Bachelor of Business Administration

Undergraduate degree: B.B.A.
Web site: http://tippie.uiowa.edu/

Undergraduate Program of Study

• Bachelor of Business Administration
The Bachelor of Business Administration is offered with majors in accounting, business analytics and information systems, economics, finance, management, and marketing. The major in management with the entrepreneurial management track includes a distance education option.

This Catalog section provides information about requirements that all B.B.A. students must fulfill, regardless of their major, as well as admission information and academic rules and procedures for the B.B.A. For information about the individual majors, see Accounting, Economics, Finance, Management and Organizations, Management Sciences, and Marketing in the Catalog.

Students may earn double majors in the B.B.A.; they also may earn joint degrees in the College of Engineering or the College of Liberal Arts and Sciences. See "Double Majors in Business" and "Joint Degrees" below. Many business students earn one or more certificates and minors offered in disciplines across the University; see "Minors" and "Certificates" below.

The Tippie College of Business’s undergraduate and graduate programs are accredited by AACSB International—the Association to Advance Collegiate Schools of Business.

UNDERGRADUATE ADVISING
All business students are advised at the business college's Undergraduate Program Office. Pre-business students are advised at the University’s Academic Advising Center or the college's Undergraduate Program Office. Assignment to the Undergraduate Program Office for advising depends on a student’s grade-point average, completion of calculus and statistics, and/or the number of semester hours completed. Walk-in hours and scheduled appointments are available at both offices. For more information on advising, contact the college's Undergraduate Program Office or the UI Academic Advising Center.

HONOR CODE
Integrity and honesty are essential to success in all facets of life. The purpose of the Tippie College Undergraduate Honor Code is to promote honorable and ethical behavior. Students admitted to the college or enrolled in courses offered by the college are required to uphold the honor code.

Bachelor of Business Administration
The Bachelor of Business Administration requires a minimum of 120 s.h. of credit, including at least 48 s.h. earned in business courses and at least 60 s.h. earned in nonbusiness courses.

B.B.A. students must earn 30 s.h. in residence following admission to the Tippie College of Business. At least 24 s.h. in courses offered by the business college and at least two-thirds of the semester hours in the student's major must be earned at the University of Iowa. Nonresident instruction includes course work at colleges and universities other than the University of Iowa.

To graduate, B.B.A. students must have a cumulative g.p.a. of at least 2.00 in all college course work attempted, all college course work attempted in business, all college course work attempted in the major, all course work attempted at the University of Iowa, all business course work attempted at the University of Iowa, and all course work in the major attempted at the University of Iowa.

Common B.B.A. Requirements
B.B.A. students must satisfy the following minimum common requirements or approved equivalents. For approved equivalents, consult the college's Undergraduate Program Office.

GENERAL EDUCATION REQUIREMENTS

Rhetoric
Interpretation of Literature
World Languages
Natural Sciences
Social Sciences, excluding ECON:1100 and ECON:1200
Historical Perspectives
Values, Society, and Diversity
International and Global Issues

Tippie College of Business students may complete the World Languages requirement using one of two options. One year of high school language study is generally equivalent to one semester of college language study.

Option one: attain fourth-level proficiency in a single world language, usually by completing four years of that language in high school or four semesters in college or an equivalent combination of high school and college course work; or pass an achievement test or evaluation at fourth-level proficiency.

Option two: attain second-level proficiency in each of two world languages, usually by completing two years of each language in high school or two semesters of each language in college or an equivalent combination of high school and college course work; or pass achievement tests and/or evaluations at second-level proficiency in each language. Option two does not fulfill the World Languages requirement for the College of Liberal Arts and Sciences or qualify students to earn credit under the Furthering Language Incentive Program (FLIP).

Students may not count courses taken to fulfill General Education Program requirements toward other requirements for the B.B.A.

PREREQUISITES FOR ADMISSION TO THE COLLEGE

ACCT:2100 Introduction to Financial Accounting
ECON:1100 Principles of Microeconomics
MATH:1380 Calculus and Matrix Algebra for Business 4 s.h.
STAT:1030 Statistics for Business 4 s.h.

PREREQUISITES FOR DECLARING THE BUSINESS MAJOR
ACCT:2200 Managerial Accounting 3 s.h.
ECON:1200 Principles of Macroeconomics 4 s.h.
MSCI:1500 Business Computing Essentials 2 s.h.

