of Composition, MATH M001 Introduction to Algebra, MATH 00100 Introduction to Algebra, MATH 11000 Fundamentals of Algebra, and MATH 11100 Algebra. As a general rule, preparatory courses do not count for credit toward any degree program in the Kelley School of Business. Consult an advisor for specific information.

Basic Business and Economics Requirements Freshman and Sophomore Years (Grade of "C" or higher required in each course):

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)

- BUS-K 201 The Computer in Business (3 cr.)
 - completed BUS K201 or its equivalent within 5 years of being admitted to Kelley.
- BUS-L 203 Commercial Law I (3 cr.)
- BUS-X 100 Business Administration: Introduction (3 cr.)
- BUS-X 103 Business Learning Community (1 cr.)
- BUS-X 220 Career Perspectives (1 cr.)
- BUS-X 204 Business Communications (3 cr.)
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)

Junior Year

Beginning Fall 2015 All Integrative Core courses must be completed with a grade of "C" to count toward the degree.

- BUS-F 371 Finance: Integrated Experience (3 cr.)²
- BUS-M 371 Marketing: Integrated Experience (3 cr.)²
- BUS-P 371 Operations: Integrated Experience (3 cr.)²
- BUS-Z 371 Team Dynamics and Leadership Integrated Experience (3 cr.)²
- BUS-X 320 Business Career Planning and Placement (1 cr.)
- BUS-Z 340 Introduction to Human Resources (3 cr.)

Senior Year

- BUS-J 401 Administrative Policy (3 cr.)
- BUS-J 411 Analysis of Business Decisions (3 cr.)

For information about Kelley School of Business departments and areas of study, see "Departments and Majors" and "Course Descriptions."

International Dimension Requirements

The international dimension requirement can be fulfilled in any combination of the following four ways. The requirement is 6 credit hours.

- **Language courses:** These courses must be at the 200 level or above in a language other than English or American Sign Language.
- **International business and economics courses:** Students can choose from a list of approved internationally-focused business and economics courses. See the Kelley School of Business Program Office in BS 2010 or the Kelley Student or Pre Business Canvas site for a current list of approved international courses.
- **Overseas study:** Students can participate in approved overseas study programs. Participation in non-IU programs may be possible, but students must have prior approval from the Kelley School of Business.
- **International focus:** Several international courses are offered in various disciplines, such as geography, history, and political science. These courses must be 200 level or higher and typically focus on cultural, historical, and/or political aspects

of the world outside of the United States OR focus on the study of groups of people outside of the United States. See the Kelley School of Business Program Office in BS 2010 or the Kelley Student or Pre Business Canvas site for a current list of approved international courses.

Kelley School of Business students from other countries will generally be considered to have fulfilled this requirement. To apply for this waiver, contact the Office of Academic and Professional Development, BS 2010.

Typical Program for Full-Time Students

A typical Kelley School of Business program for a full-time Indianapolis student (minimum total of 120 credit hours of college-level work) follows:

First Year (30 Total Credits)

Semester I:

- BUS-X 100 Introduction to Business Administration (3 cr.)
- BUS-X 103/203 Business Learning Community (1 cr.)
- MATH-M 119 Brief Survey of Calculus (3 cr.)
- ENG-W 131 Reading, Writing, and Inquiry I (3 cr.)
- Arts & Humanities (3 cr.)
- General Education Elective (1 cr.)

Semester II:

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-K 201 The Computer in Business (3 cr.)
- MATH-M 118 Finite Math (3 cr.)
- COMM-R 110 Speech Communication (3 cr.)
- Cultural Understanding (3 cr.)
- General Education Elective (3 cr.)

Second Year (30 Total Credits)

Semester I:

- BUS-X 204 Business Communications (3 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-L 203 Commercial Law I (3 cr.)
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)

Semester II:

- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- BUS-X 220 Career Perspectives (1 cr.)
- Life/Physical Science (3 cr.)
- Kelley General Education 200 Level (3 cr.)
- General Education Elective (2 cr.)

Third Year (30 Total Credits)

Semester I:

All Integrative Core courses must be completed with a grade of "C" or higher to count toward the degree.

- BUS-F 371 Financial: Integrated Experience (3 cr.)
- BUS-M 371 Marketing: Integrated Experience (3 cr.)
- BUS-P 371 Operations and Supply Chain Management: Integrated Experience (3 cr.)

- BUS-Z 371 Team Dynamics and Leadership Integrated Experience (3 cr.)
- BUS-Z 340 Introduction to Human Resources (3 cr.)

Semester II:

- BUS-X 320 Business Career Planning & Placement (1 cr.)
- Major Courses (6 cr.)
- Life/Physical Science (3 cr.)
- Kelley General Education 200 Level (3 cr.)
- General Education Elective (2 cr.)

Fourth Year (30 Total Credits)

Semester I:

- BUS-J 401 Administrative Policy (3 cr.)
- Major Courses (6 cr.)
- International Dimension (3 cr.)
- Kelley General Education 200 Level (3 cr.)

Semester II:

- BUS-J 411 Analysis of Business Decisions (3 cr.)
- Major Courses* (6 cr.)
- General Education Elective (2 cr.)
- International Dimension (3 cr.)
- Free Elective (1 cr.)

*The number of credit hours required of each major varies. Students are encouraged to meet with a Kelley Academic Advisor to ensure timely academic progress and graduation.

**Students are required to complete a minimum of 120 credit hours. The number of electives and general education electives can vary by major.

¹ Must be completed with a minimum grade of C before admission to the Integrative Core (BUS-F 371, BUS-M 371, BUS-P 371, and BUS-Z 371).

² BUS-F 371, BUS-M 371, BUS-P 371 and BUS-Z 371 must be taken together as the Integrative Core. Beginning Fall 2015 all Integrative Core courses must be completed with a grade of "C" or higher to count (for students admitted to Kelley in fall 2015 and after). All prerequisites must be completed before beginning the Integrative Core. See an advisor if you have questions.

Updated 5/19

General Requirements

General Requirements - Admitted to Kelley before Fall 2013 and take ICORE before Fall 2013 (OLD/OLD; Gold):

To be awarded the Bachelor of Science in Business degree, students must meet the following requirements:

Complete a minimum of 124 credit hours of college-level work. Of this number, at least 48 credit hours must be in business and economics courses, and a minimum of 56 credit hours must be in courses other than business and economics. A maximum of 9 credit hours of economics will be counted as general education credits in meeting this requirement. (For special requirements for accounting

majors, see "Departments and Majors" later in this bulletin.)

1. Complete the specific degree requirements of the Kelley School of Business as listed below.
2. Complete the last 30 credit hours of the degree program at IUPUI.
3. Complete a minimum of 50 percent of the major requirements on the IUPUI campus. This requirement applies to all courses listed for each curricular major.
4. Maintain a level of scholarship necessary to meet graduation GPA requirements.

Students in the Kelley School of Business are responsible for understanding and for meeting the degree requirements. Approval for any exceptions or modifications in the degree requirements must be requested in writing and may be granted only by the Petitions Committee in consultation with the dean of the Kelley School of Business, the undergraduate program chairperson, the chairperson of the student's major, or the chairperson's administrative representative.

Students who would like assistance in planning an academic program or clarification of degree requirements may consult an academic advisor in the Kelley School of Business by calling (317) 274-2147 to schedule an appointment. Students are strongly urged to meet with a Kelley academic advisor at least once each year.

The undergraduate curriculum for the Bachelor of Science in Business degree consists essentially of three parts: (1) general-education courses, (2) basic business and economics courses, and (3) business majors courses.

General-Education Requirements (Minimum of 56 cr.)

Foundation Courses (12 cr.)¹

- ENG-W 131 Reading, Writing, and Inquiry (3 cr. C required)
- COMM-R 110 Fundamentals of Speech Communication (3 cr. C required)¹
- MATH-M 118 Finite Mathematics (3 cr.)
- MATH-M 119 Brief Survey of Calculus (3 cr.)

Arts and Humanities (minimum of 6 credit hours)

3 credit hours must be any History (HIST) course except Indiana History

- Afro-American Studies (AFRO)
- Art (HER-H)
- Classical Studies (CLAS-C)
- Communications (COMM-T limit of 3 credit hours in COMM-T100)
- English Literature (ENG-L)
- Film Studies (FILM-C)
- Folklore (FOLK)
- History (HIST)
- Labor Studies (LSTU)
- Music (MUS-Z, excluding MUS-Z100)
- Philosophy (PHIL)
- Religious Studies (REL)
- Women's Studies (WOST)

Social Sciences (Minimum of 6 credit hours)

- Anthropology (ANTH)
- Geography (GEOG)
- Military Science (MIL) (Only 200-level or higher)
- Political Science (POLS)
- Psychology (PSY; except practicum)
- Public and Environmental Affairs (SPEA-J; & SPEA-V 160, 161, 221, 264, 272, & 376)
- Public Health (PBHL)
- Sociology (SOC)

Natural Sciences and Mathematics (Minimum of 5 credit hours)

- Astronomy (AST)
- Biology (BIOL)
- Chemistry (CHEM)
- Forensic and Investigative Science (FIS)
- Geology (GEOL)
- Mathematics (MATH 15300, 15400, 16400, & 20000-level or above)
- Physics (PHYS)

General Education Wildcard (Minimum of 6 credit hours)

- Choose from any of the departments above
- Must be 200 level or higher (Total of 6 credit hours must be 200 level or higher. If courses taken for requirements above are 200 level, they will count toward the 6 credit hour requirement.)

General-Education Electives

General education courses are chosen from departments and schools throughout the university, excluding courses from the Kelley School of Business and the Department of Economics. The number of credit hours required in this category depends upon the manner in which the above requirements are met. At least 56 credit hours in general education courses are required. (For special rules for accounting majors, see "Departments and Majors" in this bulletin.)

