

2005
BULLETIN
BBA Program

BBA Program Bulletin

Please note that this document is accurate as of August 2005

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>

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

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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. Honor Policy

All members of the Stephen M. Ross School of Business community agree to abide by the Ross Honor Policy. It is a hallmark of how we study and work together. The Honor Policy is as follows:

We, the members of Michigan's Ross School of Business community—students, faculty, staff—commit ourselves to do our work and perform our duties honestly.

We understand that in striving for excellence in performance, our personal and institutional integrity is our most precious asset, and accordingly, we will not knowingly act in ways that erode that integrity. Because we are an academic community, honesty in our academic work is vital. Accordingly, we pledge neither to cheat nor to tolerate cheating. We pledge neither to plagiarize nor to use the work of others without proper credit. We pledge to share community resources, such as facilities, library materials, and computing hardware and software, in ways that are responsible and that comply with established policies and with the principle of fairness.

We will treat each other with respect. We will honor the dignity and value of each member of our community. We will fulfill our commitments to each other. We will extend these same courtesies to our guests. We value both cooperation and competition as means to high achievement. We are free, indeed encouraged, to

cooperate to assist each other's learning, except in those instances when student members of the community are directed or expected to work individually. We will compete for the purposes of stimulating high performance and raising standards. However, we seek competition that is constructive, and which is professional, not personal in nature. Finally, we accept adherence to this Honor Policy as a condition of membership in Michigan's Ross School of Business community.

III. BBA Program Requirements

A. Pre-Application Program Requirements

Students may start the BBA Program only in the fall term.

1. Students entering Fall 2005

Pre-business students and others who are considering the BBA Program are advised against taking business courses other than Principles of Accounting I and II. Business students who take courses out of sequence will not derive full benefit from the BBA Program. The only courses specifically required before beginning the BBA Program include:

- Calculus I (Math 115 at UM or its equivalent)
- Freshman Composition (English 125 or its equivalent; students transferring from UM-Ann Arbor campus must meet the First Year writing requirements as determined by the Sweetland Writing Center. Acceptable courses can be found on the Sweetland Writing Center website at www.lsa.umich.edu/swc)
- Microeconomics (Econ 101)
- Macroeconomics (Econ 102)
- Financial Accounting (ACC 271)
- Managerial Accounting (ACC 272), recommended to complete prior to start of BBA program

Admission is competitive: It is contingent upon both the quality of the academic work done at the freshman and sophomore levels and a student's demonstrated leadership in college.

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. The only time students might be approved to step out of the program for a term or year would be situations involving unanticipated medical or personal emergencies. The situations must be reviewed by the BBA Program Office.

Students enter the **two-year BBA Program** with a minimum of 55, and a maximum of 75 transferable semester hours, and virtually all business courses required for graduation are taken in the junior and senior years. Students can take up to 75 semester hours outside the business school.

A separate GPA is calculated for all BBA students, which includes all classes taken during your years in the BBA Program. This means that your GPA "starts over" when you join the Ross community in the Fall.

The BBA Program prescribes a required set of core courses to ensure knowledge of all the functional areas of business as a solid base for professional education. Therefore, we do not designate or include "majors" or "concentrations" (e.g., Finance, Marketing, or International Business) in the professional portion of the student's undergraduate work. Rather, we encourage selection of elective courses that will help the student develop a broad understanding of business and integrate his or her liberal arts and professional education.

Students who have taken three or more classes at the 300+ level in one discipline may indicate an “emphasis” in that area on their resumes, however.

Ross 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. However, students who have been admitted to the BBA Program and who have completed course work in the College of Engineering or the College of Literature, Science, and the Arts 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 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.

A BBA degree is granted after a student completes degree requirements and a minimum of 120 semester hours (or credits). The final 45 credit hours of the 120 required for graduation must be completed at the UM-Ann Arbor campus. The BBA degree requires the following:

- Coursework in three liberal arts Distribution Areas.
- Business Courses, a minimum of 45 semester hours, including Principles of Accounting I and II.
- Non-Business Courses, a minimum of 54 credit hours.
- Completion of required and core business courses.