BUSINESS CORE
BUS:3000 Business Communication and Protocol 3 s.h.
ECON:2800 Statistics for Strategy Problems 3 s.h.
FIN:3000 Introductory Financial Management 3 s.h.
MGMT:2000 Introduction to Law 3 s.h.
MGMT:2100 Introduction to Management 3 s.h.
MKTG:4900 Academic Internship arr.
MSCI:3000 Operations Management 3 s.h.
MSCI:3005 Information Systems 3 s.h.

EXPERIENTIAL LEARNING REQUIREMENT: TIPPIE RISE
All Tippie College of Business students directly admitted to the college fall 2015 or later and all students admitted through standard admission fall 2016 or later must successfully complete at least one of these experiences—research, internship, study abroad, or experiential course. Students must follow the specific criteria and procedures established for the selected experience as outlined by the undergraduate program office.

Students must complete a Tippie RISE course from one of the four lists below.

Research
ACCT:4999 Honors Thesis in Accounting 3 s.h.
BUS:3600 Mentored Research arr.
ECON:4999 Honors Thesis in Economics 3 s.h.
FIN:4999 Honors Thesis in Finance 3 s.h.
MGMT:4999 Honors Thesis in Management and Organizations 3 s.h.
MKTG:4999 Honors Thesis in Marketing 3 s.h.
MSCI:4999 Honors Thesis in Management Sciences 3 s.h.
URES:3995 ICRU Research Fellow 0 s.h.

Internship
ACCT:4900 Academic Internship 1 s.h.
BUS:3100 Academic Internship or Cooperative Education 0 s.h.
BUS:3900 Business Communication Internship 1
ECON:4900 Academic Internship arr.
ENTR:4900 Academic Internship arr.
FIN:4900 Academic Internship 1-3 s.h.
MGMT:4900 Academic Internship arr.
MKTG:4900 Academic Internship arr.
MSCI:4900 Academic Internship arr.
CCP:2202 ISSS Academic Internship 9 s.h.
LS:3011 Leadership Certificate Internship 0,2,3 s.h.

Study Abroad
Any CIMBA course 3 s.h.
Any course with ABRD prefix 3 s.h.

Experiential Course
ACCT:3450 Tax Practicum (VITA) I 1-2 s.h.
ENTR:4200 Entrepreneurship: Business Consulting 3 s.h.
FIN:4250 Applied Equity Valuation 3 s.h.
MKTG:3701 Marketing Institute Field Studies 2 s.h.
MSCI:4250 BAIS Capstone Project 3 s.h.
LS:1024 Alternative Break Service Learning arr.
LS:3002 Career Leadership Academy Part 2 3 s.h.

MAJOR AREA OF STUDY
All B.B.A. students must complete a major area of study. The college offers majors in accounting, business analytics and information systems, economics, finance, management, and marketing. The requirements for each major are established by the department that offers the major.

Students with Associate of Arts Degrees
Students who have been granted an Associate of Arts (A.A.) from a community college participating in the Iowa Community College/Regents Articulation Agreement are considered to have met all high school unit requirements for admission to the B.B.A. and all of the General Education Program requirements listed under "General Education Requirements" above, except the World Languages requirement. The program of study for which a student was awarded the A.A. must have included:

- a minimum of 60 s.h. (or 90 quarter hours) of credit acceptable toward graduation from the University of Iowa; mathematics courses comparable to MATH:0100 Basic Algebra I and MATH:0300 Basic Geometry are not accepted toward graduation;
- completion of the agreed-upon group of courses at the community college; and
- a g.p.a. of at least 2.00.

Completion of an Associate of Arts does not guarantee admission to the Tippie College of Business. See "Admission" later in this section for a complete list of requirements for admission to the B.B.A.

Students who use the provisions of the articulation agreement are granted a maximum of 60 s.h. of transferable credit from two-year colleges toward the 120 s.h. required for a B.B.A. Credit earned for the A.A. beyond the 60 s.h. transferable maximum is used in computing a student's grade-point average, and it may be used to satisfy course requirements, but it does not count toward the B.B.A. Transfer credit for business courses taken during the first and second years is counted toward the B.B.A. only if such courses are usually offered as lower-division courses at the University of Iowa.
Transfer Courses
Students who have taken courses at another institution that are similar to those approved for the common business requirements at Iowa may request that these courses be evaluated for transfer credit. Students who transfer fewer hours than needed to meet a common business requirement may use only approved courses to complete the remainder of the requirement. Only third- and fourth-year-level courses taken at accredited four-year institutions may be used to satisfy common business course requirements numbered 3000 or above. Students must complete a minimum of 24 s.h. of business course work and at least two-thirds of the course work in the major at the University of Iowa. They also must meet the 30 s.h. residency requirement of the Tippie College of Business. Credit earned through Guided Independent Study or online courses may be counted toward all requirements for graduation, subject to approval by a student's major department.

