



2007-2008  
**BULLETIN**  
BBA Program

LEADING IN THOUGHT AND ACTION

## BBA Program Bulletin

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*Please note that this document is accurate as of August 2007  
Subsequent updates and corrections have been made to the most current version  
which can be viewed at <http://www.bus.umich.edu/pdf/BBABulletin.pdf>*

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### Message from the President

Welcome to the University of Michigan, one of our country's great public universities. One of the many reasons I am thrilled to be part of this university community is because of its long-standing commitment to diversity. I firmly believe that we can learn some of life's most important lessons from each other. The more varied the perspectives represented, the richer our education. Our differences—whether they be the academic questions that engage us, age, economic background, gender, or race, to name just a few—bring a buoyancy to our campus community and help create the intellectual vitality that makes Michigan internationally renowned.

Since its founding more than one hundred and eighty years ago, the University has aspired to provide an outstanding education to a diverse student population. Former President James B. Angell, in his 1879 commencement address, said, "Good learning is always catholic and generous... It frowns on caste and bigotry. It spurns the artificial distinctions of conventional society. It greets all comers whose intellectual gifts entitle them to admission to the goodly fellowship of cultivated minds. It is essentially democratic in the best sense of that term."

Several years ago, Michigan's faculty, through the University Senate, reaffirmed its commitment "to recruiting and maintaining a culturally and racially diverse student body and faculty that are representative of contemporary society, and to assuring that these diverse influences are respected and incorporated into the structure of the University."

I am proud to belong to an academic community that historically has embraced diversity and is as committed today to this ideal as it was during the days of President Angell. I invite you to join me in supporting Michigan's ongoing efforts to promote an appreciation of and openness to the viewpoints and contributions of others.

Sincerely,

Mary Sue Coleman

# Table of Contents

Message from the President ..... 2

Table of Contents ..... 3

I. Philosophy of Michigan’s Ross School of Business BBA Program ..... 5

II. Statement of Community Values ..... 6

III. BBA Program Requirements ..... 7

    A. Prospective Students ..... 7

        1. Option 1: Regular Admission ..... 7

        2. Option 2: Preferred Admission..... 8

    B. BBA Degree Requirements ..... 8

        1. Credit Hour Requirements ..... 8

        2. Grade Point Requirements ..... 9

        3. BBA Core Courses and Schedule ..... 9

            a. Core Requirements: Two Year Program (Fall 2006 Admits)..... 9

            b. Core Requirements: Three-Year Program (Fall 2006 Admits )..... 10

            c. Core Requirements: Three-Year Program (Students Admitted Fall 2007 and later)..... 11

        4. Waiving Core Business Courses ..... 11

        5. Distribution and Foreign Language Requirements..... 12

        6. Advanced Placement Credits..... 12

        7. IB (International Baccalaureate) and A-Level Credits, Transfer Credit..... 12

    C. Transfer of Credits ..... 13

        1. Transfer Credit Hours Required and Accepted for the Ross BBA ..... 13

            a. Credit Hours: Minimum Required & Maximum Transferred..... 13

            b. General guidelines for all transfers ..... 13

            c. Additional Ross restrictions on courses accepted for transfer into the BBA Program ..... 13

            d. Transfer of Summer Courses Taken at Other Institutions ..... 14

IV. Curriculum Planning and Options..... 14

    A. Academic Advising-BBA Program Office ..... 14

    B. Degree Progress Advising-Academic Services Office..... 15

    C. Writing Consultants..... 15

    D. Dual Degrees/Minors, Special Programs & Elective Options ..... 15

        1. Dual Degrees/Minors..... 15

        2. Special Programs ..... 16

            a. Study Abroad..... 16

            b. Washington Campus (LHC 488: Business and the Public Policy Process) ..... 16

        3. Elective Options..... 16

            a. Independent Research Projects for Juniors and Seniors (Course 399)..... 16

            b. Non-Business Courses ..... 17

            c. BBAs in graduate-level MBA Classes ..... 17

            d. Non-Business Students in Business Courses ..... 17

V. Registration ..... 17

    A. Modifying Class Selections..... 17

    B. Withdrawal ..... 18

    C. Auditing Courses..... 18

    D. Class Attendance ..... 19

    E. Non- Graded Courses (P/F, CR/NC, S/U)..... 19

Ross School of Business	BBA Bulletin
F. Retaking Courses .....	20
G. Active Degree Candidacy and Readmission .....	20
VI. Grading Policies and Academic Honors.....	21
A. Grading System .....	21
B. Course Grading Guidelines.....	21
C. Incompletes .....	21
D. Dispute of Final Grades .....	21
E. Computation of Grade Point Average and Satisfactory Academic Standing.....	22
F. Academic Honors .....	22
1. With Distinction.....	22
2. With High Distinction.....	22
3. Beta Gamma Sigma .....	22
4. Phi Beta Kappa.....	23
5. Delta Sigma Pi.....	23
VII. Graduation .....	23
A. Credits Toward Graduation .....	23
B. Coursework at Other Institutions.....	23
C. Steps to Prepare for Graduation.....	24
1. Complete Degree Audit .....	24
2. Apply for Graduation on Wolverine Access.....	24
3. Complete Exit Interview .....	24
4. Commencement.....	24
VIII. Community Membership.....	24
A. Ross Community Values, Codes and Procedures.....	24
1. Academic Honor Code:.....	24
2. Code of Student Conduct .....	30
3. Student Disputes with Instructors:.....	35
4. Violation Reporting Form.....	37
B. Services for Students with Disabilities (SSD).....	37
C. Office of Student Conflict Resolution: Statement of Student Rights and Responsibilities .....	38
D. Residency Regulations.....	39
IX. Index.....	40

## **I. Philosophy of Michigan's Ross School of Business BBA Program**

The Bachelor of Business Administration (BBA) degree is the culmination of a program of undergraduate studies that integrates liberal and professional education. For most students, the undergraduate years are the best opportunity to broaden horizons, explore streams of knowledge, and develop habits of the mind, such as intellectual curiosity and critical thinking, which are vital to lifelong learning. These are also years in which to develop skills, such as effective interpersonal communication, to become committed to basic ethical principles and standards of professional conduct, and to formulate an integrated view of the many dimensions of our rapidly changing world.

We believe that both the liberal arts portion of a student's undergraduate studies (e.g., in the Humanities, Social Sciences, Natural Sciences, and Quantitative Methods) and the professional portion of those studies (e.g., in Accounting, Finance, Marketing, Operations and Managerial Statistics, etc.) can make important contributions to these educational objectives. We also believe that competencies that are critical to professional effectiveness begin to take root in the liberal arts underpinnings of undergraduate education. If these competencies are then reinforced, practiced, and applied in the professional portion of the BBA program, they will grow and strengthen, and become central to the individual's approach to professional challenges.

We believe the Ross BBA is an excellent preparation for a business career. Many students start meaningful careers immediately after graduation, but the program is much more. The skills emphasized and required for success in the BBA Program are fundamental to success in any endeavor. That makes the BBA Degree Program a good foundation for graduate work not only in business, but also in many other disciplines.

## II. Statement of Community Values

All members of the Ross Business School community agree to abide by the Ross School of Business Statement of Community Values. It is a hallmark of how we study and work together. The Statement of Community Values states:

“We, the members of the Ross School of Business community – students, faculty and staff – shall work together in striving for excellence in every aspect of our School’s activities. We seek to be a model of how members of an academic community can combine their spirit and talents to achieve such institutional excellence.

We understand that in striving for excellence, our personal and institutional integrity is our most precious asset. Accordingly, we accept accountability for our behavior and will not knowingly act in ways that might damage that integrity.

We commit ourselves to performing our work and fulfilling our responsibilities honestly and professionally. In particular, we will not tolerate cheating of any sort by any member of our community in any situation.

We shall treat each other with respect, honoring the dignity and value of each member of our community. We will cooperate with each other and fulfill our mutual commitments. We will extend these same courtesies to our guests.

We pledge to share community assets, such as facilities, library materials and information technology resources, in ways that are responsible, that comply with established policies and that reflect the principle of fairness.

We accept adherence to these values as a condition of membership in the Ross School of Business community.”

Accompanying the Statement of Community Values are Codes of Conduct and specific procedures in the case of a reported violation. These codes are included in the [Community Membership section \(VIII\)](#) of this document.

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### III. BBA Program Requirements

#### A. Prospective Students

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**Students may start the BBA Program only in the Fall term.**

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- The BBA program at the Ross School of Business is highly selective and attracts thousands of competitive applicants each year.
- Class is limited to 350 students per 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 comprehensive and includes equal 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.
- The application is not weighted for GPA and many students who excel in academics may be denied admission.
- Letters of recommendation and interviews are not part of the admissions process.
- High school grades and standardized test scores may also be considered.
- The Ross School of Business does not grant second bachelor's degrees – students who have already earned a bachelor's degree are not eligible for admission and should not apply.
- International students must earn at least half of the required minimum credits at an accredited college or University located in the United States – students who have completed their required minimum credits entirely at an international institution are not eligible for admission and should not apply.

Admission options to the BBA Program:

##### 1. Option 1: 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 31<sup>st</sup> of each year. (Grades for courses completed in the Winter term of the application year will be considered in the admission decision.)
- The 3-year BBA program begins sophomore year.
- Complete the 3 pre-requisite courses with a C or better (pre-requisites must be complete or in-progress at the time of application):
  - Calculus I (Math 115 at UM or its equivalent)
  - Microeconomics (Econ 101 at UM or its equivalent)
  - Freshman Composition (English 125 at UM or its equivalent)
- AP credit is accepted for Calculus and Microeconomics but *not* English.
- Complete a minimum of 27 (maximum 45) credit hours, which must be earned as a full-time college student at an accredited college or University located in the United States
  - UM freshmen must take a minimum of 27 credits during their Fall and Winter semesters (Summer coursework and AP credits do not count toward the 27 credits.)
  - Transfer students must take a minimum of 27 transferable credits during their first 2 semesters of college (Summer coursework and AP credits do not count towards the 27 credits.)

## 2. Option 2: Preferred Admission

- Apply during senior year of high school online through the University of Michigan Office of Undergraduate Admission application: <http://www.admissions.umich.edu/applying>
- Preferred Admission to the Ross School of Business is extremely selective, admitting a much smaller percentage of applicants than regular admission.
- Students spend their freshmen year (in the College of LSA or different school or college at UM – 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.
- Students accepted for the Preferred Admission option must meet minimum requirements during their freshmen year at UM
  - Earn a cumulative 3.3 GPA
  - Take a minimum of 27 credits during their Fall and Winter semesters
  - Complete the 3 pre-requisite courses: Math 115, Microeconomics 101 and English 125 or equivalent
  - AP credit is accepted for Calculus and Microeconomics but *not* English
- Students denied for the Preferred Admission option are encouraged to reapply during their freshmen year. Being denied for Preferred Admission does not hurt a student's chances for being admitted through the regular admission option.

## B. BBA Degree Requirements

It is the student's responsibility to know and meet all of the degree requirements, as outlined below.

### 1. Credit Hour Requirements

The BBA degree requires a minimum of 120 credits. 45 of these credits must be business credits, and 54 of the 120 total credits must be non-business credits.