Note: The following courses do not count for credit toward any degree program in the Kelley School of Business: ENG-W 001 Fundamentals of English, ENG-W 130 Principles of Composition, MATH M001 Introduction to Algebra, MATH 00100 Introduction to Algebra, MATH 11000 Fundamentals of Algebra, and MATH 11100 Algebra. As a general rule, preparatory courses do not count for credit toward any degree program in the Kelley School of Business. Consult an advisor for specific information.

International Dimension Requirements

The international dimension requirement can be fulfilled in any combination of the following four ways. The requirement is 6 credit hours.

- Language courses: These courses must be at the 200 level or above in a language other than English or American Sign Language.
- International business and economics courses: Students can take BUS-D 301 The International Business Environment, BUS-D 302 International Business: Operation of International Enterprises, BUS-F 494 International Financial Management, BUS-L 411 International Law, BUS-M 401 International Marketing, ECON-E 303 International

Economics, ECON-E 325 Comparative Economic Systems, ECON-E 430 Introduction to International Economics, and ECON-E 495 Economic Development.

- Overseas study: Students can participate in approved overseas study programs. Participation in non-IU programs may be possible, but students must have prior approval from the Kelley School of Business.
- International focus: Several international courses are offered in various disciplines, such as geography, history, and political science. See the Kelley School of Business Program Office in BS 3024 for a current list of approved international courses.

Kelley School of Business students from other countries will generally be considered to have fulfilled this requirement. To apply for this waiver, contact the Program Office, Business/SPEA Building 3024.

Basic Business and Economics Requirements**Freshman and Sophomore Years**

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)²
 - completed BUS K201 or it's equivalent within 5 years of being admitted to Kelley.
- BUS-L 203 Commercial Law I (3 cr.)
- BUS-X 100 Business Administration: Introduction (3 cr.)²
- BUS-X 103 Business Learning Community (1 cr.)
- BUS-X 204 Business Communications (3 cr.)²
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)

Junior Year

- BUS-F 301 Financial Management (3 cr.)³
- BUS-M 301 Introduction to Marketing Management (3 cr.)³
- BUS-P 301 Operations Management (3 cr.)³
- BUS-X 320 Business Career Planning and Placement (2cr.)
- BUS-Z 302 Managing and Behavior in Organizations (3 cr.)
- BUS-Z 311 Leadership and Ethics in the Business Environment (1.5)
- BUS-Z 312 Human Resources and Negotiations (1.5)

Senior Year

- BUS-J 401 Administrative Policy (3 cr.)
- BUS-J 411 Analysis of Business Decisions (3 cr.)

For information about Kelley School of Business departments and areas of study, see "Departments and Majors" and "Course Descriptions."

Typical Program for Full-Time Students

A typical Kelley School of Business program for a full-time Indianapolis student (minimum total of 124 credit hours of college-level work) follows:

First Year (29-31 Total Credits)

Semester I:

- BUS-X 100 Basic Accounting Skills (3 cr.)
- BUS-X 103/203 Business Learning Community (1 cr.)
- MATH-M 119 (3 cr.)
- ENG-W 131 (3 cr.)
- HISTORY (3 cr.)

Semester II:

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-X 204 Business Communications (3 cr.)
- MATH-M 118 (3 cr.)
- COMM-R 110 (3 cr.)
- Social Science (3 cr.)
- Science (3-5 cr.)

Second Year (31-33 Total Credits)

Semester I:

- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)
- BUS-L 203 Commercial Law I (3 cr.)
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)
- Humanities (3 cr.)

Semester II:

- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- Social Science (1-3 cr.)
- General Education Requirement (6-7 cr.)

Third Year (30-31 Total Credits)

Semester I:

- BUS-F 301 Financial Management (3 cr.)
- BUS-M 301 Introduction to Marketing Management (3 cr.)
- BUS-P 301 Operations Management (3 cr.)
- BUS-X 320 Business Career Planning and Placement (1 cr.)
- BUS-Z 311* Leadership and Ethics in the Business Environment (1.5)
- BUS-Z 312* Human Resources and Negotiations (1.5)

Semester II:

- BUS-Z 302 Managing and Behavior in Organizations (3 cr.)
- International Dimension (3 cr.)
- Major/General Education/Free Electives** (10-11 cr.)

Fourth Year (30-32 Total Credits)

Semester I:

- BUS-J 401 Administrative Policy (3 cr.)

- International Dimension (3 cr.)
- Major/General Education/Free Electives** (9-11 cr.)

Semester II:

- BUS-J 411* Analysis of Business Decisions (3 cr.)
- Major/General Education/Free Electives** (12 cr.)

*Students admitted to the Kelley School of Business prior to Fall 2006 are not required to take BUS-Z 311, BUS-Z 312 or BUS-J 411.

**Students are required to complete a minimum of 124 credit hours. The number of electives and general education electives can vary by major.

¹ Equivalent or approved substitute courses may be used to fulfill these course requirements. (See "Admission Requirements.")

² Must be completed with a minimum grade of C before admission to the Integrative Core (BUS-F 301, BUS-M 301, and BUS-P 301).

³ BUS-F 301, BUS-M 301, and BUS-P 301 must be taken together as the Integrative Core.

Last Updated 9-9-13

General Requirements

General Requirements

There are several different requirements when you are admitted to the Kelley School of Business depending on your admit term and when you take ICORE. Please follow the guidelines listed below to navigate to the appropriate requirements for you (PROGRAM; Check sheet color):

- If you are admitted to IUPUI in Fall 2013 and later (COMMON; Purple) [click here](#)
- If you are admitted to IUPUI before Fall 2013 and admitted to Kelley in Fall 2013 or later (NEW/NEW; Blue) [click here](#)
- If you are admitted to IUPUI and Kelley before Fall 2013 and take ICORE Fall 2013 or later (OLD/NEW; Green) [click here](#)
- If you are admitted to Kelley before Fall 2013 and take ICORE before Fall 2013 (OLD/OLD; Gold) [click here](#)

General Requirements - Admitted to IUPUI and Kelley before Fall 2013 and take ICORE Fall 2013 or later (OLD/NEW; Green):

To be awarded the Bachelor of Science in Business degree, students must meet the following requirements:

Complete a minimum of 124 credit hours of college-level work. Of this number, at least 48 credit hours must be in business and economics courses, and a minimum of 56 credit hours must be in courses other than business and economics. A maximum of 9 credit hours of economics will be counted as general-education credits in meeting this requirement. (For special requirements for accounting majors, see "Departments and Majors" later in this bulletin.)

1. Complete the specific degree requirements of the Kelley School of Business as listed below.
2. Complete the last 30 credit hours of the degree program at IUPUI.

3. Complete a minimum of 50 percent of the major requirements on the IUPUI campus. This requirement applies to all courses listed for each curricular major.
4. Maintain a level of scholarship necessary to meet graduation GPA requirements.

Students in the Kelley School of Business are responsible for understanding and for meeting the degree requirements. Approval for any exceptions or modifications in the degree requirements must be requested in writing and may be granted only by the Petitions Committee in consultation with the dean of the Kelley School of Business, the undergraduate program chairperson, the chairperson of the student's major, or the chairperson's administrative representative.

Students who would like assistance in planning an academic program or clarification of degree requirements may consult an academic advisor in the Kelley School of Business by calling (317) 274-2147 to schedule an appointment. Students are strongly urged to meet with a Kelley academic advisor at least once each year.

The undergraduate curriculum for the Bachelor of Science in Business degree consists essentially of three parts: (1) general-education courses, (2) basic business and economics courses, and (3) business majors courses.

General-Education Requirements (Minimum of 56 cr.)

Foundation Courses (12 cr.)¹

- COMM-R 110 Fundamentals of Speech Communication (3 cr.)²
- ENG-W 131 Reading, Writing, and Inquiry (3 cr.)²
- MATH-M 118 Finite Mathematics (3 cr.)
- MATH-M 119 Brief Survey of Calculus (3 cr.)

Arts and Humanities (minimum of 6 credit hours)

3 credit hours must be any History (HIST) course except Indiana History

- Afro-American Studies (AFRO)
- Art (HER-H)
- Classical Studies (CLAS-C)
- Communications (COMM-T limit of 3 credit hours in COMM-T100)
- English Literature (ENG-L)
- Film Studies (FILM-C)
- Folklore (FOLK)
- History (HIST)
- Labor Studies (LSTU)
- Music (MUS-Z, excluding MUS-Z100)
- Philosophy (PHIL)
- Religious Studies (REL)
- Women's Studies (WOST)

Social Sciences (Minimum of 6 credit hours)

- Anthropology (ANTH)
- Geography (GEOG)
- Military Science (MIL) (Only 200-level or higher)
- Political Science (POLS)
- Psychology (PSY; except practicum)
- Public and Environmental Affairs (SPEA-J; & SPEA-V 160, 161, 221, 264, 272, & 376)

- Public Health (PBHL)
- Sociology (SOC)

Natural Sciences and Mathematics (Minimum of 5 credit hours)

- Astronomy (AST)
- Biology (BIOL)
- Chemistry (CHEM)
- Forensic and Investigative Science (FIS)
- Geology (GEOL)
- Mathematics (MATH 15300, 15400, 16400, & 20000-level or above)
- Physics (PHYS)

General Education Wildcard (Minimum of 6 credit hours)

- Choose from any of the departments above
- Must be 200 level or higher

General-Education Electives

General-education courses are chosen from departments and schools throughout the university, excluding courses from the Kelley School of Business and the Department of Economics. The number of credit hours required in this category depends upon the manner in which the above requirements are met. At least 56 credit hours in general education courses are required. (For special rules for accounting majors, see "Departments and Majors" in this bulletin.)