Four-Year Graduation Plan
The following checkpoints list the minimum requirements students must complete by certain semesters in order to stay on the University's Four-Year Graduation Plan.

Note: The following checkpoints are designed for students who enter the University as direct admission or pre-business students. In order to stay on the plan, pre-business students must maintain the grade-point averages required for admission to the Tippie College of Business and must apply for admission to the college by the established deadline. The Four-Year Graduation Plan is not available to students who choose to pursue a double major in the college or to those enrolled in a joint degree program.

Students must take BUS:3000 Business Communication and Protocol during their first year after admission to the Tippie College of Business, except direct admission students, who take the course during their second year.

Before the third semester begins: ECON:1100 Principles of Microeconomics or ECON:1200 Principles of Macroeconomics, MATH:1380 Calculus and Matrix Algebra for Business, and STAT:1030 Statistics for Business, or equivalents; and at least one-quarter of the semester hours required for graduation.

Before the fifth semester begins: ACCT:2100 Introduction to Financial Accounting, ACCT:2100 Introduction to Financial Accounting, and ECON:1100 Principles of Microeconomics or ECON:1200 Principles of Macroeconomics (whichever has not already been taken), or equivalents; and at least one-quarter of the semester hours required for graduation.

Before the seventh semester begins: business core requirements, approximately half of the course work in the major (varies by major), and three-quarters of the semester hours required for graduation.

Before the eighth semester begins: approximately three-quarters of course work in the major (varies by major).

During the eighth semester: all remaining course work in the major and a sufficient number of semester hours to graduate.

Honors in Business
Outstanding students in the college have an opportunity to undertake independent study and to work closely with faculty members and other honors students. To graduate with honors in business, students must complete an honors thesis in one of the college's departments, registering for the appropriate course from the following list.

- ACCT:4999 Honors Thesis in Accounting 3 s.h.
- BUS:4999 Honors Thesis in Business 3 s.h.
- ECON:4999 Honors Thesis in Economics 3 s.h.
- FIN:4999 Honors Thesis in Finance 3 s.h.
- MGMT:4999 Honors Thesis in Management and Organizations 3 s.h.
- MKTG:4999 Honors Thesis in Marketing 3 s.h.
- MSCI:4999 Honors Thesis in Management Sciences 3 s.h.

To earn the B.B.A. with honors, students must successfully complete all college requirements with a g.p.a. of at least 3.50 in all courses taken at Iowa, all business courses taken at Iowa, all courses taken (including transfer courses), and all business courses taken (including transfer courses).

See Tippie College of Business Honors Program to learn more.

Pre-business students interested in honors study are encouraged to participate in the University of Iowa Honors Program until they are admitted to the business college. Visit Honors at Iowa to learn about the University's honors program.

Double Majors in Business
Students may earn the B.B.A. degree with more than one major. Students may officially declare a maximum of four programs on the Iowa Student Information System (ISIS). Majors, minors, and certificates are considered programs. Additional programs must be declared in the Undergraduate Program Office by an advisor. The Four-Year Graduation Plan is not available to students earning more than one major. Students have access to degree audits for all of the programs they have officially declared. They also have access to all program courses, with some limitations, during early registration. A student must be in good academic standing in order to declare more than one major. See Double Majors—Policies and Procedures.

Joint Degrees
Undergraduate students may earn joint undergraduate degrees from the Tippie College of Business and the College of Liberal Arts and Sciences or the College of Engineering. The following rules apply to all students in joint degree programs.

To enter a joint degree program, students must have approval from the Tippie College of Business and must be admitted to both colleges. Interested students should see an advisor in the college's Undergraduate Program Office. Students in joint degree programs are allowed a combined maximum of three second-grade-only options. All students in joint programs must meet all requirements for both degrees, including all General Education Program requirements.
Students are assigned two advisors (one for each major). Students in joint degree programs are assessed tuition only for the primary (first) major.