2. Students entering Fall 2006

Beginning with the Fall 2006 entering class, the three-year program is the standard program under which a University of Michigan student studies business. Students who wish to earn a Bachelor of Business Administration should transfer to the Ross School of Business after completion of their freshman year. Fall 2006 will also be the last year that students can study under the two-year program (see eligibility on the two-year BBA program above).

Admission is competitive: It is contingent upon both the quality of the academic work done and a student’s demonstrated leadership.

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. The only time students might be approved to step out of the program for a term or year would be situations involving unanticipated medical or personal emergencies. The situations must be reviewed by the BBA Program Office.

Students enter the three-year BBA Program with a **minimum of 27 (maximum of 45) transferable credit hours**. These 27 credits must be earned while attending an accredited college or University and does not include test or AP credits. Within the three-year program, students will balance liberal arts coursework with the business curriculum as outlined in section III. The only courses specifically required before beginning the three-year BBA program are:

- Calculus I (Math 115 at UM or its equivalent)
- Freshman Composition (English 125 or its equivalent; students transferring from UM-Ann Arbor campus must meet the First Year writing requirements as determined by the Sweetland Writing Center. Acceptable courses can be found on the Sweetland Writing Center website at www.lsa.umich.edu/swc)
- Microeconomics (Econ 101)

3. Preferred Admit (beginning Fall 2006):

The “preferred admit” program is a small, highly selective program that allows students to apply to the BBA program at the Ross School of Business during their senior year of high school. Admission to this program is a high honor and the Ross School of Business will only accept a small group of students into this program. If a student does not apply or is not accepted as a “preferred admit” to the program, this does not hurt his or her chances of being accepted into the three-year program. If a student is not admitted into the Ross School of Business for the “preferred admit” program, he or she is encouraged to apply again at the end of the freshman year for admission into the 3-year program.

Students who apply to and are accepted by the Ross School of Business out of high school are not directly admitted into the Ross School of Business. They become what is called a “preferred admit.” This means the student is an LS&A student but is given a set of requirements to meet during his or her freshman year. When these requirements are successfully met, the student will automatically become a Ross School of Business student at the end of the freshman year when he or she notifies us of his or her continued interest.

Additional information concerning the pre-business curriculum and the necessary application forms for admission to the University at the freshman level may be obtained from:

Office of Undergraduate Admission
 1220 Student Activities Building
 University of Michigan
 Ann Arbor, Michigan 48109-1316
 (734) 764-7433
http://www.umich.edu/admis_ugrad.html

B. BBA Degree Requirements

1. Retaining Admission Status: Fall 2005 Two-Year Program

Newly admitted BBA students must successfully complete all coursework in progress at the time of application. The completion of 55 transferable hours and the five pre-requisite courses (English composition, micro-economics, macro-economics, calculus, and principles of financial accounting) prior to enrollment are criteria for admission. Failure to complete 55 transferable hours and the prerequisites is cause for revoking admission into the two-year program for Fall 2005. Violations of our Honor Policy are also cause for revoking admission. Newly admitted students are required to submit official transcripts of courses-in-progress as soon as those records are available.

2. BBA Core Courses and Schedule

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

3. Core Course Requirements: Fall 2004 Admits

Fall Term: Junior Year	Winter Term: Junior Year
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 301: Information Systems (3 crs)	OMS 311: Operations Mngmt (3 crs)
FIN 300: Financial Mngmt (3 crs)	Electives, to include any remaining degree requirements such as liberal arts distribution courses, Business Law, Communications.*
MKT 300: Marketing Mngmt (3 crs)	
Fall Term: Senior Year	Winter Term: Senior Year
CSIB 390: Corporate Strategy (3 crs)	Electives, to include any remaining degree requirements such as liberal arts distribution courses, Business Law, Bus. Communication.*
Electives, to include any remaining degree requirements such as liberal arts distribution courses, Business Law, Bus. Communication.*	

***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.

***Business Communication** (LHC 350), a 3-credit core requirement in the two-year BBA program for students admitted in Fall 2004, can be taken at any time during the four terms.

