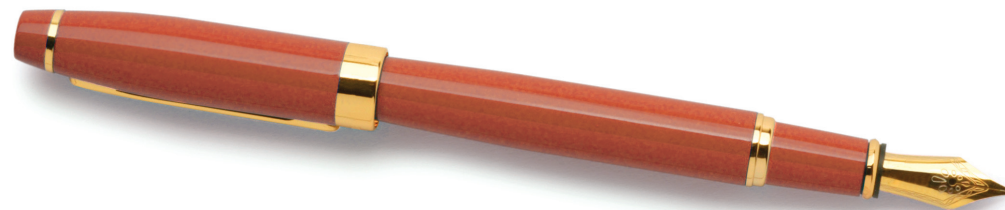


INDIANA UNIVERSITY SOUTHEAST  
GRADUATE BUSINESS PROGRAMS

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GRADUATE BUSINESS PROGRAMS

Hillside Hall 214  
4201 Grant Line Road  
New Albany, IN 47150  
Phone (812) 941-2364  
Fax (812) 941-2581  
iusmba@ius.edu

2010-2012  
*Bulletin*



INDIANA UNIVERSITY  
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SCHOOL OF BUSINESS

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When you become a student at Indiana University, you join an academic community internationally known for the excellence and diversity of its programs. Indiana University is one of the nation's oldest and largest state universities, with eight campuses serving nearly 100,000 students. IU also offers courses through facilities at Columbus, Elkhart, and many other sites.

### ***INDIANA UNIVERSITY CAMPUSES***

**Indiana University Bloomington**  
**Indiana University-Purdue University Indianapolis**  
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**Indiana University Kokomo**  
**Indiana University Northwest (Gary)**  
**Indiana University South Bend**  
**Indiana University Southeast (New Albany)**



## ***GRADUATE BUSINESS PROGRAMS 2010-2012 BULLETIN***

While every effort is made to provide accurate and current information, Indiana University reserves the right to change, without notice, statements in the bulletin series concerning rules, policies, fees, curricula, or other matters.

### **Graduate Business Programs Office**

Indiana University Southeast  
Hillside Hall 214  
4201 Grant Line Road  
New Albany, IN 47150

**Graduate Business Programs Office Phone:** (812) 941-2364

**Graduate Business Programs Office Fax:** (812) 941-2581

**Graduate Business Programs E-mail:** [iusmba@ius.edu](mailto:iusmba@ius.edu)

**School of Business Phone:** (812) 941-2362

**School of Business Fax:** (812) 941-2672

[ius.edu/graduatebusiness](http://ius.edu/graduatebusiness)

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THE BEST BUSINESS SCHOOLS  
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## **ADMINISTRATION**

### **Indiana University Southeast**

Sandra R. Patterson-Randles, Ph.D., Chancellor  
Gilbert W. Atnip, Ph.D., Vice Chancellor for Academic Affairs  
Ruth Garvey-Nix, Ph.D., Vice Chancellor for Student Affairs  
Dana Wavle, M.B.A., Vice Chancellor for Administration and Finance  
Lawrence R. Mand, Ph.D., Vice Chancellor of Information Technology & Community Engagement  
Jay White, Ph.D., Dean, School of Business  
Jon Bingham, M.A., Director, Graduate Business Programs

## **ABOUT IU SOUTHEAST**

IU Southeast is one of eight campuses of Indiana University. The beautiful 177-acre campus serves more than 6,800 students and more than 700 staff and faculty members. There are six schools: Arts and Letters, Business, Education, Natural Sciences, Nursing, and Social Sciences. With more than 50 degree programs, IU Southeast is one of the largest universities in the Greater Louisville Metropolitan Region.

This campus was founded in 1941 as the Falls City Area Center, an extension of IU Bloomington. It operated out of Room 33 at Jeffersonville High School, and IU classes were offered in classrooms at area high schools. By 1968, the name IU Southeast was adopted. In 1972, IU Southeast moved from Jeffersonville to its present campus on Grant Line Road in New Albany.

Indiana University Southeast is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools ([www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)); (800) 621-7440 and AACSB International ([www.aacsb.edu](http://www.aacsb.edu)).

For more information, visit [www.ius.edu](http://www.ius.edu).

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY OF INDIANA UNIVERSITY**

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans.

An Affirmative Action office on each campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

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## **VISION**

### **“To be a Premier Regional School of Business”**

Our vision is to be a premier regional school of business, serving our region comprised of Southern Indiana and the Greater Louisville metropolitan area.

## **MISSION**

### **“Quality Education for a Lifetime of Achievement”**

The mission of the School of Business is to provide both traditional and non-traditional students of Southern Indiana and Greater Louisville with a “quality education for a lifetime of achievement.” We will accomplish this through a challenging, innovative, and supportive learning environment that enables students to achieve their potential. We provide excellent business and economics education through fully accredited graduate and undergraduate programs. We value teaching excellence, and enhance student learning through a culture of continuous improvement and faculty instructional effectiveness. The School of Business recognizes and supports the connection between intellectual contributions and instructional excellence of faculty. Consequently, we continuously enhance faculty intellectual capital and the advancement of knowledge by placing an equal value on learning and pedagogical research, discipline-based scholarship, and contributions to practice. We are committed to enriching the University and community through faculty service and professional service activities.

## **ACCREDITATION**

The IU Southeast Graduate Business Programs are accredited by AACSB International—The Association to Advance Collegiate Schools of Business. AACSB International provides specialized, professional accreditation for university business schools and their business programs. AACSB accreditation represents the highest standard of achievement for business schools worldwide. Less than 5% of the more than 11,000 business schools in the world have earned AACSB accreditation. Being AACSB-accredited means a business school is able to continuously pass a strict set of standards that are designed to ensure quality. AACSB-accredited business schools have the highest-quality classes, teachers, research, students, and programs in the world.

## **GRADUATE BUSINESS DEGREE PROGRAMS**

At Indiana University Southeast, both the MBA and the MSSF are designed primarily for working professionals who seek a high-quality, part-time graduate business academic experience.

### **MBA**

The Indiana University Southeast Master of Business Administration (MBA) degree program is designed for students interested in continuing their education in the field of business. Through the program, business professionals increase their breadth of knowledge, ability to analyze business alternatives more thoroughly, and opportunities for more challenging, responsible, and productive careers in the business community.