First-year students in joint degree programs who are direct admission students in the Tippie College of Business must enroll in BUS:1200 Tippie College Direct Admit Seminar during their first semester at the University.

**JOINT B.B.A./LIBERAL ARTS AND SCIENCES DEGREE**

The Tippie College of Business and the College of Liberal Arts and Sciences offer a joint degree program in which students earn two University of Iowa bachelor's degrees: a Bachelor of Business Administration (B.B.A.) from the Tippie College of Business and a Bachelor of Science (B.S.) from the College of Engineering. Students in the joint business/engineering degree program must declare the Tippie College of Business program of study as their primary (first) major.

To learn about liberal arts and sciences majors, see "Index: Academic Programs" in the College of Liberal Arts and Sciences section of the Catalog.

**JOINT B.B.A./B.S.E.**

The Tippie College of Business and the College of Engineering offer a joint degree program in which students earn two University of Iowa bachelor's degrees: a Bachelor of Business Administration (B.B.A.) from the Tippie College of Business and a Bachelor of Science in Engineering (B.S.E.) from the College of Engineering. Students in the joint business/engineering degree program must declare the College of Engineering program of study as their primary (first) major.

Students in the joint business/engineering degree program must enroll in appropriate mathematics and engineering courses early during their course of study in order to complete the program in a timely way. Because courses in natural sciences, mathematics, humanities, and social sciences count toward the B.B.A. and the B.S.E., students may be able to count certain courses toward both degrees.

B.B.A./B.S.E. students usually meet the degree requirements of both colleges in about five years; time required depends on a student's choice of major study areas.

For information about engineering majors, see Bachelor of Science in Engineering (College of Engineering) in the Catalog. To learn more about requirements for the joint business/engineering degree, consult the Undergraduate Program Office in the Tippie College of Business and Engineering Student Services in the College of Engineering.

**Minors**

Bachelor of Business Administration students may earn minors in a number of disciplines. For example, students interested in international business might choose to earn a minor in a second language. For a list of minors and links to the departments and programs that offer them, see Undergraduate Minors in the Catalog.

Students may declare a minor on ISIS. To have the minor recorded on their transcripts, they must complete the "minor" section on their Application for Degree they submit through ISIS before the session they intend to graduate.

**Certificates**

Bachelor of Business Administration students may earn certificates offered by the Tippie College of Business as well as by other colleges at the University. The business college offers the Certificates in Entrepreneurial Management and in Risk Management and Insurance. In addition, it partners with the College of Engineering to offer the Certificate in Technological Entrepreneurship and with the College of Liberal Arts and Sciences to offer the Certificates in International Business and in Performing Arts Entrepreneurship.

The College of Liberal Arts and Sciences, the College of Public Health, and University College offer a wide range of certificates open to all undergraduates. Many pair exceptionally well with a business major. See Undergraduate Certificates in the Catalog for a complete list of certificates and links to their Catalog sections.

**Study Abroad**

CIMBA Italy offers semester and summer programs in Paderno del Grappa, Italy, northwest of Venice. Students who attend the programs come from a variety of public and private universities worldwide. At CIMBA, students immerse themselves in a wide range of courses, including innovative leadership and development programming, while living amidst the Venetian countryside in one of the most popular travel and study destinations in the world. Business and cultural immersions begin for students the minute they arrive on campus. All courses are taught by English-speaking professors from top universities throughout the United States and Europe.

The University's Office for Study Abroad offers a wide variety of study abroad programs in more than 40 countries. Students may choose from summer, semester, academic year, and winter session programs that complement their areas of study. See Study Abroad (University College) in the Catalog for a list of programs.

**Admission**

Students enter the Tippie College of Business in one of two ways: direct admission or standard admission. All students admitted to the College of Business must follow the Tippie College Undergraduate Honor Code. Students who meet the admission requirements may be denied admission upon evidence of postsecondary academic misconduct or other violations of the honor code. Students are required to meet with the associate dean, undergraduate program, to discuss incidents of academic misconduct.

Admission standards are set by the Undergraduate Program Committee. All admission appeals are reviewed by the Undergraduate Program Office. Prospective students must submit acceptance of admission offers and all transcripts showing course work that satisfies the Tippie College of Business admission requirements to the University's Office of Admissions by the appropriate deadline. Letters of recommendation are not accepted. For more information about application and admission, contact the Undergraduate Program Office.
Direct Admission

Direct admission is designed to enable highly qualified high school students to enter the college directly after high school. Applicants must have a composite ACT score of 27 or higher (SAT critical reading and math score of 1210 or higher) and a high school g.p.a. of 3.70 or higher (on a 4.00 scale) to qualify. Applicants who do not meet these criteria but who present a strong academic record are considered carefully.