Students are expected to be full-time and are not allowed to take classes on a part-time basis, with some exceptions in their final term. The BBA degree does not provide for any break between program years. If a student anticipates mandatory military service, this must be completed prior to or after completion of the BBA program. Requests to step out of the program for a term or year must be approved by the BBA Program Director and School Registrar. Such approvals are usually given only in situations involving:

- Unanticipated personal medical emergencies
- Unique and unanticipated opportunities

BBA candidates are expected to carry between twelve and eighteen credit hours each full term and should plan to complete the three-year degree program within six terms.

Students who need fewer than twelve hours to graduate may be granted permission to take less than the normal course load in their final term. Students should consider how full-time or part-time student status affects areas such as financial aid, athletic eligibility and health insurance coverage, and for international students, visa coverage. Students wishing to take fewer than twelve credit hours in their final semester must complete a degree progress review with Academic Services.



**2. Grade Point Requirements**

A separate GPA is calculated for all BBA students, which includes all classes taken during their years in the BBA Program. This means that a student’s GPA “starts over” when he/she joins the Ross community (either in junior year for the two-year program, or sophomore year for the three-year program). Students must maintain a minimum of 2.00 GPA in all business courses taken while at Ross, as well as an overall minimum 2.00 GPA. Should either calculated GPA fall below 2.00, the student is subject to academic review, and will not be able to graduate until the cumulative GPA is at 2.00 or higher.

**3. BBA Core Courses and Schedule**

The BBA program is organized around a core of required courses, which must be taken in this prescribed order: **Note: Students cannot drop required core courses.**

**a. Core Requirements: Two Year Program (Fall 2006 Admits)**

<b>Two-Year BBA Program: Junior Year</b>	
Fall Term	Winter Term
ACC 272: Prin of Acc II (if not taken prior to admission) (3 crs)	MO 300: Behavioral Theory in Mngmt (3 crs)
BE 300: Applied Economics (3 crs)	OMS 301: Business Statistics and Management Science (3 crs)
BIT 200: Personal Productivity with Information Technology (1.5 crs)	OMS 311: Operations Mngmt (3 crs)
FIN 300: Financial Mngmt (3 crs)	Other classes to include any degree requirements, such as liberal arts distribution courses, Business Law, or other business electives.*
LHC 250: Introduction to Business Communication (1.5 crs)	
MKT 300: Marketing Mngmt (3 crs)	

<b>Two-Year BBA Program: Senior Year</b>	
Fall Term	Winter Term
BIT 300: Business Info Systems (1.5 crs)	Capstone Business Classes
STRATEGY 390: Corporate Strategy (3 crs)	
LHC 350: Business Communication(1.5 crs)	
Other classes to include any remaining degree requirements such as liberal arts distribution courses, Business Law, and business electives. *	

**\*Business Law** (either LHC 305 or 306), a core requirement, can be taken at any time during the four terms of the two-year BBA program.

**b. Core Requirements: Three-Year Program (Fall 2006 Admits )**

<b>Three-Year BBA Program: Freshman Preparation for Admission</b>	
ENGL 125 or equivalent: Introductory Composition (4 crs) (either Fall or Winter term)	
MATH 115 or equivalent: Calculus 1 (4 crs) (either Fall or Winter term)	
ECON 101: Microeconomics (4 crs) (either Fall or Winter term)	
Other classes to include any degree requirements, such as liberal arts distribution courses, or other exploratory Freshman-level classes.	

<b>Three-Year BBA Program: Sophomore Year</b>	
Fall Term	Winter Term
ACC 271: Prin of Acc I (3 crs)	ACC 272: Prin of Acc II (3 crs)
ECON 102: Macroeconomics (4 crs)	BE 300: Applied Economics (3 crs)
OMS 301: Business Statistics and Management Science (3 crs)	BIT 200: Personal Productivity with Information Technology (1.5 crs)
	LHC 250: Introduction to Business Communication (1.5 crs)
Other classes to include any degree requirements, such as liberal arts distribution courses.	

<b>Three-Year BBA Program: Junior Year</b>	
Fall Term	Winter Term
FIN 300: Financial Mngmt (3 crs)	BIT 300: Business Info Systems (1.5 crs)
LHC 350: Business Communication (1.5 crs)	MO 300: Behavioral Theory in Mngmt (3 crs)
MKT 300: Marketing Mngmt (3.0 crs)	OMS 311: Operations Mngmt (3 crs)
Other classes to include any degree requirements, such as liberal arts distribution courses, Business Law, or other business electives.*	

<b>Three-Year BBA Program: Senior Year</b>	
Fall Term	Winter Term
STRATEGY 390: Corporate Strategy 3 crs	Capstone Business Classes
Electives, to include any remaining degree requirements such as liberal arts distribution courses, Business Law, or other business electives.*	

\***Business Law** (either LHC 305 or 306), a core requirement, can be taken at any time during the three-year BBA program but most often is completed during the final two years.

**c. Core Requirements: Three-Year Program (Students Admitted Fall 2007 and later)**

<b>Three-Year BBA Program: Freshman Preparation for Admission</b>	
ENGL 125 or equivalent: Introductory Composition (4 crs) (either Fall or Winter term)	
MATH 115 or equivalent: Calculus 1 (4 crs) (either Fall or Winter term)	
ECON 101: Microeconomics (4 crs) (either Fall or Winter term)	
Other classes to include any degree requirements, such as liberal arts distribution courses, or other exploratory freshman-level classes.	

<b>Three-Year BBA Program: Sophomore Year</b>	
Fall Term	Winter Term
ACC 271 <sup>1</sup> : Prin of Acc I (3 crs)	ACC 272: Prin of Acc II (3 crs)
BE 300: Applied Economics (3 crs)	LHC 250: Introduction to Business Communication (1.5 crs)
BIT 200: Personal Productivity with Information Technology (1.5 crs)	OMS 301: Business Statistics and Management Science (3 crs)
ECON 102: Macroeconomics (4 crs)	
Other classes to include any degree requirements, such as liberal arts distribution courses.	

<b>Three-Year BBA Program: Junior Year</b>	
Fall Term	Winter Term
FIN 300: Financial Mngmt (3 crs)	BIT 300: Business Info Systems (1.5 crs)
LHC 350: Business Communication (1.5 crs)	MO 300: Behavioral Theory in Mngmt (3 crs)
MKT 300: Marketing Mngmt (3.0 crs)	OMS 311: Operations Mngmt (3 crs)
Other classes to include any degree requirements, such as liberal arts distribution courses, Business Law, or other Business electives.*	

<b>Three-Year BBA Program: Senior Year</b>	
Fall Term	Winter Term
STRATEGY 390: Corporate Strategy 3 crs	Capstone Business Classes
Electives, to include any remaining degree requirements such as liberal arts distribution courses, Business Law, or other business electives.*	

\***Business Law** (either LHC 305 or 306), a core requirement, can be taken during the junior or senior year.

**4. Waiving Core Business Courses**

- **BIT 200:** Waivers may be considered for BIT 200: Business Information Technology. If you have taken a course you believe to be equivalent to BIT 200 (such as EECS 181 or EECS 183 at University of Michigan-Ann Arbor), then you must complete the waiver form: <http://www.bus.umich.edu/Academics/Curriculum/CoreCurriculum/Waivers/WaiverForm.doc>

Attach a transcript showing what you believe to be the equivalent course, and include that course description. You must have a final grade of a **B** or better in the course. Mail or drop

<sup>1</sup> All BBA applicants who are current UM Ann Arbor students are required to complete ACC 271 and 272 at the Ross School of Business. Accounting course credits for admitted students transferring to UM from other universities will be considered on a case by case basis.

off the form with documentation to Academic Services in E2540, no later than August 1 for timely consideration. Waiver requests submitted after this date will be processed as time allows, up to the beginning of class only.

- **Other BBA Core:** If a BBA core course was completed at the Ross School of Business prior to entering the BBA program and a minimum course grade of "C" was earned, those credits will transfer into the Ross program and the core course may not be repeated for additional credit toward the BBA degree.

### 5. Distribution and Foreign Language Requirements

Ross distribution and foreign language requirements are similar to the College of Literature, Science and the Arts (LSA), with some exceptions which are noted below. You should refer to the LSA online Course Guide (which can be found at <http://www.lsa.umich.edu/cg/>) to see if a course meets the requirements for a distribution area. Courses have the following designation: natural science (NS), social science (SS), humanities (HU), mathematical and symbolic analysis (MSA) or excluded from distribution (Excl). In selecting courses, note the Ross restrictions which follow.

Complete **three** of the following four requirements:

Foreign Language (fourth-term proficiency in a language other than English). Fourth-term proficiency in a foreign language is determined by successful completion of a proficiency examination administered by U-M or by completion of a fourth-semester college-level foreign language course. AP course work which meets fourth-term proficiency fulfills this requirement. See the LSA Bulletin for further language details. ( <a href="http://www.lsa.umich.edu">www.lsa.umich.edu</a> )	0-20 crs
Humanities (HU) Fourth semester of a second foreign language may be used for HU credits. (e.g., If an English-speaking student met Foreign Language requirement with Spanish and then took French classes through FR 232, we will use FR 232 as HU.)	9 crs
Natural Sciences (NS) and/or Mathematical and Symbolic Analysis (MSA)	9 crs
Social Sciences (SS) ( <b>excludes Econ 101 &amp; 102</b> )	9 crs

### 6. Advanced Placement Credits

Advanced Placement credits are accepted for elective BBA degree credit according to the guidelines established by the College of LSA at the University of Michigan. Please refer to their website at <http://www.admissions.umich.edu/prospective/prospectivefreshmen/apguidelines.html>.

### 7. IB (International Baccalaureate) and A-Level Credits, Transfer Credit

For BBA students admitted to Ross in Fall 2005 and later, we will use IB and A-level credits as appropriate for distribution (e.g. Science credits will be used for NS/MSA, etc.). This policy is subject to review and change, with any changes noted in future program bulletins. The Ross School tries to maintain parallels with the guidelines set by LSA on these transfer credits.

## C. Transfer of Credits

### 1. Transfer Credit Hours Required and Accepted for the Ross BBA

The below rules apply to the three-year BBA program. Students admitted to the two-year BBA program should review the guidelines published in the program bulletin when they were admitted.

(Archived bulletins can be accessed at

<http://www.bus.umich.edu/Academics/Resources/bulletins.htm>.

#### a. Credit Hours: Minimum Required & Maximum Transferred

Complete a minimum of 27 (maximum 45) credit hours, which must be earned as a full-time college student at an accredited college or University located in the United States

- UM – Ann Arbor freshman must take a minimum of 27 credits during their Fall and Winter semesters (Summer coursework and AP credits do not count toward the 27 credits).
- Transfer students must take a minimum of 27 transferable credits during their first 2 semesters of college (Summer coursework and AP credits do not count towards the 27 credits).
- International students must earn at least half of the required minimum credits at an accredited college or University located in the United States – students who have completed their required minimum credits entirely at an international institution are not eligible for admission and should not apply.

