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 over 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
- Indiana University East (Richmond)
- Indiana University-Purdue University Fort Wayne
- Indiana University Kokomo
- Indiana University Northwest (Gary)
- Indiana University South Bend
- Indiana University Southeast (New Albany)
ADMINISTRATION
Indiana University Southeast
Ray Wallace, Ph.D., Chancellor
Uric Dufrene, Ph.D., Executive Vice Chancellor for Academic Affairs
Jason L. Meriwether, Vice Chancellor for Enrollment Management and Student Affairs
Betty Russo, Vice Chancellor for Advancement
Dana Wavle, M.B.A., Vice Chancellor for Administration and Finance
Jay White, Ph.D., Dean, School of Business
Sharon Allen, M.B.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 6,400 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 Indiana University 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.

IU Southeast is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahigherlearningcommission.org); (800) 621-7440) and AACSB International (www.aacsb.edu). For more information, visit 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.
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
growth 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 Program Learning Goals:
1. Knowledge of Business
   Students demonstrate knowledge of fundamental business concepts, tools,
   systems and processes.
2. Application and Integration
   Students can effectively apply and integrate concepts and tools from relevant
   business functional areas to analyze and critically evaluate alternative solutions to
   business problems.
3. Global Management Challenges
   Students are responsive to the global environment in which organizations operate and
   can analyze and describe how global and cultural factors influence the organization.
4. Social Responsibility
   Students demonstrate knowledge of and sensitivity to ethical issues that will assist
   them in advancing their organizations and society in an ethical way. Students engage
   their business knowledge and skills to serve the community.
5. Leadership
   Students will demonstrate knowledge of leadership theory and practice that prepares
   them to lead effectively.

Completing Both Graduate Business Degrees:
The MBA and MSSF are designed as separate degree programs. Students and alumni
interested in completing both degree plans should contact the Director of Graduate Business
Programs for more information about the specific requirements to earn both degrees.
Completion of both the MSSF and MBA programs (simultaneously or consecutively) requires a
minimum of 55 graduate credit hours.
GRADUATE BUSINESS DEGREE PROGRAMS (CONTINUED)

MSSF

The Indiana University Southeast Master of Science in Strategic Finance (MSSF) is a graduate business program designed to advance the careers of financial professionals in the private sector and public accounting. The MSSF develops knowledge, skills, and abilities in cost management, financial management, business analysis and valuation, financial statement analysis, decision modeling and simulation, topics in fraud, and advanced corporate financial strategy. Additional elective courses focus on enhancing the financial professional’s abilities in specific areas, such as investment management, international financial management, venture growth management, project management, and information technology management. Professionals without an undergraduate accounting background may choose accounting elective coursework to qualify for the CPA designation.

MSSF Program Learning Goals:

1. Knowledge of Accounting and Finance
   Students demonstrate knowledge of professional accounting and finance concepts and tools.

2. Application and Integration of Accounting and Finance
   Students effectively apply and integrate accounting and finance concepts and tools for analysis and decision making.

3. Professional Communication
   Students professionally present financial and accounting information and analysis.

4. Social Responsibility
   Students demonstrate knowledge of and sensitivity to ethical issues impacting financial conditions and financial reporting that will assist them in advancing their organizations and society in an ethical way. Students engage their business knowledge and skills to serve the community.

Completing Both Graduate Business Degrees:

The MBA and MSSF are designed as separate degree programs. Students and alumni interested in completing both degree plans should contact the Director of Graduate Business Programs for more information about the specific requirements to earn both degrees. Completion of both the MSSF and MBA programs (simultaneously or consecutively) requires a minimum of 55 graduate credit hours.

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.

<table>
<thead>
<tr>
<th>Desired Starting Semester</th>
<th>Final Postmark Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 20</td>
</tr>
<tr>
<td>Spring</td>
<td>November 30</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15</td>
</tr>
</tbody>
</table>

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) The applicant has submitted the online Graduate Business Programs application with application fee, resume and essay, and
2) Additional supporting materials (GMAT**, official transcripts, etc.) have been received.

* Additional processing time is necessary for international student applications.

International applicants should submit all materials by the recommended postmark deadline.

** 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 a graduate business 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.

### QUICK START FOUNDATIONS REQUIREMENTS

Foundations courses are required to prepare students for full admission into the 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 graduate business 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 business 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 graduate business 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.