Incoming high school students who are admitted to the College of Liberal Arts and Sciences as pre-business students may inquire about their admission decision by contacting the assistant dean and director of admission in the Tippie College of Business Undergraduate Program Office. For more information about admission requirements, see Admission Policies on the Tippie College of Business web site.

Additional requirements for declaring a major in accounting include a University of Iowa g.p.a. of at least 3.00 and a cumulative g.p.a. of at least 3.00; a g.p.a. of at least 2.67 (B-minus average) in ACCT:2100 Introduction to Financial Accounting and ACCT:2200 Managerial Accounting; and a passing score on the Department of Accounting writing assessment.

Students granted direct admission to the college are eligible to apply for first-year scholarships. The application process is competitive and is based on high school record and an application essay. Application deadline is March 1.

Standard Admission

University of Iowa students are eligible to apply to the Tippie College of Business through standard admission if they have completed at least 12 s.h. of course work; have completed the four prerequisite courses listed under "Common B.B.A. Requirements" above with grades of C or higher; have a g.p.a. of at least 2.75 on the prerequisite courses, on all college course work completed, and on all University of Iowa course work. Transfer students who have completed the prerequisite courses and meet the grade-point average requirements also may apply through standard admission.

Requirements for declaring a major include completion of ACCT:2200 Managerial Accounting, ECON:1200 Principles of Macroeconomics, and MSCI:1500 Business Computing Essentials; see "Common B.B.A. Requirements" above. Additional requirements for declaring a major in accounting include a University of Iowa g.p.a. of at least 3.00 and a cumulative g.p.a. of at least 3.00; a g.p.a. of at least 2.67 (B-minus average) in ACCT:2100 Introduction to Financial Accounting and ACCT:2200 Managerial Accounting; and a passing score on the Department of Accounting writing assessment.

Applications for standard admission must be submitted online. Application deadlines are March 1 for fall admission and October 1 for spring admission; applicants should meet all admission requirements by the end of the semester in which they apply. Admission is not granted for the summer session or the three-week winter session. Applicants transferring from another college or university are held to the application deadlines. Grades from the three-week winter session do not count toward admission for the following spring semester, and grades from a summer session do not count toward admission for the following fall semester. Students who are denied admission may file an Appeal for Denial of Admission to Business if they can provide documentation of extenuating circumstances that affected their academic performance.

Nondegree Admission

Students visiting from another institution who wish to enroll in undergraduate courses in order to earn credit that they can transfer to their home institution may be granted admission as undergraduate nondegree students. Nondegree students are not guaranteed access to specific courses; they must have the approval of the undergraduate program staff in the Tippie College of Business and may earn no more than 9 s.h. in nondegree status.

Reentry Policy

All students who have been enrolled in another college or university since leaving the University of Iowa are required to submit official transcripts along with an application for reentry. Completed application materials must be received at least two weeks before the opening of classes. Reentry students are held to the requirements that are published in the University of Iowa General Catalog for the session in which they reenter.

Absent for 12 months or more—in good standing: Students absent from the University of Iowa for 12 months or more who left in good standing must apply to the UI Office of Admissions as returning students and must contact the Tippie College of Business Undergraduate Program Office for advising before registration. Good standing is defined as not on probation and not dismissed for any reason.

Absent for 12 months or more—not in good standing: Students absent from the University of Iowa for 12 months or more who were not in good standing when they left the University must file a petition with the Tippie College of Business Undergraduate Program Office to be reinstated. If the petition is approved, the student must apply to the UI Office of Admissions as a returning student; the Undergraduate Program notifies the Office of Admissions that a student’s petition for reinstatement has been approved. The student also must schedule an appointment to see an advisor in the Tippie College of Business for advising before registration. Not in good standing is defined as being on probation or having been dismissed from the Tippie College of Business due to unsatisfactory scholarship, academic misconduct at the University of Iowa or at another institution, or a violation of the Tippie College Undergraduate Honor Code. Students who have been officially dismissed follow the procedures for reinstatement.

