

STUDENT HANDBOOK
2009 – 2011*



KELLEY SCHOOL OF BUSINESS

INDIANA UNIVERSITY

Kelley Direct Programs

Welcome to Kelley Direct Programs	5
Meet our Dean:.....	5
Meet our Chair:.....	6
Mission of Kelley Direct Programs:.....	6
Kelley Direct Program Personnel	7
Program Descriptions.....	9
Master of Business Administration (MBA)	9
MBA Graduation Requirements	9
Intercultural Primer	10
Academic Prerequisites	11
MBA: Plan of Study	13
Master of Science in Finance (MSF)	15
MSF Graduation Requirements	15
MSF: Plan of Study	16
Master of Science in Global Supply Chain Management (MSGSCM)	17
MSGSCM Graduation Requirements.....	17
MSGSCM: Plan of Study	18
Master of Science in Strategic Management (MSSM)	19
MSSM Graduation Requirements.....	19
MSSM: Plan of Study.....	20
Dual Degrees.....	21
MBA/MSF Dual Degree	22
MBA/MSF Dual Degree Graduation Requirements	22
Plan of Study: MBA and MSF	22
MBA/MSGSCM Dual Degree.....	25
MBA/MSGSCM Dual Degree Graduation Requirements	25
Plan of Study: MBA and MSGSCM.....	25
Plan of Study: MBA and MSGSCM (cont'd)	26
MBA/MSSM Dual Degree	30
MBA/MSSM Dual Degree Graduation Requirements.....	30
Certificates.....	34
Global Supply Chain Management Essentials Certificate	34
Plan of Study.....	34
Strategic Management Certificate.....	35
Plan of Study.....	35
Course Descriptions	36
Billing Information.....	37
Credit Hour Rate and Fees.....	37
Email Reminder	38
Refund Policy	39

Timing of Billings	40
Make a Payment.....	40
Third-party Sponsorship Authorization	41
Financial Aid	43
Scholarships	44
Student Services	45
Technical Information	45
SCOPE	45
Angel®	46
Technical Support.....	47
Registration	48
How to Register for Courses.....	48
Kelley Direct Online Registration Disclaimer	48
Adding Courses	49
Dropping Courses.....	49
Textbook and Course Material Orders.....	50
Kelley Direct Calendar.....	50
Academic Advising	50
Transfer of Credit from Another Institution.....	50
Transfer from KD to other Kelley Programs.....	51
Independent Study	53
Petition for Exception to Student Service Policies	53
Records Policies	53
Student Access to Records and Record Maintenance	54
Official Grades:.....	55
Official Transcripts:.....	55
Records Maintenance (Name, Address, etc. changes)	55
Indiana University Email	55
Academic Status	57
Admission Policies.....	57
Good Academic Standing	57
Academic Probation	57
Academic Dismissal	57
Enrollment Status	58
Sit-Outs	58
Inactive	58
Audit Policy.....	58
Incomplete Grade (“I”)	58
Withdrawal (“W”).....	58
FN Grade for Non-Attendance.....	59

Grading Standards	59
Pass/Fail Option	60
Code of Conduct	60
Kelley Student Statement of Civility	60
Academic Misconduct.....	61
Academic Misconduct and Grade Appeals Process	61
Commencement.....	63
Non-Degree Seeking Students	64
University Resources	65
Financial Aid.....	65
Email and Computer Accounts	65
Library	65
OneStart	65
IU Knowledge Base	66
Contact Information	66
Staff Listing and Contacts.....	66
Faculty Listing and Contacts.....	66
FAQ.....	67
How do I register for courses?.....	67
After in-residence, when do I register for courses?	67
What is the credit hour rate? What fees do I need to pay?	67
What is the KD drop/withdraw policy, and how does it impact billing?.....	67
How do I receive documentation to request tuition reimbursement from my company?	68
How do I receive course materials?.....	68
Appendix	69
Websites.....	69

Welcome to Kelley Direct Programs

Meet our Dean:

More Than a Degree It's About Your Dreams

Congratulations on being admitted to the Kelley School of Business Kelley Direct Masters Program. Admission to Kelley Direct is highly competitive. We accept applicants who we expect will not only perform well in the program, but will also have highly successful careers. Your admission speaks well of your credentials.

At the Kelley School, we are in the “dream fulfillment” business and our goal with Kelley Direct is to provide you with the skills and resources to help you define and achieve your dreams. We have a long history of preparing great leaders. The following is but a small fraction of Kelley graduates who have gone on to make an importance difference in the lives of others and the business community in general:

- John Chambers
CEO of Cisco Systems
- Brad Alford
CEO, Nestle USA
- Jane and Jean Ford
Founders of Benefit Cosmetics
- Jeff Fettig
CEO, Whirlpool
- John Eck
President, NBC Studios
- Phil Francis
CEO, PetSmart
- Evan Bayh
United States Senator

As you can see, whether your dream is to launch a new venture or take over the reigns of a prominent Fortune 100 firm, all things are possible with a Kelley School education.

What you learn and who you meet through Kelley Direct can provide you with extraordinary opportunities. Kelley Direct is designed to provide the same high quality teaching and student support that has led to our “traditional” residential programs being ranked among the top-15 in the nation. Kelley Direct uses the same world-renowned curriculum and faculty as we use in our residential programs.

Likewise, as a Kelley Direct Masters student, you will have access to our world class Graduate Career Services Center and a supportive alumni network composed of over 85,000 graduates around the world.

I realize that you have many demands on your time. However, I encourage you to immerse yourself in the Kelley Direct experience. It can truly be life transforming.

All of us at the Kelley School wish you well as you pursue this exciting adventure in personal and professional growth.

Sincerely,

Daniel C. Smith

Dean

Meet our Chair:

Welcome to the Indiana University Kelley School of Business and Kelley Direct Programs. You will find graduate education at the Kelley School both challenging and meaningful. Most importantly, we think you will find your studies in the online program valuable to you in both your professional and personal development.

The material in this Student Handbook will serve as your guide to the policies and procedures set forth by the faculty of the IU Kelley School of Business. Since the Handbook specifies the requirements and obligations required to meet the standards for the conferral of the Master of Business Administration and Master of Science degrees, I encourage you to read it carefully and keep it for reference throughout the program. We hope this Handbook helps answer some of your questions and makes it easier for you to make the most of your graduate experience. Please feel free to approach any Kelley Direct staff member, or myself, if you need assistance.

I hope your experiences in the Indiana University Kelley School of Business Online program will encourage you to become involved in an adventure of life-long learning.

Sincerely,

Eric Richards

“It is Kelley Direct’s goal to be the acknowledged, worldwide leader in part-time, graduate business education.” – Richard J. Magjuka, Founding Chair, Kelley Direct

Mission of Kelley Direct Programs:

Kelley Direct Programs creates the opportunity for students around the globe to have access to world-class business programs. As the global economy continues to grow, it is critical that corporations throughout the world have qualified employees to lead them. Corporations consistently identify business skills as the key component to building their leadership competency and firm profitability.

Business skills are critical to a corporate leader, due to the scale of financial and human capital one must manage in the 21st century economy. The online nature of Kelley Direct Programs allows students from around the world the flexibility to take Kelley classes from their laptop and still maintain their career and lifestyle. The Kelley School of Business has leveraged technology to teach qualified students worldwide. Kelley Direct fulfills the dream of pursuing a top-twenty business program for students who otherwise may not have access to a quality program due to their work and life time commitments.

“Kelley Direct Programs were developed to satisfy a critical need in the distance learning marketplace,” said Dan Dalton, former dean of the Kelley School, adding that IU is committed to developing the online program with a “level of quality and rigor that is consistent with the university’s reputation while providing worthy students who have fulltime careers and families the opportunity to earn a graduate business degree.”

Kelley Direct Program Personnel

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KELLEY DIRECT PROGRAMS

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<p>Local Help Desk – 317-274-4527 Toll Free KD Help Line – 1-877-785-4713 Indianapolis Fax – 317-274-7301 Bloomington Fax – 812-855-2001 (Administrative Office) Bloomington Fax - 812-856-5500 (Tech Office)</p>			

Program Descriptions

Master of Business Administration (MBA)

The Indiana University Kelley School of Business MBA offered through Kelley Direct is a general management MBA...the Traditional MBA. The core curriculum of 42 credit-hours is devoted to broad-based management curricula. The remaining 9 credit-hours are devoted to electives. Students pursuing the IU Kelley School of Business MBA through Kelley Direct do not choose a major.

MBA Graduation Requirements

In order to receive the MBA from Indiana University Kelley School of Business through Kelley Direct, the candidate must:

- Apply and be admitted into the MBA program.
- Complete 51 semester hours of graduate work with no individual course grades below a C-.
- Compile a 2.75 or better cumulative grade point average in all graduate business course work.
- Meet all of the course requirements as stated in the handbook for the term of matriculation.
- Meet all of the above requirements within five (5) calendar years of initial matriculation.

Intercultural Primer

Top business schools like the Kelley School of Business provide students with the necessary skills to effectively lead a global organization. In today's increasingly global marketplace, however, one's ability to navigate winning ideas through one's own organization and to effectively negotiate with other complex organizations can be the edge one needs to win in the marketplace. In order to ensure that our students have all of the latest tools necessary to win in the 21st century business environment, Kelley Direct will require all incoming students to take the Kelley Intercultural Primer. This requirement will commence with Spring 2009 incoming students.