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### MBA FOUNDATIONS

<table>
<thead>
<tr>
<th>IU Southeast Course</th>
<th>Credits</th>
<th>Undergraduate Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSE-F501 Foundations in Accounting</td>
<td>1.5</td>
<td>BUS-A201 and BUS-A202</td>
</tr>
<tr>
<td>BUSE-F502 Foundations in Finance</td>
<td>1.5</td>
<td>BUS-F301</td>
</tr>
<tr>
<td>BUSE-F503 Foundations in Economics</td>
<td>1.5</td>
<td>Introductory micro and macro</td>
</tr>
<tr>
<td>BUSE-F504 Foundations of Marketing</td>
<td>.5</td>
<td>BUS-M301</td>
</tr>
<tr>
<td>BUSE-F505 Foundations in Quantitative Tools</td>
<td>1.5</td>
<td>ECON-E280</td>
</tr>
<tr>
<td>BUSE-F506 Foundations in Management</td>
<td>.5</td>
<td>BUS-P301</td>
</tr>
</tbody>
</table>

### MSSF FOUNDATIONS

<table>
<thead>
<tr>
<th>IU Southeast Course</th>
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<th>Undergraduate Equivalents</th>
</tr>
</thead>
<tbody>
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<td>1.5</td>
<td>ECON-E280</td>
</tr>
<tr>
<td>BUSE-F506 Foundations in Management</td>
<td>.5</td>
<td>BUS-P301</td>
</tr>
<tr>
<td>BUS-A311 Intermediate Accounting</td>
<td>3</td>
<td>(same)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS-A310 Mgmt. Decisions &amp; Fin. Reporting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MBA CURRICULUM – 37 GRADUATE CREDIT HOURS

Required Courses (30 credit hours):

Phase I

**BUSE**
- A505 Strategic Cost Management
- A506 Managerial Economics
- A507 Modeling & Simulation
- A508 Organizational Behavior & Leadership
- B513 International Environmental Analysis (2.0 cr)
- B516 Legal & Ethical Environment of Business
- B517 Operations and Supply Chain Management (2.0 cr)

Phase II

**BUSE**
- C521 Marketing Management
- C522 Financial Management
- C523 Systems Decision Theory & Applications

Phase III

**BUSE**
- D530 Business Policy & Strategy
  (Director Permission: typically taken in last semester of program completion)

Electives (6 credit hours):

**BUSE**
- E551* Managerial Forecasting
- E552 Negotiation
- E553* Consumer Behavior
- E554 Human Resource Management
- E556* Labor Economics
- E557 Investment Management
- E560 Venture Growth Management
- E562 Special Topics in Business
  (Director Permission: typically taken in last semester)
- E567 Portfolio Management and Investment Analysis
- E568 International Financial Management
- E577 Financial Statement Analysis
- E578* Business & Economic Applications of Geographic Information Systems
- E581 Special Topics: Information Technology Management Issues
- E588 Project Management
- E590 Independent Study
  (Director Permission: typically taken in last semester)
- E592 E-Business
- E596* Not-for-Profit Accounting
- E597 Fraud Issues in Business
- G533* Auditing
- H541* Advanced Corporate Taxation
- H546* Advanced Corporate Taxation

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

MSSF CURRICULUM – 30 GRADUATE CREDIT HOURS

Required Courses (21 credit hours):

**BUSE**
- A505  Strategic Cost Management
- A507  Modeling & Simulation
- C522  Financial Management
- E577  Financial Statement Analysis
- E597  Fraud Issues in Business
- E594  Business Analysis & Valuation
- E595  Advanced Corporate Finance
  (Director Permission: typically taken in last semester of program completion)

Electives (9 credit hours):

**BUSE**
- E551* Managerial Forecasting
- E552 Negotiation
- E554 Human Resource Management
- E555 Advanced Corporate Finance
- E557  Investment Management
- E560  Venture Growth Management
- E562  Special Topics in Business - when topic is relevant to MSSF degree plan
- E567  Portfolio Management and Investment Analysis
- E568  International Financial Management
- E581  Special Topics: Information Technology Management Issues
- E588  Project Management
- E590  Independent Study - course topic must be approved by Director as relevant to MSSF degree plan
- E592  E-Business
- H541* Not-for-Profit Accounting
- H546* Advanced Corporate Taxation

A maximum of 4 credit hours from the following list:

- A506  Managerial Economics
- A508  Organizational Behavior & Leadership
- B513  International Environmental Analysis (2.0 cr hr)
- B516  Legal & Ethical Environment of Business
- B517  Logistics and Supply Chain Management (2.0 cr)
- C521  Marketing Management
- C523  Systems Decision Theory & Applications

* 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.
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 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 37 graduate credit hours for the MBA and a minimum of 30 graduate credit hours for the MSSF, in accordance with the definition of each 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 IU Southeast,

d. Satisfactory completion of the community service requirement.