Absent for less than 12 months—in good standing: Students absent for less than 12 months are not required to file an application for reentry. Students who were in good standing when they left the University must contact the Tippie College of Business Undergraduate Program Office for advising before registration. Reentry is approved regardless of any admission requirement changes.

Absent for less than 12 months—not in good standing: Students absent for less than 12 months are not required to file an application for reentry. Students who were not in good standing when they left the University must consult with an advisor in the Tippie College of Business; the student may be readmitted on probation. Readmitted students should contact the Tippie College of Business Undergraduate Program Office for advising before registration. Reentry is approved
regardless of any admission requirement changes. Not in good standing is defined as being on probation or having been dismissed from the Tippie College of Business due to unsatisfactory scholarship, academic misconduct at the University of Iowa or at another institution, or a violation of the Tippie College Undergraduate Honor Code. Students who have been officially dismissed follow the procedures for reinstatement.

Academic Rules and Procedures

**Academic Recognition**

**DEAN’S LIST**

Undergraduate students in the Tippie College of Business who achieve a g.p.a. of 3.50 or higher on 12 s.h. or more of University of Iowa graded course work during a given semester or summer session and who have no semester hours of I (incomplete) or O (no grade reported) during the same semester are recognized by inclusion on the Dean’s List for that semester.

**PRESIDENT’S LIST**

Undergraduate students in the Tippie College of Business who achieve a g.p.a. of 4.00 on 12 s.h. or more of University of Iowa graded course work and who have no semester hours of I (incomplete) or O (no grade reported) for two consecutive semesters (excluding summer sessions) are recognized by inclusion on the President’s List.

**GRADUATION WITH HONORS**

Graduation with honors recognizes high scholastic achievement based on grades and on completion of academic work beyond the requirements of the student’s major. To graduate with honors, students must maintain a cumulative, University of Iowa, business, and UI business g.p.a. of at least 3.50 and must successfully complete an honors project under the supervision of a faculty member. See "Honors" earlier in this Catalog section.

**GRADUATION WITH DISTINCTION**

Graduation with distinction recognizes high scholastic achievement based on grades. The Office of the Registrar certifies to the Tippie College of Business associate dean the names of students eligible to graduate with distinction. The college awards degrees "with highest distinction" to students in the highest two percent of the graduating class, "with high distinction" to students in the next highest three percent, and "with distinction" to the next highest five percent. Ranking is based on students’ grade-point averages for all college-level study undertaken before their final registration.

To be eligible to be considered for graduation with distinction, a student must complete 60 s.h. in residence as an undergraduate at the University of Iowa; 45 s.h. of that must be completed before the final registration.

**Credit and Grading**

**CREDIT BY EXAMINATION**

Students may earn up to 30 s.h. of credit by examination by taking selected tests from the College-Level Examination Program (CLEP) and the Advanced Placement (AP) program of the College Board or the International Baccalaureate Program (IB). For information about when and how to take the CLEP and AP examinations, contact the University's Evaluation and Examination Service. The Tippie College of Business Undergraduate Program Office has information on scores, credit, and course duplicates for all CLEP, Advanced Placement, and IB tests accepted by the college.

**MAXIMUM SCHEDULE**

During early registration, students admitted to the Tippie College of Business may register for a maximum of 16 s.h. Course schedules that exceed 16 s.h. require approval from the Undergraduate Program Office. After early registration, students may register for a maximum of 18 s.h. Course schedules of more than 18 s.h. for a fall or spring semester, more than 12 s.h. for the summer session require approval from the Undergraduate Program Office.

**ADDING AND DROPPING COURSES**

Students may drop courses, except College of Law courses, any time before the deadline published in the University's academic deadline calendar. Deadlines are different for regular and off-cycle courses. See Academic Deadlines for the University of Iowa on the Office of the Registrar web site (http://www.registrar.uiowa.edu).

Students must obtain approval from the college that offers the course in order to request permission to add or drop a course after these deadlines.

**ADMINISTRATIVE DROPS FOR LACK OF PREREQUISITES**

Students are responsible for making sure that they have satisfied all prerequisites for any course for which they register. Instructors and departments have the option to drop a student from a course if the student has not satisfied the required prerequisites. Administrative drops must be processed by the first eight calendar days of the semester; the first two calendar days of the winter session, each summer session, or the start of an off-cycle course. Administrative drops are made without assignment of a W (withdrawn). Students who are dropped from courses are notified. Students should not assume that they have been dropped from a course because they do not have the prerequisites.

