Bachelor of Business Administration

Undergraduate major: B.B.A.
Website: https://tippie.uiowa.edu/

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 combined degrees in the College of Engineering or the College of Liberal Arts and Sciences. See "Double Majors in Business" under Requirements and see Combined Programs in the Bachelor of Business Administration section. 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 and completion of calculus and statistics. Drop-in hours and scheduled appointments are available at both offices. For more information on advising, contact the college's Undergraduate Program Office or the University's Academic Advising Center.

Honor Code

Integrity and honesty are essential to success in all facets of life. The purpose of the Tippie 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.

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 Find Your Program on the General Catalog website and select undergraduate minors.

Students may declare a minor on MyUI. To have the minor recorded on their transcripts, they must complete the "minor" section on their Application for Degree they submit through MyUI 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 of Iowa. Tippie College of Business 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 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 Find Your Program on the General Catalog website and select undergraduate certificates for a complete list of certificates and links to their Catalog sections.

Tippie RISE

RISE is an acronym for hands-on experiential learning in the form of Research with Faculty, Internship Course, Study Abroad, and Experiential Course. By completing at least one Tippie RISE experience as part of the undergraduate degree, Tippie College of Business students will bridge the classroom with the real world to better prepare them for future career or graduate studies.

All Tippie College of Business students must successfully complete at least one of the following Tippie RISE experiences to graduate. Each experience is tied to an academic course for which students must register. See Tippie RISE in the Bachelor of Business Administration Requirements section for the full list of qualifying courses.

Research with Faculty

Working closely with a faculty mentor, students explore a research question of interest for a semester or more. By conducting academic research, students enhance their critical thinking skills, learn techniques to collect and analyze data, and apply their findings to business practices. These skills are highly useful for a variety of businesses and graduate programs.

Internship Course

As students gain valuable hands-on work experience in a professional internship, they complete one of the approved internship courses to assist them in having a meaningful learning experience. The internship courses encourage students to take on relevant job responsibilities, outline strategies to meet internship goals, regularly communicate with their supervisors, explore the career field, and reflect on their growth throughout the experience.

Study Abroad

By taking advantage of short-term, summer, semester, or academic year programs, students can expand their worldview and learn alternative business and cultural practices outside of the United States. Students can participate in Tippie international programs such as London Winter, China May, CIMBA Italy, and Global Internships, or any of the many UI study abroad programs in over 40 countries.

Experiential Course

In approved experiential courses, students improve their understanding of academic concepts by applying them to
a class project with a company or nonprofit organization. Using real circumstances and issues, students engage with the organization to make a lasting impact. Students have support from classmates and guidance from their instructor throughout the duration of the project. Experiential courses are offered in many Tippie majors and as business and non-business electives.

Programs

Undergraduate Program of Study

- Bachelor of Business Administration

Academic Rules and Procedures

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 Exam 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

Students may register for a maximum of 18 s.h. Course schedules of more than 18 s.h. for a fall or spring semester, or more than 12 s.h. for the summer session, require approval from the Undergraduate Program Office.

Adding and Dropping Courses

Students may add or 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 Calendar for the University of Iowa on the Office of the Registrar website. See Course Deadlines for course-specific deadlines. 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.

To request a late add, students must obtain the authorization of the instructor followed by authorization of the Undergraduate Program Office.

To request a late drop, students should meet with an advisor in the Undergraduate Program Office to discuss their request to drop a Tippie College of Business course. To request permission, students must submit a written petition. The petition may be granted only with documentation of extenuating circumstances beyond the student's control.

Prerequisites

Undergraduate students must complete a course's prerequisites. When a student registers, the system reads a student's record, and if there is no evidence that a prerequisite has been completed or is in progress, enrollment for the course will be blocked. See the Tippie College of Business Undergraduate Student Prerequisites web page for more information about prerequisite policies and procedures.

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 a course 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 or session. 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, MSCI, MGMT, MKTG, or ENTR.

Policies

- 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 combined 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 Distance and Online 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.

Procedures

- 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 Request a Second-Grade-Only Option 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.

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), or
• 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.