

# **M** MICHIGAN ROSS SCHOOL OF BUSINESS



## **UNDERGRADUATE PROGRAMS BULLETIN 2013-2014**

**LEADING IN THOUGHT AND ACTION**

**Disclaimer**

The information contained in this Bulletin is subject to change at any time. Please note that this document is accurate as of January 2014. Subsequent updates and corrections made to the most current version can be viewed online: <http://www2.bus.umich.edu/MyiMpact/academics/bulletins>.

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**Accreditation Statement**

<http://www.provost.umich.edu/reports/slfstudy/ir/compliance.html>

The University of Michigan is accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; Phone: 1-800- 621-7440; 312-263-0456; Fax: 312-263-7462.

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The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

**Campus Safety Statement**

Each year, the University of Michigan prepares an "Annual Security Report" and publishes it in the Campus Safety Handbook. The report, which is issued each October 1, contains detailed information on campus safety and security policies, procedures, and programs, including information on: emergency services, security telephone numbers, sexual assault policy, stalking laws, handling obscene phone calls, sexual harassment policy, dealing with workplace violence and threats, police agencies, health services, counseling services, safe transportation after dark, safety tips, and alcohol and drug policies and programs. The report also includes statistics concerning crimes on campus. If you would like to receive a complete copy, visit the University of Michigan Department of Public Safety website at <http://police.umich.edu/> or call 734-763-3434.

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## I. Message from the President

Welcome to the University of Michigan, one of our country's great public universities.

Ours is a university with a long-standing commitment to diversity. Through the contributions of thousands of faculty and hundreds of thousands of students over nearly two centuries, we have built a university that is known for a diversity of people, heritage, academic disciplines, and scholarly pursuits.

This impressive range of individuals and intellectual activity is the very core of our academic excellence. From our 19 schools and colleges to our nationally recognized health system, the range of disciplines and their interrelationships throughout our campus are a mirror of the world we serve as a public university.

To meet society's needs, the University of Michigan must draw upon the perspectives of faculty, students and staff from around our state, our nation, and our world.

I firmly believe that we 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 distinguished.

The University's first president, Henry Philip Tappan, had a bold vision for U-M as a model research university, and issued a challenge that continues to propel our institution: "We must take the world as full as it is."

We must always be vigilant about recruiting and retaining the best students and staff and the finest faculty – individuals of all backgrounds and experiences – so that they may further enrich the fabric of this university.

The U-M Senate Assembly, the governing body representing faculty from the Ann Arbor, Flint and Dearborn campuses, has voiced its "commitment to the value of diversity and urges that all members of the University – faculty, students, staff and administration – work together to develop new approaches to maintain diversity as a critical component of student education, research and service at the University of Michigan."

I am proud to belong to an academic community that historically has embraced diversity and is as steadfast about this ideal as it was during its earliest days. I invite you to join our remarkable community and its appreciation of the viewpoints and contributions of others.

Sincerely,

Mary Sue Coleman

<http://president.umich.edu/welcome/index.php>

## 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 maintained on the Ross website at:

<http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values>.

All Ross School of Business students, and UM students enrolled in Ross courses are responsible for reading these documents.

### III. Introduction to the Bulletin<sup>1</sup>

Students are responsible for knowing the rules and policies in the Bulletin. Students will follow the rules of the Ross School of Business Undergraduate Programs Bulletin in effect for the academic term in which they are admitted to a Ross School of Business Undergraduate Program. Students who are readmitted into a Ross School of Business Undergraduate Program follow the Bulletin in effect for the academic term in which they resume their studies.

The online Bulletin reflects the most up-to-date information available and is updated as changes are made to the curriculum. To view past versions of the Ross School of Business Undergraduate Programs Bulletin, please visit our archives at

<http://www2.bus.umich.edu/MyiMpact/academics/bulletins>.

Note: Archived bulletins are only applicable to that academic year's course requirements. Please visit your Academic Advisor for more information, or if you have questions regarding the Bulletin.