Note: The following courses do not count for credit toward any degree program in the Kelley School of Business: ENG-W 001 Fundamentals of English, ENG-W 130 Principles of Composition, MATH M001 Introduction to Algebra, MATH 00100 Introduction to Algebra, MATH 11000 Fundamentals of Algebra, and MATH 11100 Algebra. As a general rule, preparatory courses do not count for credit toward any degree program in the Kelley School of Business. Consult an advisor for specific information.

International Dimension Requirements

The international dimension requirement can be fulfilled in any combination of the following four ways. The requirement is 6 credit hours.

- Language courses: These courses must be at the 200 level or above in a language other than English or American Sign Language.
- International business and economics courses: Students can take BUS-D 301 The International Business Environment, BUS-D 302 International Business: Operation of International Enterprises, BUS-F 494 International Financial Management, BUS-L 411 International Law, BUS-M 401 International Marketing, ECON-E 303 International Economics, ECON-E 325 Comparative Economic Systems, ECON-E 430 Introduction to International Economics, and ECON-E 495 Economic Development.
- Overseas study: Students can participate in approved overseas study programs. Participation in non-IU programs may be possible, but students must have prior approval from the Kelley School of Business.

- International focus: Several international courses are offered in various disciplines, such as geography, history, and political science. See the Kelley School of Business Program Office in BS 3024 for a current list of approved international courses.

Kelley School of Business students from other countries will generally be considered to have fulfilled this requirement. To apply for this waiver, contact the Program Office, Business/SPEA Building 3024.

¹ Equivalent or approved substitute courses may be used to fulfill these course requirements. (See "Admission Requirements.")

² Must be completed with a minimum grade of C before admission to the Integrative Core (BUS-F 371, BUS-M 371, BUS-P 371 and BUS-Z 371).

³ BUS-F 371, BUS-M 371, BUS-P 371 and BUS-Z 371 must be taken together as the Integrative Core.

Basic Business and Economics Requirements

Freshman and Sophomore Years

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)²
 - completed BUS K201 or it's equivalent within 5 years of being admitted to Kelley.
- BUS-L 203 Commercial Law I (3 cr.)
- BUS-X 100 Business Administration: Introduction (3 cr.)²
- BUS-X 103 Business Learning Community (1 cr.)
- BUS-X 220 Career Perspectives (1 cr.)
- BUS-X 204 Business Communications (3 cr.)²
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)

Junior Year

- BUS-F 371 Financial Management (3 cr.)³
- BUS-M 371 Introduction to Marketing Management (3 cr.)³
- BUS-P 371 Operations Management (3 cr.)³
- BUS-Z 371 Team Dynamics & Leadership (3 cr.)
- BUS-X 320 Business Career Planning and Placement (1 cr.)
- BUS-Z 340 Personnel/HR Management (3 cr.)

Senior Year

- BUS-J 401 Administrative Policy (3 cr.)
- BUS-J 411 Analysis of Business Decisions (3 cr.)

For information about Kelley School of Business departments and areas of study, see "Departments and Majors" and "Course Descriptions."

Typical Program for Full-Time Students

A typical Kelley School of Business program for a full-time Indianapolis student (minimum total of 124 credit hours of college-level work) follows:

First Year (29-31 Total Credits)

Semester I:

- BUS-X 100 Basic Accounting Skills (3 cr.)
- BUS-X 103/203 Business Learning Community (1 cr.)
- MATH-M 119 (3 cr.)
- ENG-W 131 (3 cr.)
- HISTORY (3 cr.)

Semester II:

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-X 204 Business Communications (3 cr.)
- MATH-M 118 (3 cr.)
- COMM-R 110 (3 cr.)
- Social Science (3 cr.)
- Science (3-5 cr.)

Second Year (31-33 Total Credits)

Semester I:

- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)
- BUS-L 203 Commercial Law I (3 cr.)
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)
- Humanities (3 cr.)

Semester II:

- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- BUS-X 220 Career Perspectives (1 cr.)
- Social Science (1-3 cr.)
- General Education
- Requirement (6-7 cr.)

Third Year (30-31 Total Credits)

Semester I:

- BUS-F 371 Financial Management (3 cr.)
- BUS-M 371 Introduction to Marketing Management (3 cr.)
- BUS-P 371 Operations Management (3 cr.)
- BUS-Z 371 Team Dynamics & Leadership (3 cr.)
- BUS-X 320 Business Career Planning and Placement (1 cr.)

Semester II:

- BUS-Z 340 Personnel/HR Management (3 cr.)
- International Dimension (3 cr.)
- Major/General Education/Free Electives** (10-11 cr.)

Fourth Year (30-32 Total Credits)

Semester I:

- BUS-J 401 Administrative Policy (3 cr.)
- International Dimension (3 cr.)

- Major/General Education/Free Electives** (9-11 cr.)

Semester II:

- BUS-J 411* Analysis of Business Decisions (3 cr.)
- Major/General Education/Free Electives** (12 cr.)

*Students admitted to the Kelley School of Business prior to Fall 2006 are not required to take BUS-Z 311, BUS-Z 312 or BUS-J 411.

**Students are required to complete a minimum of 124 credit hours. The number of electives and general education electives can vary by major.

Updated 7-23-13

General Requirements

General Requirements

There are several different requirements when you are admitted to the Kelley School of Business depending on your admit term and when you take ICORE. Please follow the guidelines listed below to navigate to the appropriate requirements for you (PROGRAM; check sheet color):

- If you are admitted to IUPUI in Fall 2013 and later (COMMON; Purple) [click here](#)
- If you are admitted to IUPUI before Fall 2013 and admitted to Kelley and take ICORE in Fall 2013 or later (NEW/NEW; Blue) [click here](#)
- If you are admitted to IUPUI and Kelley before Fall 2013 and take ICORE Fall 2013 or later (OLD/NEW; Green) [click here](#)
- If you are admitted to Kelley before Fall 2013 and take ICORE before Fall 2013 (OLD/OLD; Gold) [click here](#)

General Requirements - Admitted to IUPUI before Fall 2013 and admitted to Kelley in Fall 2013 or later (NEW/NEW; Blue)

To be awarded the Bachelor of Science in Business degree, students must meet the following requirements:

Complete a minimum of 120 credit hours of college-level work. Of this number, at least 48 credit hours must be in business and economics courses, and a minimum of 52 credit hours must be in courses other than business and economics. A maximum of 9 credit hours of economics will be counted as general-education credits in meeting this requirement. (For special requirements for accounting majors, see "Departments and Majors" later in this bulletin.)

1. Complete the specific degree requirements of the Kelley School of Business as listed below.
2. Complete the last 30 credit hours of the degree program at IUPUI.
3. Complete a minimum of 50 percent of the major requirements on the IUPUI campus. This requirement applies to all courses listed for each curricular major.
4. Maintain a level of scholarship necessary to meet graduation GPA requirements.

Students in the Kelley School of Business are responsible for understanding and for meeting the degree requirements. Approval for any exceptions or modifications in the degree requirements must be requested in writing and may be granted only by the

Petitions Committee in consultation with the dean of the Kelley School of Business, the undergraduate program chairperson, the chairperson of the student's major, or the chairperson's administrative representative.

Students who would like assistance in planning an academic program or clarification of degree requirements may consult an academic advisor in the Kelley School of Business by calling (317) 274-2147 to schedule an appointment. Students are strongly urged to meet with a Kelley academic advisor at least once each year.

The undergraduate curriculum for the Bachelor of Science in Business degree consists essentially of three parts: (1) general-education courses, (2) basic business and economics courses, and (3) business majors courses.

General Education Requirements (Minimum of 52 cr., 43 cr. for ACTG majors)

General Education ICORE Prerequisites (21 cr.)

- ENG-W 131 Reading, Writing, and Inquiry (3 cr. C required)
- COMM-R 110 Fundamentals of Speech Communication (3 cr. C required)
- ECON-E 201 Intro to Microeconomics (3 cr. P: Soph)
- ECON-E 202 Intro to Macroeconomics (3 cr. P: Soph)
- ECON-E 270 Statistical Analysis in Economics (3 cr. P: Soph, M118)
- MATH-M 118 Finite Mathematics (3 cr.)
- MATH-M 119 Brief Survey of Calculus (3 cr.)

Arts and Humanities (minimum of 3 credit hours)

- Afro-American Studies (AFRO)
- Art (HER-H)
- Classical Studies (CLAS-C)
- Communications (COMM-T limit of 3 credit hours in COMM-T100)
- English Literature (ENG-L)
- Film Studies (FILM-C)
- Folklore (FOLK)
- History (HIST)
- Labor Studies (LSTU)
- Music (MUS-Z, excluding MUS-Z100)
- Philosophy (PHIL)
- Philanthropic Studies (PHST)
- Religious Studies (REL)
- Women's Studies (WOST)

Social Sciences (Minimum of 3 credit hours)

- Anthropology (ANTH)
- Geography (GEOG)
- Military Science (MIL) (Only 200-level or higher)
- Political Science (POLS)
- Psychology (PSY; except practicum)
- Public and Environmental Affairs (Only SPEA-J; & SPEA-V 160, 161, 221, 264, 272, & 376)
- Public Health (PBHL)
- Sociology (SOC)

Natural Sciences and Mathematics (Minimum of 3 credit hours)

- Astronomy (AST)
- Biology (BIOL)

- Chemistry (CHEM)
- Forensic and Investigative Science (FIS)
- Geology (GEOL)
- Mathematics (MATH 15300, 15400, 15900, 16600, 17100, 23200, 26100)
- Physics (PHYS)

Plus twelve (12) additional credits in any category (listed above) of your choice. (9 credit hours must be 200 level or higher).

