

2015-2016 BBA Bulletin Addendum

The following language should be used in addition to what was previously stated. In the event there is a discrepancy between the two, the language in the Addendum shall supersede that of the original text. Please see Addendum items I through IV.

Addendum Item I

- IV. BBA Program
- A. BBA Admission

IV. BBA Program

A. BBA ADMISSION

1. General Admissions Information

- Students may start the BBA Program only in the Fall term.
- The BBA program at the Ross School of Business is highly selective and attracts thousands of competitive applicants each year.
- Students complete a required set of sequenced courses to ensure knowledge of all functional areas of business – there are no officially-defined majors or concentrations.
- The application review is holistic comprehensive process that includes consideration of three areas: (1) level of academic achievement including course rigor and GPA, (2) depth of extracurricular involvement and (3) strength of application essays.
- Transfer students are evaluated on the same criteria as University of Michigan-Ann Arbor applicants. We strongly consider the strength of the university you are currently attending (e.g., overall ranking, average ACT/SAT of entering class) in addition to the rigor of your course load and GPA. Transfer students who enroll in the BBA program after two years at another college or university campus will spend 5 years earning their college degree since the Ross BBA is a three-year program.
- All applicants should note that the BBA program's core curriculum is fixed and cannot be accelerated. Students should plan to enroll in the BBA program for three full academic years.
- Due to the competitiveness of the applicant pool, the application is not weighted for GPA and many students who excel in academics may be denied admission.
- Interviews are not part of the admissions process.
- High school grades and standardized test scores are considered for Preferred Admission.
- Preferred Admission applicants who are not offered Preferred Admission and defer their university admission cannot be re-reviewed for Preferred Admission during their year of deferral. Admission decisions are based off single applications in the year an applicant applies and a deferral year is not considered an additional year of application.
- The Ross School of Business does not grant second bachelor degrees – students who have already earned a bachelor degree are not eligible for admission and should not apply.
- International students must earn at least half of the 27.0 credits required for admission at an accredited US college or university *and* that US college/university must be the most recent institution attended. This means international students must earn at least 13.5

credits at a US institution located in the United States and must apply for transfer admission directly from that US college/university. There are no exceptions to these policies. Those who have completed course work entirely at an international institution are not eligible for admission and should not apply.

2. Admission Options to the BBA Program

a) Regular Admission

- Apply during freshman year of college.
- Students with sophomore standing or higher may apply, but if admitted they must complete 3 full years of sequenced core courses to satisfy the requirements for the BBA degree.
- Application becomes available online in December of each year.
- Deadline to apply is March 31st of each year. Grades for courses completed in the Winter term of the application year will be considered in the admission decision.
- Complete the 3 prerequisite courses with a grade of C or better by the end of Winter term:
 - Calculus (Math 115 or a higher Calculus course at UM)
 - Microeconomics (Econ 101 at UM or its equivalent)
 - LSA First-Year Writing (e.g., English 125 at UM or its equivalent) per the Sweetland Writing Center.
 - See section [IV.A.3.a](#) regarding Advanced Standing Credits.
- Complete a minimum of 27.0 graded credit hours with a grade of C or better, which must be earned as a full-time college student at an accredited college or university located in the United States
 - University of Michigan-Ann Arbor students must have completed a minimum of 27.0 transferable credits each with a grade of C or better during the Fall and Winter terms, combined, of the year they apply to the BBA Program. Spring or Summer course work after the winter term of application and AP, IB, and A-level credits do not count toward the 27.0 minimum graded credits.
 - Transfer students must complete a minimum of 27.0 credits during the academic year in which they apply to the BBA program. Spring or Summer course work after the term of application and AP, IB, and A-level credits do not count toward the 27.0 minimum credits. Transfer applicants must submit the transfer supplement by June 1st.
 - International transfer students must earn at least half of the required minimum 27.0 credits at an accredited college or university located in the United States, with the U.S. college or university being their most recent school. Students who have completed their required minimum credits entirely at an international institution are not eligible for admission and should not apply.
 - Note that the College of Literature, Science and the Arts allows a maximum of 4 credits to be earned from Math 101, Math 103, Math 105 and Math 110. Thus, students may be enrolled in a 4 credit pre-calculus class and only receive 2 credits on their transcript. Because students in this situation are actually doing the work for 4 credits, we will count these 4 credits toward the minimum 27 credits required. This is **solely** for the purpose of application review.

The last year of Regular Admission will be for Fall 2017. The main pathway to enter the BBA program in Fall 2018 will be Preferred Admission, and Regular Admission will no longer exist. Transfer Admission will still be available for dual degree and

undecided U-M students, in addition to external transfer students. For Fall 2018 and forward, Transfer Admission will not be for current U-M students that have previously applied for Preferred Admission.

b) Preferred Admission

- Apply during senior year of high school online through the University of Michigan Office of Undergraduate Admission Common Application:
<http://www.admissions.umich.edu/applying>.
- Submit your Ross Admissions Portfolio to show your learning in action. Preferred Admission applicants must answer “Yes” to the Common Application question of whether an applicant is submitting a portfolio.
- The Ross Admissions Portfolio site is MichiganRossUndergrad.slideroom.com
- Students spend their freshmen year (in the College of LSA, Engineering, or a different school or college at the University of Michigan-Ann Arbor) fulfilling the minimum requirements (see below) and will be automatically enrolled in the BBA program the Fall semester of their sophomore year upon completion of the requirements below.