## IV. BBA Program

### A. BBA ADMISSION

#### 1. General Admissions Information

- Students may start the BBA Program only in the Fall term.
- The BBA program at the Ross School of Business is highly selective and attracts thousands of competitive applicants each year.
- Students complete a required set of sequenced courses to ensure knowledge of all functional areas of business – there are no officially-defined majors or concentrations.
- The application review is 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.
- Transfer students are evaluated on the same criteria as University of Michigan-Ann Arbor applicants. We strongly consider the strength of the university you are currently attending (e.g., overall ranking, average ACT/SAT of entering class) in addition to the rigor of your course load and GPA. The most successful transfer students will spend a semester or two at the University of Michigan-Ann Arbor before applying to the Ross School of Business. This means that earning a Ross BBA degree may take 5 or more years for students who transferred into the University of Michigan.
- All applicants should note that the BBA program's core curriculum is fixed and cannot be accelerated. Students should plan to enroll in the BBA program for three full academic years.
- 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.

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<sup>1</sup> Adapted from the College of Engineering Bulletin.



- The Ross School of Business does not grant second bachelor degrees – students who have already earned a bachelor degree are not eligible for admission and should not apply.
- International students must earn at least half of the 27.0 credits required for admission at an accredited US college or university *and* that US college/university must be the most recent institution attended. This means international students must earn at least 13.5 credits at a US institution located in the United States and must apply for transfer admission directly from that US college/university. There are no exceptions to these policies. Those who have completed course work entirely at an international institution are not eligible for admission and should not apply.

## 2. Admission Options to the BBA Program

### a) Regular Admission

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

4 credits, we will count these 4 credits toward the minimum 27 credits required. This is **solely** for the purpose of application review.

### **b) 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 BBA admission.
- Students spend their freshmen year (in the College of LSA, Engineering, or different school or college at University of Michigan-Ann Arbor) fulfilling the minimum requirements (see below) and will be automatically enrolled in the BBA program the Fall semester of their sophomore year upon completion of the requirements below.

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

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

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.

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

- Attend monthly workshops and seminars offered specifically and only for Preferred Admission students. These events are held within the Ross School of Business and allow preferred admission students to better integrate with the faculty, staff, and community of Ross.
- Enroll in and complete LHC 250: Introduction to Business Communication (a 1.5 credit course), with a C or better during winter term of your freshman year.
- Meet with their Ross Academic Advisor regularly to assess academic progress and ensure that they are taking advantage of appropriate academic and Ross resources, allowing for successful enrollment into the BBA Program.

### 3. Requirements for all BBA Applicants

#### a) Advanced Standing Credits

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

#### b) Accepted Credits

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

## B. BBA CURRICULUM & DEGREE REQUIREMENTS

It is the student's responsibility to know and meet all degree requirements, as outlined below. These requirements are accurate for students admitted to the BBA program in Fall 2013. Students admitted prior to Fall 2013 should review the archived program bulletin for their admit year (see <http://www2.bus.umich.edu/MyiMpact/academics/bulletins/>).

### 1. BBA Credit Requirements

The BBA degree requires a minimum of 120.0 credits. 45.0 of these credits must be business credits, and 54.0 of the 120.0 total credits must be non-business credits (including credits used to meet distribution requirements). The remaining 21.0 credits may be either business or non-business course work.

### 2. BBA Core Courses

The BBA program is organized around 33 credits of required core courses, which must be taken in the prescribed order. Students complete the core in an assigned cohort (or section) of students and **may not drop or complete required core courses out of sequence.**

If a BBA core course (e.g. ACC 300) 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. Students who complete courses offered specifically for non-business students (typically course numbers 302), prior to entering the BBA program will NOT earn credit for those courses towards the BBA degree.

**Required Core Courses and Sequence: Three-Year Program**

<b>BBA Program: Sophomore Year</b>			
Fall Term Core Courses	Credits	Winter Term Core Courses	Credits
ACC 300: Financial Accounting <sup>2, 2</sup>	3.0	ACC 301: Managerial Accounting <sup>1, 2</sup>	3.0
TO 200: Personal Productivity with Information Technology <sup>3</sup>	1.5	LHC 250: Introduction to Business Communication	1.5
MO 300: Behavioral Theory in Management	3.0	TO 301: Business Statistics and Management Science <sup>4</sup>	3.0
Fall and Winter Term Courses			Credits
ECON 102 Principles of Economics II (Macroeconomics) <sup>5</sup>			4.0
Other classes to include any degree requirements: Liberal arts distribution courses Approved business electives open to Sophomores			TBD