#### b. General guidelines for all transfers

- Only courses with a grade of C or better (C- does not transfer)
- Pass/fail courses must be accompanied by official documentation of a C grade or better
- Mathematics: Limit of four (4) credits granted for pre-calculus course work (e.g. Math 103, Math 105, or Math 110).
- Computer courses are only accepted if from a math, computer or engineering department
- A Level Courses: only non-business course work transfers
- No business course work transfers, with the exception of ACC 271 if taken at UM – Ann Arbor.

#### c. Additional Ross restrictions on courses accepted for transfer into the BBA Program

- No credit for ACC 271 and 272 completed outside of the Ross School of Business. Accounting courses for students transferring to UM from other universities will be considered on a case by case basis.
- No more than 30 non-graded credits may count toward the 120 credits needed for the degree, and all P/F course work taken prior to admission to the Ross School must have a C or higher grade in order to transfer to Ross.
- No credit for Physical Education course work
- No credit for Vocational course work
- Limit of four (4) credits granted for pre-calculus course work (see LSA Bulletin at <http://www.lsa.umich.edu/lsa/cg/bulletin/> for details)
- Limit of four (4) credits granted for writing practicum course work (see LSA Bulletin for details, under Sweetland Writing Center)
- Limit of four (4) credits granted for English Language Institute (ELI) course work (see <http://www.lsa.umich.edu/eli> )
- No credit for freshman- and sophomore-level military training courses; credit will be granted for junior and senior-level military training courses (e.g., 300+ level)

- School of Music ensemble courses yield degree credit, but no honor points.
- Experiential courses: A maximum 15 credits of experiential courses count toward a degree. This limit includes credits earned both prior to and during the BBA program. A maximum 8 credits may be earned from any one LSA project. This includes credit for Residential College and Lloyd Hall Scholars Program experiential courses. Only one Experiential project may be elected each term.
- Independent Study/Experiential/Directed Reading Courses: No more than 30 credits total may be counted in the degree from these types of courses. This 30-credit limit includes the 7 possible credits of 399 course work in the Ross School.
- Students who have completed 60 credits toward the BBA cannot earn additional degree credit for courses elected at a two-year college.
- Kinesiology courses are recorded as “not for credit” unless they are on the approved list in the LSA Bulletin

<http://www.lsa.umich.edu/UofM/Content/lsa/document/bulletin2006.pdf>

That list includes the following:

- Kinesiology (KINESLGY): 421, 422, 441, 442, 471, 505, 513, 521 and 542
- Movement Science (MOVESCI): 110, 230, 241, 250, 280, 320, 330, 340, 421, 422, 424, 432, 433, 441, 442, 443, 445, 471, 521, and 542
- Physical Education (PHYSED) 310, 331
- Sports Management (SPTMGMT): 101 (No credit for students with junior or senior standing), 111, 333, 342, 346, 431, 434, 437, 446 and 513.

#### **d. Transfer of Summer Courses Taken at Other Institutions**

- Students who are planning to take Spring or Summer term courses at other institutions prior to enrollment in the BBA program should check in advance with an academic advisor in Academic Services at [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu) to verify that the credits will transfer.

## **IV. Curriculum Planning and Options**

Outside of the core BBA coursework, responsibility for planning the elective content of the academic program rests with students. Thorough familiarity and understanding of the regulations contained in this Bulletin are essential for sound planning. Degree requirements checklists are available on iImpact (<http://www.bus.umich.edu/Academics/DegreeCheck/>) for students to monitor their academic progress.

### **A. Academic Advising-BBA Program Office**

The primary purpose of the BBA Program Office’s academic advising and counseling is to assist undergraduate students in developing meaningful educational plans that satisfy their academic goals. To this end, we are available to advise and counsel our BBA students on their academic and personal needs and to coordinate student services activities between the Business School, LSA and other academic units, both within and outside the University, as appropriate.

The academic advising and counseling program seeks to help undergraduates:

- clarify intellectual, professional and personal interests
- develop suitable educational plans
- select appropriate courses and other educational experiences
- understand institutional requirements
- understand available resources for assistance within and outside of the business school
- develop personal and educational goals and evaluate their progress.

The BBA Program office has three staff members assigned to advise and counsel BBA students, Rob Koonce, Director of BBA Student Affairs, Katie McCartney, BBA Academic Advisor, and Michael Kamen, BBA Academic Advisor. Students may schedule appointments with an academic advisor at <http://www.bus.umich.edu/Academics>.

## **B. Degree Progress Advising-Academic Services Office**

The Academic Services Office provides support for BBA students with walk-in hours each day, scheduled appointment availability, and assistance through email and web pages. Stop by or schedule an appointment with an Academic Services staff if you have questions about:

- distribution requirements
- transfer credits
- degree audits
- dual degrees/minors
- dropping/adding classes
- independent studies

This office also manages pre-registration into core courses and provides support for course bidding for business elective classes. Be sure to regularly check their web pages at <http://www.bus.umich.edu/Academics/> and watch for emails throughout the school year regarding course registration processes.

You can communicate with Academic Services via:

- Email at [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu)
- Phone: 734-647-4933
- Daily walk-in hours: 9:30 – 11:00AM (M-F) and 2:00 – 3:00PM (M, T, Th, F) in E2540
- Appointments with both Academic Services can be scheduled online at: <http://www.bus.umich.edu/CounselingCalendar/AcademicServices>

## **C. Writing Consultants**

The Ross School has writing consultants available to all BBA students. The consultants can help students with a variety of writing needs from assignments and class work to employment applications and other materials. The consultants are available several hours each week, and students can sign up for a consultation at the consultant's office.

## **D. Dual Degrees/Minors, Special Programs & Elective Options**

### **1. Dual Degrees/Minors**

Students who have been admitted to the BBA Program and who have completed course work in the College of Engineering, the College of Literature, Science, and the Arts, the School of Music, Theatre & Dance, or the Division of Kinesiology, Sports Management Program at U of M-Ann Arbor may pursue an individualized dual degree program with Ross. Within specific guidelines of each school, it may be possible to earn both degrees. Note that LSA dual degrees require a minimum of 150 credits among other specific degree requirements, and both degrees must be awarded at the same time.

BBA students may also earn Minors from the College of Literature, Science, and Arts at U of M-Ann Arbor while they are in the BBA Program. Students interested in pursuing a dual degree or minor in addition to the BBA are encouraged to talk with an advisor. More information regarding dual degrees can be found on iMpat at <http://www.bus.umich.edu/Academics/SpecialPrograms/>.

## 2. Special Programs

The Ross BBA program offers students a number of opportunities to expand their learning experience to environments outside of the Ross campus. All of the below opportunities require special application and are typically available to upper level (junior or senior) BBA students only.

### a. Study Abroad

Study Abroad (STRATEGY 320): A three-week program offered each May available to BBA sophomores and juniors. In 2007 we offered two programs, one outside of Koblenz, Germany, through WHU Summer Program, and the other in Beijing, China. More information can be found online at <http://www.umich.edu/~cibe/students/exchange.html>

### b. Washington Campus (LHC 488: Business and the Public Policy Process)

Available to BBA juniors. The Washington Campus program is an intensive, one-week course in Washington, D.C., designed to provide students with the frameworks, concepts, and tools needed to incorporate the public policy dimension into managerial decision making and strategic planning. Offered in May each year, more information can be found online at <http://www.bus.umich.edu/Academics/SpecialPrograms/WashingtonCampus/BBAWashingtonCampus.htm>.

## 3. Elective Options

The Ross School of Business does not officially designate or include “majors” or “concentrations” (e.g., Finance, Marketing, or International Business) in the professional portion of the student’s undergraduate work. Rather, students are encouraged to select elective courses that will help develop a broad understanding of business and integrate their liberal arts and professional education.

Students can review the Ross elective course offerings on iMpack at <http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp> and should plan to register for most business electives during their junior and senior years. Outlined below are a few specific regulations for students to keep in mind as they plan their elective selections.

### a. Independent Research Projects for Juniors and Seniors (Course 399)

Individual and group research projects, supervised by faculty, are available to juniors and seniors in good academic standing. To select a project, students should consult the appropriate professor and the department Chair about the nature of the research and the number of credit hours the work would earn. The following guidelines apply:

- A maximum of three credit hours in 399 courses may be taken in a term.
- A maximum of one research project can be taken a term.
- A maximum of seven credit hours of 399-course work may count toward a degree.
- A maximum of three research projects are allowed over the course of a program.

For each project, the student must submit a paper to the faculty supervisor who will evaluate the character and quality of the research and render a grade. The paper and the supervisor’s evaluation are catalogued and filed for three years in the Kresge Business Administration Library. The student must submit the paper to the faculty member no later than exam week of the term in which the project was elected. Non-business students at junior or senior level may also take individual and/or group research projects. The student should ask the faculty member to send the completed research paper to the Kresge Business Administration Library. Further information and forms are available from Academic Services at <http://www.bus.umich.edu/Academics/Curriculum/ElectiveOptions/IndependentResearch/>.



**b. Non-Business Courses**

BBA degree candidates may elect almost any course in the University except those restricted to graduate students, courses that have other class level restrictions, or those listed in [III.C.1 “Transfer of Credits.”](#) Business History (LHC 412 or History 476) is listed as both a business and non-business course, but credit from this course may be counted only as business credit. No BBA degree-credit is granted for courses that may not be transferred (see [III.C.1 “Transfer of Credits.”](#)).

**c. BBAs in graduate-level MBA Classes**

While BBAs are restricted from taking MBA classes, if the following conditions are met, a BBA student may take one MBA class:

- Student must have earned at least 90 credits before the graduate-level class
- GPA for all work attempted at Ross must be at least 3.3
- The graduate-level class cannot be an MBA core course
- The class cannot be one for which a close approximation exists at the BBA level
- Student must submit (to Academic Services) written approval from the instructor of the class

If all these conditions are met, an Academic Services advisor will process the permission to admit the BBA student into the MBA class. BBA students who wish to take more than one MBA class must get permission from the Director of BBA Student Affairs.

**d. Non-Business Students in Business Courses**

Students enrolled in other divisions of the University may elect courses at Ross if they have attained at least third-year standing (55 credit hours) and receive professor permission (where applicable). This does not apply to Accounting 271 and 272, which are listed as sophomore-level courses (at least 25 credit hours). Juniors and seniors may elect courses numbered 300-499, provided they have satisfied the prerequisites of the courses to be elected. Undergraduates may not take graduate courses numbered 500 or above unless they can meet the exceptions noted in section [IV.D.3.c. “BBAs in graduate-level MBA Classes”](#).

## V. Registration

Undergraduate business students register for courses using several different methods – depending on their year in the program. Academic Services provides specific information via iMPact (<http://www.bus.umich.edu/Academics/Registration/Register/>) about registration to students before the registration period begins each semester. In general, core courses are assigned for BBAs by Academic Services in conjunction with section assignments and may not be dropped from a student’s schedule.

Students should always be sure to check the registration dates and deadlines for each specific term (<http://www.bus.umich.edu/Academics/Registration/TimesDates/RegistrationDates.htm>).

**A. Modifying Class Selections**

**Core Classes:** BBA students are expected to take all core courses in their proper sequence and in their assigned section. Students are not allowed to drop a core course. Dropping or failing a core course may be grounds for dismissal from the BBA program.