#### **MBA Student Learning Goals:**

- 1) Leadership:** *Students should demonstrate a knowledge of modern leadership theories and practice that prepares them to assume leadership positions.*
- 2) Oral and Written Communication:** *Students are able to communicate effectively both orally and in writing in an organizational setting.*
- 3) Decision Making:** *Students can appropriately use the frameworks from relevant business functional areas to analyze business situations, synthesize information, and develop potential solutions.*
- 4) Ethical, Legal, Societal and Global:** *Students understand the ethical framework in which organizations operate and have the ability to comprehend, describe, and explain the social, legal, and global influences facing our world today.*
- 5) Knowledge in Content Areas:** *Students will have an integrative knowledge of fundamental business topics, systems, and processes.*

#### **Completing Both Degree Plans Simultaneously:**

The MBA and MSSF (page 6) are designed as separate degree programs. Students interested in completing both degree plans simultaneously should contact the Director of Graduate Business Programs for more information about the requirements to earn both degrees. Students who have already earned an IU Southeast MBA or MSSF and now have interest in the other degree plan should contact the Director of Graduate Business Programs for specific second-degree requirements.

## GRADUATE BUSINESS DEGREE PROGRAMS (CONTINUED)

### MSSF

The Indiana University Southeast Master of Science in Strategic Finance (MSSF) degree program is designed for students interested in continuing their postgraduate education in the field of accounting and financial analysis. The program addresses issues that are of significance to accounting and corporate finance professionals. This program is uniquely designed to benefit those seeking careers in public accounting, and for finance and accounting professionals seeking careers in the private sector. For example, the MSSF prepares public accountants and corporate finance specialists by requiring coursework in corporate finance, information technology, project management, taxes, business analysis and valuation, accounting, and business strategy. Through the elective phase, students have the opportunity to pursue traditional accounting courses and course work in other areas that will enhance their professional preparation. The program allows public accounting professionals and corporate finance specialists to receive preparation in financial analysis, financial planning, financial reporting, strategic consulting, and systems consulting.

#### MSSF Student Learning Goals:

- 1) Oral and Written Communication:** Students are able to communicate effectively both orally and in writing in an organizational setting.
- 2) Decision Making:** Students can appropriately use the frameworks from relevant business functional areas to analyze business situations, synthesize information, and develop potential solutions.
- 3) Ethical, Legal, and Global:** Students understand the ethical framework in which organizations operate and have the ability to comprehend, describe, and explain the legal and global influences facing our world today.
- 4) Knowledge in Content Areas:** Students will have an integrative knowledge of fundamental business topics, systems, and processes.

#### Completing Both Degree Plans Simultaneously:

The MBA (page 5) and MSSF are designed as separate degree programs. Students interested in completing both degree plans simultaneously should contact the Director of Graduate Business Programs for more information about the requirements to earn both degrees. Students who have already earned an IU Southeast MBA or MSSF and now have interest in the other degree plan should contact the Director of Graduate Business Programs for specific second-degree requirements.

## ADMISSION PROCESS

Applicants should have earned a bachelor's degree. Applications are carefully evaluated based primarily on the following factors: Quality of undergraduate degree program, undergraduate grade point average, Graduate Management Admissions Test (GMAT) score\*\*, and relevant work experience. Meeting minimum expectations for each factor does not guarantee admission. Offers of admission will be based in part on program capacity considerations.

#### Application Deadlines:\*

Applications are accepted throughout the year. Deadlines for consideration of admission for each semester are outlined below.

Desired Starting Semester	Recommended Postmark Deadline	Final Postmark Deadline
Fall	June 15	July 20
Spring	October 31	November 30
Summer	March 31	April 15

Typically, admissions decisions will be communicated to applicants within three weeks of the deadline. Complete applications received by the recommended deadline will be considered for admission, denial or deferral of the admission decision until the second/final review of applications. Complete applications received after the recommended deadline but on or before the final deadline date will be handled in the final review of applications (subject to program capacity). Decisions at this stage will either be admission, denial or deferral for consideration of admission in the following semester (or summer term).

#### An application is considered complete when:

- 1) Applicants have submitted a completed application form with application fee and essay, and**
- 2) Additional supporting materials (GMAT\*\*, official transcripts, etc.) have been received.**

\* Additional processing time may be necessary for international student applications. Official transcripts from international educational institutions often require additional evaluation.

\*\* Typically, international applicants will also be required to submit TOEFL scores.

**Admissions decisions are final.** An applicant who is deferred to the following semester will automatically be considered in the set of Recommended Postmark Deadline applications for that semester. Applicants who are denied admission may apply for consideration for a later semester by submitting updated application materials at a later date.

## ADMISSION PROCESS (CONTINUED)

### Starting Semester:

Students who are granted admission into a graduate business program are expected to start during the stated desired starting semester. Any student not starting coursework during that semester must communicate with the Director of Graduate Programs to maintain their admission status into the next semester.

### Transfer Course Work:

Applicants may request a review of previous graduate transcripts for consideration of transfer credit within the 36 credit hour graduate program (generally up to 6 credit hours). Factors such as graduate program accreditation, course relevance to business administration or strategic finance, grade earned [at least a B (3.0)], and length of time since course completion will be considered. This review should be conducted at the time of admission into the graduate business program. The final disposition of all transfer coursework is coordinated and determined by the Director.

## FOUNDATIONS REQUIREMENTS

Foundations courses are required to prepare students for full admission into the 36 credit hour graduate business curriculum. Students with a bachelor's degree in business from an AACSB-accredited institution will be understood to have automatically met the MBA Foundations requirements. In other cases, the Graduate Business Office will evaluate the student's transcript(s) for prior coursework equivalencies. Applicants who have not met all of the Foundations coursework requirements may be "conditionally admitted" for the purpose of Foundations completion. Upon completion of the Foundations requirements, a student is considered for admission into the 36 credit hour graduate curriculum. Typically, one graduate course may be taken in the same semester as the final Foundations course while still under conditional admission status. The student's overall Foundations GPA is expected to be at least 3.0 in order to be considered for admission into a graduate program. Students who do not have at least a 3.0 Foundations GPA will not be permitted to take one graduate course with their last Foundations course while under conditional admission status.

Students may contact the Graduate Business Office about challenging a Foundations course requirement by examination. Only one challenge exam per Foundations course may be taken. Challenge exams are an option only prior to the first entry into the course. No credit by examination will be given for courses contained in the 36 credit hour graduate curriculum.