4. Core Requirements: Fall 2005 Admits & Fall 2006 Two-Year Admits

Fall Term: Junior Year	Winter Term: Junior Year
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)	
LHC 250: Introduction to Business Communication (1.5 crs)	Elective*
MKT 300: Marketing Mngmt (3 crs)	
Fall Term: Senior Year	Winter Term: Senior Year
BIT 300: (1.5 crs)	Other classes to include any remaining degree requirements such as liberal arts distribution courses, Business Law, and Business electives.*
CSIB 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.

5. Core Requirements: Start of Three-Year BBA Program: Fall 2006 Admits

Freshman Year Preparation for Admission	
Fall Term: Freshman Year	Winter Term: Freshman Year
ENGL 125 or equivalent: Introductory Composition (4 crs) (either Fall or Winter	ECON 101: Microeconomics (4 crs) (either Fall or Winter term)

term)	
MATH 115 or equivalent: Calculus 1 (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.*	

BBA Program Year One	
Fall Term: Sophomore Year	Winter Term: Sophomore Year
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.	

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

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

6. Distribution and Foreign Language Requirements

Ross distribution and foreign language requirements are similar to the College of Literature, Science and the Arts (LS&A), with some exceptions which are noted below. You should refer to the LS&A 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. Approved 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 Ann Arbor's Office of Academic Advising (LS&A, telephone (734) 764-0332) or completion of a fourth-semester college-level foreign language course. AP course work which meets fourth-term proficiency fulfills this requirement. See the LS&A Bulletin for further language details. (www.lsa.umich.edu)	0-20 crs
Humanities (HU)	9 crs
Natural Sciences (NS) and/or Mathematical and Symbolic Analysis (MSA)	9 crs
Social Sciences (SS) (excludes Econ 101 & 102)	9 crs

7. Credit Hour Requirements

The BBA degree requires a minimum of 120 credits. 45 of these credits must be business credits, which includes Business classes taken prior to admission, such as ACC 271,272, BIT 200. 54 of these credits must be non-business credits.

8. Grade Point Requirements

Students must maintain a minimum of 2.00 GPA in all Business courses taken while in 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.

9. Advanced Placement Credits

Advanced Placement credits are accepted for elective BBA degree credit according to the guidelines established by the College of LS&A at the University of Michigan. Please refer to their website at

<http://www.admissions.umich.edu/prospective/prospectivefreshmen/apguidelines.html>

Effective for all students admitted in Fall 2005 and later, AP credits may not be used to satisfy HU, NS/MSA, or SS distribution requirements. We use LSA guidelines as noted above. Through Fall 2004 admissions, however, Ross used AP credits as appropriate to meet distribution. (e.g., AP Chemistry may be used as part of UMBS NS/MSA distribution.)

Note these additional Distribution and AP credit guidelines for Ross:

- Economics AP credits or Calculus AP credits may be used as appropriate to satisfy the Ross School's pre-requisites.
- AP English Language and Composition may not be used to meet the Freshman Writing requirement.
- Economic 101 and 102 may not be used as part of the SS distribution.
- For students admitted through Fall 2004 only, the AP English, Literature and Composition exam can be used for Humanities. It is necessary to provide copies of your AP scores to verify which test you took. Without this documentation, the credits towards distribution cannot be accepted.