General Education Electives

General-education courses are chosen from departments and schools throughout the university, excluding courses from the Kelley School of Business and the Department of Economics. Elective credits may be needed to reach 52 total general education credits (43 total gen-ed credits for ACTG majors), and 120 total degree credits. - Maximum of 4 cr. HPER-E electives can be used. No zero-level or duplicate credit can be used

ACTG Majors: 1 credit. All other majors; 10 credits

Note: The following courses do not count for credit toward any degree program in the Kelley School of Business: ENG-W 001 Fundamentals of English, ENG-W 130 Principles of Composition, MATH M001 Introduction to Algebra, MATH 00100 Introduction to Algebra, MATH 11000 Fundamentals of Algebra, and MATH 11100 Algebra. As a general rule, preparatory courses do not count for credit toward any degree program in the Kelley School of Business. Consult an advisor for specific information.

International Dimension Requirements

The international dimension requirement can be fulfilled in any combination of the following four ways. The requirement is 6 credit hours.

- Language courses: These courses must be at the 200 level or above in a language other than English or American Sign Language.
- International business and economics courses: See the Kelley School of Business Program Office in BS 3024 or your Kelley OnCourse site for a current list of approved international business and economics courses.
- Overseas study: Students can participate in approved overseas study programs. Participation in non-IU programs may be possible, but students must have prior approval from the Kelley School of Business.
- International focus: Several international courses are offered in various disciplines, such as geography, history, and political science. See the Kelley School of Business Program Office in BS 3024 or your Kelley OnCourse site for a current list of approved international courses.

Kelley School of Business students from other countries will generally be considered to have fulfilled this requirement. To apply for this waiver, contact the Program Office, Business/SPEA Building 3024.

Basic Business Requirements

Freshman and Sophomore Years

- BUS-A 100 Basic Accounting Skills (1 cr.)

- BUS-A 201 Introduction to Financial Accounting (3 cr. P: Soph, A100)
- BUS-A 202 Introduction to Managerial Accounting (3 cr. P: Soph, A100)
- BUS-K 201 The Computer in Business (3 cr. C required)²
 - Must have completed BUS K201 or its equivalent within 5 years of being admitted to Kelley.
- BUS-L 203 Commercial Law I (3 cr. P: Soph)
- BUS-X 100 Business Administration: Introduction (3 cr. C required)²
- BUS-X 103 or X203 Business Learning Community (1 cr. C required)
- BUS-X 220 Career Perspectives (1 cr. P: Soph, W131 with C)
- BUS-X 204 Business Communications (3 cr. P: W131 with C)²

Junior Year

Beginning Fall 2015 Integrated Core must be completed with a grade of "C" or better to count toward degree

- BUS-F 371 Financial Management (3 cr. P: Kelley Admit, junior, Option 2 admission requirements, X220)³
- BUS-M 371 Introduction to Marketing Management (3 cr. P: Kelley Admit, junior, Option 2 admission requirements, X220)³
- BUS-P 371 Operations Management (3 cr. P: Kelley Admit, junior, Option 2 admission requirements, X220)³
- BUS-Z 371 Team Dynamics & Leadership (3 cr. P: Kelley Admit, junior, Option 2 admission requirements, X220)
- BUS-X 320 Business Career Planning and Placement (1 cr. P: Jr, Kelley Admit, X220)
- BUS-Z 340 Personnel/HR Management (3 cr. P: Jr)

Senior Year

- BUS-J 401 Administrative Policy (3 cr. P: Sr, ICORE, X320, P/C: Z340, 6 cr. of major)
- BUS-J 411 Analysis of Business Decisions (3 cr. P: J401, Z340, 6 cr. of major)

For information about Kelley School of Business departments and areas of study, see "Departments and Majors" and "Course Descriptions."

Typical Program for Full-Time Students

A typical Kelley School of Business program for a full-time Indianapolis student (minimum total of 120 credit hours of college-level work) follows:

First Year (29 Total Credits)

Semester I:

- BUS-X 100 Basic Accounting Skills (3 cr.)
- BUS-X 103/203 Business Learning Community (1 cr.)
- MATH-M 119 (3 cr.)
- ENG-W 131 (3 cr.)
- Humanities (3 cr.)

Semester II:

- BUS-A 100 Basic Accounting Skills (1 cr.)
- BUS-X 204 Business Communications (3 cr.)
- MATH-M 118 (3 cr.)
- COMM-R 110 (3 cr.)
- Social Science (3 cr.)
- Science (3 cr.)

Second Year (31 Total Credits)**Semester I:**

- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)
- BUS-X 220 Career Perspectives (1 cr.)
- BUS-L 203 Commercial Law I (3 cr.)
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- Humanities (3 cr.)

Semester II:

- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics (3 cr.)
- General Education 200+ level/ International Dimension (3 cr.)
- General Education 200+ level (3 cr.)

Third Year (28-30 Total Credits)**Semester I:**

Beginning Fall 2015 all Integrative Core courses must be completed with a grade of "C" or better to count toward the degree.

- BUS-F 371 Financial Management (3 cr.)
- BUS-M 371 Introduction to Marketing Management (3 cr.)
- BUS-P 371 Operations Management (3 cr.)
- BUS-Z 371 Team Dynamics & Leadership (3 cr.)
- BUS-X 320 Business Career Planning and Placement (1 cr.)

Semester II:

- BUS-Z 340 Personnel/HR Management (3 cr.)
- Major/General Education/Free Electives** (12-14 cr.)

Fourth Year (31-33 Total Credits)**Semester I:**

- BUS-J 401 Administrative Policy (3 cr.)
- International Dimension (3 cr.)
- Major/General Education/Free Electives** (10-12 cr.)

Semester II:

- BUS-J 411* Analysis of Business Decisions (3 cr.)
- Major/General Education/Free Electives** (12 cr.)

**Students are required to complete a minimum of 120 credit hours. The number of electives and general education electives can vary by major.

¹ Equivalent or approved substitute courses may be used to fulfill these course requirements. (See "Admission Requirements.")

² Must be completed with a minimum grade of C before admission to the Integrative Core (BUS-F 371, BUS-M 371, BUS-P 371 and BUS-Z 371).

³ BUS-F 371, BUS-M 371, BUS-P 371 and BUS-Z 371 must be taken together as the Integrative Core. Beginning Fall 2015 Integrative Core courses must be completed with a grade of "C" or better to count toward the degree.

Last Updated 10/6/2014

Undergraduate Programs

Undergraduate Programs

The Undergraduate Program of the Kelley School of Business provides opportunities for breadth of education as well as for a reasonable amount of specialization. As a member of the Association to Advance Collegiate Schools of Business (AACSB), the school subscribes to the principle that a significant portion of a student's academic program should be in general-education subjects, complemented by study in the basic areas of business administration. This assures the planning of balanced study programs while enabling a student with an interest in one or more professional areas of business to specialize in those fields.

Integrative Core

All undergraduate study programs also include courses that ensure the development of a basic understanding of the principles and practices involved in the management of business firms in the dynamic economic, social, and political environment of the world today. At IUPUI, four interrelated, rigorous junior-level courses in the management of finance, marketing, operations, and team dynamics, known collectively as the Integrative Core, are required of all business majors.

Integrative Core emphasizes the trends likely to shape the pattern of the world in the years ahead. Beyond these basic requirements, students are given an opportunity to pursue studies from a wide variety of subject areas.

Honors Courses

Honors courses are available to students in the Kelley Honors Program. Some freshmen and sophomore honors courses are open to other students on a case by case basis.

Leadership and Social Responsibility

To develop leadership skills and a sense of social responsibility, students are strongly encouraged to participate in one or more of the student organizations at IUPUI. Special emphasis is placed on volunteerism and the personal benefits derived from participating in community service. The Kelley School of Business Learning Community course, BUS-X103, involves freshmen in a service-learning project in the local community. This course is an entrance requirement for admission to the school.

Senior Standing

Upon attaining senior standing, students enjoy a broader range of elective courses and special opportunities for discussion and counseling with senior members

of the faculty. Courses at the senior level ensure widespread participation by students in the solution of case studies, projects, and special problems drawn from the contemporary business scene. Also, seniors typically hold offices in professional student organizations, which gives them exceptional extracurricular experience. The course BUS-X320 Business Career Planning and Placement prepare students for the transition to the world of business. This course also helps students locate and select employment opportunities that hold the greatest promise for them.

Program Objectives

Graduates of the undergraduate program of the Indiana University Kelley School of Business should:

1. Have a general knowledge and appreciation of human accomplishments in the physical sciences, arts, humanities, and social sciences
2. Possess a broad-based knowledge of business and the business firm, and the role business plays in our society
3. Understand the national, international, political, social, and economic environment that affects a firm's operations
4. Be able to articulate their thoughts orally and in writing and be computer literate
5. Have a sensitivity to and appreciation of ethical issues
6. Possess an appreciation of the opportunities and problems of managing complex organizations
7. Have the skills and ability to work effectively with others in the completion of joint tasks
8. Possess the ability to find and formulate problems, think analytically, and recommend solutions to problems

The undergraduate curriculum is designed to provide students with the above attributes. Graduates should have acquired an education that will serve them throughout their careers in business, not just prepare them for an entry-level position.

Honor Code

The Indiana University *Code of Student Rights, Responsibilities, and Conduct* is outlined and defined in an August 15, 1997 publication. This code exists as a guide for students, faculty, and staff and is available from the Kelley Office of Academic and Professional Development. In addition, the Indiana University Kelley School of Business has developed the following Honor Code to clarify and codify student conduct in the Undergraduate program. Students admitted to the program or taking undergraduate courses are bound by this code:

On my honor, as an Indiana University Kelley School of Business Indianapolis student, applicant, or student taking Kelley School of Business classes, I will conduct myself honestly with faculty, staff, and fellow students. I promise my academic activities will support original and class-specific work as defined in the IUPUI Code of Student Rights, Responsibilities and Conduct. I will report any knowledge of academic dishonesty to the appropriate person.