Students accepted for the Preferred Admission option must meet the following minimum academic requirements during their freshmen year at UM:

- Complete a minimum of 27.0 transferable credits with a grade of C or better during their Freshman Fall and Winter semesters. These credits must be completed at the University of Michigan-Ann Arbor. Preferred Admission students are required to take classes on a graded basis (unless the class has a mandatory Credit/No Credit basis) to meet the 27 credit requirement. Spring Study Abroad courses will not count toward this 27 hour requirement even if the course is registered for Winter semester. These courses will count toward the GPA requirement.
- Complete the 3 prerequisite courses with a grade of C or higher (‘C-’ or lower does not count): Math 115 (or a higher Calculus course), Economics 101 and LSA First-Year Writing (e.g., English 125 or its equivalent per the Sweetland Writing Center) at the University of Michigan-Ann Arbor.
 - See section [IV.A.3.a](#) regarding Advanced Standing Credits.
- Earn a cumulative 3.300 GPA (GPAs are not rounded up from 3.299). When the GPA is calculated to confirm that Preferred Admission students have met the 3.300 freshman cumulative GPA requirement, we will use all earned grades, including any grades ‘hidden’ by P/F notation. As noted above, Preferred Admission students are required to take classes on a graded basis (unless the class has a mandatory Credit/No Credit basis) to meet the 27 credit requirement.

Preferred Admission students are also expected to meet the programmatic requirements of the Preferred Admission program during their freshman year at U-M:

- Attend at least 7 of the 8 monthly workshops and seminars offered specifically and only for Preferred Admission students. These events are held within the Ross School of Business and allow preferred admission students to better integrate with the faculty, staff, and community of Ross.
- Participate in a mentorship group led by a current BBA student.

- Enroll in and complete BCOM 250: Introduction to Business Communication (a 1.5 credit course), with a C or better during winter term of your freshman year.
- Meet with their Ross Academic Advisor, including at least once during the freshman fall term, to assess academic progress and ensure that they are taking advantage of appropriate academic and Ross resources, allowing for successful enrollment into the BBA Program.
- Inform their Ross Academic Advisor and Ross Undergraduate Admissions if they have been accused of or engaged in a form of academic dishonesty, behavioral misconduct, a policy violation (to include on- and off-campus), and/or criminal activity (to include pending and convicted cases) upon matriculation (e.g., over the summer) and while a student at the University of Michigan.

3. Requirements for all BBA Applicants

a) Advanced Standing Credits

- No AP credit is accepted for First Year Writing.
- AP (AB or BC), IB, and A Level credit is accepted for Calculus.
- No AP credit is accepted to fulfill the Microeconomics or Macroeconomics requirements, but the credit will be accepted as general economics departmental credit. IB (Higher Level) credit is accepted to fulfill the Microeconomics and Macroeconomics requirements.
- For more information on advanced standing credit and the scores needed for such credit please refer to www.admissions.umich.edu/admitted/freshmen/adv_credit/.

b) Accepted Credits

- The BBA program will transfer in a maximum of 45.0 transferable credits earned prior to the start of the BBA program, although a student may have earned more than this. Individual courses may be applied to general degree requirements, such as distribution, but 45.0 total credits may be applied towards the 120.0 credits required for the BBA degree.
 - See section [IV.B.5](#) for details on credits accepted towards the BBA degree.

c) Crime and Conduct

- The BBA program reserves the right to withdraw a student's admission offer if: 1) there has been a misrepresentation in or a violation of any of the terms of the application process and the Preferred or Regular Admission program; or 2) we learn that an applicant or student has engaged in behavior prior to matriculation that indicates a serious lack of judgement or integrity. The BBA program further reserves the right to require applicants and students to provide additional information and/or authorization for the release of information about any matter. Lastly, the BBA program reserves the right to require the withdrawal of any student whose condition endangers his or her own well-being or the well-being of other students or precludes him or her from doing the required work.

Addendum Item II

- IV. BBA Program
 - B. BBA Curriculum & Degree Requirements
 - 3. Additional Degree Requirements
 - c) Capstone Course Requirement

c) Capstone Course Requirement

Students must elect one required capstone course in the Winter semester* of their Senior (third) year in the BBA program. Capstone courses make connections between academic learning and the professional world; they include topics that address complex concepts, require diverse skills and perspectives, and are relevant to future professional endeavors. Some capstone courses also include an Action-Based Learning (or ABL) component, allowing students to have a direct customer/stakeholder interaction and a deliverable that integrates learning and analysis and applies it to a real-world situation. Most capstone courses are three (3) credits. Students can discuss their course selection and planning for a capstone course with their Academic Advisor. See the BBA capstone requirement website (<http://www2.bus.umich.edu/MyiMpact/academics/bbapstone>) for current course offerings.