10. Placement Exams

For a few core courses, students may be able to test out via a placement exam. For students with previous junior-level coursework in a core course from a non-Uof M Ann Arbor school, passing a placement exam in the core course is one step in gaining credit for the course. (See further details on p. 16 regarding transfer of business credits.) Placement exams are offered during the Fall Orientation or by specific arrangements with Academic Services and the faculty, and can be taken only once. If a student places out of a core course, additional Ross School credits must be earned in order to satisfy degree requirements. No course credit is granted for passing the placement exam. Refer to the web page detailing course waivers and placement exams at <http://www.bus.umich.edu/Academics/Courses/Info/PlacementExam.htm> Also see section below regarding transfer of credits.

11. 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.

12. Independent Research Projects

Ross students may arrange to do independent research projects with Ross faculty. These 399-numbered classes require departmental approval, and students are limited to no more than seven (7) credits total, with no more than one such course in any one term. Forms and directions are posted on the Academic Services web pages.

C. Transfer of Credits

1. Transfers within the University

Students currently attending UM-Ann Arbor who are accepted into the **two-year BBA Program** may transfer a maximum of 75 credit hours within the guidelines below. The 75 hours transferred may include up to 6 credit hours in principles of accounting courses. No more than a total of 15 business credits may transfer. Even with 75 credits, students should plan to devote two academic years to the program. Students who are accepted into the **three-year BBA Program** may transfer a maximum of 45 credit hours within the guidelines below. For both the two-year and three-year program, transfers of credits are granted only for courses where the student earns a grade of C or better. Any course in which the final grade earned is a C- or lower does not transfer. Classes taken on a Pass/Fail basis must have documentation of a C grade or better.

Ross has the following restrictions on courses accepted into the two-year and three-year BBA Program:

1. No credit for Physical Education course work
2. No credit for Vocational course work
3. Limit of four (4) credits granted for pre-calculus course work (see LS&A Bulletin at <http://www.lsa.umich.edu/lsa/cg/bulletin/> for details)
4. Limit of four (4) credits granted for writing practicum course work (see LS&A Bulletin for details, under Sweetland Writing Center)

5. Limit of four (4) credits granted for English Language Institute (ELI) course work (see <http://www.lsa.umich.edu/eli>)
6. 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)
7. School of Music ensemble courses yield degree credit, but no honor points.
8. Non-graded Courses (P/F, CR/NC, S/U): **no** Business classes may be taken Pass/Fail unless the course is set in the registration system as mandatory P/F (e.g., CSIB 389). 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.
9. 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 LS&A project. This includes credit for Residential College and Lloyd Hall Scholars Program experiential courses. Only one Experiential project may be elected each term.
10. 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.
11. Kinesiology courses are recorded as “not for credit” unless they are on the approved list in the LS&A Bulletin. 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 (SM): 101 (No credit for LSA students with Junior or Senior standing), 111, 333, 342, 346, 431, 434, 437, 446 and 513.

2. Transferring Introductory Accounting

Financial and managerial accounting - Accounting 271 and 272, respectively - form the foundation for all courses in the University of Michigan BBA Program. This is particularly true for courses in finance, operations management and corporate strategy. In addition, command of the material in these two accounting courses is crucial for success in upper-divisional accounting courses.

- **UM Students**

Students attending UM-Ann Arbor are expected to take Accounting 271 (financial) and Accounting 272 (financial and managerial) at the UM. Accounting 271 must be completed prior to admission to the two-year program. If Accounting 272 is not completed before entry to the two-year program, it must be completed during the first term at Ross. Students admitted into the three-year program will take Accounting 271 and Accounting 272 as part of their BBA curriculum while at the Ross School of Business.

- **Off-Campus Transfer Students**

Students from other colleges and universities wishing to transfer to the Ross School must receive approval of the accounting courses that they hope to transfer. A list of universities whose introductory accounting courses have previously been determined to be acceptable for transfer is available at <http://www.bus.umich.edu/Admissions/Bba/BbaFaq.htm>. If a particular school is not listed, contact Admissions at admissionsinquiries@umich.edu with inquires. Please include copies of syllabi and exams from the courses that are being asked to be considered.