I promise to maintain a respectful attitude toward others as reflected by my conversations, written correspondence and classroom behavior. Furthermore, I will represent the

Kelley School of Business with a high level of integrity and in a positive manner and I will require the same of others.

As a student of the Kelley School of Business, I promise to adhere to all elements of its Honor Code and understand that I will be held accountable for my actions and/or inactions.

The Kelley School may discipline a student for academic misconduct, defined as any activity that tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to the activities specifically prohibited above, interference with another person's right to learn, violation of course rules, and facilitating academic dishonesty. The school may also discipline a student for acts of personal misconduct that occur on university property, or in connection with university business. Such acts include, but are not limited to falsifying emergency warnings, release of access codes for university resources, lewd, indecent, or obscene conduct, unauthorized entry, damage to university or property belonging to others, sexual and racial harassment, verbal abuse, harassment or threats, and all other acts of personal misconduct as defined by the *Code of Student Rights, Responsibilities, and Conduct*.

Updated 5/19

Special Opportunities

Special Opportunities

Business Foundations Certificate Program

This program is designed for students who want to acquire a foundation of the fundamental business knowledge needed to improve the conduct of their personal business affairs, aid in their career development, or enhance their employability.

With careful planning, the certificate may be earned entirely via distance-learning technologies. Please note that students enrolling in the certificate program need access to, and proficiency in, computer and Internet resources.

In general, any student admitted to IUPUI is eligible to enroll in the certificate program; there are no prerequisites for required certificate courses.

For more information, see an advisor in the Kelley School of Business Undergraduate Office, 801 W. Michigan Street, BS 2010, Indianapolis, IN 46202-5151; phone (317) 274-2147. Information may also be obtained at <http://kelley.iupui.edu/executive/certificate/certificate.cfm>.

Honors Program

A Kelley student already knows the benefits of studying at one of the nation's premier business schools. Taking the advantages of a Kelley education steps further, the Honors Program offers a way for high-achieving students to capitalize on their academic experience.

Smaller classes, more opportunities for lively classroom discussion, and the chance to work in strategic partnership with a local company are just some of the exclusive benefits of enrolling in the Kelley Honors Program. More advantages include:

- Studying with other motivated honors students
- Professors experienced in teaching honors courses
- A unique Integrative Core case project developed specifically for honors-level students
- Increased interaction with Kelley faculty
- A special Kelley academic advisor dedicated to honors students
- An honors notation on the college transcript
- Recognition as an honors program participant during an exclusive graduation celebration for honors seniors
- Annual honors student retreat
- Programming and events exclusive to Kelley honors students

Although Kelley honors students cover the same course material as other students, classroom discussion builds upon what students learn independently when reading the text. This culminates in an engaging and insightful Integrative Core case project in which students work alongside an executive from a local company to tackle a pressing business issue.

Honors students are required to complete six Kelley honors-level sections of the standard courses all business students must take in order to graduate. In addition, honors students must complete 24 total honors credit hours (18 required credits and 6 credit hours of Honors electives), maintain a GPA of 3.3 within their Honors courses and maintain a cumulative GPA of 3.3 or above.

Students interested in applying for the Kelley Honors Program must:

- Have a minimum GPA of 3.3
- Have completed 13 credit hours
- Be admitted, or have applied, to the Kelley School of Business
- Complete the online application by the deadline (October 1 for spring admission / March 1 for fall admission)

For more information visit the [Kelley Honors Program website](#).

Internships

Kelley Indianapolis students are encouraged to participate in internships within their fields of study and/or career interests. Kelley Indianapolis Career Services helps students locate and apply for internship positions and maintains an online job and internship database (KelleyCareers) that is available exclusively to Kelley Indianapolis students.

All Kelley Indianapolis students, whether they are able to complete an internship or not, engage in experiential learning through their Integrative Core (I-Core) courses. Students work in a group with a local company and apply what they have learned in the classroom to a real business issue. Students who successfully complete all aspects of the Integrative Core curriculum will receive an experiential learning notation attached to these courses on their official transcripts as a part of RISE.

Kelley Indianapolis students have the option to obtain credit for approved internship opportunities through the For-Credit Internship Program. In order to qualify for the program, students must have accepted an

internship related to their major, completed and passed the Integrative Core, and maintained a 2.5 GPA. Students work with the internship coordinator and faculty advisor to complete all course work and receive a grade for the course.

For additional information, please contact the Kelley Office of Academic and Professional Development, BS 2010, phone (317) 274-2147.

Minor in Business

Students are required to meet course prerequisites and entrance requirements with a GPA of 2.0 or higher. Students must take four of the seven required courses on the IUPUI campus (F300, M300, and P300 are strongly recommended). Minor requirements include completion of the following courses or equivalents:

- BUS-A 200 Foundations of Accounting
- BUS-F 300 Introduction to Financial Management
- BUS-K 201 The Computer in Business (with a C or higher)
- BUS-L 203 Commercial Law I
- BUS-M 300 Introduction to Marketing
- BUS-P 300 Introduction to Operations Management
- Either BUS-D 301 International Business Environment, BUS-Z 302 Managing and Behavior in Organizations, or BUS-Z 340 Personnel & Human Resources Management

Applications are available in the undergraduate office, Business/SPEA Building 2010; call (317) 274-2147 if you have questions.

Information may also be obtained at <https://kelley.iupui.edu/programs/undergraduate/academics/majors-minors-certificates/business-minor/index.html>

Student Learning Outcomes

Student Learning Outcomes

The Kelley School of Business has adopted and supports these Principles of Undergraduate Business Learning. These principles are tailored and prioritized to the needs of business education and reflect the intellectual competence and cultural and ethical awareness that every Kelley School of Business graduate should attain.

Faculty members in each discipline have been charged with determining which of the principles will be taught and assessed in each of their courses – and what graduates in that major will know and be able to do to illustrate competence in each of the four areas addressed by these principles.

Instructors must distribute the principles to students with descriptions of how the principles are enacted in the course. These Student Learning Outcomes apply to all undergraduate degree programs.

1. Critical Thinking

The ability to synthesize and analyze information and ideas from multiple sources and perspectives:

1. to arrive at reasoned conclusions and informed decisions
2. and to solve challenging problems

3. by evaluating the logic, validity, and relevance of data
 4. and using knowledge in order to generate and explore questions.
2. **Management, Leadership, and Ethics**
The ability to make judgments with respect to individual and organizational conduct concerning citizenship, ethics, and the value of diversity in business:
1. in order to make informed and principled choices regarding conflicting situations in personal, business, and public lives
 2. and to foresee the consequences of those choices.
3. **Communication**
1. *Written Communication*
The ability to analyze, interpret, and comprehend information sources and technology:
 - to effectively express ideas and facts
 - in a variety of written and visual formats.
 2. *Collaboration and Oral Communication*
The ability to engage in active and professional communications and dialogue in business and the community:
 - to encourage, examine, and comprehend the viewpoints of others
 - by being effective in one-on-one and in group settings
 - in order to operate with civility and cooperation in a complex, diverse, and global business and social world.
4. **Professional Skills and Competencies**
The ability to obtain substantial knowledge and understanding in at least one field of study while gaining exposure and knowledge in other related disciplines:
1. to meet professional standards and demonstrate important skills and competencies, and
 2. to make efficient use of information and technology resources for intellectual, professional, community and personal needs.

Updated 5/19

Master of Business Administration

Master of Business Administration

The Indiana University M.B.A. Program is recognized as one of the top graduate business programs in the country. It offers three programs that lead to the Master of Business Administration degree.

Admission to any of the programs is selective and is based on the evaluation of several factors, including results from the Graduate Management Admissions Test, undergraduate performance, essays, recommendations, work experience, leadership, and other indicators of

potential for success in a rigorous program of study and in a business career.

Bound by a common body of knowledge and philosophy, each program is designed to meet the diverse needs of students at different levels of career development and responsibility. For further information on the curriculum, format, prerequisites, and admission requirements for each program, contact the specific program of interest.

Evening M.B.A. Program, Indianapolis Campus

Candidates for the Evening M.B.A. degree program in Indianapolis come from diverse academic backgrounds and represent many businesses and industries. The program incorporates a wide range of business issues and integrates business disciplines to provide a strong program experience. Study teams and networking play an integral part in the evening program. Skill building in the areas of leadership, collaborative decision-making, teamwork, and communications are integral aspects of the total program experience.

Modules of study generally span one quarter (12 weeks) with class meetings delivered in a hybrid method with one night per week in the classroom and one night per week online. A streamlined 24-month, 54-credit-hour program allows for maximum planning and integration with career and personal commitments.

Qualified people from all academic backgrounds who represent any business or industry and who are motivated to study in a challenging graduate business program are encouraged to apply for admission to graduate programs in the Kelley School of Business at Indiana University in Indianapolis. Application materials are due in the M.B.A. office by April 1st for August entry and by July 1 for November entry. For information, contact the Evening M.B.A Program Office at mbaindy@iupui.edu or (317) 274-4895.

The cohort structure: Each entering group of newly admitted M.B.A.'s forms a student cohort that moves through the M.B.A. core courses together. Within each cohort there are smaller study groups that may work together on projects and study teams.

M.B.A. students may take a variety of the electives for the 15 credit hour requirement and can focus 12 credits or more in one area for a major. Majors are:

- Finance
- Marketing
- Management & Entrepreneurship
- Operations & Supply Chain Management

Executive Management Orientation: Immersion in a live business case, classroom exposure to fundamental business principles, and completion of career reflection exercises and tools set a foundation for executive skill development in the Evening M.B.A. program. Foundational instruction in microeconomics, strategy, and general business acumen prepares students for their case exercise.

Students work in teams and are given a live business case and have a week to prepare the case and present their recommendations. The competition is designed to allow students to assess their strengths and weaknesses at the beginning of the program, better understand a business

and how to think strategically about management, and to build some team cohesion and chemistry.