*On the occasion when a capstone course is offered in the Fall term Ross has created an inverse learning format for those students electing to take the Fall capstone. Ross has determined that BBA students will not take the capstone course and Strategy 390 concurrently so that students will be able to meet all of the learning objectives of both courses and benefit from the two semester learning trajectory.

Addendum Item III

IV. BBA Program

D. BBA Registration Rules & Policies

3. Credit Loads & Enrollment Requirements

a) Full-Time Enrollment Requirement

3. Credit Loads & Enrollment Requirements

a) Full-Time Enrollment Requirement

BBA students are required to register for 12.0-18.0 credit hours each full (Fall and Winter) term and should plan to complete the three-year degree program within six full semesters. Students pursuing dual degrees should expect to spend additional semesters in order to meet all requirements for both degree programs.

Students are not allowed to take classes on a part-time basis during full (Fall and Winter) terms, with the exception of the final two terms prior to graduation. Students who need fewer than 12.0 credit hours per term in their final year to graduate may take courses on a part-time basis in their final two terms. Students should consider how full-time or part-time student status affects areas such as financial aid, athletic eligibility, health insurance coverage, and, for international students, visa coverage. Students wishing to take fewer than 12.0 credit hours in their final two semesters must complete a degree progress review with their Academic Advisor. Students requesting less than full-time enrollment in a term other than the final semester prior to graduation must petition the Ross Academic Standards Committee. Failure to receive appropriate permission may result in academic probation (see Section IV.E.5)

Addendum Item IV

IV. BBA Program

D. BBA Registration Rules & Policies

4. Modifying Class Selections

d) Drop/Add Deadlines

(2) Modifying Class Selections After the Drop/Add Deadline

(2) Modifying Class Selections After the Drop/Add Deadline

After the published Drop/Add Deadline for the given term, students may not modify their class schedule without permission from instructor and processing by Academic Services. **The final deadline to drop classes is no later than the last regular class meeting for the term.**

The following procedures only apply to Business Administration students. Non-Business Administration students must obtain approval from their home school to add or drop classes after the drop/add deadline. BBA students should complete the following steps to add or drop courses after the Drop/Add Deadline (but before the last class meeting):

- Late Add Process: Proceed through standard registration steps for the requested class through the Student Center in Wolverine Access. After clicking the “Finish Registering” button, a “Request for Late Add” button will display, allowing access to a late add request form. Late add requests are reviewed by Academic Services if the instructor approves the request and are then directed to the Registrar’s Office as appropriate.
- Late Drop Process: Using the “Drop” feature in Student Center, select the class and click “Finish Dropping/Adding” to prompt the “Request for Late Drop” button. Complete and submit the form after verifying that the class selected is correct.

Notes:

- Students can view the status of their request upon completion of the form by using the “View Request Status” link under “Late Drop/Add Request” in their Student Center. The request may also be cancelled in the “View Request Status” page.
- If the “Request for Late Add/Drop” button does not appear, the student should reach out to Academic Services for further instructions.

(3) Considerations for Late Adds

- Late adds must have the full support of the instructor regardless of seat capacity in the class, even prior to the Drop/Add deadline.
- Students must meet all prerequisites for the desired class.
- Adding credits may affect tuition. For more information, contact the Office of the Registrar Tuition and Fees: <http://www.ro.umich.edu/tuition/>.
- Students must have room in their schedule to add the desired class:
 - BBA students are capped at 18 credits in a full term. Late Adds may not exceed this limit.

(4) Considerations for Late Drops

- Sequenced core courses may not be dropped.

- Floating core and elective courses may be dropped only up to the last regular class meeting, with instructor approval.
- Failure to complete the drop process by the last regular class meeting for that class means the class will remain on the student's record and a grade will be assigned.
- If the course to be dropped is the only class registered in the term, do not use the Drop/Add Verification Form, but follow procedures for a Term Withdrawal. See: <http://www2.bus.umich.edu/MyiMpact/academics/register>.
- When a course is dropped after the deadline, a "W" notation appears on the student's transcript indicating that the student elected the course and later dropped it, even if the student never attended the class. This "W" has no effect on GPA.
- Tuition charges are not reduced by a late drop if the student has other courses remaining on his/her schedule. For tuition policies and applicable deadlines, see: <http://www.ro.umich.edu/tuition/>.
- Dropping a course may affect current financial aid and/or future financial aid eligibility. For further information, students should contact the Office of Financial Aid (financial.aid@umich.edu, 734-763- 6600).
- International students who wish to drop below full time status should contact the International Center. Full time for visa purposes is 12.00 credits for undergraduate students.
- Student athletes who wish to drop classes should contact their Student Athlete Academic Success Program advisor to ensure this will not impact their athletic eligibility.

Petitions for late drops not covered by the above guidelines will be reviewed by the Ross Academic Standards Committee (section [VII.B](#)) only in cases of grave personal emergency.