An invaluable attribute of a leader is the ability to reframe instinctive judgments about cultural differences and manage culture by addressing and reconciling these dilemmas. This primer, in addition to helping participants better recognize and understand their own cultural values, will help develop an intercultural mindset that will increase their effectiveness in doing business and managing across cultures.

The Kelley Intercultural Primer will be available to all Spring 2009 MBA students in January 2009 and details for registering for it will be sent to admitted students this fall. It must be completed by July 1 for Spring students and January 1 for Fall students. The cost of the Primer is \$250.

How is the Primer structured?

The Kelley Intercultural Primer will consist of online lectures, discussion forums and conversations. Participants will complete an online psychometric questionnaire that provides individuals with structured feedback in terms of the energy, emphasis and attention they typically bring to an international competency set that represents the attitudes, skills and areas of knowledge which people need in a range of international contexts to be highly effective in transferring their skills across cultures. This web-based questionnaire, combined with an interactive feedback process, helps raise awareness of potential areas in which participants may require future development, and suggests actions they can take to fill the gaps.

The final result of this diagnostic tool, combined with attention to the present or future international challenges facing each participant, will lead to the creation of personal development plans tailored to each individual. By linking role requirements to each participant's present emphasis across key international competencies, commitment to personal change can be produced which will ensure that international managers work towards a more strategic fit between the challenges they face and the skills they need.

Academic Prerequisites

Required Academic Prerequisites:

Accounting -- college-level financial accounting course (200-level or above) or equivalent with a grade of B or better or demonstrate significant work experience in financial accounting.

Statistics -- college-level course (200-level or above) or equivalent with a grade of B or better or demonstrate significant work experience in statistics.

Required Proficiency Skills:

Microsoft Excel -- students without the appropriate level of proficiency in Excel should enroll in the KD statistics primer course.

Kelley Direct (KD) requires students to be adequately prepared in the areas of accounting and statistics prior to enrolling in KD MBA or MS degree programs. Typically, our accounting and statistics prerequisites can be satisfied by a student enrolling in an undergraduate course (200 level or above) in these areas. However, KD recognizes that students might apply and be admitted into a KD degree program without enrolling in coursework that satisfies the accounting and statistics prerequisites. KD also recognizes that a person's skills in these areas might have eroded over time.

When proficiency cannot be demonstrated via a transcript, students have satisfied these prerequisites by enrolling in undergraduate courses at a local university or community college. KD has developed primer courses in these areas if a student needs to receive additional instruction in accounting and/or statistics prior to enrolling in a KD MBA or MS degree program:

Once admitted, a student's transcript will be reviewed to determine if a student has satisfied the accounting and statistics prerequisites.

With the offer of admission, a student will receive written notice from the School if the student has not satisfied the accounting and/or statistics prerequisites.

If a student needs to complete additional instruction, s/he will be given information with the admission letter on KD primer course(s) designed specifically to prepare students for the graduate-level accounting and statistics courses.

Students should then enroll in the KD primer course(s) in the event they have not already made other arrangements to satisfy the academic prerequisites (i.e., have not already enrolled in a course at a local college or university or in an approved correspondence course).

KD primer courses are designed specifically to cover the material and to develop skills students should already possess when they begin a KD degree program. Admitted students

who have not already made arrangements to improve their understanding and application of accounting and statistics will be required to take KD primer courses.

KD primer courses are self-paced. There is no final examination at the end of each primer unless proof of completion is required for reimbursement purpose. A student cannot "fail" a primer. The purpose of the primer is to ensure a student has the opportunity to learn the material needed and develop the skills required when s/he begins a KD program. >>>Students should sign up for a KD primer no later than mid-July in order to complete the primer(s) prior to the In-Residence. The accounting primer should be completed first.

Costs: The cost of each primer is \$150.00 plus the cost of the required book. All money for the primer course(s) must be paid by check or money order when signing up for a primer.

"Voluntary" Enrollment in Primer courses

Finally, some students might wish to enroll in the primer course(s) to ensure they are prepared in accounting and statistics prior to enrolling in their degree program. Students interested in this option should contact kdprimer@indiana.edu.

MBA: Plan of Study

Fall Start

Year One	Course	Title	Credits
Fall		Kelley Intercultural Primer (complete by Jan 1 of 1st Year)	Non-Credit
	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C520	Quantitative Analysis	3
Winter	C521	Accounting	3
	C570	Strategic Marketing Management	3
Spring	C580	Operations Management	3
	C540	Financial Management	3
Summer	C560	Strategic Management & Bus. Planning	3
		Kelley Clinic #1	1.5
		Kelley Clinic #2	1.5
Year Two	Course	Title	Credits
Fall	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	Global Business	3
Winter	C550	Business Law	3
	C562	Developing Strategic Capabilities	3
Spring	XXXX	Elective	3
	XXXX	Elective	3
Summer	C563	Capstone Course	3
	XXXX	Elective	3
TOTAL FOR PROGRAM			51

MBA: Plan of Study

Spring Start

Year One	Course	Title	Credits
		Kelley Intercultural Primer (complete by Jan 1 of 1st Year)	Non-Credit
Spring	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C521	Accounting	3
Summer	C520	Quantitative Analysis	3
	C580	Operations Management	3
Fall	C540	Financial Management	3
	C570	Strategic Marketing Management	3
Winter	C560	Business Planning and Project Management	3
	C522	Information Technology	3
Year Two	Course	Title	Credits
Spring	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C550	Business Law	3
		Kelley Clinic #1	1.5
		Kelley Clinic #2	1.5
Summer	C562	Developing Strategic Capabilities	3
	XXXX	Elective	3
Fall	C561	Global Business	3
	XXXX	Elective	3
Winter	C563	Capstone Course	3
	XXXX	Elective	3
		TOTAL FOR PROGRAM	51

Master of Science in Finance (MSF)

The Master of Science in Finance program is designed for finance professionals who want to earn a graduate degree specialized in corporate finance from a top-ranked school while continuing their employment. A graduate of the program will have a working knowledge of the leading edge financial theories, concepts and analytical techniques used in managing a business in a global environment.

The mission of the MSF program is to provide a degree curriculum in a convenient online environment that will prepare the graduate to be an effective finance professional in an organization by providing the technical expertise to measure and manage the risks and returns of the financial policies of an organization as well as an understanding how these can be used to achieve an organization's strategic goals.

The degree awarded to students completing this program is a Master of Science from the Indiana University Kelley School of Business.

MSF Graduation Requirements

In order to receive the MSF from Indiana University Kelley School of Business through Kelley Direct, the candidate must:

- Apply and be admitted into the MS program.
- Complete 30 semester hours of graduate work with no individual course grades below a C-.
- Compile a 2.75 or better cumulative grade point average in all graduate business course work.
- Meet all of the course requirements as stated in the Bulletin for the term of matriculation.
- Meet all of the above requirements within five (5) calendar years of initial matriculation.

MSF: Plan of Study

Fall Start

Year One	Course	Title	Credits
Fall	F746	Finance Valuation (in-residence)	1.5
	C530	Economics	3
	C520	Quantitative Analysis	3
Winter	C521	Accounting	3
	F711	Information Technology for Managers	1.5
Spring	F722	Managerial Accounting	3
	C540	Financial Management	3
Summer	F745	Valuation & Capital Investment	3
Fall	F741	Asset Pricing & Security Valuation	3
	XXXX	Elective	3
Winter	XXXX	Elective	3
TOTAL FOR PROGRAM			30

MS in Finance Electives (Select 2 of the 3)

F744 Financial Strategy & Corporate Restructuring (Fall)

F743 Financial Risk Management (Winter)

F742 International Financial Management (Winter)

Master of Science in Global Supply Chain Management (MSGSCM)

The MS in Global Supply Chain Management is a 30-credit-hour program designed to prepare professionals to be effective managers of the many critical business processes that transcend the various stages of the modern day supply chain. Students in this program study the new supply chain paradigm that explores how information and material flow and how technology is used in managing that flow.

MSGSCM Graduation Requirements

In order to receive the MSGSCM from Indiana University Kelley School of Business through Kelley Direct, the candidate must:

- Apply and be admitted into the MSGSCM program.
- Complete 30 semester hours of graduate work with no individual course grades below a C-.
- Compile a 2.75 or better cumulative grade point average in all graduate business course work.
- Meet all of the course requirements as stated in the Bulletin for the term of matriculation.
- Meet all of the above requirements within five (5) calendar years of initial matriculation.

MSGSCM: Plan of Study

Fall Start

Year One	Course	Title	Credits
Fall	E730	Supply Chain Overview (In-residence)	3
	E731	Supply Chain Management – Sourcing	3
	C520	Quantitative Analysis	3
Winter	C521	Accounting	3
	E732	Supply Chain System Design, Control and Management	3
Spring	C570	Strategic Marketing Management	3
	C580	Operations Management	3
	E733	Supply Chain Management - Enterprise Planning	3
Summer	C540	Financial Management	3
	E700	Supply Chain Management: Project Management	1.5
	E701	Supply Chain Management: Project Management	1.5
TOTAL FOR PROGRAM			30

Master of Science in Strategic Management (MSSM)

The MS in Strategic Management from Kelley Direct is a 30-credit-hour program designed for managers seeking a specialized education in the area of strategic supervision and corporate strategic planning. This program will introduce you to the functions of a business enterprise and give you a solid background in selected disciplines and analytical tools.