- **Non-Transferable Courses**

The Ross School does not accept the following courses: Courses in introductory accounting from community colleges in any state, including Michigan. A-levels in introductory accounting from British educational systems will not count as general business transfer credit.

3. **Transfer Credits from Other Institutions**

Although we strongly believe students from other schools enrich our community and add to its diversity, our commitment to students who have completed their first two years at UM-Ann Arbor does not allow us to admit all competitive students who apply from other two- and four-year institutions. Off-campus transfer students interested in attending UM may also want to consider applying to other units within the University by contacting the Undergraduate Admissions Office at (734) 764-7433.

Current students who are planning to take Summer school courses at other institutions before enrolling in the Ross School should check in advance with academic advisors in the Office of Admissions and Academic Services at rossacadservices@umich.edu to verify that credits will transfer.

4. **Credit Hours Accepted—Transferring Non-Business and Business Credits**

The following guidelines apply to **all accredited four-year institutions**, including the University of Michigan–Dearborn and the University of Michigan–Flint. Note that transfer students from these two schools do not pay an application fee or enrollment deposit upon admission.

5. **Credit Hours Accepted**

Two-year BBA Program:

- Minimum of 55 credit hours needed for admission to two-year BBA Program.
- Maximum of 60 credits in non-business courses
- Minimum of 3 credit hours in business (Accounting 271). Off-campus students must receive approval of accounting courses. See III.C.2 “Transferring Introductory Accounting” for more details.
- Maximum of 15 credit hours in core business courses; see III.C.12 “Requirements for BBA Transfer of Introductory-level Business Courses” for details
- Maximum of 66 credit hours

Three-year BBA Program:

- Minimum of 27 credit hours needed for admission to the three-year BBA Program. A maximum of 45 credit hours may transfer.

6. **Transfer of Business Credits**

- Maximum of 15 credit hours
 - Up to 6 credit hours in accounting may be part of 15 credit hours (see III.C.2 “Transferring Introductory Accounting” for more details)
 - Core course credit transfer subject to guidelines stated in III.C.12 “Requirements for BBA Transfer of Introductory-level Business Courses”
- No credit for *elective* courses in business

7. **Two-year accredited institutions**

- Maximum of 60 credit hours in non-business courses
- No business course work accepted from two-year schools

8. **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 (see LS&A Bulletin for details)
- Computer courses are only accepted if from a math, computer or engineering department
- Management of Information System courses: Only non-business courses transfer
- A Level Courses: only non-business course work transfers

9. Requirements for BBA Transfer of Introductory-level Business Courses

Transfer credit for introductory-level business courses which are determined by Ross department chairs to be equivalent to any of the BBA required first-year core courses is granted only if all the following conditions are satisfied:

- The course was taken after the student achieved junior standing (at least 55 credit hours) at his/her school
- The course was a junior- or senior-level course (numbered 300 and above)
- The student earned a grade of C or better in the course
- The student passed a Ross placement exam for the course

If all the above conditions are met, a maximum of three-credit hours per course will transfer and the BBA required course waived. If all the above conditions are not satisfied, no transfer credit is granted and the required core course must be taken in the BBA Program. The above conditions do not apply to principles of accounting courses.

10. Transfers of International Students

International students interested in Ross must first attend an accredited U.S. university, college, or community college to earn at least half of their minimum 55 transferable credits for the two-year program (or at least half of the 27 transferable credits for the three-year program). International students who have completed their 55 minimum transferable credits for the two-year program (or 27 minimum transferable credits for the three-year program) at an international university or college are not eligible for admission into Ross and should not apply.

11. Transfer of Summer Courses Taken at Other Institutions

Both UM-Ann Arbor students and students from other colleges who are planning to take Summer school courses at other institutions should check in advance with an academic advisor in the Office of Admissions and Academic Services at rossacadservices@umich.edu to verify that credits will transfer.