Standard rules of exception for making changes to an assigned core course section are as follows:

- Documented health issue: requires a signed letter on official letterhead from a physician or from the Office of Services for Students with Disabilities (<http://www.umich.edu/~sswd/>).

- Documented student athlete: requires a signed letter on official letterhead from a University of Michigan head coach.
- Documentation from religious leader or organization.
- Dual degree: requires approval from a Ross Academic Services.
- Declared academic minor through LSA: requires a signed LSA Academic Minor Release Form (paper or electronic) and a letter from the Minor Advisor indicating a specific class during a specific term is a necessary requirement for the student to complete the academic minor prior to graduation.

These requests and the required documentation should be sent prior to each academic term to Ross Academic Services, 701 Tappan Street, Room E2540.

Elective Classes: Students may use Wolverine Access (<http://wolverineaccess.umich.edu>) to add or drop elective classes prior to the start of the term and during the first week or two of each full term (Fall, Winter, Spring, Summer). Note that different dates may apply for intensive or alternatively scheduled course offerings; check the class listing and registration deadlines (<http://www.bus.umich.edu/Academics/Registration/RegistrationDates/RegistrationDates.htm>) for details.

After the Drop/Add Deadline:

- To add a class after the Drop/Add deadline for the term the student must have permission of the instructor, complete a DROP/ADD form (or “University Election Worksheet”), have the form approved by Academic Services and take the completed and approved form to the Registrar’s Office (1207 LSA Building, 500 S. State Street).
- To drop a course after the deadline, a Drop Verification Form (DVF) must be completed by the student and signed by the instructor of the course. Forms are available at the reception desk in room E2540. This form is also available on iMpaact at <http://www.bus.umich.edu/Academics/Resources/Forms/DropVerificationForm.pdf>.

The completed form must be returned to an Academic Services staff person. Subsequently students must complete a DROP/ADD form (also available in E2540), obtain Academic Services approval on this form and then take it to the Registrar’s Office (1207 LSA Building, 500 S. State Street) to have the change processed.

When a course is dropped after the deadline, a notation of "W" is posted on the student's transcript indicating that the student elected the course and later dropped it. Requests for late drops not covered by these guidelines will be considered by the appropriate faculty committee only in cases of grave personal emergency.

## **B. Withdrawal**

Withdrawal means the elimination of all courses for a given term after the term has begun. Students wishing to withdraw from a term should contact Academic Services. (See section [V.G “Active Degree Candidacy”](#))

## **C. Auditing Courses**

Students are expected to elect courses for credit. Occasionally, however, a student may wish to attend a course but not elect it for credit. This arrangement can take the form of an official audit (sometimes called Visitor status). To audit a course, the following conditions must be met:

- Course may not be core course;
- Student must obtain written permission from the instructor to audit course (via instructor email or instructor signed University of Michigan Election Worksheet (Add/Drop form));

- There must be space available in the class (if a class has a limited enrollment, students who take the class for credit will receive priority).
- Student must visit Academic Services during walk-in hours to verify approval to audit. Student must bring proof of instructor consent to Academic Services.
- You will have to register in-person at the Registrar's Office and present the approved Add/Drop form. You will NOT be allowed to register for a Visit through Wolverine Access.

Audited courses will count toward the student's credit capacity for the term, but audited courses do NOT count toward the degree. Regular course fees apply. An official audit obligates a student to attend classes regularly and complete course requirements (*e.g.*, papers, assignments, tests, and the final examination). When you have satisfactorily completed a course for an official visit, the course will be listed on your permanent academic record with the notation "VI" in place of a grade. If you do not complete the course to the satisfaction of the instructor, the course will be entered on your record with the notation "E" or "ED" (unofficial drop).

Changes from audit to credit and credit to audit are not permitted after the third week of a full (14 week) term, the second week of a half term (Spring-half or Summer-half), or one week from the first session of the class in a 7-week term. Because this choice of Audit/For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

#### **D. Class Attendance**

At the discretion of the instructor, students may be dropped from a class if they do not attend the first class meeting for a once-a-week class, or the first two class meetings for a twice-a-week class. In addition, based on the pedagogical needs of any particular class, an instructor may set specific attendance guidelines. In these cases, students will be notified in advance by the instructor.

#### **E. Non- Graded Courses (P/F, CR/NC, S/U)**

- Ross Business School students may NOT elect Ross Business School classes Pass/Fail unless the classes are *mandatory P/F* (*e.g.*, STRATEGY 389). This rule applies to all Ross Business School students and Ross Business School classes, regardless of student's earned credits, or year in program.
- BBA students are allowed to take LSA classes which are non-graded (P/F, CR/NC, S/U). Note the following guidelines:
  - Non-graded courses may be included in a distribution plan. (Note: The final course in a sequence used to satisfy the Language Requirement may not be elected on a Pass/Fail basis.)
  - A change in grading pattern for a non-business course is not permitted after the first three weeks of a full term class, first week of a half-term class, or first two weeks of a Spring or Summer session. Courses elected after the registration deadline may not be elected on a non-graded basis unless the course is offered as a "mandatory non-graded" course. (The only exceptions to this policy are short courses (*e.g.*, GEOSCI 101-115) which start after the beginning of the term. In these cases, the grading pattern may not be changed after the second week of class.) The Ross Business School does not grant exceptions to this policy.
  - Students may count a maximum of 30 non-graded credits toward the 120 credits required for a degree. Non-graded credits are earned in courses for which no letter grade (A+ through E) is recorded on the transcript. Only those non-graded credits actually earned are counted as part of the total number of non-graded credits applicable toward a degree. (Advanced Placement credits as well as transfer courses for which students earned grades *at another institution* do not count against the 30-credit limit.)

- In the case of a student who has chosen to elect a (non-business) course on a Pass/Fail basis, the Office of the Registrar converts the letter grades according to the following policies:
  - Grades of A+ through C- are posted on a transcript as “P” (Pass); credit toward a degree is earned; grades of D+ through E are posted on a transcript as “F” (Fail); no degree credit is earned.
  - Non-graded courses earn credit toward a degree but not honor points. Therefore, “Pass/Fail” (or Credit/No Credit, etc.) grades do not enter into the computation of the term or cumulative grade point averages.
  - All P/F course work taken prior to admission into Ross must have a C or higher grade in order to transfer into the Ross School of Business.
- Students planning to apply to law schools should be aware that the Law School Data Assembly Service counts “F” grades from P/F classes as F’s in computing a student’s grade-point average. All graduate schools may require that P/F grades be revealed as part of their review process.
- The Ross Business School holds students responsible for ensuring the accuracy and completeness of their class schedule.
- Preferred Admission students are expected to take classes on a graded basis (unless the class has a mandatory Credit/No Credit basis); when the GPA is calculated to confirm that Preferred Admission students have met the 3.3 freshman cumulative GPA requirement, we will use all earned grades, including any grades ‘hidden’ by a P/F notation.

## **F. Retaking Courses**

Courses failed may be retaken for credit if the student wishes, and must be retaken if the course is a degree requirement or a prerequisite to other courses the student wishes to elect. The grades received when the course is retaken and the original failing grade are used to determine the student’s scholastic average. A student may re-elect a course in which a passing grade was received if the desire is to strengthen knowledge or improve the grade. The old and new grades are used to compute the student’s average, but the credit hours are counted only once toward degree requirements, as long as a passing grade is earned. Both the initial and the second course registration will be displayed on the student’s transcript.

## **G. Active Degree Candidacy and Readmission**

Students must attend and complete courses during the term they are first admitted to the BBA Program. If a student is admitted, but withdraws from the BBA Program in his/her first term without completing a course, the student will be required to reapply to the BBA Program. In addition to this guideline requiring completion of coursework in the initial admit term, University policy requires students to complete at least one course within any consecutive twelve-month period to maintain active degree candidacy. If no academic work has been completed within a twelve-month period, the student becomes ineligible to continue. To continue or finish the BBA Program, the student must apply for readmission to the program. Readmitted students must comply with the degree requirements in effect at the time of their readmission. Admission to the school is highly competitive, and applications for readmission are decided based on the standard for the term in which the former student wishes to enroll.

## VI. Grading Policies and Academic Honors

Grades are recorded by letter, but grade points are used to compute averages. Letter grades and the corresponding number of grade points for each hour of semester credit are as follows:

### A. Grading System

A+	4.4	C	2.0
A	4.0	C-	1.7
A-	3.7	D+	1.4
B+	3.4	D	1.0
B	3.0	D-	0.7
B-	2.7	E	0.0
C+	2.4	F,NR,X,I,Y	0.0

No credit toward satisfaction of degree requirements is granted for courses in which grades of E, F, NR, I, Y and X are received. Courses elected under the pass/fail, credit/no-credit and satisfactory/unsatisfactory policies are not considered in computing grade point averages.

### B. Course Grading Guidelines

The Dean's Office and Faculty have set the following guidelines for grades issued in our undergraduate business classes.

- Current BBA students earn credit toward degree requirements with any grade of D- or higher while in the Ross School of Business, although lower grades may cause the GPA to fall below satisfactory levels. (see Section VI, C.)
- A grade of "E" carries no credit; the course must be repeated only if it is a required course.
- In ACC 271 and 272, grades are to be distributed as: 25% A- or above; 50% B or above, 50% B- or below.
- In BBA core classes (excluding ACC 271 and 272): ≤40% A- or above; ≤80% B or above; ≤20% B-or below.
- In BBA elective classes: ≤60% A- or above; ≤ 90% B or above; ≤10% B- or below.

These grading guidelines are subject to review and change by the Dean's Office and Faculty.

### C. Incompletes

When part of the work of a particular course is not completed at the end of a term, a mark of "I" may be recorded, provided the quality of the work actually completed is at least of C- quality or better. Grades of "I" must be resolved and corrected within one to two months following the last day of classes of the term in which they were earned. If they are not corrected within this period, they automatically are converted to failures. When the instructor submits a final grade for an incomplete course, the "I" will remain on the transcript.

### D. Dispute of Final Grades

After a faculty member determines a final grade, a student may feel it is necessary or appropriate to dispute that grade. Students should review the Ross procedures for student disputes with an instructor (<http://www.bus.umich.edu/pdf/StudentDisputesInstructors.pdf>, or in the Community Membership portion of this document), and proceed to the first step: discussing the issue with the instructor (in person).

## **E. Computation of Grade Point Average and Satisfactory Academic Standing**

Two cumulative grade averages are computed by dividing grade points earned by credit hours attempted while enrolled at Ross. The first average includes all courses (those offered by both the Ross School and other University of Michigan units), which have been elected for grades during the BBA Program. This is the student's official Ross GPA shown on the official UM transcript. The second average includes only courses offered by Ross. Each of the averages must be maintained at 2.00 or higher for the student to be in good academic standing or to meet degree requirements.

If either of the cumulative averages described above falls below 2.00, the appropriate faculty committee may place a student on Academic Probation or require withdrawal from the program, depending on the circumstances of each individual case. Students who fail any core course will automatically be placed on Academic Probation. Students placed on Academic Probation may have restrictions placed on their ability to register for future courses, and they will have to meet certain requirements in order to be taken off Academic Probation. These restrictions and requirements are determined by the appropriate faculty committee on a case-by-case basis and will be communicated to the student in writing.