If you have at least two or more years experience involving managerial decision-making and strategic analysis, you should consider applying. After graduating, you will emerge from the program with a working knowledge of theories and concepts used for assessing competitive conditions, evaluating corporate capabilities and identifying means for establishing competitive advantage.

MSSM Graduation Requirements

In order to receive the MSSM from Indiana University Kelley School of Business through Kelley Direct, the candidate must:

- Apply and be admitted into the MSSM program.
- Complete 30 semester hours of graduate work with no individual course grades below a C-.
- Compile a 2.75 or better cumulative grade point average in all graduate business course work.
- Meet all of the course requirements as stated in the Bulletin for the term of matriculation.
- Meet all of the above requirements within five (5) calendar years of initial matriculation.

MSSM: Plan of Study

Year One	Course	Title	Credits
Fall	U710	Strategic Management and Leadership	3
	C522	Information Technology for Managers	3
Winter	C580	Operations Management	3
Spring	C570	Strategic Marketing Management	3
	U730	The Global Business Environment	3
Summer		Elective	3
Year Two	Course	Title	Credits
Fall		Elective	3
		Elective	3
Winter		Elective	3
		Elective	3
TOTAL FOR PROGRAM			30

Electives: The MSSM plan of study requires the successful completion of 15 elective credits. Electives are offered and restricted as follows:

Group I Select 9 to 12 credits from this list:

U701	Strategic Competitive Analysis (Spring)	3
C562	Developing Strategic Capabilities (Summer/Winter)	3
U702	Organization Designs for Strategic Advantage (Fall)	3
U723	Strategic Management of Technology & Innovation (Winter)	3

Group II Select up to 6 credits from this list:

U714	International Competitive Strategy (Summer)	3
C561	The US in a Global Economy (Fall)	3
C565	Thinking Strategically: Game Theory and Business Strategy (Spring)	3

Dual Degrees

Kelley Direct offers the opportunity to combine its 51 credit hours General Administration MBA with one of its three other 30 credit hours Master of Science degrees: Finance, Global Supply Chain Management or Strategic Management.

Earning the MBA and one of the MS degrees separately would require 81 credit hours. Combining the MBA and one of the MS degrees into a Dual Degree requires only 63 credit hours.

While enrolled in the first degree, a student must inform us of his/her dual degree interest (by applying in SCOPe) and taking at least one of the appropriate “elective” courses (that applies to the second degree). The second degree must be started within one year of completing the MBA. Both degrees still need to be completed within five years.

At this time, a third MS degree would require an additional 30hrs.

MBA/MSF Dual Degree

This innovative program combines Kelley Direct's 51-hour general administration MBA program with a 30-hour specialization in corporate finance into a 63-hour dual degree program. The program is taught by full-time Kelley School faculty and is perfect for finance professionals interested in learning how the financial policies of an organization can facilitate achieving its strategic goals. The program's built-in flexibility ensures that students achieve their academic goals without making concessions in their careers.

Apply to a dual degree in SCOPe.

MBA/MSF Dual Degree Graduation Requirements

The MBA degree and MSF degree are awarded separately. The degrees and diplomas are the same as the stand-alone MBA and MSF. Please refer to those sections for specific graduation requirements.

Plan of Study: MBA and MSF

Fall Start

Year One	Course	Title	Credits
Fall	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C520	Quantitative Analysis	3
Winter	C521	Accounting	3
	C570	Strategic Marketing Management	3
Spring	C580	Operations Management	3
	C540	Financial Management	3
Summer	C560	Business Planning and Project Management	3
		Kelley Clinic #1	1.5
		Kelley Clinic #2	1.5

Plan of Study: MBA and MSF (cont'd)

Year Two	Course	Title	Credits
Fall	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	Global Business	3
Winter	C550	Business Law	3
	C562	Developing Strategic Capabilities	3
Spring	C541	Advanced Topics in Finance	3
	F722	Managerial Accounting	3
Summer	F745	Valuation & Capital Investment	3
	C563	Capstone Course	3
		MBA degree Conferred	51
Year Three	Course	Title	Credits
Fall	F741	Asset Pricing & Security Valuation	3
	F742	International Financial Management	3
Winter	F743	Financial Risk Management	3
	F744	Financial Strategy & Corporate Restructuring	3
		MSF degree Conferred	
		TOTAL for BOTH MBA & MSF	63

Plan of Study: MBA and MSF

Spring Start

Year One	Course	Title	Credits
Spring	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C521	Accounting	3
Summer	C520	Quantitative Analysis	3
	C580	Operations Management	3
Fall	C540	Financial Management	3
	C560	Business Planning and Project Management	3
Winter	C570	Strategic Marketing Management	3
	C550	Business Law	3
		Kelley Clinic #1	1.5
Year Two	Course	Title	Credits
Spring	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C541	Advanced Topics in Finance	3
	C561	Global Business	3
Summer	F745	Valuation & Capital Investment	3
	C562	Developing Strategic Capabilities	3
Fall	F741	Asset Pricing & Security Valuation	3
	F742	International Financial Management	3
Winter	F743	Financial Risk Management	3
	F744	Financial Strategy & Corporate Restructuring	3
		Kelley Clinic #2	1.5
Year Three	Course	Title	Credits
Spring	F722	Managerial Accounting	3
	C522	Information Technology	3
Summer	C563	Integrative Capstone	3
		MBA and MSF degrees conferred	3
		TOTAL for BOTH MBA & MSF	63

MBA/MSGSCM Dual Degree

This program combines Kelley Direct's 51-hour general administration MBA program with a 30-hour specialization in Global Supply Chain Management into a 63-hour dual degree program. Students receive advanced training in general administration while learning the skills they need to be an effective manager of the many critical business processes that comprise the modern-day supply chain.

Apply for a dual degree in SCOPe.

MBA/MSGSCM Dual Degree Graduation Requirements

The MBA degree and MSGSCM degree are awarded separately. The degrees and diplomas are the same as the stand-alone MBA and MSGSCM. Please refer to those sections for specific graduation requirements.

Plan of Study: MBA and MSGSCM

Fall Start

Year One	Course	Title	Credits
Fall	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C520	Quantitative Analysis	3
Winter	C521	Accounting	3
	C570	Strategic Marketing Management	3
Spring	C580	Operations Management	3
	C540	Financial Management	3
Summer	C560	Business Planning and Project Management	3
		Kelley Clinic #1	1.5
		Kelley Clinic #2	1.5

Plan of Study: MBA and MSGSCM (cont'd)

Year Two	Course	Title	Credits
Fall	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	Global Business	3
Winter	C550	Business Law	3
	C562	Developing Strategic Capabilities	3
Spring	E733	Supply Chain Management: Enterprise, Operations and Planning	3
	XXXX	KD Approved Elective	3
Summer	E700	Supply Chain Management: Project Management	1.5
	E701	Supply Chain Management: Business Process Design	1.5
	C563	Integrative Capstone	3
		MBA Degree Conferred (August Graduate)	51
Year Three	Course	Title	Credits
Fall	E730	Supply Chain Overview (in-residence)	3
	E731	Supply Chain Management: Sourcing	3
Winter	E732	Supply Chain System Design, Control & Management	3
	XXXX	KD Approved Elective	3
		MSGSCM Degree Conferred (May Graduate)	
		TOTAL for BOTH MBA & MSGSCM	63

Plan of Study: MBA and MSGSCM

Spring Start - Option I

Year One	Course	Title	Credits
Spring	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C521	Accounting	3
Summer	C520	Quantitative Analysis	3
	C580	Operations Management	3
Fall	C540	Financial Management	3
	C560	Business Planning and Project Management	3
Winter	C570	Strategic Marketing Management	3
	C550	Business Law	3
		Kelley Clinic #1	1.5
Year Two	Course	Title	Credits
Spring	C514	Managing HR in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	Global Business	3
Summer	E700	Supply Chain Management: Project Management	1.5
	E701	Supply Chain Management: Bus. Process Design	1.5
	C562	Developing Strategic Capabilities	3
Fall	E730	Supply Chain Overview (in-residence)	3
	E731	Supply Chain Management: Sourcing	3
Winter	E732	Supply Chain System Design, Control & Management	3
	XXXX	KD Approved Elective	3
		Kelley Clinic #2	1.5

Plan of Study: MBA and MSGSCM Spring Start – Option I (cont'd)

Year Three	Course	Title	Credits
Spring	E733	Supply Chain Management: Enterprise, Operations and Planning	3
	XXXX	KD Approved Elective	3
Summer	C563	Integrative Capstone	3
		MBA and MSGSCM Degrees Conferred (August Graduate)	
		TOTAL for BOTH MBA & MSGSCM	63