IV. Curriculum Planning and Options

Responsibility for planning the specific 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 progress checklists are available online for students to monitor their academic progress. Responsibility for planning the specific content of the academic program rests with the student. A degree progress checklist is available on iMpack (<http://www.bus.umich.edu/Academics/DegreeCheck/default.htm>) for students to monitor their academic progress.

A. Academic Advising-BBA Program Office

The primary purpose of the BBA Program Office 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, LS&A 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 two staff members assigned to advise and counsel BBA students. If you would like to schedule an appointment, please contact Rob Koonce, Director-BBA Student Affairs at rjkoonce@umich.edu and/or Katie McCartney, BBA Student Advisor at kmccart@umich.edu

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. This office manages pre-registration into core courses, provides support for course bidding of business elective classes, degree audits, and general registration support. 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
- Daily walk-in hours: 9:30 – 11:00AM in D2260
- Degree Audit or advising appointments. To schedule see: <http://www.bus.umich.edu/CounselingCalendar/AcademicServices>

C. Election of Courses

BBA candidates are expected to carry between twelve and eighteen credit hours each full term and should plan to complete the two-year degree requirements within four terms. BBA candidates who are admitted to the three-year program are expected to carry between twelve and eighteen credits each full term and should plan to complete the three-year degree program within six terms. BBA candidates admitted as an incoming University of Michigan freshman as a preferred admit are expected to carry between twelve and eighteen credits each full term and should plan to complete the degree requirements within eight 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.

1. Senior Seminar

The Senior Seminar (BA 380) is an honors-type seminar that is designed to be the capstone learning experience of your undergraduate education. You will work in a collaborative environment with a talented group of seniors to develop a thesis that builds on previous liberal arts and BBA coursework. Through the exploration of ethical, historical, social and cultural aspects of a current business issue, you will have the opportunity to develop a well-rounded perspective that is valued in the global environment of business. In addition to fostering your intellectual growth and giving you the freedom to research a topic of interest, the Senior Seminar provides evidence of academic distinction that may prove useful if you apply to graduate school.

2. 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 the Office of Admissions and Academic Services, and on iMPact under "Academics."

3. Non-Business Courses

BBA degree candidates may elect almost any course in the University except those restricted to graduate students or freshmen and sophomores, or as restricted in III.C.1 "Transfer within the University." Business History (LHC 412 or History 569) 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").

4. 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 BBA Program Director.

5. International Exchange (CSIB 389)

Ross participates in International Exchange programs with approved business schools worldwide. BBA students participate in Exchange Program during the Winter term of their senior year with selections made during the winter term of the preceding academic year. All first-year core courses must be completed to be eligible to apply. Decisions are made based on a student's academic achievement, foreign language proficiency, overall maturity and resourcefulness, career goals, and space availability. Further details are included in the course description for CSIB 389, as well as in iMPact, within the Academic Services web pages.

6. Elections by Students Enrolled in Other Units

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 may elect courses numbered 300-399 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 under IV.C.4 "BBAs in graduate-level MBA Classes".

V. Registration

All students enrolled in the Ross School are subject to University regulations concerning student affairs, conduct and discipline. Additional regulations or variations that apply specifically to BBA degree candidates are given here. If a student has any doubt about an interpretation of the regulations, he or she should talk with an advisor in the Office of Academic Services. Faculty members are the best source for advice regarding academic course selection.

A. Adding Courses

Students may add courses during the first three weeks of the Fall or Winter terms, or during the first two weeks of the Spring or Summer Half terms. Adding courses after the deadline requires approval by the professor.

B. Drop Policy Before the Drop Deadline

Students in the two-year program are expected to take all core business courses in their proper sequence and in their assigned cohort group, and are not permitted to drop core courses. Students in the three-year program are expected to take all core business courses in their proper sequence and in their assigned cohort group beginning in their junior year.