Students who have been required to withdraw may petition to be readmitted in a subsequent term. The appeal must contain documentation as to why circumstances have changed, to allow for successful completion of their degree.

## **F. Academic Honors**

Achievement of various kinds is recognized through special designations in the granting of degrees and offers of membership in several organizations.

### **1. With Distinction**

A BBA student whose scholastic average either in Ross School of Business courses or in all courses taken during residence at Ross is 3.20 or above is recommended to receive the degree "With Distinction." Awards are posted on the transcript and diploma.

### **2. With High Distinction**

A BBA student whose scholastic average either in Ross School of Business courses or in all courses taken during residence at Ross is 3.60 or above is recommended to receive the degree "With High Distinction." Awards are posted on the transcript and diploma.

### **3. Beta Gamma Sigma**

Beta Gamma Sigma is an international honorary business administration society. Membership in Beta Gamma Sigma is the highest national recognition a student can receive in an undergraduate or master's program in business or management accredited by the American Assembly of Collegiate Schools of Business.

To be eligible for membership, a student must meet one of the following requirements:

- upper 7 percent of the junior class
- upper 10 percent of the senior class
- upper 20 percent of the graduating master's class

GPA calculations are completed in February of each year and students are notified by early March via email of their eligibility. Students who wish to join the society must fill out the on-line

application attached in the email and forward the required fee ( \$85.00 in 2007) to the address provided. Beta Gamma Sigma contacts eligible candidates for admission.

#### **4. Phi Beta Kappa**

Phi Beta Kappa, founded in 1776, is the oldest honorary scholastic society in America. Up to four percent of the year's graduating seniors in the College of Literature, Science, and the Arts are elected annually. Transfer students with superior academic records in the liberal arts may also receive invitations to join.

Outstanding BBA seniors are likewise eligible, as are outstanding seniors in other schools and colleges who have earned a minimum of 60 Michigan term credits taken in the College of Literature, Science, and the Arts and who have achieved a GPA of 3.80 and above in both LSA and the Ross School of Business. Invitations to membership in the national Phi Beta Kappa Society are issued by the local chapter, taking into account achievement in the liberal arts as indicated by a student's cumulative grade point average, strength of curriculum, demonstrated proficiency in foreign language and mathematics, and other factors.

The selection committee looks for evidence of both breadth and depth of interest in the liberal arts and sciences. A very high GPA alone is not a guarantee of election to Phi Beta Kappa. Fourth term proficiency in a language other than English (the equivalent of the LSA language requirement) is required, as is graded work in a sufficiently advanced quantitative area. Elements that can mitigate against an invitation include a large amount of pass/fail work, an entire distribution area taken pass/fail, more than one or two semesters of fewer than four academic courses of at least three credits each, and repeated semesters with light course loads.

Recommendations of eligible students are forwarded in February of each year to the LSA Honors selection committee for their final evaluation.

For information, email [phibetakappa@umich.edu](mailto:phibetakappa@umich.edu)

#### **5. Delta Sigma Pi**

The Delta Sigma Pi professional fraternity awards a Scholarship Key to the top graduating BBA senior in the Ross School of Business. The student must be in the April graduation list and have the highest cumulative GPA in that graduating class. This "key" is an honorary award with no costs or contingences attached. See the DSP website for further details:

<http://www.dspnet.org/awards/public/awardinfo.aspx?award=KEY> )

## **VII. Graduation**

### **A. Credits Toward Graduation**

Ross Business School students earn credit toward graduation for U of M Ann Arbor courses in which grades of at least a D- are earned. This includes business and non-business courses, as long as the courses are not restricted from credit by other policies. (see [III.C.1.c.](#)) BBA students who receive grades of C- to D- in any course will receive the appropriate credit toward graduation; however, cumulative and term GPAs less than 2.0 place the student on Academic Probation.

### **B. Coursework at Other Institutions**

BBA degree candidates must complete the last 45 credit hours of the program at UM-Ann Arbor. However, a student in good academic standing may request permission from Academic Services to:

- Take up to nine credit hours total in non-business courses at another accredited four-year U.S. institution between the sophomore, junior and senior years.
- Complete the BBA degree by taking no more than the final three credits of non-business course work at another accredited four-year institution.

In both instances above, such permission will not be granted for business courses. Upon completion of the coursework, an official transcript must be sent to Academic Services, Room E2540, 701 Tappan, Ann Arbor MI, 48109-1234. Grades earned in these courses must be C or better and are not averaged into the BBA cumulative grade point average.

### **C. Steps to Prepare for Graduation**

Follow the steps below to prepare for graduation.

#### **1. Complete Degree Audit**

The Academic Services Office completes an official audit for the purpose of degree confirmation. At any time in their student careers, students can do a self-audit (also referred to as “Degree Progress Report”) via Wolverine Access.

#### **2. Apply for Graduation on Wolverine Access**

Students will use Wolverine Access (<http://wolverineaccess.umich.edu>) to apply for the term of expected graduation, confirm how they want their name to appear on the degree list, and provide all address information online.

#### **3. Complete Exit Interview**

Graduating students who have borrowed through the Federal Direct Loan Program – Subsidized and Unsubsidized are required by Federal Law to complete an “Exit Interview.” The Exit Interview requires that you participate in a 25-30 minute online counseling session and take a quiz about managing your loan debt. Graduating students are sent email notifications about six weeks before graduation.

#### **4. Commencement**

The Ross School of Business offers a formal Commencement ceremony after the Winter term (in late April). Students who plan to have their coursework completed in April, or by the end of the summer (August) are encouraged to participate in that event. A Ross specific ceremony is not held in December but those students graduating at the end of the Fall term are encouraged to participate in the University Commencement ceremony and attend Ross specific events for graduating students. Further information regarding commencement can be found here: <http://www.bus.umich.edu/Commencement/>.

## **VIII. Community Membership**

### **A. Ross Community Values, Codes and Procedures**

#### **1. Academic Honor Code<sup>2</sup>:**

<http://www.bus.umich.edu/pdf/AcademicHonorCode.pdf>

- I. **Applicability.** This code applies to all student-related academic aspects of the Statement of Community Values. It covers all student academic activities related to the school’s various degree programs, whether these activities take place on or off

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<sup>2</sup> Revised June 12, 2007



campus. The code also applies to non-RSB students enrolled in RSB courses. This code does not cover disputes about grades or complaints about courses or instructors, which are dealt with in a separate document.

**II. Examples of Academic Misconduct.** The following list of categories of academic misconduct and the examples for each category are not intended to be all-inclusive.<sup>3</sup>

- a. Cheating is any attempt to gain an improper advantage over other students in an academic setting, including courses and projects. Examples of this form of dishonesty include (a) receiving assistance, giving assistance or otherwise collaborating on an assignment or examination when such interaction is not permitted<sup>4</sup>; (b) seeking, receiving or sharing information about an assignment or examination prior to its distribution or dissemination to all students in the course; (c) having another person prepare an assignment or take an examination on your behalf; (d) using assignment- or examination-related work written by others, such as prior examinations, term papers, or case-study teaching notes, whether or not purchased; (e) during an examination, viewing another student's answers or using an unauthorized source of information (including the Web); and (f) modifying an assignment or examination after it has been returned and then submitting it for re-grading. It is also improper to re-use work that was prepared for one course in another course without first getting permission from the second course's instructor to do so.
- b. Plagiarism is the misrepresentation of another person's ideas, writing or analytical work as one's own. It includes not only text, exhibits and appendices, but also nontextual materials such as drawings, photographs, diagrams, graphs, tables, spreadsheets, and computer programs. Plagiarism is not limited to hard-copy materials, but also includes Web content or content recorded on any form of media. The most obvious form of plagiarism is the verbatim presentation of another person's work without both quotation marks and a proper citation. Less-obvious forms of plagiarism include using definitions of words or historical information with no citation indicating the source, paraphrasing another's writing without proper citation, or presenting another person's ideas or work as one's own rather than including a proper citation. In one way or another, each of these constitutes stealing another person's ideas or work. (Actually, "plagiarism" is derived from the Latin word for kidnapping.) Of course, many assignments involve research to find relevant information needed to help fulfill the requirements of the assignment. Plagiarism can be avoided by providing enough information about the source of the work, whether a hard-copy document or information found on the Web, to enable the reader to locate the original source and see the cited material in the context in which it was written. (Reference sources about avoiding plagiarism and making proper citations can be found on the CVC website, <http://www.bus.umich.edu/communityvalues.htm>.)

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<sup>3</sup> Other violations applicable to Rackham Graduate School students include any misconduct not covered herein that is described in Rackham's "Policy on Academic and Professional Integrity." See <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/APPB.html>. The wording of the cheating, plagiarism and information falsification misconduct examples and certain sanctions descriptions of this code was based in part on analogous paragraphs in Addenda A and B of that document.

<sup>4</sup> If an assignment or examination does not explicitly state that collaboration is permitted, then the "default" assumption should be that there is to be no interaction of any sort with any other person on that piece of work.

- c. Falsification of information includes the fabrication of information or data and the falsification of research results, whether in writing or orally. This can occur in either course-related or project-related work, including in-class comments. In addition to the obvious case of outright fabrication, other examples include (a) improper revision of data, (b) selective reporting of information that supports a particular idea or premise in a deceptive way, and (c) the deceptive omission of information or data that would tend to refute such an idea or premise. Forging a signature on an academic document of any sort is also a violation of this clause. (Falsification not related to course or project work is covered under the Student Code of Conduct.)
- d. Abuse of confidentiality is the disclosure of ideas, information or data that were shared with the student with the expectation or understanding that they would be kept confidential. Such abuse can take place whether or not a formal confidentiality agreement was signed.
- e. Aiding or abetting misconduct is assisting in any way an individual's violation of any provision of this code. This includes ignoring, condoning or not reporting inappropriate conduct that has been witnessed, and not reporting credible information concerning a possible code violation's having taken place.
- f. Attempted academic misconduct may be treated as seriously as if the act of misconduct had actually been committed.
- g. Obstructing a Community Values Committee investigation includes (a) making dishonest or misleading statements, either orally or in written form, including e-mails; (b) other falsification of information; (c) altering, destroying or deleting relevant documents, files or e-mails; (d) any other act that hinders an investigation; and (e) failure to obey a gag order imposed by the committee.

**III. Reporting Procedure.** Any reasonable suspicion of an honor code violation observed by a student, faculty member or staff member is required to be reported promptly to the Associate Dean for Degree Programs and the chair of the Community Values Committee (CVC) or their designee(s).<sup>5</sup> Except in situations such as possible cheating observed during an examination, an instructor is not to confront the student(s), but rather is to report the possible violation directly to the associate dean or CVC as soon as practicable. Outsiders, such as project sponsors or corporate interviewers, also may report a suspected violation to the associate dean. The report should be in writing, preferably using the form on the CVC website designed for this purpose, unless circumstances warrant an immediate oral report, such as to the instructor or a proctor during an examination. An initial oral report should be followed as soon as practicable by a written one.