Plan of Study: MBA and MSGSCM Spring Start – Option II

Spring Start - Option II

Year One	Course	Title	Credits
Spring	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C521	Accounting	3
Summer	C520	Quantitative Analysis	3
	C580	Operations Management	3
Fall	C540	Financial Management	3
	C560	Business Planning and Project Management	3
Winter	C570	Strategic Marketing Management	3
	C550	Business Law	3
		Kelley Clinic #1	1.5

Plan of Study: MBA and MSGSCM Spring Start – Option II (cont'd)

Year Two	Course	Title	Credits
Spring	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	Global Business	3
Summer	E700	Supply Chain Management: Project Management	1.5
	E701	Supply Chain Management: Business Process Design	1.5
	C562	Developing Strategic Capabilities	3
Fall	E730	Supply Chain Overview (in-residence)	3
	E731	Supply Chain Management: Sourcing	3
Winter	E732	Supply Chain System Design, Control & Management	3
	C563	Integrative Capstone	3
		Kelley Clinic #2	1.5
		MBA Degree Conferred (May Graduate)	51
Year Three	Course	Title	Credits
Spring	E733	Supply Chain Management: Enterprise, Operations and Planning	3
	XXXX	KD Approved Elective	3
Summer	XXXX	KD Approved Elective	3
		MSGSCM Degree Conferred (August Graduate)	
		TOTAL for BOTH MBA & MSGSCM	63

MBA/MSSM Dual Degree

The Master of Science in Strategic Management is a major within the Kelley School's portfolio of Master of Science Degree Programs. This 63-credit dual degree program combines KD's general administration MBA program with courses that are designed to introduce students to the functions of a business enterprise and to ground them in selected disciplines and analytical tools. Courses are designed and taught by full-time faculty members of the Kelley School of Business. Online discussion forums, email chat sessions, simulation and case-based exercises, in addition to other innovative practices, are used to enhance each student's overall educational experience.

To apply to a dual degree, log into SCOPe.

MBA/MSSM Dual Degree Graduation Requirements

The MBA degree and MSSM degree are awarded separately. The degrees and diplomas are the same as the stand-alone MBA and MSSM. Please refer to those sections for specific graduation requirements.

Fall Start

Year One	Course	Title	Credits
Fall	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C520	Quantitative Analysis	3
Winter	C521	Accounting	3
	C570	Strategic Marketing Management	3
Spring	C580	Operations Management	3
	C540	Financial Management	3
Summer	C560	Business Planning and Project Management	3
		Kelley Clinic #1	1.5
		Kelley Clinic #2	1.5

Year Two	Course	Title	Credits
Fall	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	The United States in a Global Economy	3
Winter	C550	Law and Ethics in Business	3
	C562	Developing Strategic Capabilities	3
Spring	U714	International Competitive Strategy	3
	U701	Strategic Competitive Analysis	3
Summer	U730	The Global Business Environment	3
	C563	Integrative Capstone	3
		MBA Degree Conferred	51
Year Three	Course	Title	Credits
Fall	U710	Strategic Management & Leadership	3
	U702	Organization Designs for Strategy	3
Winter	U723	Strategic Management of Technology & Innovation	3
	UXXX	Pre-Approved KD MBA or MSSM course	3
		MSSM Degree Conferred	
		Total for BOTH MBA & MSSM	63

**Spring
Start**

Year One	Course	Title	Credits
Spring	C511	Organizational Development & Change (in-residence)	1.5
	C530	Economics	3
	C521	Accounting	3
Summer	C520	Quantitative Analysis	3
	C580	Operations Management	3
Fall	C540	Financial Management	3
	C560	Business Planning and Project Management	3
Winter	C570	Strategic Marketing Management	3
		Kelley Clinic #1	1.5
	C550	Law and Ethics in Business	3

Year Two	Course	Title	Credits
Spring	C514	Managing Human Resources in a Global Environment (in-residence)	1.5
	C522	Information Technology	3
	C561	The United States in a Global Economy	3
Summer	C562	Developing Strategic Capabilities	3
	C563	Integrative Capstone	3
Fall	U710	Strategic Management & Leadership	3
	U702	Organization Designs for Strategy	3
Winter	U730	The Global Business Environment	3
	U723	Strategic Management of Technology & Innovation	3
		Kelley Clinic #2	1.5
		MBA Degree Conferred	51

Year Three	Course	Title	Credits
Spring	U714	International Competitive Strategy	3
	U701	Strategic Competitive Analysis	3
Summer	UXXX	Pre-Approved KD MBA or MSSM course	3
		MSSM Degree Conferred	
		Total for BOTH MBA & MSSM	63

Certificates

Global Supply Chain Management Essentials Certificate

Kelley Direct's Global Supply Chain Certificate Program gives students a state-of-the-art opportunity to expand their knowledge of the best supply chain concepts, practices and tools. The program consists of two graduate level courses and draws upon a combination of the best practices in the field and the latest advances in research. Coursework utilizes case studies, simulation exercises, current articles and an interactive format and is the perfect program for professionals in a variety of fields, including manufacturing, materials management, project engineering, supply management, systems engineering and general business.

Plan of Study

Fall Start

	Course	Title	Credits
Fall	E730	Supply Chain Overview (in-residence)	3
	E731	Supply Chain Management - Sourcing	3
		TOTAL FOR PROGRAM	6

Strategic Management Certificate

This 12-credit-hour educational certificate program provides specialized knowledge in the strategic management field for students not currently interested in pursuing a degree. This educational experience empowers students to transform strategic analysis and organizational infrastructure into true competitive advantages for their respective companies.

Plan of Study

To satisfy the program requirements, students may choose to take any four of the following courses:

Fall Start

Course	Title	Credits
U701	Strategic Competitive Analysis	3
U702	Organization Designs for Strategic Advantage	3
U710	Strategic Management and Leadership	3
C562	Developing Strategic Capabilities	3
U723	Strategic Management of Technology and Innovation	3
C565	Thinking Strategically: Game Theory and Bus. Strategy	3

Course Descriptions

A description of all courses is available on the KD website:

<http://www.kd.iu.edu/courselist.aspx?catid=1>

Additionally, course descriptions can be found in SCOPE:

<https://scope.kd.iu.edu/Student/Course/CourseList.aspx>

Billing Information

Note: Not all of the information below applies to “corporate” students. If you have questions about whether or not you are a “corporate” student, please contact Kelley Direct at 278-1566 or kdirect@indiana.edu.

The Indiana University Bloomington Bursar: <http://bursar.indiana.edu/>

Credit Hour Rate and Fees

Fees for 2009 are assessed as follows:

	IU Bloomington Students
Tuition	2009-2010 \$995/credit 2010-2011 \$1065/credit
Billings Terms	Fall, Winter, Spring, Summer
Program Fee*	\$300 X four billing terms
Late Registration Fee	\$70 if register last day of first week of standard KD term. Additional \$10 each week thereafter to a maximum of \$290.
Late Schedule Change Fee	\$23/dropped course starting first day of third week of standard KD term.

*All students are assessed a \$300/University billing term program fee. The program fee is collected to cover the following programmatic activities and initiatives: in-residence (lodging, meals, hospitality, computer lab assessments), the KD Speaker Forum, Kelley Direct Alumni Directory development, Women in Business, Student Advisory Board, and networking events held quarterly throughout the country.

Email Reminder

Support units such as the Offices of the Bursar and Financial Aid on the Bloomington campus will utilize the IU computing system to send important messages and reminders. Please be sure to check your IU mail (i.e., Exchange, Imail, Umail, Webmail) frequently. Contact the Kelley Direct Help Desk at kdhelp@indiana.edu if you have questions. Kelley Direct is not responsible for problems caused by missed emails.

Refund Policy

Students who drop/withdraw from an 11 or 12 week course in the first week of the course receive a full tuition refund. After the first week, the refund policy is as follows: week two = 75% refund; week three = 50% refund; week four = 25% refund; there is no refund after week four.

Students who drop/withdraw from a 6 week course in the first week of the course receive a full refund. Six week courses dropped in the second week receive a 50% refund, and six week courses dropped after the second week receive no refund.

Timing of Billings

Please refer to “Today’s Calendar” in Angel for billing due dates.

Statements are only available electronically in OneStart (i.e., no statements are mailed directly to students). Please see the OneStart document for more information about OneStart uses and functionality.

Specific billing dates for the current and approaching terms may be found at the “Billing and Payment” link at: http://bursar.indiana.edu/billing_calendar.php

Make a Payment

Students pay their Bursar bills online via OneStart using the QuikPay function. Go to the Self-Service tab at onestart.iu.edu, scroll to the bottom and click on “Access E-bill” under the Bursar/Financial Aid Section. Click on “Make a Payment” to pay your bill

Kelley Direct and the Bloomington Office of the Bursar have worked consistently over the last several months to ensure public students who have selected Bloomington will be able to pay Bursar bills with a credit card (MasterCard and VISA). We have been assured a credit card option will be available to our students for Fall; however, we understand the process by which a credit card payment is made may differ between the campuses. Additional information about how to make a payment with a credit card in Bloomington will be communicated as soon as details are available. Please be sure to watch your email as well as ANGEL announcements for an update.