Students who stop taking classes for at least 2 consecutive regular semesters (Fall or Spring) must file an appeal for reinstatement in the Graduate Business Programs Office. If such reinstatement is granted, the student will be subject to the Bulletin in effect at the time of reinstatement.

## MBA FOUNDATIONS

IU Southeast Course	Credits	Undergraduate Equivalents
BUSE-F501 Foundations in Accounting	3	BUS-A201 and BUS-A202
BUSE-F502 Foundations in Finance	2	BUS-F301
BUSE-F503 Foundations in Economics	3	Introductory micro and macro
BUSE-F504 Foundations in Marketing	2	BUS-M301
BUSE-F505 Foundations in Statistics	2	ECON-E280
BUSE-F506 Foundations in Operations Mgmt.	2	BUS-P301
BUS-K321 Management Information Systems	3	(same)
MATH-M118 Finite Mathematics <b>OR</b>		
MATH-M119 Survey of Calculus	3	(same)

## MSSF FOUNDATIONS

IU Southeast Course	Credits	Undergraduate Equivalents
BUSE-F501 Foundations in Accounting	3	BUS-A201 and BUS-A202
BUSE-F502 Foundations in Finance	2	BUS-F301
BUSE-F503 Foundations in Economics	3	Introductory micro and macro
BUSE-F504 Foundations in Marketing	2	BUS-M301
BUSE-F505 Foundations in Statistics	2	ECON-E280
BUSE-F506 Foundations in Operations Mgmt.	2	BUS-P301
BUS-K321 Management Information Systems	3	(same)
MATH-M118 Finite Mathematics <b>OR</b>		
MATH-M119 Survey of Calculus	3	(same)
BUS-A311 Intermediate Accounting I <b>OR</b>		
BUS-A310 Mgmt. Decisions & Fin. Reporting	3	(same)

## **MBA CURRICULUM – 36 GRADUATE CREDIT HOURS**

### **Required Courses (30 credit hours):**

#### **Phase I**

<b>BUSE</b>	A505	Strategic Cost Management
	A506	Managerial Economics
	A507	Modeling & Simulation
	A508	Organizational Behavior & Leadership
	B511	Business Communications (1.5 cr)
	B513	International Environmental Analysis (1.5 cr)
	B516	Legal & Ethical Environment of Business

#### **Phase II**

<b>BUSE</b>	C521	Marketing Management
	C522	Financial Management
	C523	Systems Decision Theory & Applications

*At least 12 hours of Phase I must be completed before taking a Phase II course.*

#### **Phase III**

<b>BUSE</b>	D530	Business Policy & Strategy (Director Permission: should be taken in last semester)
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#### **Electives (6 credit hours):**

<b>BUSE</b>	E553*	Consumer Behavior
	E554	Human Resource Management
	E556*	Labor Economics
	E557	Investment Management
	E560	Venture Growth Management
	E562	Special Topics in Business
	E565	Taxes & Business Decisions
	E568	International Financial Management
	E581	Special Topics: Information Technology Management Issues
	E588	Project Management
	E590	Independent Study
	E594	Business Analysis & Valuation
	E595	Advanced Corporate Finance
	E596*	Intermediate Accounting II
	E597	Fraud Issues in Business
	G533*	Auditing
	H541*	Not-for-Profit Accounting
	H542*	Advanced Financial Accounting
	H546*	Advanced Corporate Taxation

\* Cross-listed graduate elective courses are available for graduate students who have not previously taken the undergraduate equivalent. Any undergraduate prerequisite requirements must be met.

## **MSSF CURRICULUM – 36 GRADUATE CREDIT HOURS**

### **Required Courses (30 credit hours):**

#### **Managerial Component (18 credit hours):**

<b>BUSE</b>	A505	Strategic Cost Management
	A507	Modeling & Simulation
	B516	Legal & Ethical Environment of Business
	C522	Financial Management
	E581	Special Topics: Information Technology Management Issues
	C523**	Systems Decision Theory & Applications <b>OR</b> BUSE E588 Project Management**

#### **Strategic Finance Component (9 credit hours):**

<b>BUSE</b>	E565	Taxes & Business Decisions
	E594	Business Analysis & Valuation
	E595	Advanced Corporate Finance

#### **Business Strategy Component (3 credit hours):**

<b>BUSE</b>	D530	Business Policy & Strategy (Director Permission: should be taken in last semester)
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#### **Electives (6 credit hours):**

<b>BUSE</b>	A506	Managerial Economics
	A508	Organizational Behavior & Leadership
	B511	Business Communications (1.5 cr)
	B513	International Environmental Analysis (1.5 cr)
	C521	Marketing Management
	C523**	Systems Decision Theory & Applications
	E553*	Consumer Behavior
	E554	Human Resource Management
	E556*	Labor Economics
	E557	Investment Management
	E560	Venture Growth Management
	E562	Special Topics in Business
	E568	International Financial Management
	E588**	Project Management
	E590	Independent Study
	E596*	Intermediate Accounting II
	E597	Fraud Issues in Business
	G533*	Auditing
	H541*	Not-for-Profit Accounting
	H542*	Advanced Financial Accounting
	H546*	Advanced Corporate Taxation

\* Cross-listed graduate elective courses are available for graduate students who have not previously taken the undergraduate equivalent. Any undergraduate prerequisite requirements must be met.

\*\* If BUSE-C523 is not taken in the Managerial Component of the MSSF curriculum, it may be taken as an elective. The same is true for BUSE-E588.

## **COMMUNITY SERVICE REQUIREMENT**

Graduate Business students must perform at least 20 hours of community service in a project that involves their contribution in the form of business knowledge, leadership, and/or expertise. Some examples include volunteering for Big Brothers/Big Sisters, providing tax assistance for the elderly or disadvantaged, participating in a United Way agency, or serving on a not-for-profit board or advisory council. Activities that serve a narrowly defined population such as being an officer at the local Rotary Club or a church deacon are not appropriate for this requirement.

Furthermore, participation in admirable community service projects such as Habitat for Humanity would not be acceptable unless the service was in the form of contributing business expertise or in a leadership role.

Services in which the student organizes and/or directs the project for a non-profit organization are acceptable. Examples such as directing and/or organizing a community cleanup sponsored by the Rotary Club or chairing a church clothing drive for the needy are acceptable projects because they serve a need of the greater community.