Anyone reporting a suspected violation may request anonymity to the extent feasible given the necessary investigation procedures. An instructor reporting a student violation may propose a resolution of the case, including sanctions, but should take no disciplinary actions pending review of the case. Anyone not sure of whether a suspicion should be reported should consult with the associate dean or CVC chair before making a decision not to report the suspicious behavior. Only if

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<sup>5</sup> As used herein, if applicable, "chair" may also mean "co-chair," and "student" or "witness" may mean either one or several individuals.

all suspected violations are reported can there be equity in application of the code across the entire student body. Failure by any community member to report legitimate suspicions of violations will be viewed as nonconformance with the Statement of Community Values.

**IV. Preliminary Investigation.** A preliminary investigation will be conducted by a three-person ad hoc team selected by the CVC chair and composed of a faculty member, a CVC staff member, and a student from the same program as the accused student. The student will be selected from a group that includes the BBA and Full-time MBA students who were elected as their sections' representatives, SGA Executive Board and Community Values and Ethics Committee members, representatives elected by MAcc and Global MBA students, and the officers of the Evening and Executive MBA programs' student government associations. In addition to interviewing the accused student and the party who reported the possible violation, this team may interview any other party involved in the alleged misconduct, including other witnesses and, even if not a witness, the instructor of the course. The intent of this preliminary fact-finding is to expend only as much effort as is felt necessary to decide on what to recommend to the full CVC as the next step to be taken.

The faculty member of the team will prepare a written report for the CVC with the team's recommendation and the basis for it. The full CVC will decide what the appropriate next step is. Possible next steps include (a) dropping the case; (b) accepting the preliminary investigation team's findings and determining the sanctions; (c) asking the Associate Dean for Degree Programs to try to resolve the matter directly with the student, conveying to the associate dean the committee-suggested sanctions; or (d) recommending that the committee conduct a more thorough investigation and hearing ("full investigation"). If the case is referred to the associate dean and no resolution is subsequently reached, it will be referred back to the committee for a full investigation and resolution. During this preliminary investigation and any subsequent proceedings, the accused student may arrange for one advisor to be present with the student when meeting with committee members or the associate dean.

**V. Full Investigation.** If the CVC decides that a full investigation should be conducted, then the CVC chair will appoint a hearing subcommittee composed of two CVC faculty members, one CVC staff member and one student from the accused student's program, excluding the three members of the preliminary investigation team. One of the faculty members will be designated as the head of the subcommittee. The accused student will promptly be informed in writing of this investigation, at which time the student may submit a written response to the charge. After doing any preliminary fact-finding it deems appropriate, the subcommittee will hold a formal hearing at which the accused student, the person reporting the alleged violation, and others selected by the subcommittee will individually appear. The accused student will be given the opportunity to present his or her point of view. Based on testimony at the hearing and other evidence, the head of the hearing subcommittee will prepare a report with the subcommittee's conclusions as to the student's guilt, including the basis of the conclusions, and recommended sanctions if the student has been found guilty of the alleged violation. The entire CVC will consider these recommendations, possibly modify them, and then vote on the final determination of guilt and, if applicable, sanctions. The report will be given to the associate dean of degree programs for

implementation. This final determination will be communicated by the associate dean to the student both by e-mail and the postal service. This will complete the process unless the student appeals the decision.

**VI. Possible Sanctions.** If the violation involves a course, the course instructor is not to impose any sanction, including a grade change, pending consideration of the case by the CVC. As noted above, the instructor may propose a resolution of the case, including sanctions, to the committee. However, imposing sanctions is the responsibility of the CVC, unless the case was referred to the associate dean for resolution. This reflects the intent of having sanctions be consistent over time and across the entire student body. The following list of sanctions is not necessarily intended to be all-inclusive. Also, a combination of sanctions may be imposed.<sup>6</sup> A record of any sanction(s) imposed will be kept in the CVC's files. Possible sanctions include:

- a. Educational project: Completion of a class, workshop or project to help the student understand why his or her behavior was inappropriate and/or how to avoid a future violation (e.g., a workshop on proper citations).
- b. Service: Performance of one or more tasks designed to benefit the school or the nearby community and to help the student understand why her or his behavior was inappropriate.
- c. Warning: Informing the student in writing that he or she has violated the code and that future violations will be dealt with more severely. No copy of the warning shall be put in the student's academic file.
- d. Grade change: A lowering of the student's grade, possibly to "Fail."
- e. Formal reprimand: A written reprimand to the student that she or he has violated the code and that any future violations will be dealt with more severely. A copy of the reprimand shall be put in the student's academic file.
- f. Disciplinary probation: Designation of a period of time during which the student will not be in good standing with the school. The terms of the probation may involve restrictions of student privileges and/or may delineate expectations of behavior. Consequences may also be spelled out if the student fails to meet the terms. A record of the probationary period will be included in the student's academic file.
- g. Transcript notation: A notation on the student's transcript that a failing grade in a course was related to an academic honor code violation.
- h. Withholding a degree: Withholding of the student's degree until stated sanction requirements have been met. There may be a deadline set for meeting the requirements which, if not met, will result in the student's loss of eligibility to receive the degree at any time in the future.
- i. Suspension: Temporary removal of a student from the program for a specified or unspecified period, which will be permanently noted on the transcript.

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<sup>6</sup> In the case of Rackham students, sanctions h, i and j can be imposed only by Rackham in consultation with the school.

There can be stipulated conditions for re-admission to the student's program as well as a time limit for meeting those stipulations.

- j. Expulsion: Permanent dismissal from the program, which will be permanently noted on the student's transcript, including the reason for expulsion.
- k. Rescinding a degree: Annulment of a degree previously awarded by the Ross School of Business.<sup>7</sup>

VII. **Appeals.** Within five business days of receiving the written notification of the committee's decision from the associate dean, the student may submit a written appeal of the decision or sanction (or both) to the Associate Dean for Degree Programs. Appeals must be based on at least one of the following assertions:

- There were violations of procedure that seriously compromised the investigation and/or conclusions.
- The evidence clearly does not support the findings.
- The sanctions are excessive relative to the violation.
- There is significant new evidence not reasonably available at the time of the hearing.

In considering the appeal, the associate dean will read the report of the CVC's preliminary investigation team or hearing subcommittee and then will consult with the committee's chair. If the associate dean then feels that all or part of the student's appeal is valid, the case will be referred back to the committee for reconsideration. The associate dean shall report his or her opinions to the committee in writing and may also be asked to meet with the entire committee. If after reconsideration a difference of opinion still remains between the committee and the associate dean, the case will be referred to the dean of the school for a final determination.

VIII. **Target Timetable for Procedures.** It is obviously in the best interests of all parties that any alleged violations be resolved as soon as practicable. It is possible that extenuating circumstances may cause procedures to take longer than is presumed in the following target timetable. Similarly, the urgency of resolving a case may necessitate scheduling special meetings to shorten the total length of the process. Early in the fall term the CVC shall schedule monthly meetings throughout both terms plus a meeting in May. Every attempt will be made for the preliminary investigation to be completed within two weeks of referral of the matter to the committee or by the date of the next monthly meeting, whichever is later. However, the initial investigation may take longer than two weeks because of interview scheduling difficulties. At its first meeting following completion of the preliminary investigation, the committee should discuss the case and make a decision as to the next step to be taken. If it is decided that a full investigation and hearing are necessary, the hearing subcommittee's report should be presented and a final determination made, if practicable, at the next CVC meeting. If the student submits an appeal, recognizing the heavy advanced scheduling of the associate dean's time, it is possible that his or her opinion will not be conveyed to the

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<sup>7</sup> In the case of an alumnus/alumna who earned his/her PhD degree in a Ross School graduate program, the Ross School may request that the Rackham Graduate School rescind the PhD degree.

committee until as long as two weeks after the appeal was received. If so requested by the associate dean, based on his or her opinions the committee will reconsider the case and reach its final conclusions at the meeting following receipt of the associate dean's request.

**IX. Maintenance of Records.** For every accusation, a file of the case shall be maintained for at least five years, unless the sanction was withholding the degree, suspension or expulsion, in which case the file shall be maintained indefinitely. This file shall contain (a) the original written report of a suspected violation, (b) the preliminary investigation team's report, (c) the report of the hearing subcommittee, (d) the full committee's final determination, and (e) any documents related to any appeal that was submitted and considered. Should the CVC decide that the case should not be pursued, or support a request from the associate dean as part of the appeals process that the case be dropped, the only record of the case shall be in the files of the CVC. Any violation-related documents in the student's academic file shall remain there until such time as school policy allows destroying the file. Transcript notations shall be permanent for whatever period policy requires retaining the transcript, unless at some future point the dean, in consultation with the Associate Dean for Degree Programs and the CVC, supports a petition from the student that the notation be removed.

**X. Other CVC Responsibilities.** Whether or not mentioned in the Dean's Office charter for the committee, the CVC is responsible for ensuring that the provisions of this code are publicized throughout the school and that students, faculty and staff members are aware of and have easy access to the code's content via the school's website. Without compromising a student's confidentiality rights, the committee may at any time publicize its actions through e-mails, the student newspaper, or other means. At a minimum, early in the fall term the committee shall issue an annual report to the entire school community summarizing its activities of the preceding academic year. Statistics on the number of cases considered and the collective outcomes of these cases may be presented to the community orally, but not through any other medium. This report shall incorporate information on CVC and Office of Student Life activities related to alleged violations of either the academic honor code or the code of student conduct.

## **2. Code of Student Conduct<sup>8</sup>:**

<http://www.bus.umich.edu/pdf/StudentConductCode.pdf>

**I. Applicability.** This code applies to all student-related nonacademic aspects of the Statement of Community Values. It covers all student nonacademic and extracurricular activities, whether these activities take place on or off campus and whether or not they are affiliated with, or sponsored or sanctioned by, the school. The code also applies to any non-RSB student's activities and behavior related to an RSB course in which that student is enrolled. Included are volunteer work and internships. This code does not apply to any course- or project-related activity or conduct that would be a violation of the Academic Honor Code. This code may be applied to alleged illegal activities, irrespective of whether those violations are pursued under municipal, state or federal procedures.