Third-party Sponsorship Authorization

Students whose tuition is to be billed to a third-party sponsor (employer or sponsoring organization) and who are not part of a Kelley Direct custom corporate program must submit an authorization signed by the sponsor no later than the second week of the term. The authorization may cover one full academic year (fall-winter-spring-summer), but a new authorization will be required each academic year. Alternatively, sponsors may wish to authorize one term at a time.

The authorization (on organization letterhead) must include:

Student Name

University ID

Term (or Academic Year – indicate if summer is included)

Sponsoring organization

Name of contact person for billing

Address for billing

Phone number and email address of contact person

Charges to be covered: tuition, program fee (if applicable), course fee(s)

Amount limit, if applicable (by term, or by academic year)

Signature of responsible party, with printed name and title

Authorizations may be mailed to:

Indiana University

Office of the Bursar

Attn: Sponsor Accounts

601 E Kirkwood Avenue

Bloomington, IN 47405-1223

When the authorization is received, a credit will be posted to the student account, indicating the amount for which the sponsor will be billed. The sponsor will be billed during the fourth week of the term. A \$25 sponsor billing charge is added to each invoice (one invoice per term).

The student will remain responsible for all charges on his/her account until the authorization is received. If the authorization is received after the fee payment due date, the student may be charged a late payment fee of 1.5% per month. If the sponsor fails to pay by the end of the term, the charges will revert to the student, with associated late payment fees and service restrictions.

The bill to the sponsor will include the student's name, University ID number, number of enrolled credits, authorized tuition amount, and fees (if applicable). If the sponsor requires information about specific course enrollment, it will be the student's responsibility to provide that to his/her sponsor. Similarly, if the sponsor requires a transcript after completion of the term, the student must provide it.

Please send any questions via email to: bsponsor@indiana.edu.

Financial Aid

All Kelley Direct students wishing to receive federal financial aid must complete the Free Application for Federal Student Aid at www.fafsa.ed.gov. The federal school code is **001809** and should be entered under the “school choices” section of the FAFSA. Students will need to have tax information from the previous calendar year to complete the FAFSA. In order to e-sign the FAFSA, as well as make online corrections to the data, students should obtain a pin number at www.pin.ed.gov. The FAFSA must be renewed annually. While there is a “priority deadline” of March 10th each year, the FAFSA can still be submitted after that date.

IU Bloomington Financial Aid for Kelley Direct students:

<http://www.indiana.edu/~sfa/applying/iubkd.html>

Email: kdfinaid@indiana.edu

Scholarships

Beginning in Spring 2010, merit-aid is awarded through the admissions process—no additional application is necessary. If awarded, applicants are informed of scholarship awards at the same time they are offered admission. Merit-aid awards are based on the following criteria, without regard to financial need:

Academic performance


GMAT scores

Professional experience

Application strength

Student Services

Technical Information

- [Technical Requirements](#) -- What hardware and software requirements are for your computer to take Kelley Direct courses?
- [Get-started with ANGEL®](#) -- Watch ANGEL® tutorial video online; Download ANGEL® Student Quick Start Guide and more ...
- [Tips for ANGEL® User](#) --Tips and tricks as well as pitfalls to avoid when use ANGEL® for both new and returning students
- [Distance Education Student Primer](#) --How to set your priorities; how to manage your time; how to build your online community skills and more; Netiquette... This document is in PDF format. You will need Adobe Reader to view this file. Download a free [Adobe Reader](#). 
- [Emergency Support](#) --What you should do when you need immediate emergency technical support for a course. This document is in Microsoft Word format.
- [Help Request Form](#) --Ask your questions by filling out the form. Your system information will be collected and sent to our help desk technician. It will help us to identify your problem quickly.
- [Set-up IU Account](#) --Establish your IU Computing Accounts; Get your network ID (user name); Create your password; Initialize your IU email account and more ...
- [University Information Technology Service](#) -- UITS at Indiana University, with offices on the Bloomington and IUPUI campuses,supports IU's vision for excellence in research, teaching, outreach, and lifelong learning.

SCOPE

Welcome to SCOPE! The following videos will help you get started with our new administrative system.

- Welcome to SCOPE
- How to Manage Your Plan of Study
- How to Register for Courses
- How to Drop a Registered Course
- How to Edit Your Personal Information

Angel®

ANGEL® ANNOUNCEMENTS

The ANGEL® login page is very important, as it is the primary way Kelley Direct communicates important information (i.e., announcements) with students. The ANGEL® login page is where we will post information on the following:

- upcoming system outages
- announcements about registration
- announcements about the course material website
- upcoming office closures
- changes in policy, practice, or procedure
- financial aid information
- in-residences

ANGEL® announcements change frequently; please be sure to review them when you log in to ANGEL®.

ANGEL® PROFILE

When your address, email address, phone number, etc. changes, it is very important you update your ANGEL® profile. We use the information in your ANGEL® profile to communicate with you via email and "snail" mail. Kelley Direct cannot be responsible for missed communications when ANGEL® profiles are not updated.

Technical Support

All courses, excluding in-residence courses, are delivered online via a course management system called ANGEL®. In addition to utilizing an internet-based course management system, faculty may also relay academic information via CDs, course packets, their own web pages, and various simulations students purchase with their textbooks.

There are minimum computer requirements for Kelley Direct students, and all Kelley Direct students are strongly encouraged to utilize a home PC to access courses; some corporate security settings interfere with the proper delivery of various course management tools. Please see http://kd.iu.edu/resources/tech_req.htm for a list of Kelley Direct's minimum computer requirements.

In the event you wish to purchase a new personal computer, you may utilize the arrangements Indiana University has made with Dell Computer Corporation. Information on these arrangements may be found at: <http://uits.iu.edu/scripts/ose.cgi?amdt.ose.help>.

Occasionally, you may have technical difficulties within a course or may have questions of a technical nature about something a faculty member has asked you to do (i.e., install software, download materials, etc.). When this occurs, please contact the Kelley Direct Help Desk. The KD Help Desk is staffed during standard business hours as well as limited evening and weekend hours. You may contact the KD Help Desk via e-mail or phone:

E-mail: kdhelp@indiana.edu

Phone: 317-274-4527 (Monday thru Friday, 8:30AM-5:30PM)

Toll-free: 1-877-785-4713

In the event of a technical emergency, please follow the Emergency Support Procedures found at: http://kd.iu.edu/resources/tech_emergency.htm.

Registration

Admitted students are strongly encouraged to follow the plan of study (POS) for the degree program in which they are enrolled. Plans of study have been designed so early courses provide the foundation for later courses. Students are notified with an ANGEL[®] announcement about registration periods and provided with directions on how to register in the announcement.

How to Register for Courses

- Registration for courses is done in SCOPE (<http://scope.kd.iu.edu>)
- Tutorial: <http://kd.iu.edu/scope/>

Kelley Direct Online Registration Disclaimer

Before registering for courses you will be presented with the text below:

Kelley Direct Online Registration Disclaimer “example”

This is the Kelley Direct Online Registration System. If you proceed in the System by clicking on the “I Agree” button below, you will be able to select the course(s) you wish to take. In some cases, a course will have multiple sections, perhaps taught by different instructors. Regardless of section number you register for, all courses are online unless otherwise noted (some 1.5 credit hour courses may have different run dates).

By selecting courses now, you authorize the University to bill you for enrollment according to the University’s billing structure. You will receive notice from the University via email about payment for your courses; this notice will be sent to your **University** email account, as IU only sends correspondence to students' University email addresses.

Dropped courses are subject to the following refund schedule:

First week of class	(by 3:00 p.m. EDT)	100% refund
Second week of class	(by 3:00 p.m. EDT)	75% refund
Third week of class	(by 3:00 p.m. EDT)	50% refund
Fourth week of class	(by 3:00 p.m. EDT)	25% refund

Approximately one week before the term starts, an up-to-date Bursar statement can be accessed online through the “QuikPAY” system at www.onestart.iu.edu.

Kelley Direct reserves the right to change course numbers, section (class) numbers, and/or instructors without notice. In addition, courses may be canceled due to low enrollment.

Registration Directions

If your plan of study is approved and you want to take the courses noted on your plan of study, you may register via "Quick Register." With "Quick Register," you only need to select the section(s) of the course(s) noted on your approved plan of study. Please remember to preview and complete your selection(s).

If your plan of study is approved but you want to take courses not on your plan of study, you may register via the "All Offered Courses" button. The "All Offered Courses" button displays all of the courses Kelley Direct is offering in the Winter Term. By registering for a course not on your approved plan of study, you will be put on the registration waitlist for that course. Not all waitlist requests can/will be granted.

If your plan of study is pending action/pending review, you may register via the "All Offered Courses" button. The "All Offered Courses" button displays all of the courses Kelley Direct is offering in the Winter Term. By registering for a course not on your approved plan of study, you will be put on the registration waitlist for that course. Not all waitlist requests can/will be granted.

Adding Courses

Adding a course after a term has started is strongly discouraged. In most courses, teams are created ahead of time by the instructor and assigned in the first session of the course. If a student has already purchased the course materials, and the instructor allows a student to enroll late, students may add a course after a term has started. When adding courses, students must adhere to the designed course schedule.