2) Seven years for degree completion: Students are expected to complete the graduate business program curriculum within seven years. This rule also applies to students seeking to complete both graduate business programs simultaneously or consecutively. The seven year time frame starts with taking the first graduate course (not Foundations coursework).

GRADUATE BUSINESS COURSE GRADES

<table>
<thead>
<tr>
<th>Grade (Grade Points)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ (4.0)</td>
<td>A (4.0)</td>
</tr>
<tr>
<td>B+ (3.3)</td>
<td>B (3.0)</td>
</tr>
<tr>
<td>C+ (2.3)</td>
<td>C (2.0)</td>
</tr>
<tr>
<td>D+ (1.3)</td>
<td>D (1.0)</td>
</tr>
<tr>
<td>F (0.0)</td>
<td></td>
</tr>
</tbody>
</table>

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 and the Academic Standing and Disciplinary Procedures section.

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 37 graduate credit hour MBA program or the 30 graduate credit hour MSSF 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 BUSINESS 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 business 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 Business 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.

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.

ACADEMIC STANDING AND DISCIPLINARY PROCEDURES (CONTINUED)

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+ (1.3) 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 Business 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 or consecutively complete both Graduate Business degree plans. Repeating a Graduate Business 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.
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 and Security Information
- **Registrar’s Office:** Academic Calendar, Registration and Withdrawal Processes
- **Career Development 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.

SCHOOL OF BUSINESS HONOR CODE
In accordance with the Indiana University Southeast Code of Student Conduct, the School of Business has adopted the following honor code:

“On my honor, I hereby pledge to neither give nor receive instructor-unauthorized aid on this [exam/test/paper].”

The mechanism for enforcement will be the established channels provided through the Office of Student Affairs regarding academic misconduct. The purpose of the honor code is to reinforce for School of Business students the importance that our school places on ethical conduct as well as the increasing emphasis being placed on ethical behavior within the business community.
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.

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.

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 (1.5cr)**
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 (1.5cr)**
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 (1.5cr)**
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 of Marketing (1.5cr)**
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 Quantitative Tools (1.5cr)**
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 Management (1.5cr)**
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.

**BUSE-F507 Foundations in Management (1.5cr)**
This course examines 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.

**BUSE-F508 Foundations in Environmental Analysis (2.0cr)**
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.

**BUSE-F509 Foundations in Marketing Management (3cr)**
Undergraduate course equivalent is Marketing Management.

**BUSE-F510 Foundations in Financial Decision Making (3cr)**
Description 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.

**BUSE-F511 Foundations in Strategic Management (3cr)**
The understanding and application of economic theory to the problems of the business enterprise. The use of economic concepts for managerial decision-making. Consumer theory, market structure, cost, profit, and pricing are among the topics covered.

**BUSE-F512 Foundations in 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.

**BUSE-F513 Foundations in 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.

**BUSE-F514 Foundations in International Business (3cr)**
This course covers an essential area of business that is not currently offered in our core. The operations and supply chain function is responsible for providing the product and/or service offered by an organization. Every business student will either work in the operations and supply chain area of a business or with people in this function during their careers. It is vital for business students to have an understanding of this area and its interface between the other functional areas of a business.

**BUSE-F515 Foundations in Quantitative Methods (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.

**BUSE-F516 Foundations in Environmental Analysis (2.0cr)**
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.

**BUSE-F517 Foundations in Supply Chain Management (2.0cr)**
This course covers an essential area of business that is not currently offered in our core. The operations and supply chain function is responsible for providing the product and/or service offered by an organization. Every business student will either work in the operations and supply chain area of a business or with people in this function during their careers. It is vital for business students to have an understanding of this area and its interface between the other functional areas of a business.