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<sup>8</sup> Revised February 16, 2007

II. **Examples of Nonacademic Misconduct.** The following list of categories of nonacademic misconduct and the examples for each category are not intended to be all-inclusive.<sup>9</sup>

- a. Falsification of information includes fabricating information, altering documents, and misrepresenting prior work experience, educational background or current academic status, whether in writing or orally. This can occur in documents such as applications or résumés or during interviews. Also included are (a) communicating or acting under the guise, name, identification, e-mail address or signature of another person and (b) communicating without authorization under the name or title of any organization, entity or unit of such organization or entity.
- b. Misuse of community assets includes: (a) removing or damaging assets such as library and other academic or nonacademic reference materials, information technology resources, furniture, equipment and supplies; (b) defacing or otherwise damaging facilities (including University-owned housing facilities); (c) tampering with fire or other safety equipment; (d) employing community assets in any activity that constitutes an attempted violation of any school or University rule, code or regulation; and (e) using such assets for personal gain such as generating personal income through consulting activities.
- c. Disrespect of personal assets is the stealing, hiding, damaging or destroying of personal assets or belongings of any member of the community. Among other assets, this would include course-related materials (whether in hard copy or electronic format), computers and related hardware, computer software, clothing, jewelry, purses, wallets, keys and vehicles, irrespective of the location of such assets when the disrespectful act occurs.
- d. Disruptive conduct includes (a) obstructing or disrupting classes, team projects, talks or other presentations, or other activities or programs of the school or other parts of the University and (b) obstructing access to school community assets or to similar resources in other parts of the University. Excluded is any behavior protected by the University's policy on "Freedom of Speech and Artistic Expression."
- e. Harassment includes not only sexual harassment, but also hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. (The University's definition of sexual harassment can be found at <http://www.studentpolicies.dsa.umich.edu/facstaffhass.htm>.)
- f. Other violations include any misconduct not covered herein that is described in the University's "Statement of Student Rights and Responsibilities"

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<sup>9</sup> Other violations applicable to Rackham students include any misconduct not covered herein that is described in Rackham's "Policy on Academic and Professional Integrity." See <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/APPB.html>. The wording of certain explanations in the sanctions section of this code was based in part on analogous portions of Addendum B of that document.

(<http://studentpolicies.dsa.umich.edu/statementstudentrights.htm>). Among others, this statement includes such serious offenses as physically harming another person, possession of firearms or other weapons, drug-related offenses, and “conviction, a plea of no contest, acceptance of responsibility or acceptance of sanctions for a crime or civil infraction (other than a minor traffic offense) in state or federal court if the underlying behavior impacts the University community.”

- g. Obstructing the investigation of a possible violation of this code includes making dishonest or misleading statements, either orally or in written form, including e-mails; other falsification of information; altering, destroying or deleting relevant documents, files or e-mails; and any other act that hinders an investigation.

**III. Reporting Procedure.** Any reasonable suspicion of a student’s violation of this code of conduct observed by a fellow student, faculty member or staff member is required to be reported promptly to the Associate Dean for Degree Programs, the student affairs director, the associate director of the Office of Student Life (OSL) or the chair of the Community Values Committee (CVC).<sup>10</sup> Outsiders, such as project sponsors, corporate interviewers, or employers or supervisors of volunteers or interns, also may report a suspected violation. The report should be in writing, preferably using the form designed for this purpose, unless the urgency of the matter warrants an immediate oral report, such as when someone’s safety is endangered. An initial oral report should be followed as soon as practicable by a written one.

Anyone reporting a suspected violation may request anonymity to the extent feasible given the necessary investigation procedures. Anyone not sure of whether a suspicion should be reported should consult with the OSL associate director or any of the above-named people before making a decision not to report the suspicious behavior. Only if all suspected violations are reported can there be equity in application of the code across the entire student body. Failure by any community member to report legitimate suspicions of violations will be viewed as nonconformance with the Statement of Community Values.

**IV. Preliminary Investigation.** A preliminary investigation will be conducted by the Office of Student Life. Unless the accusation is determined to be unwarranted, OSL will interview the accused student and the party who reported the possible violation, and also may interview any other party involved in the alleged misconduct including other witnesses, if applicable. The intent of this preliminary fact-finding is to expend only as much effort as is felt necessary to decide on what to recommend as the next step. Possible next steps include: (a) dropping the case; (b) attempting to resolve the matter directly with the accused student; (c) referring the case to the University’s Office of Student Conflict Resolution (OSCR) (or Rackham Graduate School in the case of a PhD student); or (d) conducting a more thorough investigation and hearing (“full investigation”). The matter can be resolved directly with the student only if the student accepts both the responsibility for the charges and the sanction chosen by OSL. During this preliminary investigation and any subsequent proceedings, the accused student may arrange for one advisor to be

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<sup>10</sup> As used herein, if applicable, “chair” may also mean “co-chair,” and “student” or “witness” may mean either one or several individuals.



present with the student when attending any meeting with any member of the OSL or CVC member involved in the investigation.

- V. **Full Investigation.** A full investigation may be conducted either if that was the recommended outcome of the preliminary investigation or if a case that was referred to OSCR is referred back to the school for resolution. The accused student will promptly be informed in writing of this investigation, at which time the student may submit a written response to the charge. The CVC chair will appoint a hearing subcommittee composed of three CVC members and one student member, with one of the CVC members designated as the head of the subcommittee. The student will be selected from a group that includes the BBA and the Full-time MBA students who were elected as their sections' representatives, SGA Executive Board and Community Values and Ethics Committee members, representatives elected by MAcc and Global MBA students, and the officers of the Evening and Executive MBA programs' student government associations.

After doing any preliminary fact-finding it deems appropriate, the hearing subcommittee will hold a formal hearing at which the accused student, the person reporting the alleged violation, and others selected by the subcommittee will individually appear. The accused student will be given the opportunity to present his or her point of view. Based on testimony at the hearing and other evidence, the head of the hearing subcommittee will prepare a report with the subcommittee's conclusions as to the student's guilt, including the basis of the conclusions, and recommended sanctions if the student has been found guilty of the alleged violation. The entire CVC will consider these recommendations, possibly modify them, and then vote on the final determination of guilt and, if applicable, sanctions. The report will be given to the Associate Dean for Degree Programs for implementation. This final determination will be communicated by the associate dean to the student both by e-mail and the postal service. This will complete the process unless the student appeals the decision.

- VI. **Possible Sanctions.** The imposing of sanctions is the responsibility of the CVC. This reflects the intent of having sanctions be consistent over time and across the entire student body. The following list of sanctions is not necessarily intended to be all-inclusive. Also, a combination of sanctions may be imposed.<sup>11</sup> A record of any sanction(s) imposed will be kept in the CVC's files. Possible sanctions include:

- a. Educational project: Completion of a class, workshop or project to help the student understand why his or her behavior was inappropriate and/or how to avoid a future violation (e.g., a workshop on proper citations).
- b. Service: Performance of one or more tasks designed to benefit the school or the nearby community and to help the student understand why her or his behavior was inappropriate.
- c. Warning: Informing the student in writing that he or she has violated the code and that future violations will be dealt with more severely. No copy of the warning shall be put in the student's academic file.
- d. Grade change: A lowering of the student's grade, possibly to "Fail."

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<sup>11</sup> In the case of Rackham students, sanctions h, i and j can be imposed only by Rackham in consultation with the school.

- e. **Formal reprimand:** A written reprimand to the student that she or he has violated the code and that any future violations will be dealt with more severely. A copy of the reprimand shall be put in the student's academic file.
- f. **Disciplinary probation:** Designation of a period of time during which the student will not be in good standing with the school. The terms of the probation may involve restrictions of student privileges and/or may delineate expectations of behavior. Consequences may also be spelled out if the student fails to meet the terms. A record of the probationary period will be included in the student's academic file.
- g. **Transcript notation:** A notation on the student's transcript that a failing grade in a course was related to an academic honor code violation.
- h. **Withholding a degree:** Withholding of the student's degree until stated sanction requirements have been met. There may be a deadline set for meeting the requirements which, if not met, will result in the student's loss of eligibility to receive the degree at any time in the future.
- i. **Suspension:** Temporary removal of a student from the program for a specified or unspecified period, which will be permanently noted on the transcript. There can be stipulated conditions for re-admission to the student's program as well as a time limit for meeting those stipulations.
- j. **Expulsion:** Permanent dismissal from the program, which will be permanently noted on the student's transcript, including the reason for expulsion.
- k. **Rescinding a degree:** Annulment of a degree previously awarded by the Ross School of Business.<sup>12</sup>

VII. **Appeals.** Within five business days of receiving the written notification of the committee's decision from the associate dean, the student may submit a written appeal of the decision or sanction (or both) to the Associate Dean for Degree Programs. Appeals must be based on at least one of the following assertions:

- There were violations of procedure that seriously compromised the investigation and/or conclusions.
- The evidence clearly does not support the findings.
- The sanctions are excessive relative to the violation.
- There is significant new evidence not reasonably available at the time of the investigation.

In considering the appeal, the associate dean will read the report of the CVC's preliminary investigation team or hearing subcommittee and then will consult with the committee's chair. If the associate dean then feels that all or part of the student's appeal is valid, the case will be referred back to the committee for reconsideration. The associate dean shall report his or her opinions to the committee in writing and may also be asked to meet with the entire committee. If after reconsideration a difference of opinion still remains between the committee

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<sup>12</sup> In the case of an alumnus/alumna who earned his/her PhD degree in a Ross School graduate program, the Ross School may request that the Rackham Graduate School rescind the PhD degree.

and the associate dean, the case will be referred to the dean of the school for a final determination.

VIII. **Target Timetable for Procedures.** It is obviously in the best interests of all parties that any alleged violations be resolved as soon as practicable. It is possible that extenuating circumstances may cause procedures to take longer than is presumed in the following target timetable. Similarly, the urgency of resolving a case may necessitate actions to shorten the total length of the process. Every attempt will be made for the preliminary investigation to be completed within two weeks of referral of the matter to the committee or by the date of the next monthly meeting, whichever is later. However, the initial investigation may take longer than two weeks because of interview scheduling difficulties. If it is decided that a full investigation and hearing are necessary, the hearing subcommittee's report with recommendations should be presented to the associate dean no later than four weeks after formation of the subcommittee. Any appeal of the associate dean's decision by the student must be submitted to the dean no later than five business days after the student's being informed of the final determination.

IX. **Maintenance of Records.** For every accusation, a file of the case shall be maintained for at least five years, unless the sanction was withholding the degree, suspension or expulsion, in which case the file shall be maintained indefinitely. This file shall contain (a) the original written report of a suspected violation, (b) the preliminary investigation team's report, (c) the report of the hearing subcommittee, (d) the full committee's final determination, and (e) any documents related to any appeal that was submitted and considered. Should at any point it is decided that the case be dropped, the only record of the case shall be in the files of the CVC. Any violation-related documents in the student's academic file shall remain there until such time as school policy allows destroying the file. Transcript notations shall be permanent for whatever period University policy requires retaining the transcript, unless at some future point the dean, in consultation with the Associate Dean for Degree Programs and the CVC, supports a petition from the student that the notation be removed.

X. **Other OSL Responsibilities.** In conjunction with the CVC, the OSL is responsible for ensuring that the provisions of this code are publicized throughout the school and that students, faculty and staff members are aware of and have easy access to the code's content via the school's website. Without compromising a student's confidentiality rights, at any time OSL may publicize its actions through e-mails, the student newspaper, or other means. At a minimum, early in the fall term OLS shall issue an annual report to the entire school community summarizing its activities of the preceding academic year. Statistics on the number of cases considered and the collective outcomes of these cases may be presented to the community orally, but not through any other medium. This report will be incorporated in the CVC annual report.

### 3. Student Disputes with Instructors:

<http://www.bus.umich.edu/pdf/StudentDisputesInstructors.pdf>

- I. **Applicability.** This document describes the process for handling student disputes with or complaints about instructors<sup>13</sup>. Although it is anticipated that the primary use of these procedures will relate to grade disputes, the procedures are applicable to the resolution of any student-instructor disagreement or student-initiated complaint related to an instructor's teaching or other interactions with the student. These procedures do not apply to any matter that falls under the applicability of either the Academic Honor Code or the Code of Student Conduct. As with those codes, the school's Statement of Community Values provides the context for these procedures. Also, these procedures are not applicable to allegations of legal violations or to alleged violations of school or university policies for which there are formal procedures to handle such allegations (e.g., sexual harassment).