The requirement may be completed at any time during the academic program. It is strongly recommended that the student plan to complete this requirement prior to the last 6 credit hours of coursework in the graduate curriculum. Students must submit a written proposal outlining a plan for satisfying this requirement to the Graduate Director for approval prior to performing the project.

### **The proposal should contain the following information:**

- 1) Name of the community organization or project selected to fulfill this requirement.*
- 2) Name and telephone number of a contact person at the organization.*
- 3) How your business knowledge, leadership, and expertise will be applied.*
- 4) Estimated time frame for completion of the project, including beginning and ending dates, if possible.*

Normally, proposals are approved within one week of submission. Proposals that differ from typical projects, however, may require additional time for approval. Any services rendered prior to the approval of a proposal do not satisfy this requirement. Certification by the participating organization is also required. At the conclusion of the Community Service activity, students must submit a one- to two-page typewritten report summarizing the project, project outcomes and student's contributions to these outcomes to the Director of the Graduate Business Programs for final approval.

## **ACADEMIC CALENDAR**

The academic calendar below represents the general framework of semesters at IU Southeast. For more specific information such as exact dates and registration procedures, please consult the IU Southeast Registrar's Office (website at [www.ius.edu/Registrar](http://www.ius.edu/Registrar)).

### **Fall Semester**

**Registration:** *Registration process begins in March*

**Classes begin:** *Normally during the last full week of August*

**Last day to withdraw from a class:** *Typically late October*

**Thanksgiving holiday:** *Tuesday through Sunday of Thanksgiving week*

**Final examinations:** *Early to mid-December*

### **Spring Semester**

**Registration:** *Registration process begins in October*

**Classes begin:** *Either the first or second full week of January*

**Last day to withdraw from a class:** *Typically mid-March*

**Spring break:** *Typically during latter half of March*

**Final examinations:** *Late April to early May*

### **Summer Semester**

**First 6-week term:** *Usually begins in first half of May and ends in late June*

**Second 6-week term:** *Usually begins in late June and ends in early August*



## **GRADUATE BUSINESS DEGREE COMPLETION**

- 1) Degree completion:** Candidates for the MBA or the MSSF must fulfill the following requirements:
- a. A minimum of 36 graduate credit hours in accordance with the definition of the curriculum, of which each course counts only once toward graduation,
  - b. A grade of C (2.0) or better must be earned in each graduate business course that counts toward graduation [Note: No more than two graduate business course grades may be below B- (2.7)],
  - c. A cumulative grade point average of at least 3.0 for all graduate business courses at IUS,
  - d. Satisfactory completion of the community service requirement.
- 2) Seven years for degree completion:** Students are expected to complete the 36 credit hour graduate program within seven years. This rule also applies to students seeking to complete both graduate business programs simultaneously. The seven year time frame starts with taking the first graduate course (not Foundations coursework).

## **GRADUATE BUSINESS COURSE GRADES**

Grade (Grade Points)		
A+ (4.0)	A (4.0)	A- (3.7)
B+ (3.3)	B (3.0)	B- (2.7)
C+ (2.3)	C (2.0)	C- (1.7)
D+ (1.3)	D (1.0)	D- (0.7)
	F (0.0)	

**Low Grade Impact on Academic Standing:** For all courses in the Graduate Business Program (not Foundations coursework), earning a B- (2.7) or lower grade impacts the overall Graduate GPA negatively relative to the requirement of an overall Graduate GPA of at least 3.0. A student may earn a maximum of two grades below B- (2.7) in the Graduate Business Program. Any graduate course with a grade below C (2.0) does not count toward degree completion. For more information, see the Repeating a Course section (page 16) and the Academic Standing and Disciplinary Procedures section (page 16).

## **GRADE POINT AVERAGE (GPA)**

**Foundations GPA:** A student's overall Foundations GPA is calculated based solely on the collection of required Foundations courses taken upon application to a Graduate Business Program. The overall Foundations GPA is expected to be at least 3.0. All Foundations grades earned are included in the overall Foundations GPA calculation.

**Graduate GPA:** A student's overall Graduate GPA is calculated based on the courses taken to complete the 36 graduate credit hour program. Grades earned in Foundations courses are not part of this calculation. Only Graduate Business course grades earned at IU Southeast are considered when determining a student's academic standing. All Graduate Business grades earned are included in the overall Graduate GPA calculation.

## **WITHDRAWAL**

Students are responsible for following standard timing and procedures of the Registrar's Office to officially withdraw from a course. For academic advising regarding the possible need to withdraw from a course, contact the Director of Graduate Business Programs. Typically, dropping a course within the first week of class results in no record of attempting the course. For withdrawals after the first week of class, W is recorded in place of a grade when students officially withdraw before the established withdrawal deadline. See the Registrar's Academic Calendar for specific drop and withdrawal deadline dates in each semester.

Non-standard course lengths have adjusted withdrawal deadlines. Contact the Director regarding withdrawal deadline questions for these courses.

## **LACK OF GRADUATE PROGRAM ACADEMIC ACTIVITY**

Students who stop taking classes for at least 2 consecutive regular semesters (Fall or Spring) must file an appeal for reinstatement in the Graduate Business Programs Office. If such reinstatement is granted, the student will be subject to the Bulletin in effect at the time of reinstatement. The seven-year window for degree completion still applies based on the semester when the first graduate course was taken.

## **INCOMPLETE GRADES**

The grade of I (Incomplete) indicates that the student has satisfactorily completed the major portion of a course but is prevented by extraordinary circumstances from completing the balance of the course. The grade of I will only be given if the instructor has sufficient reason to believe that the failure to complete the requirements of the course was beyond the student's control. The grade of I should not be awarded simply to exempt a student from paying tuition for a repeated course.

The student has up to 12 months to complete the balance of the course in the manner outlined by the instructor. If the instructor does not otherwise act to remove the Incomplete within 12 months, the Registrar will automatically change the I to an F. Both the student and the instructor in whose course the student received the I will be notified of this changing of grade.

## **REPEATING A COURSE**

Students earning an unacceptable individual course grade [less than C- (1.7) in a Foundations course or less than C (2.0) in a required Graduate Business course] must repeat the course to achieve an acceptable grade. A student may choose to repeat a course in which the original grade earned was below B (3.0). A course may be repeated for a grade only once. Regardless of whether a student must repeat a course or chooses to repeat a course, ALL grades earned (original and second) will be included in the appropriate (Foundations or Graduate) overall GPA calculation. A maximum of 6 Graduate Programs credit hours can be repeated.