**BUSE-F518 Foundations in 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.
C522 Financial Management (3cr)

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.

C522 Financial Management (3cr)

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.

M522 Financial Management (3cr)

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.

A595 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.

E577 Financial Statement Analysis (3cr)
The purpose of the course is to develop the conceptual and practical skills needed for in-depth company analysis and honing of critical thinking skills useful in understanding financial reporting concepts and analyzing financial statements. The course combines a text that develops financial statement analysis concepts with a text covering cases (using well-known companies) specific to particular aspects of financial reporting and analysis.

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 Business Analysis & Valuation (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.

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.

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.

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. (MBA and MSSF)
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. (MBA and MSSF)

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. (MBA and MSSF)

E562 Special Topics in Business (3cr)
Course topics vary. For each semester this course is offered, the specific topic will be indicated.

E567 Portfolio Management and Investment Analysis (3cr)
This course introduces students to the basics of portfolio management and investment analysis. Students will be exposed to the theoretical and practical components of investment analysis for the purpose of security selection and portfolio management. Topics include developing investor policy statements, security valuation, portfolio allocation, risk measurement, and investment ethics. (MBA and MSSF)

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. (MBA and MSSF)

E578 Business & Economic Applications of Geographic Information Systems (3cr)
The use of Geographic Information Systems (GIS) has become a standard feature amongst government and corporate agencies either for resource management or planning. In the corporate world, GIS is heavily used in locating businesses or retail outlets, food industries, transportation networks, etc. In this course students will be exposed to various applications of GIS with a primary focus on business and economic issues. This course does not cover GIS programming and development of application programs. (MBA)

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. (MBA and MSSF)

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. (MBA and MSSF)

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.

E592 E-Business (3cr)
The transition to an information-based service economy is reality. This transition, fueled by internet-based technology, is having a significant impact on how business is conducted and how businesses are structured. This course will examine the impact and potential of Web-based technology on business principles and practices.

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. (MBA and MSSF)

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. (MBA and MSSF)

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. (MBA and MSSF)

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. (MBA and MSSF)
FACULTY

Full-Time Faculty

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

Arano, Kathleen, Ph.D. (Mississippi State University, 2004), Assistant Professor of Economics

Atwater, J. Brian, Ph.D. (University of Georgia, 1991), Assistant Professor of Operations and Supply Chain Management

Baird, David, MBA (Northern Kentucky University, 1991), Lecturer in Economics

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

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

Bjoernson, Christian E., Ph.D. (University of Illinois-Urbana, 1993), Associate Professor of Accounting

Book, Lisa, MBA, CMA (Indiana University Southeast, 1999), Lecturer in Accounting

Byrne, Jeffrey, MBA, CPA (Bellarmine University, 2009), Lecturer in Accounting

Choi, Pilsik, Ph.D. (University of Illinois, 2005), Assistant Professor of Marketing

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

Cox, K. Christopher, Ph.D. (Texas Tech University, 1995), Associate Professor of Marketing

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

Eplion, David M., Ph.D. (University of Pittsburgh, 2003), Associate Professor of Management

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

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

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

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

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

He, Yan, Ph.D. (Syracuse University, 1999), Associate Professor of Finance

Kara, Ayhan, Ph.D. (Florida Atlantic University, 2014), Assistant Professor of Strategic Management and Entrepreneurship

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), Associate Professor in Human Resources Management

Musgrove, Carolyn Findley, Ph.D. (University of Alabama, 2011), Asst. Professor of Marketing

Pittman, Paul H., Ph.D. (The University of Georgia, 1994), Professor of Operations Management

Reisz, Elizabeth, MBA, CFA (Yale University, 2006), Lecturer in Finance

Russell, Lisa, Ph.D. (University of North Texas, 2011), Assistant Professor of Strategic Management and Entrepreneurship

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

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

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

Wasson, Tanlee Ph.D. (Hofstra University, 2008), Director of Institutional Effectiveness and Assistant Professor of Business

White, A. Jay, Ph.D. (University of Mississippi, 1996), Associate Professor of Finance

Wong, Alan S., Ph.D. (University of North Texas, 1986), Professor of Finance

Faculty Emeriti

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

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

Briscoe, John P., Ph.D. (University of Louisville, 1977), 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

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

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

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

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

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

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