Students may drop **elective** courses during the first three weeks of the Fall or Winter terms, and by the second week of the Spring or Summer Half term. No approval is required to drop a course before the deadline as long as the revised schedule meets the enrollment regulations of the BBA Program.

C. After the Drop Deadline

Dropping courses after the deadline requires approval. Any elective business course, which is not a core requirement, may be dropped at any time up to the last regular class meeting, as long as the instructor certifies that the student is doing passing work. To drop a course after the deadline, both the student and the instructor of the course must complete a Drop Verification Form (DVF). Forms are available at the reception desk in the Admissions Office in room D2260 Business Administration or on iMpack at <http://www.bus.umich.edu/Academics/AcademicServices/FormsPublications/>. The completed DVF must be returned to Academic Services, a DROP/ADD form then also completed and signed, before taking the drop/add form to the Registrar's Office for processing.

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

D. Withdrawal

Withdrawal means the elimination of all courses for a given term. Students wishing to withdraw should contact the Office of Academic Services. See section V.I "Active Degree Candidacy" for additional information.

E. 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, or the second week of a half term (Spring-half or Summer-half) or the first week of a 7-week term. Because this choice of Audit vs. For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

F. 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.

G. 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., CSIB 389). This rule applies to all business school students and business school classes, regardless of student's earned credits, or years in program.
- BBA students do have allowance 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 have started 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 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 —Pass/Fail, 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.
- 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.

H. 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 grade received when the course is retaken and the original failing grade is 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.

I. 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, the student will be required to reapply to the BBA Program. In addition, University policy requires students to complete at least one course within a 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 Business School, 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 200-level courses, grades are to be distributed as: 25% A- or above; 50% B or above, 50% B- or below.
- In BBA core classes: $\leq 40\%$ A- or above; $\leq 80\%$ B or above; $\leq 20\%$ B- or below.
- In BBA elective classes: $\leq 60\%$ A- or above; $\leq 90\%$ B or above; $\leq 10\%$ B- or below.

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

C. 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. 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, but is above the following minimums, the appropriate faculty Committee may require withdrawal from the School based on the circumstances of the individual case. The Committee requires withdrawal in all cases where either of the cumulative averages falls below 1.50 at the end of the first term of the junior year, or below 1.75 at the end of the second term of the junior year, or below 1.95 at the end of the third term of the senior year, or below 2.00 at the end of the final term.

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.

D. Incompletes

When a minor 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 work actually completed is of not less than C-quality. If a student is absent from the final examination for a reason considered excusable by the instructor, a mark of "X" will be recorded, provided the previous work is of not less than C- quality. Grades of I and X must be resolved and corrected within four weeks 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.

E. Dispute of Final Grades

After a faculty member determines a final grade, a student may feel it is appropriate to dispute that grade. The first step in the dispute process is to discuss the situation directly with the faculty member. If a resolution cannot be reached, the dispute should be discussed with the Department Chair for resolution.

F. Academic Honors

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

G. With Distinction.

A student whose scholastic average either in business administration 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.

H. With High Distinction.

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

I. Beta Gamma Sigma.

Beta Gamma Sigma is a national honorary business administration fraternity. 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 rank in the upper 7 percent of the junior class, upper 10 percent of the senior class, or upper 20 percent of the graduating master's class. Beta Gamma Sigma contacts eligible candidates for admission.

J. Phi Beta Kappa.

Founded in 1776, is the oldest honorary scholastic society in America. Approximately six percent of the year's graduating seniors in the College of Literature, Science, and the Arts are elected annually. Outstanding seniors at the Business School are likewise eligible as are outstanding seniors in other schools and colleges who have earned a minimum of 60 Michigan term hours taken in the College of Literature, Science, and the Arts. 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. Recommendations of eligible students are forwarded to the society by Academic Services.