## **AUDITING**

Auditing is not permitted for courses in the Graduate Business Programs curriculum.

## **ACADEMIC STANDING AND DISCIPLINARY PROCEDURES**

**Foundations Phase:** To maintain good academic standing, students must maintain an overall Foundations GPA of at least 3.0. Any Foundations course with a final grade below C- (1.7) must be repeated for successful completion. A Foundations course may only be repeated for a grade one time.

**Graduate Program:** To maintain good academic standing, students must maintain an overall Graduate GPA of at least 3.0. Any Graduate Business course with a final grade below C (2.0) must be repeated for successful completion. A Graduate Business course may only be repeated for a grade one time.

## **ACADEMIC STANDING AND DISCIPLINARY PROCEDURES (CONTINUED)**

### **Terms of Academic Probation or Suspension**

At any point in a Graduate Business program, if a student's overall Graduate GPA falls below 3.0, the student is placed on **academic probation**. When placed on academic probation, the student must improve his/her overall Graduate GPA to at least 3.0 within the next 9 credit hours completed. Failure to do so will result in **academic suspension**, which prohibits the student from taking Graduate Business coursework until reinstatement is granted. The suspended student must file an appeal for reinstatement with the Graduate Business Programs Office. If reinstatement is granted, probationary terms of the reinstatement will be defined. At a minimum, academic suspension will prohibit the student from taking Graduate Business coursework until the end of the next regular semester (Fall or Spring).

Any grade of D+ (1.7) or lower in a Graduate Business Program course results in automatic **academic suspension**. The suspended student must file an appeal for reinstatement with the Graduate Business Programs Office. If reinstatement is granted, probationary terms of the reinstatement will be defined. At a minimum, academic suspension will prohibit the student from taking Graduate Business coursework until the end of the next regular semester (Fall or Spring).

Students should seek regular academic advising with the Director of Graduate Business Programs in an effort to restore and maintain good academic standing.

### **Academic Dismissal**

A student will be dismissed from the **Foundations phase** when any one of the following occurs:

- 1) *The student repeats a particular required Foundations course and earns a grade below C- (1.7) both times.*
- 2) *It becomes mathematically impossible for the student to achieve the required 3.0 GPA upon completion of the program.*

A student will be dismissed from the **Graduate Business Program** when any one of the following occurs:

- 1) *The student repeats a particular required (core) Graduate Program course and earns a grade below C (2.0) both times.*
- 2) *The student has earned three Graduate Business course grades below B- (2.7). A maximum of two grades below B- (2.7) will be allowed in Graduate Business courses. This policy applies to the collection of all graduate courses taken to simultaneously complete both Graduate Business degree plans. Repeating a Graduate Programs course does not remove the original grade from being counted. Foundations courses are not considered part of this evaluation.*
- 3) *The student does not complete all degree plan requirements within seven years of the first Graduate Business course taken.*

Additionally, students should be familiar with the Code of Student Rights, Responsibilities, and Conduct. Academic or other misconduct in violation of the Code may result in dismissal.

## **ACADEMIC STANDING AND DISCIPLINARY PROCEDURES (CONTINUED)**

### **Appeals Process**

**Appeals Regarding Bulletin Policies or Academic Discipline Actions:** The Graduate Business Programs Committee oversees Graduate Business policy development, revision and enforcement. Students may write a letter of appeal to the Committee with any supporting documentation to seek an exception to Graduate Business Programs policy or disciplinary action.

## **GRADUATE BUSINESS STUDENT SERVICES**

IU Southeast Graduate Business students have access to the following personnel and services:

**Director of Graduate Business Programs:** *Academic Advising, Community Service Proposals*

**Graduate Programs Records Specialist:** *Admissions and Graduation Processing, Student Questions*

**Financial Aid Office:** *Loan, Grant or Scholarship Options*

**Bursar's Office:** *Student Identification Card, Arrangements for Payment of Tuition and Fees*

**University Police:** *Campus Parking Permit*

**Registrar's Office:** *Academic Calendar, Registration and Withdrawal Processes*

**Career Services Office:** *Career/Employment Opportunities and Resources for Students and Alumni*

**Disability Services Office:** *Guidance Regarding Appropriate Accommodations and Services*

**Beta Gamma Sigma Honor Society:** *"To encourage and reward scholarship and accomplishment among students of business administration, to promote the advancement of education in the art and science of business, and to foster integrity in the conduct of business operation."*

## **VISITING STUDENTS IN GRADUATE BUSINESS COURSES**

A qualified visiting student may seek to take up to six graduate business credit hours. To seek permission to take a graduate business course under "visiting" status, the candidate must:

- 1) *Provide graduate business application materials and meet all conditions that are required for full admission into a Graduate Business Program by the final application deadline for the desired semester. (Some Graduate Business Program application material requirements may be waived for students currently in good standing at another AACSB-accredited graduate business program.)*
- 2) *Show successful completion of all expected prior coursework necessary to be prepared for entry into the desired course.*

Permission to enroll in an IU Southeast Graduate Business course does not constitute admission to a Graduate Business Program.

The qualified visiting student must wait until one week prior to the first day of class to determine if a seat is available.

## **CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT**

It is important that students understand their rights and responsibilities. Copies of the *Indiana University Code of Student Rights, Responsibilities, and Conduct* are available from the Office of Student Affairs, University Center South, room 155, and the Information Desk, University Center. Students are responsible for becoming acquainted with the regulations in this document, which covers such issues as academic dishonesty, grievance procedures, discrimination, and overall conduct.

## **POLICY GOVERNING RELEASE OF INFORMATION IN STUDENT RECORDS**

### **University ID (UID) Number**

The University ID is now the preferred access number for your student records. It replaces the Social Security number (SSN) as the primary identifier. The SSN is still used for financial aid and employment information but is no longer considered a student ID number. All newly admitted students receive their own 10-digit UID. They can use it to create their initial computing accounts before they arrive on campus. Students do not need to know their UIDs for registration. When they log in to OneStart with their IU Network ID username and password, they are ready to register for classes. Currently enrolled students can look up their UID in the Personal Information link in OneStart.