Dropping Courses

Students may drop a "standard" course (i.e., an 11 or 12 week course) within the first week of class with no penalty. After the first week, refunds are generated as follows:

Second Week: 75% refund	Third Week: 50% refund
Fourth Week: 25% refund	Fifth Week and after: No refund

Students may drop a "non-standard" course (i.e., a course six weeks or shorter) within the first week of class with no penalty. If a student drops a course in the second week, a 50% refund is generated. If a student drops a course in the third week or after, no refund is generated.

Students should contact the KD Programs Office when they wish to drop a course; students must understand dropping a course may postpone their graduation and not participating in a course does not constitute automatic withdrawal from a course. For more information, please see "Refund Policy" on page 10.

Textbook and Course Material Orders

Kelley Direct students are informed of course material requirements approximately one month prior to the beginning of a new term with an ANGEL® announcement. TIS, a textbook vendor, provides a link with information about the required course material(s) for each course. Students are not obligated to purchase their textbooks from TIS; i.e., students may "shop around" for the best price. Coursepacks, noted with "TISKELLEY" under the course title, must be purchased from TIS.

Kelley Direct Calendar

Fall (typically), Winter, and Spring Terms are 12 weeks long; Summer Term is 11 weeks long, and Fall Term is 11 weeks long if Labor Day is "late" in September. There is a one week break between terms and a scheduled break during Winter and Summer Terms (for the respective holidays). For specific calendar dates, please see:

<http://kd.iu.edu/aboutkd/calendar.htm>. This page also provides in-residence dates.

Academic Advising

Kelley Direct students are strongly encouraged to follow the plan of study associated with the program to which they are admitted. Plans of study are designed to introduce key competencies and skills in early courses for application in later courses. The academic advisor and appropriate Program Chair must approve any change in a program's plan of study at least one term in advance. The academic advisor is available to provide support and serve as a resource person for KD students.

Transfer of Credit from Another Institution

Transfer of credit may be requested for courses taken outside of the Kelley School of Business. Credit for courses is reviewed on a case-by-case basis. Requests for transfer credit will normally be granted if all of the following conditions are met:

1. The course was taken within the last five years for graduate credit *only*.
2. If taken before entering the IU program, the course was taken while the student was enrolled at an accredited institution. If the course was taken in a business school, the program must be accredited by the Association to Advance Collegiate Schools of Business (AACSB). Acceptance as transfer credit is subject to approval by the faculty of the appropriate graduate program. See individual program sections of this bulletin for additional information.
3. The grade earned was an A or B. Courses taken where Pass/Fail and other such grades were awarded are not satisfactory. A grade of B– or lower is not acceptable.
4. The course has not and will not count toward another degree at IU or at another institution.

No more than 6 hours of transfer credit will be granted.

To request transfer of academic credit, a Kelley graduate student must (1) complete a Request for Transfer Credit form, (2) attach a course description and syllabus, and (3) file the form and documentation with the appropriate academic program office. The request is forwarded to the appropriate department for a decision. The student will be notified in writing of the decision; this takes a minimum of two weeks.

Approval for transfer credit is conditional upon receipt and applied to the Kelley School of Business degree as elective credit. Grades received on courses granted transfer credits are not included in the computation of the Indiana University GPA.

With the exception of requests resulting from a *job transfer*, course work taken at another institution while a candidate as an active student in a Kelley program is NOT eligible for transfer credit. It is recommended that academic advising and approval from the Kelley School of Business be obtained before enrollment in course work at another institution.

Transfer from KD to other Kelley Programs

General Transfer Policies between Kelley MBA programs

PERMANENT TRANSFER

Contact your current program office for the details on permanently transferring to another program. You must contact your current program before contacting the program to which you seek to transfer.

Transfer from one Kelley program to another is not automatic. You must meet the admission standards set by each program in order to transfer. For example, there may be GPA or course grade minimum requirements and transfer admission interviews may be required. Program capacity could also limit the opportunity to transfer.

Deadlines to request a permanent transfer are March 1st for Fall admission and September 1st for Spring admission.

Tuition and fees are based on the program to which you are admitted. If you apply to transfer to and are admitted to a different program you will pay the tuition and fees of that new program.

Scholarships and merit-based aid are not transferrable between programs.

Specialized programs (i.e. dual degrees) are not currently authorized between Kelley programs.

If you don't meet the requirements outlined, you must seek approval from your current program director and the program director of the program from which you want to permanently transfer.

Permanent Transfer Credit Limits:

FROM	TO		
	Kelley Direct	Kelley full time	Kelley evening
Kelley Direct	---	27	12
Kelley full time	18	---	18
Kelley evening	12	27-30	---

TEMPORARY TRANSFER

Contact your current program office for the details on temporarily taking courses from another program. You must contact your current program before contacting the program from which you seek to take courses.

The option to take courses from another program is not automatic. You must meet the standards set by each program in order to take their courses. For example, there may be GPA or course grade minimum requirements and prerequisite course requirements.

Course capacity could also limit the opportunity to take courses from another program. Programs reserve the right to waitlist students until regularly admitted degree-seeking students have registered.

Tuition and fees are based on the program to which you are admitted. If you take a course from another program, you pay the tuition and fees associated with the program to which you are currently admitted, not the tuition of the program from which you are temporarily taking courses.

You may temporarily take a course in another program while concurrently taking courses in your home program.

If you don't meet the requirements outlined, you must seek approval from your current program director and the program director of the program from which you want to temporarily take courses.

Each program limits the number of temporary credits you are allowed to take to complete a degree with that program. The temporary credit limits are:

FROM	TO

	Kelley Direct	Kelley full time	Kelley evening
Kelley Direct	---	9	9
Kelley full time	18	---	18
Kelley evening	12	12	---

Independent Study

Independent study courses are intended to provide a unique experience for the advanced Kelley Direct student through the opportunity to work on an individual basis with a faculty member. The material covered by the independent study course should not be found in regularly scheduled graduate business courses nor should the independent study be used as a means to take an undergraduate or undergraduate/graduate course for graduate business credit. Participation in such a course may, however, be part of the independent study experience.

The procedure for obtaining an independent study course (BUKD 590) should be initiated by the student well before registration for the planned term of work. The student should contact a faculty member and arrange for the faculty member to supervise the project. The Kelley Direct office, as well as the graduate academic advisor, can advise the student which faculty members to contact given the student's area of interest. The student and the faculty member will jointly decide on the number of credit hours to be awarded. The graduate student may not receive credit toward a graduate degree for more than six (6) hours of independent study work.

Independent Study Form: http://kd.iu.edu/resources/form_independentstudy.pdf

Petition for Exception to Student Service Policies

Email kdirect@indiana.edu for the petition form.

Records Policies

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and Indiana University policy, KD Programs adhere to the following tenants governing the protection and release of student information.

Release of Student Information: there are two types of student information — public and private. Public information is directory information that is considered not to be harmful if disclosed. This includes a student's name, address, and phone number, major, dates of attendance, admission or enrollment status, campus, school, degrees, awards, activities, and sports. Public information will be released unless the student files the appropriate form preventing the release of such information. The form is available from the Office of the Registrar (WWW). Public information that cannot be withheld includes the following: name, enrollment status, degrees, and dates of attendance.

Private information is information that is considered more sensitive and an invasion of privacy if disclosed. This includes a student's social security number or student identification number, grades, academic standing, hours completed, GPA, current class schedule, parent name and address, and date of birth. In order to protect each individual's rights, a student must give written consent before any private information is released to anyone outside of the academic community. There are a few exceptions to FERPA, which permit private information to be released to third parties without the student's consent:

1. The KD Office may release private information to "faculty and staff who have a legitimate educational interest/need to know." Faculty and staff may require the information for the purpose of advising, removal of incomplete, or special credit forms. The KD Office may release private information to parents of students who are claimed as IRS dependents.
2. The KD Office may release private information in response to a judicial order or subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made).
3. Private information may also be released to the IU Police or other law enforcement agencies in the investigation of a specific criminal case.

Student Access to Records and Record Maintenance

Indiana University will permit a student to view his/her records within 30 days of receiving a written request. Electronic records also are subject to FERPA. A student is excluded from accessing: records of parents' financial status, employment records, and medical/psychological records. Access will not be granted for any item covered by a waiver. For example, a student who has signed a waiver to a letter of reference will not be granted access to that document. Indiana University will permit the student to challenge the record if the student thinks the record is faulty. Students may request a formal hearing of their case from the IU Dean of Students Office. Individual student files will be maintained in the KD Office indefinitely post graduation.

The public posting of grades either by the student's name, student identification number, or social security number is a violation of FERPA. Indiana University faculty follow FERPA guidelines when posting grades.

The above tenants will guide office policy and decisions. Students should refer to the Indiana University Code of Student Rights, Responsibilities, and Conduct for additional information concerning the Family Educational Rights and Privacy Act of 1974.

More information on Student Records can be found:

http://ses.indiana.edu/campusServices/sisTraining/onlineHelp/student_records/

Official Grades:

Official grades will be posted in OneStart approximately two weeks after a term ends; students may print an unofficial transcript from OneStart for tuition reimbursement purposes. If the ANGEL® grade book posting or unofficial transcript is not sufficient documentation for tuition reimbursement purposes, students may request a “grade letter” from Kelley Direct by emailing kdirect@indiana.edu.