**ADMINISTRATIVE DROPS FOR NONATTENDANCE**

Instructors have the option to drop a student who has missed the first two class periods of a course, unless the student has offered an acceptable reason for beginning the course late. Administrative drops must be processed by the first eight calendar days of the semester or the first two calendar days of the winter session, each summer session, or the start of an off-cycle course. Administrative drops are made without assignment of a W (withdrawn). Students who are dropped from courses are notified. Students should not assume that they have been dropped from a course because they have not attended.

**PASS/NONPASS**

Up to 15 s.h. of course work required for the B.B.A. may be taken pass/nonpass with the consent of an advisor and the instructor. Students must be in good academic standing to be eligible for the pass/nonpass option. A maximum of two pass/nonpass courses may be taken in one semester. Courses taken pass/nonpass may not be used to satisfy general education, prerequisite, core, or major business requirements; major business requirements include any course that fulfills a major course requirement or is offered by the major department. Pass/nonpass registration must
be completed during the first 10 days of a fall or spring semester or the first one-and-one-half weeks of a summer session, and it requires the approval of the advisor and the instructor. For courses taken pass/nonpass, an earned grade of C-minus or higher is recorded as a P; an earned grade of D-plus or lower is recorded as an N. Pass/nonpass credit is not included in grade-point-average calculations.

**Satisfactory/Fail, Satisfactory/Unsatisfactory**

Certain courses are offered satisfactory/fail (S/F) or satisfactory/unsatisfactory (S/U). All students registered for these courses receive one of these marks.

Special forms are not necessary to register for S/F or S/U courses, since all students enrolled in such courses automatically receive an S, an F, or a U.

Semester hours of S or U graded course work are not used in computing grade-point averages, but hours of F graded course work are used.

Semester hours of S graded course work are counted as semester hours earned toward graduation; semester hours of F or U graded course work do not count as semester hours earned toward graduation.

A maximum of 15 s.h. of S credit from the University of Iowa is accepted toward a bachelor's degree.

**Second-Grade-Only Option for Pre-Business Students**

Pre-business students must follow the rules established by the College of Liberal Arts and Sciences (CLAS). Contact the CLAS Academic Programs & Student Development office or consult the CLAS Academic Policies Handbook for more information.

**Second-Grade-Only Option for Students Admitted to Business**

Students admitted to the Tippie College of Business may use the second-grade-only option on any course except business courses numbered above 3005 with the prefix ACCT, BUS, ECON, FIN, MSC, MGMT, MKTG, or ENTR.

Students may apply the second-grade-only option to a maximum of three different courses while they are enrolled at the University of Iowa; any second-grade-only options used before entry to the Tippie College of Business counts toward the maximum of three second-grade-only options allowed.

Students in joint degree programs are allowed a combined maximum of three second-grade-only options.

The second-grade-only option may be used only once per course. Once placed on the record, the option may not be retracted.

A course taken at another college or university may not be repeated at the University of Iowa under the second-grade-only option.

A University of Iowa course may not be repeated at another institution under the UI second-grade-only option.

If the course was taken for a grade the first time, it must be taken for a grade the second time.

If the course was taken pass/nonpass the first time, a student may choose to take the course for a grade or as pass/nonpass the second time.

Any University of Iowa course taken in any mode of delivery—during a regular semester, a summer session, an intensive session, or through distance learning and the Division of Continuing Education—may be repeated in the same mode of delivery or in any other mode of delivery.

Students who have been awarded a degree from the University of Iowa may not use the second-grade-only option on a course taken before the degree was awarded.

Graduate or professional colleges may recalculate grade-point averages using all grades visible on the permanent record.

Students must register as usual for the course that is to be repeated.

After the session in which the course is being repeated has begun, students must request the second-grade-only option by completing the Second-Grade-Only Option Request Form.

The permanent record is adjusted by placing a pound symbol (#) next to the first grade to indicate that it is no longer being included in the grade-point-average calculation, and only the semester hours from the second registration have been counted as semester hours earned.

**Incomplete Grades**

Instructors may report a mark of I (incomplete) only if the unfinished part of a student's work in a course other than research, thesis, or independent study is small; if the work is unfinished for reasons acceptable to the instructor; and if a student's standing in the course is satisfactory.

Students should not re-enroll in a course for which they have an incomplete. Incomplete grades must be removed by completing the unfinished part of the work. Faculty and students are encouraged to state clearly in a written agreement how the incomplete is to be completed. Both the faculty member and the student should keep a record of the written agreement.