The spirit of these procedures is for the student and instructor to resolve the matter informally without invoking the higher-level, more formal steps in the process. It is nevertheless recognized that on occasion certain very serious matters may require more timely resolution and thus may require beginning the process with the area chair.

- II. **Reporting and Resolution.** The sequence of steps for the reporting and resolution of student-faculty disputes is as follows:
  - a. Meeting with the Instructor. The student should first describe and discuss her or his disagreement with the instructor in person. Only if it is not possible to arrange such a face-to-face meeting in a timely fashion should a telephone conversation be used for this initial discussion. It is expected that this will be the only step needed to resolve most relatively minor complaints or disagreements. No matter how many of the succeeding steps are involved, the instructor is the only person who can change a grade unless the Associate Dean for Degree Programs concludes that the instructor is behaving unreasonably or irresponsibly in refusing to change the grade.
  - b. Meeting with the Course Head. If the instructor is teaching one of several sections of a course for which there is a designated course head, this person should be the next one contacted if the first step did not result in a resolution of the issue. The student may request that the first meeting with the course head not include the instructor. Subsequent meetings of the course head and the student, if any, may also include the instructor at the course head's discretion. The course head will promptly discuss the matter with the instructor, in person if feasible. The course head will inform the student and instructor in writing and in a timely manner of his or her proposed resolution of the matter.
  - c. Meeting with the Area Chair. If the course head's proposed resolution is not acceptable to both the student and the instructor, then the area chair should be contacted by the student, course head, or both. The area chair will meet with both the student and the instructor, and with the course head, if there is one, either individually or simultaneously at the chair's discretion. The chair's proposed resolution will be conveyed in writing in a timely matter to the student, instructor and course head (if applicable). If the complaint involves the instructor's teaching skills or methods and the chair finds the complaints to be justified, it is the chair's responsibility to promptly provide the instructor with counsel and any necessary

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<sup>13</sup> As used herein, "student" may mean either one or several students. "Instructor" means any individual responsible for teaching a class or supervising and grading a student project, irrespective of that individual's title or official status at the school. Although in most instances the student will be enrolled in a course taught by the instructor, these procedures can also be applied to complaints about other instructors with whom the student has had interactions, such as project advisers, area chairs and student club advisers.

coaching (by the chair or other faculty members), and to facilitate formal instructional training that would be beneficial to the instructor (e.g., seminars offered by the Center for Research on Learning and Teaching).

- d. Meeting with the Associate Dean. If the area chair's proposed resolution in previous step is not acceptable to the student, then the student shall appeal the matter in writing to the Associate Dean for Degree Programs. The associate dean will meet with the student and instructor, and may also choose to meet with the area chair, other students and, if applicable, the course head. The associate dean's written resolution of the matter will be sent to and binding on all involved parties.

#### **4. Violation Reporting Form**

Ross Community members who learn of a violation of the Academic Honor Code or the Code of Student Conduct are required to report it using the Violation Reporting Form (<http://www.bus.umich.edu/pdf/ViolationReportForm.pdf>).

#### **B. Services for Students with Disabilities (SSD)**

G-664 Haven Hall, 505 S. State Street, Ann Arbor, MI 48109- 1045

<http://www.umich.edu/~sswd/ssd/>

Services for Students with Disabilities (SSD) provides services to students with visual impairments, learning disabilities, mobility impairments, or hearing impairments. They also work with students who have chronic health problems or psychological disabilities. SSD offers services which are not provided by other University offices or outside organizations. We provide such services as accessible campus transportation, adaptive technology, sign language and oral interpreting, readers and other volunteers, guidance for course accommodations, and requests to modify degree requirements. The services are free of charge.

Before and after a student enrolls at the University, SSD staff are available to answer questions and provide referrals concerning admission, registration, services available, financial aid, etc. In addition, SSD can help assess the need for modified housing, attendants, interpreters, transportation, classroom accommodations, note-takers, and adaptive equipment.

Some might be particularly interested in the Volunteer Reader Program, which is run by SSD. It consists of students reading material onto cassette for use by students with visual impairments or print disabilities. The primary qualification the reader must have is a clear speaking voice. Volunteers are also needed to edit scanned printed materials to be put onto disk. The primary qualification for this task is strong text editing skills.

To request additional information call (734) 763-3000 Voice or (734) 615-6921 TTY

### **C. Office of Student Conflict Resolution: Statement of Student Rights and Responsibilities**

G121 South Quad, 600 East Madison, Ann Arbor, MI 48109-1372

This section contains excerpts from the Office of Student Conflict Resolution at the University of Michigan. For complete information please see their web site at:

<http://www.oscr.umich.edu>

#### **Statement of Student Rights and Responsibilities**

The University of Michigan, Ann Arbor (the University) is dedicated to supporting and maintaining a scholarly community. As its central purpose, this community promotes intellectual inquiry through vigorous discourse. Values which undergird this purpose include civility, dignity, diversity, education, equality, freedom, honesty, and safety.

When students choose to accept admission to the University, they accept the rights and responsibilities of membership in the University's academic and social community. As members of the University community, students are expected to uphold its previously stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct, while falling within the limits of the law, may exceed federal, state, or local requirements.

Within the University, entities (such as schools and colleges, campus, professional, and student organizations) have developed policies that outline standards of conduct governing their constituents and that sometimes provide procedures for sanctioning violations of those standards. This [Statement of Student Rights and Responsibilities](#) (the Statement) does not replace those standards; nor does it constrain the procedures or sanctions provided by those policies. This Statement describes possible behaviors which are inconsistent with the values of the University community; it outlines procedures to respond to such behaviors; and it suggests possible sanctions which are intended to educate and to safeguard members of the University community

The Statement may be obtained on the web at <http://www.oscr.umich.edu> . For further information please contact the Office of the Judicial Advisor at (734) 936-6308.

The Office of Student Conflict Resolution also publishes a list of policies which govern non-academic student conduct on campus. Refer to the listing at <http://www.studentpolicies.dsa.umich.edu> for additional policy statements.

## **D. Residency Regulations**

### **Information on Residency Classification for Admission and Tuition Purposes**

This section contains excerpts from the University of Michigan Residency Classification Guidelines published by the U-M Office of the Registrar's Residency Office. For complete information, including all updates, necessary documentation, guidelines, eligibility criteria, and forms, please see their web site at: <http://www.umich.edu/~regoff/resreg.html>

The University of Michigan enrolls students from 50 states and more than 120 countries. Residency Classification Guidelines have been developed to ensure that decisions about whether a student pays in-state or out-of-state tuition are fair and equitable and that applicants for admission or enrolled students who believe they are Michigan residents understand they may be required to complete an Application for Resident Classification and provide additional information to document their residency status.

### **FILING A RESIDENCY APPLICATION**

Residency applications and in-person assistance are available at the Residency Classification Office, University of Michigan Office of the Registrar, 1210 LSA Building, 500 S. State St., Ann Arbor, MI 48109-1382, phone (734) 764-1400. Business hours are 8 a.m.-5 p.m. weekdays. Applications can also be downloaded at <http://ro.umich.edu/residency-application.pdf>. Completed applications should be submitted to the Residency Classification Office.

### **FILING DEADLINES**

September 30 for Fall Term

January 31 for Winter Term

July 31 for Spring, Spring/Summer, and Summer Terms

Applications must be received in the Residency Classification Office by 5 p.m. on the deadline date. The deadline date is always after the first day of classes of the term in which you are enrolling and seeking residency. If the deadline falls on a weekend, it will be extended to the next business day. These deadlines apply to all University of Michigan schools, colleges, and campuses. You may apply for resident classification for any term in which you are enrolled or intend to enroll. Late applications will be assessed a nonrefundable \$300 late fee and will be accepted up to the last published day of classes of the term for which you are applying. Late applications received after the last day of classes will be processed for the following term. In all cases, decisions will be based only on those facts that are in place by the original filing deadline for the term under consideration.

Again, please refer to the Residency Office web site at:

<http://www.umich.edu/~regoff/resreg.html> for all questions concerning residency status.

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**The University of Michigan as an Equal Opportunity/Affirmative Action Employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the University's Director of Affirmative Action and Title IX/Section 504 Coordinator, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281, (734) 763-0235.**

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## IX. Index

- A Level Courses, 13
- Academic Advising, 14
- Academic Honor Code, 24
- Academic Honors, 22
- Active Degree Candidacy, 20
- Advanced Placement Credits, 12
- Auditing Courses, 18, 19
- BBA Degree Requirements, 8
- Beta Gamma Sigma, 22
- Class Attendance, 19
- Code of Student Conduct, 30
- Community Membership, 24
- Community Values, Codes & Procedures, 24
- Concentrations, 16
- Core Courses, 9–12
- Core Requirements: Three-Year BBA Program, 10
- Core Requirements: Two Year BBA Program, 9
- Course Grading Guidelines, 21
- Course Registration
  - Modifying Class Selections, 17
  - Withdrawal, 18
- Credit Hour Requirements, 8
- Credit Hours Accepted, 13
- Credits Toward Graduation, 23
- Degree Progress Assistance, 15
- Directed Reading, 14
- Dispute of Final Grades, 21
- Distribution, 12
- Distribution Requirements, 12
- Dual degree, 15
- E.L.I. See Transfer of Credit
- Equal Opportunity/Affirmative Action, 39
- Experiential courses, 14
- Foreign Language Requirement, 12
- GPA Calculation, 9, 17, 22
- Grading System, 21
- Graduate level classes. See Non-Business Courses
- Graduation, 24
- Honor Policy, 6
- Humanities Requirement. See Distribution
- Incompletes, 21
- Independent Research Projects, 16
- Independent Study, 14
- International Exchange, 16
- International Transfer Credits, 12
- Kinesiology courses, 14
- Majors, 16
- MBA Classes, 17
- Message from the President, 2
- Military training courses, 13
- Minors, 15
- Non-Business Courses, 17
- NS/MSA. See Distribution
- Office of Student Conflict Resolution: Statement of Student Rights and Responsibilities, 37
- Pass/Fail Options and Grade Modification, 19
- Phi Beta Kappa, 23
- Philosophy of Michigan's Ross School of Business BBA Program, 5
- Prospective Students, 7
- Readmission, 20
- Registration, 17
- Residency Regulations, 39
- Retaking Courses, 20
- School of Music ensemble courses. See Transfer of Credit
- Services for Students with Disabilities, 37
- Social Sciences. See Distribution
- Student Disputes with Instructors, 35
- Sweetland Writing Center, 13
- Transfer of Credit, 13
  - Pass/Fail Courses, 13
  - Restrictions on Courses Accepted, 13
  - Transfers Within the University, 13
- Transfer of Summer Courses, 14
- Violation Reporting Form, 37
- Waiving Core Business Courses, 11
- With Distinction. See Academic Honors
- With High Distinction. See Academic Honors
- Writing Consultants, 15