Official Transcripts:

The Office of the Registrar maintains the official academic record for all courses taken while at Indiana University. Any student whose financial account is clear may obtain a copy of his or her academic record or request a copy be sent to a third party. Official transcripts are printed on security paper and are embossed with the Indiana University seal and signature of the Registrar. To request a transcript, please see: http://registrar.indiana.edu/stu_transcripts.shtml

Records Maintenance (Name, Address, etc. changes)

Failure to notify the Kelley Direct Programs Office on a timely basis of record changes often results in missed communications. Students should update their personal profile in ANGEL® and their Bio/Demo information in OneStart to ensure communications from KD and the University are received and recorded accurately.

Indiana University Email

Indiana University Use of Email as Official Correspondence with Students

<http://uits.iu.edu/page/adiz>

Introduction

At Indiana University, there is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the University. Students tend to communicate extensively through electronic mail. Each student is issued a University network ID and email account for use throughout the time the student is registered for classes at the University. Accordingly, email is an available mechanism for formal communication by the University with students. If a student chooses to forward his/her mail to another email address (AOL, Hotmail, departmental server, etc.), the student’s primary campus email address remains the official destination for official university correspondence.

The following policy is consistent with the Bloomington Faculty Council “Mass Email Procedures and Restrictions” as well as policies and procedures established by the Office of the Vice President for Information Technology and Chief Information Officer. It does not make email the only official method of communication. While campuses are encouraged to

adopt the policy on email as an official means of communication, each campus will have the option to do so.

Policy

Email shall be considered an appropriate mechanism for official communication by Indiana University with IU students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

Assignment of Student Email

Official university email accounts are available for all registered students. Official university communications will be sent to students' official university email addresses.

Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Students will not be held responsible for an interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g., power outages or email system viruses).

Forwarding of Email

Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official IU email addresses.

Course Related Use of Email

Faculty may assume that a student's official university email is a valid mechanism for communicating with a student, although faculty should exercise caution about including sensitive data, such as grades, in an email. This policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors.

Responding to an Unofficial Email Address

IU employees need to be careful when responding in detail to a query sent from an unofficial email address since there is no assurance that the sender is, in fact, the student. A recommended step is to provide generic replies only, directing students to university tools that require authentication, such as Oncourse or self service functions, or to require students to provide their primary campus email address to receive a reply.

Academic Status

Admission Policies

While most students are admitted fully qualified to an academic program, on occasion, students may be admitted conditionally. When admitted conditionally, students are notified in their letter of admission of the condition(s) they need to satisfy in order to be in good standing with the program. Some conditions are academic in nature (i.e., students will be required to maintain a specific GPA for a specific length of time), and some conditions are administrative in nature (i.e., a student must supply missing application materials by a specific date). When any admission conditions are not met within the designated timeframe, students may be dismissed from the program.

Good Academic Standing

Any student who maintains a cumulative grade point average (GPA) of 2.75 is in good academic standing.

Academic Probation

Any student whose cumulative GPA falls below 2.75 is placed on academic probation; students who are placed on probation will be notified in writing.

When on probation, a student must obtain a cumulative GPA of 2.75 or higher within the next nine (9) credit hours of enrollment to remain in the program. Students who do not achieve a cumulative GPA of 2.75 or higher will be dismissed from the program.

* Satisfactory/Fail grades are not considered in evaluating performance of a probationary student. Failure to meet the enrollment and/or the minimum GPA requirement results in automatic dismissal from the program.

Academic Dismissal

Academic dismissal may result from one of the following situations:

1. A probationary student who fails to meet the conditions of probation;
2. A student who receives a GPA of 2.75 or below in each of two (2) consecutive terms;
3. A student who fails to complete all the requirements within five-year limit;

Dismissed students may petition for reenrollment one calendar year after dismissal. Dismissed students who do reenroll must still complete all degree requirements within five years of matriculation.

Students subject to dismissal may petition the Associate Dean on an ad hoc basis. However, only in rare cases is continuation allowed.

Enrollment Status

The University considers part-time enrollment 3-5 credits per term. Students are not allowed to enroll in more than 15 credit hours each term.

Sit-Outs

Occasionally, a student in good standing may find it necessary to interrupt progress in the program for a term or more. In such cases, the student is classified as a student who is “sitting out.” To remain in good standing while sitting out, the student must inform the KD office in writing that he or she will be taking a temporary break in the program. Students who sit out should be aware that the five-year time limit for completion of degree work begins from the date of matriculation.

To continue in the program, the student who is sitting out should notify the KD Office of the intent to continue in the program at least one month prior to the beginning of the next academic term. If space is available and the student is in good standing, the student will be allowed to continue.

Inactive

KD MBA students who have not enrolled in graduate business courses for at least three consecutive terms are automatically designated as “inactive.” The student is required to submit a reentry request to reactivate their graduate business student status. There is a five-year limit from the date of initial enrollment for completion of KD MBA degree requirements.

Audit Policy:

Auditing of 500-level business courses is not permitted.

Incomplete Grade (“I”)

An “incomplete” indicates a student’s work is of passing quality as of the end of the term, but a portion of the course has not been completed. In order to give a grade of “I,” the faculty member must agree to grant an incomplete. The faculty member must file an “Incomplete Form” which states the reason for the incomplete, the requirements for completion, and when the course is expected to be completed. **An incomplete not completed within one year of assignment automatically converts to an “F.”**

One or more incompletes may impact a student’s future enrollment.

A student cannot be certified for graduation until his/her record is cleared of all “Incompletes” in both elective and required course work.

Withdrawal (“W”)

Students who withdraw/drop courses between the time they register and the end of the first week of the term will not receive a grade and a full tuition and fee refund is provided.

Students who withdraw/drop courses after the first week of the term will receive a “W” on their transcripts and are subject to the refund policy. For more information, please see “Dropping Courses.”

Withdrawals after mid-term require an instructor’s signature, and at that time, the instructor may assign a “W” or the grade the student has earned up to that point in the term.

FN Grade for Non-Attendance

Students who fail to officially withdraw from a course they are no longer attending should be aware of the “FN” grade policy. The “FN” grade policy has been developed to bring the university into compliance with the “unofficial withdrawal policy” of the Higher Education Act as it relates to the federal provision for student financial assistance. According to University Faculty Council policy, students who fail to complete a course due to non-attendance will be assigned a grade of “FN”. The “FN” grade is awarded only in those cases where the student fails because they either never attended class or ceased to attend class at some point during the term, whereas the traditional “F” grade is awarded to those students who fail due to poor class performance.

The “FN” grade policy requires the instructor to provide the last date of documented class attendance when awarding the “FN” grade. If a student never attended class, the instructor will note that the student “never attended.”

The “FN” grade will only appear on a student’s internal record. The “FN” grade will appear listed as an “F” grade on the grade report and on the official transcript and will be treated as an “F” toward GPA calculation.

It is the student’s responsibility to verify that their enrollment is correct.

Grading Standards

1. Only courses with grades of C– or higher will count toward the necessary credit hours for graduation, although ALL grades (except ineligible course work and transfer credit) are used in computing the GPA.
2. If a D+/D/D– is earned, the credit hours will NOT count toward graduation, but the grade will be used to calculate the GPA. The course cannot be repeated; additional course work to replace the credit hours will be required. Students will be responsible for tuition and fees for additional coursework. If a suitable additional course is not available, the student may be required to repeat the course.
3. If an F is received in a course, the credit hours will NOT count toward graduation, but the grade will be used to calculate the GPA. If the course is an elective, it may not be repeated. Required courses must be repeated, however. (Sequencing rules will apply.) The student will be required to reenroll in the intensive seminar preceding the course that was failed as well as the course in which an F was received. The student will not be required to take the other courses within the module that were successfully completed.

Pass/Fail Option

Students may not enroll in graduate course work for credit toward the Kelley School of Business degree under the pass/fail option.

Code of Conduct

From the IU Student Code of Conduct, “The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas. Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

1. be ethical in his or her participation in the academic community,
2. take responsibility for what he or she says and does,
3. behave in a manner that is respectful of the dignity of others, treating others with civility and understanding,
4. use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable polices.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

Kelley Student Statement of Civility

As a Kelley student, I will act professionally, with civility and respect toward others and with honor and integrity in all my work.

Academic Misconduct

Students may be administratively withdrawn from the Program for violating the Code of Ethics, the Student Code of Conduct, and/or violating the Kelley Student Statement of Civility.

Academic Misconduct and Grade Appeals Process**

When students wish to appeal the outcome of an academic misconduct case or a grade given by a faculty member, the following process applies. This process is subject to change without notice.