## ***POLICY GOVERNING RELEASE OF INFORMATION IN STUDENT RECORDS (CONT'D)***

### **Student Records:**

Indiana University Policy on Student Records (Approved: UFC 3/29/77; amended: UFC 10/2/01) In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act," the following constitutes the institution's policy, which instructs the student in the procedures available to provide appropriate access to personal records, while protecting their confidentiality.

#### ***A. Certain definitions and principles contained in the law and proposed guidelines are specifically adopted in the policy:***

- 1. "Student" is defined as one who has attended or is attending Indiana University, and whose records are in the files of the University.*
- 2. "Educational records" do not include records retained by individuals which are not accessible to any other person except a substitute faculty/staff member.*
- 3. "Public information" is limited to name; address; e-mail address; phone; major field of study; dates of attendance; admission or enrollment status; campus; school, college, or division; class standing; degrees and awards; activities; sports; and athletic information. Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry.*
- 4. "Record" means any information or data recorded in any medium, including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and electronic media.*

#### ***B. Public information shall be released freely unless the student files the appropriate form requesting that certain public information not be released.***

### **Third-Party Access:**

In compliance with the Federal Family Education Rights and Privacy Act of 1974, and the university policy on Access to and Release of Student Education Records (<http://ses.indiana.edu/polsAndProcs/studentRightsUnderFerpa.cfm>), the university is prohibited for providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study or loan amounts), and other student record information. The restriction applies, but is not limited to your parents, your spouse, a sponsor, etc. You may, at your discretion, grant the university permission to release information from your student records to a third party by granting them permission to see portions of your record via self service in OneStart. By choosing to create an access record through this process, you are completing a Student Information Release Authorization.

## ***POLICY GOVERNING RELEASE OF INFORMATION IN STUDENT RECORDS (CONT'D)***

To use this service, you must set up a separate record for each third party to whom you grant access to information on your student records. This authorization does not authorize the third party viewer to receive information from the university by any other methods, such as phone, e-mail, or in-person visit.

Your authorization to release information will expire when your access to self-service expires. At that time, your third-party guest's access will also expire. However, you may revoke your authorization at any time by removing permission from a third party viewer through OneStart. Access can be revoked by deleting the record assigning access to your third party guest in OneStart.

For more information, contact the Office of the Registrar.

## **GRADUATE BUSINESS PROGRAMS FOUNDATION COURSES**

### **BUSE-F501 Foundations in Accounting (3cr)**

Financial and managerial accounting concepts from the business manager's perspective. Includes analysis and recording of economic transactions, and cost determination and analysis. Undergraduate course equivalents are Principles of Accounting I and II.

### **BUSE-F502 Foundations in Finance (2cr)**

Introduction of basic financial concepts from the business manager's perspective. Includes use of financial statements, tools and concepts for planning and measuring profitability and liquidity, capital budgeting, discounted cash flow analysis, and valuation. Undergraduate course equivalent is Financial Management.

### **BUSE-F503 Foundations in Economics (3cr)**

Provision of fundamental knowledge in the area of micro and macroeconomics theory. Includes concepts and theories relevant to the broad spectrum of economic trends needed in a graduate curriculum. Undergraduate course equivalents are introductory micro and macroeconomics.

### **BUSE-F504 Foundations in Marketing (2cr)**

Emphasis will be placed upon the understanding and application of market concepts and practices, including market planning and strategy principles using pricing, product management, promotion, and distribution. Other topics include buyer behavior, market research, international marketing, ethics, and environmental influences. Undergraduate course equivalent is Marketing Management.

### **BUSE-F505 Foundations in Statistics (2cr)**

This course covers basic applied statistics from a business perspective. Topics covered include summary measures of central tendency probability and probability distributions, continuous distributions including the normal distribution, sampling distributions, confidence interval estimation, and hypothesis testing. Undergraduate course equivalent is Applied Statistics for Business.

### **BUSE-F506 Foundations in Operations Management (2cr)**

This course discusses production as it relates to the other functions of a business. Techniques and topics such as forecasting, aggregate planning, master scheduling, capacity and material planning, performance measurement, productivity improvement, quality, JIT, TOC, and project management are covered. Undergraduate course equivalent is Operations Management.

### **BUS-K321 Management Information Systems (3cr),**

### **MATH-M118 Finite Mathematics (3cr),**

### **MATH-M119 Brief Survey of Calculus I (3cr),**

### **BUS-A310 Management Decisions and Financial Reporting (3cr),**

### **BUS-A311 Intermediate Accounting I (3cr)**

See undergraduate course descriptions provided in the Indiana University Southeast 2009-2011 Bulletin.

## **MBA PROGRAM COURSES (BUSE)**

### **A505 Strategic Cost Management (3cr)**

Discussion of the development and use of accounting information for managerial control and decision making. Accounting methods for cost accumulation and allocation, standard costing, budgeting, inventory valuations, performance measurement, cost-volume-profit relationships, special decisions, current developments in managerial accounting, and other topics will be discussed.

### **A506 Managerial Economics (3cr)**

The understanding and application of economic theory to the problems of the business enterprise. The use of economic concepts for managerial decision making. Demand theory, risk and uncertainty, cost, profit, pricing, and capital budgeting are among the topics covered.

### **A507 Modeling & Simulation (3cr)**

To increase decision-making effectiveness by learning more about quantitative methodology and by better understanding its contribution to the decision making process. Includes analysis and solution of realistic problems using microcomputer software.

### **A508 Organizational Behavior & Leadership (3cr)**

A theory-based study of leadership phenomena and organizational behavior. Emphasis on the practical application of these concepts to organizational settings.

### **B511 Business Communications (1.5cr)**

Designed to improve effective communication as a manager. Analysis and application of communication strategy, oral presentation skills, listening skills, writing skills, corporation communication strategy, and communication with the media.

### **B513 Intl. Environmental Analysis (1.5cr)**

A survey of the external environmental variables that affect business operations domestically and internationally. Provides a framework for analyzing and anticipating changes in the environment; considers the impact of competition, economics and financial systems, cultures and technology on business operations.

### **B516 Legal & Ethical Environment of Business (3cr)**

This course examines legal and ethical issues a manager must consider when making business decisions. Provides an overview of law pertaining to business, international and regulatory topics, and models for review and resolution of ethical issues in business. Critical thinking and legal research skill are introduced and developed.

### **C521 Marketing Management (3cr)**

Marketing decision making in a problem solving environment. Emphasizes the firm's decision-making procedures in planning, product development, pricing, promotion, and distribution. Topics include competitive analysis, opportunity analysis, profitability and productivity analysis, market measurement, strategy, and the role of marketing research and information systems. Extensive use of readings and cases.