International opportunities: From the small business to the international corporation, every business interaction, product, and service has the potential to have a global impact. From our internationally experienced faculty to our course offerings, we will prepare you to thrive in that environment. Our Emerging Markets course provides M.B.A. students a hands on opportunity to gain international and consulting experience.

Students do background preparation in the first part of the quarter and then travel to their host country. There, the students work on a consulting assignment that culminates in a presentation to the international host company.

Capstone Projects: Enriching education with practical experience often means extending learning beyond the classroom. The Evening M.B.A. enterprise program engages Kelley M.B.A. students in strategic assignments with Central Indiana companies, offering a unique opportunity for all involved to benefit.

Capstone projects enable you to experiment with a new career identity with little risk but potentially great reward. The breadth of a student's professional opportunity is only as big as your network of professional contacts. Kelley Evening M.B.A. professors will purposefully generate opportunities for you to talk with individuals in the Central Indiana business community who can offer targeted professional guidance.

Capstone Projects enhances the process of peer or learning within the program. Professors will offer opportunities for social engagement that strengthen personal ties between students. Students take their capstone course during their second year of their M.B.A. courses.

Graduate Certificate in Medical Management, Indianapolis Campus

Revolutionary changes have shifted the demands for healthcare management. That's why we created the Graduate Certificate in Medical Management.

This 12-month program is delivered through a combination of online learning and in-person classes.

Some might call it a "mini-MBA," as the graduate certificate provides many benefits of an MBA with a lower investment and shorter time commitment. If an MBA is part of your plan, you can carry your credits into the Kelley Evening M.B.A. Program.

Students in the Graduate Certificate in Medical Management Program represent all aspects of healthcare—from nurses to practice managers to physical therapists and care coordinators to hospital marketing professionals and healthcare administrators. This unique blend of frontline and administrative backgrounds creates an environment for productive classroom discussions with diverse perspectives on how to address the challenges of healthcare.

Evening M.B.A. Office

Kelley School of Business

Business/SPEA 3024

801 W. Michigan Street

Indianapolis, IN 46202-5151

Phone: (317) 274-4895

Fax: (317) 278-6194

Web site: <https://kelley.iupui.edu/programs/evening-mba/>

E-mail: mbaindy@iupui.edu

M.B.A. Program, Bloomington Campus

Bloomington's program is a full-time, two-year residential program taught during the day for students who plan to take a leave from their careers while they pursue graduate education. For information, contact:

Director of Admissions and Financial Aid, Graduate Programs

Kelley School of Business

Indiana University

1309 E. Tenth Street

Bloomington, IN 47405-1701

Phone: (812) 855-8006

Kelley Direct Online M.B.A. Program

The Kelley Direct Online M.B.A. Program is designed for professionals who wish to continue their employment while earning their M.B.A. The Kelley Direct Program is the only such graduate management program offered by a top-20 business school that is almost exclusively delivered entirely over the Web.

Among the tools used are discussion and debate forums, online testing, audio streaming and video streaming, and simulations for case-based learning. Course materials, including audio and video presentations and virtual tours, may be accessed directly from the Web. The class interaction is asynchronous with some synchronous elements, allowing students the flexibility to balance family and career demands. For information, contact:

Kelley Direct Admissions

Kelley School of Business

777 Indiana Avenue, Suite 200

Indianapolis, IN 46202

Phone: (317) 278-1566

Fax: (317) 274-7301

Web site: www.kd.iu.edu

Doctoral Programs, Bloomington Campus

Indiana University offers two doctoral programs in business: the Doctor of Philosophy (Ph.D.) and the Doctor of Business Administration (D.B.A.). The Ph.D. is awarded through the University Graduate School, and the D.B.A. is awarded through the Kelley School of Business. The D.B.A. has been offered since February 1954; the Ph.D. in business since October 1, 1982.

The Office of Doctoral Programs in the Kelley School of Business administers both programs. Students may select either degree designation at the time of application. It is possible to switch from one degree program to the other, provided all the requirements of the new degree are met. While the objectives and requirements for both degrees

are quite similar, there are some differences. Applicants should decide which degree best fits their career and intellectual objectives. For more information, contact:

Chair, Doctoral Programs

Kelley School of Business

Indiana University

1309 E. Tenth Street

Bloomington, IN 47405-1701

Phone: (812) 855-3476

Website: kelley.iu.edu/doctoral

For more information regarding the IU Kelley School of Business Graduate Programs please refer to <http://kelley.iupui.edu/degrees/index.cfm>

Evening M.B.A. Courses & Majors

Kelley Evening M.B.A. Required Courses & Majors

The Evening M.B.A requires 54 credit hours total - your degree plan will consist of 33 credit hours of MBA required courses, 6 credit hours of executive skills courses, and 15 credit hours of elective courses.

Required Courses

X541 Executive Management Orientation
A524 Managing Accounting Information for Decision Making
F523 Financial Management
G533 Economic Analysis of Competitive Environments
J501 Developing Strategic Capabilities
K523 Foundation of Business Analytics
L512 Law and Ethics in Business
M501 Strategic Marketing Management
P501 Operation Management
W523 Business Innovation and Disruptive Technology
X511 Seminar in Management Issues
X529 Business Immersion Capstone Project
Z526 Managing Behavior in Organization

Elective Courses

In addition to the required courses, choose five elective courses and two Executive Skills courses.

Though a major isn't required, the Evening M.B.A. Program offers four optional majors: finance, management and entrepreneurship, marketing, and operations and supply chain management. If you choose to declare a major, four of your five electives will be in your major area.

Finance Electives

F542 International Financial Management
F543 Derivative Securities and Risk Management
F544 Financial Strategy and Corporate Restructuring
F552 Raising Capital and Entrepreneurial Finance
F553 Asset Pricing and Financing the Firm
F555 Fixed Income and Equity Evaluation

Management & Entrepreneurship Electives

F552 Raising Capital and Entrepreneurial Finance
J532 Advanced Strategy

W511 New Venture Strategy
W516 Organizational Development and Change
W525 Venture Community
W530 Global Leadership
W550 Management Consulting

Marketing Electives

M503 Applied Marketing Research
M528 CRM and Digital Analytics
M550 Consumer Insights
M575 Brand Asset Management
M591 Digital Marketing
M594 Global Marketing Management

Operations & Supply Chain Management Electives

P510 Service Operations Management
P527 Operations Processes
P535 Predictive Analytics for Operations
P542 Operations Strategy
P559 Sustainable Operations
P561 Supply Chain Management and Technologies

Other Electives

W520 Turnaround Management
W545 Business Dynamics and Decisions
X576 Emerging Markets

Executive Skills Courses

C575 Effective Communication
P552 Project Management
W505 Power, Persuasion, Influence, and Negotiation
X551 Career Management
Z532 Executive Leadership
Z538 Strategic Management of Human Capital

Graduate Certificate in Medical Management

Kelley Graduate Certificate in Medical Management

The Certificate in Medical Management requires 15 credit hours total. If an MBA is part of your plan, you can carry your credits into the Kelley Evening M.B.A program - Indianapolis.

Required Courses

N525 Value Creation and Financial Performance in Healthcare Systems
N526 Business Management of Patient Care
N527 Leading People and Managing Behavior in Healthcare Organizations
N528 Healthcare System Strategy and Innovation
X529 Immersive Capstone Experience

Degree Programs

The Kelley School of Business offers the following graduate degrees:

Master of Business Administration (Physician only)

- General Administration
- Finance
- Management & Entrepreneurship
- Marketing
- Operations & Supply Chain Management

Master of Science in Accounting (M.S.A.)

Master of Science in Taxation (M.S.T.)

For more information regarding the IU Kelley School of Business graduate programs please visit our website (kelley.iupui.edu).

Master of Science in Accounting

Master of Science in Accounting

The Master of Science in Accounting program (M.S.A.) is devoted to teaching the skills required of today's accountant. The plan of study ensures that students are not only well versed in the technical aspects of their chosen specialty but also the nontechnical skills that are required for them to become true leaders in industry and government.

M.S. in Accounting Program, Indianapolis Campus

Students may apply to the M.S. in Accounting program with or without academic background in business or accounting. Those students entering the program with a bachelor's degree in business normally must complete a minimum of 30 credit hours of course work. Those with backgrounds in other fields may be required to do additional work to develop expertise in the core areas of business.

Students may apply to the program after completing a bachelor's degree. Admission selection is based on the evaluation of several factors, including results from the Graduate Management Admissions Test (GMAT), undergraduate performance and recommendations.

Prerequisites

1. BUS-F300 Introductory Financial Management
2. BUS-M300 Introduction to Marketing
3. BUS-P300 Introduction to Operations Management
4. ECON-E201 Introduction to Microeconomics
5. ECON-E270 Introduction to Statistical Theory
6. BUS-L203 Commercial Law I
7. BUS-A201 Introduction to Financial Accounting*
8. BUS-A311 Intermediate Accounting I
9. BUS-A325 Cost Accounting

*A201 is the only prerequisite course for MST students

M.S.A. Degree Requirements:

1. M.S.A. Core Classes (21 credit hours)

- BUPA-A 500 Responsibilities and Ethical Considerations in Accounting and Tax 1.5 cr. hr.
- BUPA-A 511 Financial Accounting Theory & Practice II 3 cr. hr.
- BUPA-A 515 Federal Income Taxes 3 cr. hr.
- BUPA-A 551 Tax Research (concurrent with A 515) 1.5 cr. hr.
- BUPA-A 514 Auditing Theory & Practice 3 cr. hr.
- BUPA-A 523 Business Information Systems 3 cr. hr.
- BUPA-A 539 Advanced Taxation I: Entity Issues 3 cr. hr.
- BUPA-L 503 Advanced Business Law 3 cr. hr.