Failure to remove the incomplete before the end of the next full semester, excluding summer and winter sessions, results in replacement of the I with a grade of F, regardless of whether a student is enrolled during that semester. A grade change may be submitted to convert a grade of F to another letter grade, with the instructor's approval.

**Guided Independent Study**

University of Iowa Guided Independent Study is counted as resident credit and may be applied to all requirements for graduation, subject to approval by a student's major department. Guided Independent Study courses can be taken any semester, up to four courses at a time.

Students eligible for the second-grade-only option may retake the course through Guided Independent Study for the second-grade-only option. Likewise, students eligible for the second-grade-only option in a Guided Independent Study course may retake the course on campus for the second-grade-only option.

**Probation and Dismissal**

Students are placed on academic probation when their grade-point average in any of the following categories falls below 2.00: all course work taken, all course work taken at the University of Iowa, all business course work taken, all business course work taken at the University of Iowa, all course work taken to satisfy requirements for the major(s), and all course work taken at the University of
Iowa to satisfy requirements for the major(s). In probation decisions, a 3 s.h. minimum is used to calculate the grade-point average for all course work taken to satisfy requirements for the major(s), and all course work taken at the University of Iowa to satisfy requirements for the major(s).

When all of the above grade-point averages equal or surpass 2.00, students are removed from probation. Students usually are allowed only one session to return to good academic standing. They are required to meet with an academic advisor. Students on academic probation who withdraw registration after the deadline for dropping courses may be dismissed.

Students may be dismissed from the college at any time for unsatisfactory scholarship. While some probationary period usually precedes a dismissal, students in good academic standing who complete a term with extremely unsatisfactory grades may be placed on academic probation or dismissed immediately. Students dropped from the college for poor scholarship may petition for permission to reregister, but usually only after one year following the end of the term in which they were dismissed.

REINSTATEMENT

Students dismissed for unsatisfactory scholarship for the first time are not permitted to register again for one year. Students dismissed for the second time may or may not be granted a second reinstatement. Requests for reinstatement must be made in writing and should be addressed to the Associate Dean, Undergraduate Program Office. Arrangements for a reinstatement interview must be made with the Undergraduate Program Office in the Tippie College of Business. The interview must take place between March 1 and July 1 for reinstatement for fall semester, or between October 1 and December 1 for reinstatement to spring semester. Late requests are deferred to the following semester. Students who are permitted to register following dismissal are registered on academic probation and ordinarily are allowed two semesters to achieve good standing. Most reinstatements include a limit on the number of semester hours the student may take upon reinstatement. Very poor academic work in the first semester of a reinstatement, however, may result in dismissal at the close of that semester.

Returning for Baccalaureate Degrees

RETURNING FOR A SECOND BUSINESS MAJOR

Individuals who already hold a B.B.A. degree from the University of Iowa may complete the requirements for another business major, except accounting. Those interested in earning a degree in accounting must apply for admission to the Graduate College in order to earn the Master of Accountancy degree. Students who return to the University of Iowa to complete another business major must meet the requirements for that major; they do not have to meet the residence requirement. It is their responsibility to notify the Office of the Registrar once they complete the requirements for the second major so that a notation can be placed on their permanent record. Returning students are held to the requirements that are published in the University of Iowa General Catalog for the session in which they reenter.

RETURNING FOR AN ADDITIONAL BACHELOR’S DEGREE

Individuals who hold a bachelor's degree from another college at the University of Iowa may return to earn the B.B.A. degree from the Tippie College of Business. They must satisfy all requirements for undergraduate admission to the business college. Once admitted, they must satisfy all requirements for the B.B.A. in their chosen major. Returning students are held to the requirements that are published in the University of Iowa General Catalog for the session in which they reenter.

RETURNING FOR AN ADDITIONAL BACHELOR’S DEGREE IN ACCOUNTING

Individuals who hold a bachelor's degree in a nonbusiness discipline from the University of Iowa or from another college or university may be considered for admission to the Tippie College of Business to earn the B.B.A. with a major in accounting. Individuals interested in this option should consult with the Department of Accounting about the B.B.A. program in accounting (undergraduate) and the Master of Accountancy graduate program. Those who already hold a B.B.A. from the University of Iowa or any business degree from another institution may not earn a major in accounting at Iowa.