**MBA PROGRAM  
COURSES (CONTINUED)**

**C522 Financial Management (3cr)**

A study of the theory and practice of corporate finance. Areas studied include organizing capital expenditure, planning dividend policy and capital structure strategies, making short-term financial decisions, mergers, pension plans, and the international aspect of corporate finance.

**C523 Systems Decision Theory & Applications (3cr)**

An integrative or holistic approach to identifying organizational problems and the development and implementation of possible solutions. Because most courses are primarily concerned with analytical approaches to business decision making, this course focuses on the processes that link the parts together.

**D530 Business Policy & Strategy (3cr)**

Administration of the business firm from the perspective of top management. Involves the formulation and administration of policy, the integration of internal operations with each other and with the environment, the evaluation of business risk and strategy alternatives, and the development of long range plans and programs.

**E580 Community Service in Business (0cr)**

All MBA and MSSF students must complete a community service project to graduate. This involves donating a minimum of 20 hours to an approved community project (e.g. volunteering for Big Brothers/Big Sisters; providing tax assistance for the elderly; participating in a United Way agency) and a written report to the Graduate Business office.

**MSSF PROGRAM  
COURSES (BUSE)**

**A505 Strategic Cost Management (3cr)**

Discussion of the development and use of accounting information for managerial control and decision making. Accounting methods for cost accumulation and allocation, standard costing, budgeting, inventory valuations, performance measurement, cost-volume-profit relationships, special decisions, current developments in managerial accounting, and other topics will be discussed.

**A507 Modeling & Simulation (3cr)**

To increase decision-making effectiveness by learning more about quantitative methodology and by better understanding its contribution to the decision making process. Includes analysis and solution of realistic problems using microcomputer software.

**B516 Legal & Ethical Environment of Business (3cr)**

This course examines legal and ethical issues a manager must consider when making business decisions. Provides an overview of law pertaining to business, international and regulatory topics, and models for review and resolution of ethical issues in business. Critical thinking and legal research skill are introduced and developed.

**C522 Financial Management (3cr)**

A study of the theory and practice of corporate finance. Areas studied include organizing capital expenditure, planning dividend policy and capital structure strategies, making short-term financial decisions, mergers, pension plans, and the international aspect of corporate finance.

**MSSF PROGRAM  
COURSES (CONTINUED)**

**C523 Systems Decision Theory & Applications (3cr)**

An integrative or holistic approach to identifying organizational problems and the development and implementation of possible solutions. Because most courses are primarily concerned with analytical approaches to business decision making, this course focuses on the processes that link the parts together.

**D530 Business Policy & Strategy (3cr)**

Administration of the business firm from the perspective of top management. Involves the formulation and administration of policy, the integration of internal operations with each other and with the environment, the evaluation of business risk and strategy alternatives, and the development of long range plans and programs.

**E565 Taxes & Business Decisions (3cr)**

Focuses on expanding the student's knowledge of taxation for purposes of making more informed managerial decisions. Provides an understanding of basic business taxation and taxation aspects of compensation planning, fixed assets, mergers, liquidations, international and interstate issues.

**E580 Community Service in Business (0cr)**

All MBA and MSSF students must complete a community service project to graduate. This involves donating a minimum of 20 hours to an approved community project (e.g. volunteering for Big Brothers/Big Sisters; providing tax assistance for the elderly; participating in a United Way agency) and a written report to the Graduate Business office.

**E581 Special Topics: Information Technology Management Issues (3cr)**

The course will focus on the key information systems issues that exist in the business world that must be managed, dealt with, and resolved. Such issues include data center consolidations, outsourcing, IS resources/staffing, client server systems management, telecommunications, and the infrastructure to support business initiatives.

**E588 Project Management (3cr)**

This course introduces students to the full range of project management problems, solution methods, and decision processes. Topics include: project selection, project organizational structures, project planning, scheduling, and budgeting, negotiations, project monitoring and control, project auditing and determination, and resource constrained project scheduling.

**E594 Business Analysis & Valuation (3cr)**

Use of financial statement data to: analyze business strategy, assess accounting policies and estimates for analysis and valuation purposes, evaluate financial performance utilizing financial ratio and cash flow measures, and forecast a firm's future to estimate its value. Resulting information is used in a variety of decision-making contexts.

**E595 Advanced Corporate Finance (3cr)**

Practical analysis of financial problems in case-oriented format. Financial models will be used to place data in analytical form to aid the analysis. Areas covered include allocating capital for real investment, financing a firm, knowing whether and how to hedge various risks, and allocating funds for financial investments.

## **GRADUATE BUSINESS PROGRAMS ELECTIVE COURSES (BUSE)**

### **E553 Consumer Behavior (3cr)**

To provide an interdisciplinary approach to understanding consumer buying behavior. Emphasis is on the individual and social processes that influence the consumer in the marketplace.

### **E554 Human Resource Management (3cr)**

This course deals with major topic areas within the field of human resource management. It is a survey of principal theoretical, legal, and applied concerns that influence both public and private sector employers. Special attention is given to applications of timely interest to private employers.

### **E556 Labor Economics (3cr)**

Study of the economic problems of the wage earner in modern society; structure, policies, and problems of labor organizations; employer and governmental policies affecting labor relations.

### **E557 Investment Management (3cr)**

Emphasizing the formulation of policies and portfolio strategies in the management of investment funds for individuals and institutions. Topics also include methods of investment analysis and selection, investment timing, and evaluation of portfolio performance.

### **E560 Venture Growth Management (3cr)**

This course explores what it takes to start and successfully work in a small business from startup to ongoing concern. Topics include leadership, prioritization and balancing control and agility in a dynamic environment. Also discussed are the basics of business planning including the business model, the customer value proposition, and the elevator pitch. If you plan to start or work with a small business, this course will help you chart the course ahead in exploring the new business environment.

### **E562 Special Topics in Business (3cr)**

Course topics vary. For each semester this course is offered, the specific topic will be indicated.

### **E568 International Financial Management (3cr)**

Financial management of foreign operations of the firm. Financial constraints of the international environment and their effect on standard concepts of financial management. Study of international currency flow, forward cover, and international banking practices.