2. Accounting/Non-Accounting/Business/Other Elective (9 credit hours)

Students who have had equivalent undergraduate courses may not retake, but must replace. A total of 15 credit hours of accounting course work must be completed toward the M.S. degree in Accounting.

Total: 30 hours

For further information on the curriculum format, prerequisites, and admission requirements, contact:

M.S.A. Program

Kelley School of Business

Business/SPEA 3024

801 W. Michigan Street

Indianapolis, IN 46202-5151

Phone: (317) 274-3451

Web site: kelley.iupui.edu

For more information regarding the IU Kelley School of Business Graduate Programs please refer to <http://kelley.iupui.edu/degrees/index.cfm>.

Master of Science in Taxation

Master of Science in Taxation

The Master of Science in Taxation (M.S.T.) is a 30.0 credit hour degree program designed to (1) to prepare graduates for entry level positions in public and private accounting in taxation and (2) provide graduate-level education for tax professionals who desire to enhance their specialized tax knowledge.

The M.S.T. is a specialized degree program aimed to equip students with the highly technical and demanding skills required to provide tax and business advice in the private sector as well as administer the tax laws in the public sector of the economy.

Students may apply to the program after completing a bachelor's degree from an accredited college or university or during their senior year of college or have completed a law degree. An undergraduate major in accounting is not a requirement, however, applicants must have taken A201 Principles of Financial Accounting or the equivalent.

M.S.T. Degree Requirements:

M.S.T. Core Classes (19.5 credit hours)

- BUPA-A 515 Federal Income Taxes 3 cr. hr.
- BUPA-A 551 Tax Research (concurrent with A 515) 1.5 cr. hr.
- BUPA-A 539 Advanced Taxation I: Entity Issues 3 cr. hr.
- BUPA-A 538 Corporate Taxation II 3 cr. hr.
- BUPA-A 556 Periods & Methods 3 cr. hr.
- BUPA-A 522 Federal Taxation of Partnerships & LLCs 3 cr. hr.
- BUPA-A 555 Taxation of S Corporations 3 cr. hr.

Electives (10.5 credit hours)

Students who have had equivalent undergraduate courses may not retake, but must replace.

Total: 30 hours

For further information on the curriculum format, prerequisites, and admission requirements, contact:

M.S.T. Program

Kelley School of Business

Business/SPEA 3024

801 W. Michigan Street

Indianapolis, IN 46202-5151

Phone: (317) 274-3451

Web site: kelley.iupui.edu

For more information regarding the IU Kelley School of Business Graduate Programs please refer to <http://kelley.iupui.edu/degrees/index.cfm>

Business of Medicine Physician MBA

Business of Medicine Physician MBA

The Business of Medicine Physician MBA program through Kelley Indianapolis is the only top-ranked business school to offer a master's of business administration degree exclusively for physicians. Designed with this audience in mind, this 21-month program is innovative and built on a rigorous curriculum, collaborative learning, and a flexible schedule that will prepare physicians to succeed in their dual role as a patient advocate and a business strategist.

Business of Medicine Physician MBA, Indianapolis Campus

We want to partner with active learners who want to be change agents in the healthcare industry. The ideal candidate is a practicing physician who is focused on leading change.

The Kelley Business of Medicine Physician MBA Program requires an MD or DO practicing—or eligible to practice—in the U.S. with at least three years of post-residency experience. The GMAT is not required.

Selection of candidates will be based on academic and career accomplishments, clarity of career plans and the likelihood of success in the program. During the admissions process, we consider your:

- Work experience
- Critical thinking
- Entrepreneurial spirit
- Ability to work in teams

- Potential to be a change agent

Application Requirements

A completed application includes:

- Online Application
- Personal Statement
- Curriculum Vita/Résumé
- Three Recommendations
- Official Medical School Transcripts

EXPLORE OUR CURRICULUM

Year One:

Term		Credit Hours
Fall Quarter		Full Quarter
• A524 Leveraging Accounting to Make Better Decisions	3.0	
• X531 Anatomy & Physiology of the U.S. Healthcare System	3.0	
• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.5	
Total Credit Hours	6.5	
Winter Quarter		Full Quarter
• J501 Developing Strategy & Integrative Experience	3.0	
• K523 Business Analytics in Healthcare	3.0	
• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.5	
2nd 6 weeks		
• X576 Global Healthcare Experience (Study Abroad) *	1.5	
Total Credit Hours	6.5	
Spring Quarter		Full Quarter
• M501 Strategic Marketing Management	3.0	
• F523 Financial Management	3.0	
• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.5	
Total Credit Hours	6.5	

Summer Quarter		Full Quarter		Spring Quarter		Full Quarter	
• J506 Leading and Managing Human Capital in Healthcare	3.0			• X552 Executive Coaching for Physician Leaders	1.0		
• P501 Operations Analysis & Process Improvement	3.0			• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.5		
• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.0			• W511 Venture Strategy	3.0		
Total Credit Hours	6.0			1st 6 weeks			
				• S504 The Role of Health IT in Medicine: Past, Present & Future	1.5		
Year Two:							
Term		Credit Hours		2nd 6 weeks			
Fall Quarter		Full Quarter		• M500 Understanding Consumer Health Behavior	1.5		
• L512 Managing Legal Risk	3.0			• X520 Healthcare Policy Experience (Washington D.C.)	3.0		
• G512 Macroeconomics for Managers	3.0			Total Credit Hours	10.5		
• X552 Executive Coaching for Physician Leaders	1.0			(*) elective			
• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.5			For further information on the curriculum format, prerequisites, and admission requirements, contact:			
Total Credit Hours	7.5			<i>Business of Medicine Physician Program</i>			
Winter Quarter		Full Quarter		<i>Kelley School of Business</i>			
• X552 Executive Coaching for Physician Leaders	1.0			<i>Business/SPEA 3024</i>			
• X523 Somerset CPAs & Advisors Executive Leadership Lecture Series	0.5			<i>801 W. Michigan Street</i>			
• P528 Healthcare Lean Six Sigma (Green Belt)	3.0			<i>Indianapolis, IN 46202-5151</i>			
1st 6 weeks				<i>Phone: (317) 274-3855</i>			
• J535 Conflict Resolution & Negotiation	1.5			<i>Web site: https://kelley.iupui.edu/programs/physician-mba/</i>			
2nd 6 weeks				For more information regarding the IU Kelley School of Business Graduate Programs please refer to http://kelley.iupui.edu/degrees/index.cfm .			
• W516 Leading Organizational Change	1.5			Student Learning Outcomes			
• X576 Global Healthcare Experience (Study Abroad) *	1.5			Master's Programs Student Learning Outcomes			
Total Credit Hours	7.5			<ul style="list-style-type: none"> • Master of Business Administration-Evening • Master of Science in Accounting • Master of Science in Taxation 			
				Evening - Master of Business Administration (M.B.A.)			
				Evening - Master of Business Administration (M.B.A.)			
				Student who earn the M.B.A. will achieve the following learning goals and outcomes:			
				1. Foundational Business Knowledge			
				<i>Understand the process of management decision making.</i>			

- **SLO 1.1:** Identify the information required to answer management questions.
- **SLO 1.2:** Define sources of sustainable competitive advantage for an organization.
- **SLO 1.3:** Quantify the impact on enterprise value of a business decision.
- **SLO 1.4:** Link business decisions to measurements of performance.

2. Analytical Intelligence

Manage the collection, analysis, and interpretation of data necessary to lead an organization.

- **SLO 2.1:** Determine the data and analytical methods needed to solve a business problem.
- **SLO 2.2:** Identify how new technology enhances efficiency and decision-making.
- **SLO 2.3:** Use analytics to describe data, detect patterns, and assess the likelihood of different outcomes.
- **SLO 2.4:** Interpret and communicate conclusions from quantitative analysis.

3. Strategic and Entrepreneurial Effectiveness

Identify new market opportunities and build business models to capture value.

- **SLO 3.1:** Envision and recognize new products, processes, and services that create value.
- **SLO 3.2:** Define opportunities and threats faced by new ventures.
- **SLO 3.3:** Understand methods to generate and execute a competitive strategy.
- **SLO 3.4:** Allocate resources to efficiently implement and sustain a business strategy.
- **SLO 3.5:** Demonstrate response to market uncertainty, industry innovation, and technological change.

4. Ethical Decision Making

Evaluate business challenges and opportunities using legal and ethical frameworks.

- **SLO 4.1:** Understand the ethical and legal issues germane to a business problem.
- **SLO 4.2:** Identify the legal boundaries of a business problem and advocate legally valid solutions.
- **SLO 4.3:** Evaluate the impacts of management decisions on internal and external stakeholders.
- **SLO 4.4:** Select and defend logically consistent solutions to ethical dilemmas.

5. Global Intelligence

Seek market opportunities and address management challenges across countries and cultures.

- **SLO 5.1:** Link cultural, political, institutional, and regulatory differences to business strategy and performance.
- **SLO 5.2:** Leverage social, intellectual, and geographic diversity to maximize organizational effectiveness.
- **SLO 5.3:** Adapt business models to institutional voids and changing global economic environments

- **SLO 5.4:** Appraise political and macroeconomic drivers of opportunity and risk in global markets.

6. Professional Presence

Communicate, persuade, and act to achieve desired organizational outcomes.

- **SLO 6.1:** Demonstrate emotional intelligence in management situations.
- **SLO 6.2:** Understand the interests and sensitivities of organizational stakeholders.
- **SLO 6.3:** Lead and collaborate with high performance teams to achieve organizational objectives.
- **SLO 6.4:** Make, communicate, and justify decisions within the context of organizational strategy.
- **SLO 6.5:** Exhibit managerial perseverance in the face of uncertainty and obstacles to success.

7. Career Insight

Define and implement a personal plan for career and professional advancement.