1. Contact faculty member to try to resolve
2. Notify Program Director of intent to pursue formal appeal, if not resolved in #1
3. Director notifies faculty member of pending appeal
4. Director solicits academic fairness appeal board members
 - a. 3 faculty members and 2 students
 - b. criteria = ability to judge issue in an independent and unbiased manner
5. Student and faculty member must provide director with any materials intended to support position within 1 week of notice of appeal
6. Director prepares copies for members of appeal board and sets hearing date/time
7. Conduct of appeal hearing (conducted via taped teleconference)
 - a. Director asks board to identify chairperson and gives a brief overview of the nature of the appeal and charges the board to focus on the issue at hand
 - b. Student or faculty member appears before the board to present case
 - c. Faculty member or student appears before the board to present case
 - d. Both parties may bring witnesses if relevant to the case
 - e. Student and faculty member dismissed as the board debates case
8. Board has the right to defer decision to obtain additional information (other than supporting documentation provided by student and faculty member prior to the hearing, no additional information is provided before the hearing)

** The Academic Misconduct and Grade Appeals process is currently being reviewed.

9. Board must return a decision within 7 days of the original hearing
 - a. The decision must be supported by the majority of board members
 - b. Decision must be in writing and must be signed by all board members
 - c. Dissenting opinions may be presented along with majority's decision
 - d. Brief rationale for decision should be provided
10. Director must notify student and faculty member within 7 days of receipt of board's decision
11. Students may appeal board's decision to Associate Dean of the School
12. The School's decision is final

Commencement: “A Celebration of Achievement”

A Commencement ceremony is held in Bloomington once per academic year to celebrate and honor the accomplishment of Kelley Direct graduates in both the public and corporate programs. All Graduates from December (fall group), students completing degree requirements in winter term (end of February) as spring graduates, and the ones completing either in spring or summer terms as summer graduates (end of May and August) are invited to participate.

All prospective graduates are required to complete an [“application for graduation”](#) and submit to the recorder of their respective program, according to the following:

Complete Requirements	Submit Grad Application	Degree Conferral Date (specific date can vary)
Fall Term (end of November)	September 1 st	End of December
Winter Term (end of February)	March 1 st	End of March
Spring Term (end of May)	March 1 st	End of June
Summer Term (end of August)	March 1 st	End of August

Your Name on the Diploma:

Your name will appear on the diploma in the same format as your "Primary" name is stored in the Office of the Registrar. You can view your name by going to the Personal Information section in the Student Center in Onestart. Changes or corrections can be made by completing the "Request for Diploma Name Change" form.

Receiving your Diploma:

Diplomas are mailed by the Registrar ten to twelve weeks after the graduation date to your "Student Home" address as listed in the Office of the Registrar. You can view your address by going to the Contact Information section in the Student Center in Onestart. It is your responsibility to ensure your Student Home address is correct. Instructions to change your address: <http://registrar.indiana.edu/addresschange.shtml>.

Non-Degree Seeking Students

Students not admitted to a Kelley Direct degree or certificate program may enroll in a maximum of 6 credit hours. Non-degree seeking students are subject to all Kelley academic standards.

Enrollment in courses for non-degree students is subject availability. Non-degree students are typically waitlisted in courses and registered after degree-seeking students.

Not every Kelley Direct course is available for

Non-degree students are not permitted to take more than 6 credit hours including Incompletes, Withdrawals and Re-taking courses where they earned less than a C-.

University Resources

Financial Aid

Students interested in receiving federal financial aid must submit the FAFSA to institution code 001809 (more information on the Free Application for Federal Student Aid, or FAFSA, may be found at <http://www.fafsa.ed.gov>); all federal aid for Kelley Direct students is in the form of student loans. When students take less than three (3) credit hours per academic term, they do not qualify for financial aid. For more information about financial aid, please contact: kdfinaid@indiana.edu.

Email and Computer Accounts

University Information Technology Services (UITs) issues each Kelley Direct student an IU user ID; this ID allows a student to access IU computing systems and resources. Access will be retained as long as the student is enrolled as a student on an Indiana University campus. Any problems concerning computer accounts should be directed to UITs 812-855-9255.

Library

Kelley Direct students within the Indiana University Kelley School of Business have access to most of the electronic resources available in both the Indianapolis and Bloomington libraries. These resources include Lexis-Nexis Academic, Dow Jones Interactive, and ABI/INFORM. Each student can access the holdings of all libraries, which are part of the Indiana University Library System through the use of their user ID.

OneStart

OneStart is an Indiana University self-service tool that allows IU students to perform a variety of tasks online. Utilizing OneStart, students may

1. Check the status of their financial aid,
2. Update their mailing addresses with the University,
3. Obtain unofficial transcripts/view grades,
4. Get tax credit information,
5. View the status of their Bursar accounts & make payments.

OneStart may be accessed at www.onestart.iu.edu.

KD students should NOT register via OneStart.

Please make a special note:

If you update your address via OneStart, please be sure to update your personal profile in ANGEL[®] or SCOPE as well.

IU Knowledge Base

The IU [Knowledge Base <http://kb.indiana.edu/>](http://kb.indiana.edu/) (KB) is a database of about 8,000 answers to computing questions asked by IU users.

Contact Information:

Indiana University Kelley School of Business

Kelley Direct Programs

777 Indiana Ave. Suite 200

Telephone: (317) 278-1566

Fax: (317) 274-7301

kdirect@indiana.edu

Contact Hours: Monday-Friday, 8:00AM – 5:00 PM

Staff Listing and Contacts

<http://www.kd.iu.edu/staff.aspx>

Faculty Listing and Contacts

<http://www.kd.iu.edu/faculty.aspx>

FAQ

How do I register for courses?

Students in a Kelley Direct (KD) program in the IU Kelley School of Business do not need to register themselves for courses with the University in Onestart; however, they do need to register with Kelley Direct...please disregard any messages you receive from the University about registering in OneStart. We will show you how to register in SCOPE with KD during in-residence...you do not need to register for courses prior to attending in-residence. If you do not attend in-residence or if you are an MSSM student, you will be registered automatically according to your plan of study and will receive an email when you have been registered.

After in-residence, when do I register for courses?

After in-residence, the registration period for the approaching term opens approximately eight weeks prior to the beginning of the term and is open for approximately five weeks. Students are encouraged to register for courses early, as course availability in some instances may be limited. An announcement about the approaching registration period will be posted on the ANGEL® log in page. Again...please remember...do not register for courses in OneStart; KD students register in SCOPE.

What is the credit hour rate? What fees do I need to pay?

Students in Kelley Direct pay tuition based on the number of credit hours they take and fees based on the University's billing terms (there are three University billing terms per academic year – Fall, Spring, and Summer).

In 2009-10, the credit hour rate will be \$995/credit hour.

There is a \$300/billing term program fee. This fee is assessed per billing term to all degree-seeking students.

In addition to University tuition and fees, students must also pay for course materials. Plan to spend \$130/course/term on course materials.

What is the KD drop/withdraw policy, and how does it impact billing?

Students who drop/withdraw from a 12 week course in the first week of the course receive a full tuition refund. After the first week, the refund policy is as follows: week two = 75% refund; week three = 50% refund; week four = 25% refund; there is no refund after week four.

Students who drop/withdraw from a 6 week course in the first week of the course receive a full refund. Six week courses dropped in the second week receive a 50% refund, and six week courses dropped after the second week receive no refund.

Who do I contact if I have questions about financial aid or scholarships?

Please contact Bloomington Financial aid at kdfinaid@indiana.edu if you have questions about financial aid. Students interested in receiving financial aid must submit the FAFSA: <http://www.fafsa.ed.gov/>.

Please see <http://kd.iu.edu/financing/scholarships.htm> if you are interested in applying for a Kelley Direct scholarship.

How do I receive documentation to request tuition reimbursement from my company?

You may print an unofficial transcript from OneStart for tuition reimbursement purposes; grades are available on a transcript two weeks after the end of the term.

If an unofficial transcript is not accepted by your company and/or if you need official grades for in-residence courses prior to the end of the term, please email kdirect@indiana.edu with your request, and Kelley Direct will provide a grade letter to you.

How do I receive course materials?

You will purchase course materials for in-residence and your first term of courses online at in-residence. Every term thereafter, an announcement will be posted on ANGEL®, our course management system, about the course materials for the approaching term, and a link will be provided to a course material online vendor. You may purchase your course materials from TIS, a course material online vendor; however, you may compare prices of textbooks and order textbooks from any vendor (i.e., Amazon.com, Barnes and Noble, Borders, etc.). Course packs, a collection of business cases and journal articles, must be purchased from TIS.

Appendix

Websites

Kelley Direct Academic Programs and Curriculum

<http://kd.iu.edu/programs/academicprograms.htm>

Kelley Direct Calendar, Academic Terms and In-Residences

<http://kd.iu.edu/aboutkd/calendar.htm>

Kelley School of Business Alumni

<http://www.kelley.iu.edu/alumni/>

Bursar Office

<http://www.indiana.edu/~blbursar/index.php>

Kelley Direct Home page

<http://kd.iu.edu/>

Disability Services

<http://www2.dsa.indiana.edu/dss/>

OneStart

<https://onestart.iu.edu>

International Affairs Office

<http://www.indiana.edu/~ovpia/ovpia/>

Library (IUB)

<http://www.libraries.iub.edu/>

ANGEL®

<https://cms.kd.iu.edu/>

Registrar's Office

<http://registrar.indiana.edu/>

Student Financial Aid Services

<http://www.indiana.edu/~sfa/applying/iubkd.html>

Graduation Application

http://kd.iu.edu/resources/graduation_app.pdf

* Students pursuing a Kelley Direct MBA through the Indianapolis campus (IUPUI) should contact kdirect@iupui.edu for information about policies specific to that campus.