VII. Graduation

A. Credits Toward Graduation

Credit toward graduation is granted for all courses in which grades of at least a D- are earned. This includes business and non-business courses. BBA students who receive grades

of C- to D- in any course will receive the appropriate credit toward graduation; however, students are advised to seek academic advising from Ross faculty.

B. Degree Candidates Coursework at Other Institutions

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

- Take up to six credit hours in non-business courses at another accredited four-year U.S. institution between the 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 the Academic Services, Admissions and Academic Services, Room D2260, Business Administration Building. 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. Prior to this, students may complete a preliminary degree audit by making an appointment with an advisor in Academic Services or by doing a self-audit.

Appointments with advisors can be made online by going to iMpact (<http://www.bus.umich.edu/CounselingCalendar/AcademicServices/>) under "Academics." Students may also direct their questions to rossacadservices@umich.edu. Degree Audit forms are available on iMpact, (<http://www.bus.umich.edu/Academics/DegreeCheck>) so that students can readily track their degree progress.

2. Submit Diploma Application

For August and December 2005 graduates, students must complete a "Degree/Diploma Application Card" and submit it to the Office of Admissions and Academic Services, Room D2260, during the first month of the term in which they complete their degree requirements. If the academic work is not completed, students must submit a new application in the subsequent term in which they will graduate. Students are graduated in the term in which they complete degree requirements and will only receive a diploma after submitting a diploma application.

Beginning with the April 2006 graduates, the degree application process is handled directly through [Wolverine Access](#). Students will apply online for the term of expected graduation, and provide all address information online.

3. Confirm Name

Prospective graduates are requested to confirm how they want their name to appear on the degree list prior to graduation.

4. 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.

VIII. Community Membership

A. 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

B. Office of Student Conflict Resolution: Statement of Student Rights and Responsibilities

3200 Student Activities Building, 515 East Jefferson St., Ann Arbor, MI 48109-1316

<http://www.umich.edu/~oscr/index.htm>

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.umich.edu/~oscr/>. 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.

C. Residency Regulations

Information on Residency Classification for Admission and Tuition Purposes.

Please refer to the Residency Office web site for all updates, necessary documentation, guidelines, eligibility criteria, and forms. See <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.

If you claim Michigan resident status and any of the following circumstances apply, you must file an Application for Resident Classification and be approved to qualify for in-state tuition:

- you currently live outside the state of Michigan for any purpose, including, but not limited to, education, volunteer activities, military service, travel, employment.
- you have attended or graduated from a college outside the state of Michigan.
- you have been employed or domiciled outside the state of Michigan within the last three years.
- you are not a U.S. citizen or Permanent Resident Alien (if you are a Permanent Resident Alien, you must have a Permanent Resident Alien card).
- your spouse, partner, or parent is in Michigan as a nonresident student, medical resident, fellow, or for military assignment or other temporary employment.
- you are 24 years of age or younger and a parent lives outside the state of Michigan.
- you are 24 years of age or younger and have attended or graduated from a high school outside the state of Michigan.
- you have attended or graduated from an out-of-state high school and have been involved in educational pursuits for the majority of time since high school graduation.

- you previously attended any U-M campus (Ann Arbor , Dearborn , or Flint) as a nonresident.

Other circumstances may also require you to file a residency application. The University reserves the right to audit prospective or enrolled students at any time regarding eligibility for resident classification and to reclassify students who are classified incorrectly.

FILING A RESIDENCY APPLICATION

Residency applications and in-person assistance are available at the Residency Classification Office, University of Michigan Office of the Registrar, 413 E. Huron St. , Ann Arbor , MI 48104-1520 , phone (734) 764-1400. Business hours are 8 a.m.-5 p.m. weekdays.

Applications can also be downloaded at <http://www.umich.edu/~regoff/resreg.htm> .

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 **See**

<http://www.umich.edu/~regoff/resreg.html>

for all questions concerning residency status.

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