- **SLO 7.1:** Develop and communicate a personal brand.
- **SLO 7.2:** Comprehend career tradeoffs and link personal aptitude, traits, and experiences to chosen career trajectories.
- **SLO 7.3:** Identify skills required to be an effective executive leader and decision maker.

Master of Science in Accounting (M.S.A.)

Master of Science in Accounting (M.S.A.) - Student Learning Outcomes

Student who earn the M.S.A. will achieve the following program goals:

1. Accounting Knowledge

The overriding goal of the M.S.A. Program is to ensure that its graduates will be well grounded in fundamental accounting principles relating to financial statement preparation and analysis, management decision making, internal controls and security, risk assessment, business processes, auditing and assurance and principles of federal income taxation. All M.S.A. graduates will have sufficient awareness of the concepts of accounting and tax to recognize problems and concerns that may require further research.

2. Accounting Research

Graduates will be competent in researching the accounting, tax, and business related research sources as well as other financial literature independently to solve problems that are beyond the scope of fundamental accounting and tax knowledge. They will have access to major accounting and tax data services and training in their use. Graduates will develop the research skills that will enable them to be successful in their professional career as well as become lifetime learners.

3. Critical Thinking

Graduates will have the ability to analyze, integrate and communicate complex accounting, tax and financial information to arrive at reasoned conclusions and make informed decisions. They will be able to solve challenging problems by evaluating the logic, validity, and relevance of data. They will be able to recognize issues and raise concerns regarding potential problem situations. Graduates will achieve disciplinary competence in specialized areas.

4. **Communication Skills**

Graduates will be able to communicate in a clear, concise and effective manner in both written and oral form.

5. **Professional Responsibilities**

Graduates will be aware of their professional responsibilities concerning ethical choices they will encounter in the accounting, tax and financial reporting regulatory environments. They will understand the roles of accountants in society in providing and ensuring the integrity of financial and other information.

6. **Professional Development**

Graduates will appreciate the need to set career goals. They will understand the importance of networking, developing professional relationships and becoming involved in professional organizations. They will understand the nature of leadership and the importance of volunteering. They will not only be able to work independently but also will have a better understanding of how to work with others and function in a team setting.

Master of Science in Taxation (M.S.T.)

Master of Science in Taxation (M.S.T.) - Student Learning Outcomes

Student who earn the M.S.T. will achieve the following program goals:

1. **Taxation Knowledge and Skills**

Graduates should possess advanced knowledge of the tax laws as they affect individuals, business entities and nonprofit organizations (e.g., corporations, partnerships, trusts, estates, and tax-exempt organizations). Their knowledge should include exposure to not only federal tax concerns but also those relating to state, local and international taxation. Graduates should understand the practical tax implications surrounding common situations and be capable of effectively analyzing tax issues and formulating solutions.

2. **Tax Research**

Graduates should be capable of formulating defensibly correct solutions to tax problems based on analysis of the relevant tax authority, including the law and administrative and judicial interpretation of the law.

3. **Written and Oral Communication Skills**

Students should be able to communicate effectively verbally and should be able to effectively communicate tax research findings and advocate positions in writing.

4. **Taxation in a Global Context**

Students should understand the role of taxation as it relates to accounting, finance, business, economics, government and politics.

5. **Critical Thinking**

Graduates will have the ability to analyze, integrate and communicate complex, tax and financial information to arrive at reasoned conclusions and make informed decisions. They will be able to solve challenging problems by evaluating the logic, validity, and relevance of data. They will be able to recognize issues and raise concerns regarding potential problem situations.

6. **Social and Interpersonal Interaction Skills**

Students should be able to work effectively and efficiently within a team.

Admissions

Admissions

Evening M.B.A. Program

You should submit the following items by the appropriate deadline for the Evening M.B.A. program [April 1 for August admission and July 1 for November admission]:

1. [Kelley Evening M.B.A. Application](#)
2. Official GMAT (or GRE scores) - Please select the following location code to send your official GMAT score report: Indiana University-Purdue University at Indianapolis - MBA, Kelley Part Time (school code GKS-8M-27).
3. Official transcripts from all universities attended (You will not be required to send transcripts from any Indiana University institution.)
4. Contact information for two recommenders for letters of recommendation
5. Resume
6. Essay (Questions may be found on the Kelley Evening M.B.A. website or in the application portal.)

Submit your official transcripts from all college and/or universities attended to the following address:

Kelley School of Business School
Evening MBA Program
801 West Michigan Street, BS 3024
Indianapolis, IN 46202-5151 Alternately, previously attended colleges and universities may email official transcripts to our office at: mbaindy@iupui.edu.
For specific information about the Evening MBA admission process visit <https://kelley.iupui.edu/programs/evening-mba/admissions/how-to-apply.html>.

Graduate Certificate in Medical Management Program

Both clinical and healthcare business professionals are invited to apply for this program. Candidates must have a bachelor's degree from an accredited college or university and a minimum of two years work experience to

be considered for admission. Typically, an undergraduate GPA of 3.0 or better qualifies for admission into the program. There is no admission test required.

New student cohorts form each fall, winter and summer quarters. Please see our [website](#) for specific deadlines.

1. [Kelley Graduate Certificate in Medical Management Application](#)
2. Essay (Please upload your essay to the online application portal. Consider the following when writing your essay, which should be no more than 500 words or the equivalent of two double-spaced pages. Questions are found on the application portal or the Graduate Certificate in Medical Management website.)
3. Resume
4. Official transcripts from all universities attended (You will not be required to send transcripts from any Indiana University institution.)
5. Contact information for one recommender for letter of recommendation

If you're accepted to the Graduate Certificate in Medical Management Program, official, sealed transcripts from all colleges and universities must be sent directly from the institutions to the address below.

Kelley School of Business at IUPUI
Graduate Certificate in Medical Management
801 West Michigan Street, BS 3024
Indianapolis, IN 46202-5151

Alternately, previously attended colleges and universities may email official transcripts to our office at: kmedcert@iupui.edu.

For specific information about the Graduate Certificate in Medical Management admission process visit <https://kelley.iupui.edu/programs/evening-mba/academics/medical-management-certificate/how-to-apply.html>.

M.S.A. Program

M.S.A. applications are now being accepted on a rolling basis.

1. [M.S.A. Online Application](#)
2. [Indiana University Graduate School Online Application](#)
3. Resume
4. GMAT Results (submitted from Pearson VUE; Kelley School of Business GMAT code: GKS-8M-02)
5. Official college and/or university transcripts from all institutions attended
6. Two letters of recommendation

Submit your official transcripts from all college and/or universities attended (except for Indiana University) and [two letters of recommendation](#) to the following address:

Kelley School of Business
MSA Program
801 West Michigan Street, BS 3024
Indianapolis, IN 46202-5151

For specific information about Kelley M.S.A. admissions visit kelley.iupui.edu/msa/admissions/index.cfm.

M.S.T. Program

Students may apply to the program after completing a bachelor's degree from an accredited college or university or during their senior year of college or have completed a law degree. An undergraduate major in accounting is not a requirement, however, applicants must have taken A201 Principles of Financial Accounting or the equivalent.

The evaluation of an admission application is primarily an appraisal of an applicant's capability to pursue graduate work at Indiana University. This appraisal involves both a quantitative and qualitative assessment. In the qualitative phase, letters of reference, any work experience and other elements of the applicant's resume are reviewed. The quantitative component assesses the applicant's academic credentials as based on his or her GPA and score on the Graduate Management Admissions Test (GMAT) or LSAT for lawyers or students enrolled in law school.

Online Application

Submit the M.S.A. Online Application and the IUPUI Graduate Application.

- Within the Kelley application, for the *Plan* choose **Taxation MS**.
- Within the University Application, for *Academic Program* choose **Kelley School of Business Master of Accounting** and for the *Major* choose **Taxation MS**.

Letters of Recommendation

The format for the Letters of Recommendation can either be a personal letter or completion of the [M.S.A. form](#).

Transcripts, resume, and letters of recommendation should be sent to the address below:

Kelley School of Business Indianapolis
M.S.A./M.S.T. Program Office
801 West Michigan Street, BS 3024
Indianapolis, Indiana 46202-5151
For more information about the M.S.T. program visit kelley.iupui.edu/mst.

Contact Information

Contact Information

[Kelley Evening M.B.A Program & Kelley Graduate Certificate in Medical Management](#)

Business/SPEA 3024

801 West Michigan Street

Indianapolis, IN 46202

Phone: (317) 274-4895

Email: mbaindy@iupui.edu

*Email for **Graduate Certificate in Medical Management**: kmedcert@iupui.edu*

[Master of Science in Accounting](#)

Phone: (317) 278-3885

Graduate Programs

The **Kelley School of Business** offers the following graduate degrees:

Business of Medicine Physician MBA (Physician only)**Master of Business Administration (M.B.A.)**

- General Administration
- Finance
- Management & Entrepreneurship
- Marketing
- Operations & Supply Chain Management

Master of Science in Accounting (M.S.A.)**Master of Science in Taxation (M.S.T.)**

For more information regarding the IU Kelley School of Business graduate programs please visit our website (kelley.iupui.edu).

Courses

In addition to the general-education and general business curricula discussed previously, students pursuing the B.S. in Business degree must select a major within the business program. The major, along with the curriculum for working toward that major, are presented by department in this section and are summarized below.

- Accounting
- Finance
- Human Resource Management
- International Studies (May be selected as a second major only)
- Management
- Marketing
- Supply Chain Management

Major requirements are subject to change. Students are expected to stay informed of major changes by seeing a business academic advisor on a regular basis.

The courses listed in this bulletin represent the complete undergraduate offerings of departments and programs of the Kelley School of Business on the Indianapolis campus.

The number of credit hours given to a course is indicated in parentheses following the course title.

The abbreviation "P" refers to course prerequisites; the abbreviation "C" refers to course co-requisites.