### **E590 Independent Study (3cr)**

Research, analysis, and discussion of current business related issues for academic credit. Approval must be granted by the Graduate Business office and supervised by a Graduate Business faculty member. Can be repeated for a total of 6 credit hours.

## **GRADUATE BUSINESS PROGRAMS ELECTIVE COURSES (CONTINUED)**

### **E596 Intermediate Accounting II (3cr)**

This course provides a more detailed examination of U.S. financial reporting topics, with an introduction to International Financial Reporting Standards. Topics include reporting for liabilities, stock holders' equity, financial reporting of taxes and leases, error reporting, and full disclosure in financial reporting.

### **E597 Fraud Issues in Business (3cr)**

This course provides a framework for managers to understand, prevent, and detect fraud. Topics include fraud law; who commits fraud and why; fraud symptoms, prevention, and detection; common fraud schemes; fraudster profiles; auditor responsibilities and study of current and historical cases of real-life frauds.

### **G533 Auditing (3cr)**

In-depth study of the process of auditing, attestation, and assurance services in an advanced technological environment. Includes coverage of auditing and attestation standards, the code of professional conduct, auditor's legal responsibilities, fraud auditing, and the emerging issues of global auditing.

### **H541 Not-For-Profit Accounting (3cr)**

Accounting for non-profit-seeking entities: state and municipal governments, schools, hospitals, and philanthropic entities. Includes study of GAAP for these entities as promulgated by FASB and GASB.

### **H542 Advanced Financial Accounting (3cr)**

Generally accepted accounting principles as applied to business combinations, segments, estates, and trusts.

### **H546 Advanced Corporate Taxation (3cr)**

This course will address advanced corporate formation, merger and acquisitions, and liquidations. The course material also covers tax topics specific to corporations such as when to make the Corporate Selection and the accumulated earnings tax.

## **FACULTY**

### **Full-Time Faculty**

Also, Janardhanan A., Ph.D.  
(University of Wisconsin-Milwaukee, 1993),  
Assoc. Professor of Economics

Ash, Robert C., Ph.D.  
(Arizona State University-Tempe, 1995),  
Assoc. Professor of Business Administration

Barney, Douglas K., Ph.D.  
(University of Mississippi, 1993),  
Professor of Business Administration

Bingham, Jonathan E., M.A.  
(Washington University, 1995),  
Senior Lecturer in Economics

Bjornson, Christian E., Ph.D.  
(University of Illinois-Urbana, 1993)  
Assoc. Professor of Business Administration

Christiansen, Linda A., J.D.  
(Indiana University School of Law, 1987),  
Assoc. Professor of Business Administration

Cox, K. Christopher, Ph.D.  
(Texas Tech University, 1995),  
Assoc. Professor of Business Administration

Dufrene, Uric B., Ph.D.  
(University of Mississippi, 1992),  
Professor of Business Administration  
and Sanders Chair in Business

Dunlop, Ronald E., Ed.S.  
(University of West Florida, 2002),  
Lecturer in Business

Eplion, David M., Ph.D.  
(University of Pittsburgh, 2003),  
Asst. Professor of Business Administration

Ernstberger, Kathryn W., Ph.D.  
(Indiana University, 1992),  
Professor of Business Administration

French, G. Richard, Ph.D.  
(University of Mississippi, 1990),  
Professor of Business Administration

Harris, Kenneth J., Ph.D.  
(Florida State University-Tallahassee, 2004),  
Asst. Professor of Management

Harris, Michael L., Ph.D.  
(University of South Florida, 2006),  
Asst. Professor of Business Administration

Harris, Ranida B., Ph.D.  
(Florida State University-Tallahassee, 2004),  
Asst. Professor of Business Administration

He, Yan, Ph.D.  
(Syracuse University, 1999),  
Assoc. Professor of Business Administration

Keefe, Thomas J., Ph.D.  
(State University of New York at Buffalo, 1988),  
Professor of Business Administration

Lambert, Alysa D., Ph.D.  
(State University of New York, 2006),  
Asst. Professor of Business

Lambert, Thomas E., Ph.D.  
(University of Louisville, 1997),  
Lecturer in Economics

Little, Eldon L., Ph.D.  
(University of Nebraska-Lincoln, 1981),  
Professor of Business

## **FACULTY**

### **Full-Time Faculty (CONTINUED)**

Meredith, Vicki A., D.B.A.  
(University of Kentucky, 1985),  
Professor of Business Administration

Pittman, Paul H., Ph.D.  
(The University of Georgia, 1994),  
Professor of Business Administration

Rakich, Jonathon S., Ph.D.  
(St. Louis University, 1970),  
Professor of Management

Schansberg, D. Eric, Ph.D.  
(Texas A&M University, 1991),  
Professor of Economics

Srinivasan, Arun K., Ph.D.  
(University of Kentucky, 2004),  
Asst. Professor of Economics

Taurman, Kenneth R., J.D.  
(University of Louisville, 1979),  
Senior Lecturer in Business Administration

Tipgos, Manuel A., Ph.D.  
(Louisiana State University, 1974),  
Professor of Accounting

Wadsworth, Frank H., Ph.D.  
(University of Wisconsin-Madison, 1995),  
Professor of Business Administration

White, A. Jay, Ph.D.  
(University of Mississippi, 1996),  
Assoc. Professor of Business Administration

Wong, Alan S., Ph.D.  
(North Texas State University, 1986),  
Professor of Business Administration

### **Faculty Emeriti**

Altmann, James L., Ph.D.  
(University of Wisconsin-Milwaukee, 1978),  
Professor Emeritus of Economics and  
Business Administration

Briscoe, John P., Ph.D.  
(University of Louisville, 1977),  
Professor Emeritus of Business  
Administration

Crooks, Edwin W., D.B.A.  
(Indiana University, 1959),  
Professor Emeritus of Business  
Administration

Felton, Marianne V., Ph.D.  
(Indiana University, 1978),  
Professor Emerita of Economics

Greckel, Fay E., Ph.D.  
(Indiana University, 1969),  
Professor Emerita of Economics

Hotopp, Robert J., J.D., C.P.A.  
(Indiana University, 1973),  
Assoc. Professor Emeritus  
of Business Administration

Ramsey, Gerald D., Ph.D.  
(Purdue University, 1973),  
Assoc. Professor Emeritus  
of Business Administration

Wheat, Jerry E., D.B.A.  
(Indiana University, 1973),  
Professor Emeritus of Business  
Administration