<b>BBA Program: Junior Year</b>			
Fall Term Core Courses	Credits	Winter Term Core Courses	Credits
FIN 300: Financial Management	3.0	BE 300: Applied Economics	3.0
LHC 350: Business Communication	1.5	TO 300: Business Info Systems <sup>3</sup>	1.5
MKT 300: Marketing Management	3.0	TO 313: Operations Management <sup>4</sup>	3.0
Fall and Winter Term Courses			Credits
Other classes to include any degree requirements: LHC 305: Legal Environment or LHC 306: Law of Enterprise Organization (Jr. or Sr. year) Liberal arts distribution courses Business Electives			TBD

<b>BBA Program: Senior Year</b>			
Fall Term Core Courses	Credits	Winter Term Core Courses	Credits
STRATEGY 390: Corporate Strategy	3.0		
Fall and Winter Term Courses			Credits
Other classes to include any degree requirements: LHC 305: Legal Environment or LHC 306: Law of Enterprise Organization (Jr. or Sr. year) Liberal arts distribution courses Business Electives			TBD

**a) Waiving Core Business Courses**

**TO 200 (BIT 200):** Waivers will be considered for TO 200: Personal Productivity in Information Technology. Students who have completed ENGR 101, EECS 181, EECS/SI 182, or EECS 183 at University of Michigan-Ann Arbor and have received a “C” or better are automatically waived from TO 200 upon admission to the BBA program. Students who register for ENGR 101, EECS/SI 182 or EECS 183 during the Fall term of their Sophomore year may also opt out of TO 200 (EECS 181

<sup>2</sup> All Ross BBA students are required to complete ACC 300 (formerly 271) and ACC 301 (formerly 272) at the Ross School of Business. No credit for ACC 300 and 301 completed outside of the Ross School of Business will be accepted.

<sup>2</sup> Effective Fall 2012, ACC 271 renamed ACC 300 and ACC 272 renamed ACC 301.

<sup>3</sup> Effective Winter 2013, BIT 200 renamed TO 200 and BIT 300 renamed TO 300.

<sup>4</sup> Effective Winter 2013, OMS 300 renamed TO 300 and OMS 311 renamed TO 313.

<sup>5</sup> If not completed prior to the first day of the first semester in the Ross BBA program, ECON 102 must be completed at UM-Ann Arbor during the Fall or Winter semester of the Sophomore year.

is no longer offered). The final grade received in the alternate course must equal a “C” or better to meet the TO 200 requirement.

Students who have completed other course work or have non-course work experience they believe to be equivalent to TO 200 must complete the waiver form:

<http://www2.bus.umich.edu/MyiMpact/academics/core-curriculum/core-course-waivers>

The student should attach a transcript showing what he/she believes to be the equivalent course work, and include that course description, or clearly outline his/her non-course work experience and why he/she feels it is equivalent to TO 200. Mail or drop off the form with documentation to Academic Services in K3340, 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.

**TO 301 Waiver Exam:** A waiver exam for TO 301 is usually offered in early December for those students who believe they have sufficient academic background to possibly waive this Winter term core course. To help assess this, past course syllabi and course requirements are listed on the core course waiver page online. All details relating to this exam are posted at:

<http://www2.bus.umich.edu/MyiMpact/academics/core-curriculum/core-course-waivers> .

Occasionally other Departments may elect to offer a waiver exam. In that event, current BBA students will be notified and details will be posted at:

<http://www2.bus.umich.edu/MyiMpact/academics/core-curriculum/core-course-waivers>

### **3. Additional Degree Requirements**

#### **a) ECON 102**

ECON 102 must be completed at University of Michigan-Ann Arbor if taken after the first day of the first term (Fall term of sophomore year) in the BBA program, and must be successfully completed by the end of the Winter term of sophomore year.

#### **b) Business Law Requirement**

LHC 305 or LHC 306 (3.0 credits each) must be completed in the second or third year of the BBA degree program (Junior or Senior year). Students are responsible for electing this core course prior to graduation. If more than one is elected, the second will count towards business elective credits.

#### **c) Business Elective Credits**

Students must elect enough business elective credits so that elective credits and all business core course credits total 45 or more business credits prior to graduation. Waived core courses must be replaced with additional business elective credits. Business elective courses cross-listed with other schools will count only as Business credit.

#### **d) BBA Distribution 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. Students should refer to the LSA

Course Guide (<http://www.lsa.umich.edu/cg/>) to see if a course meets the requirements for a distribution area. Courses may have one of the following designations: natural science (NS), social science (SS), humanities (HU), or mathematical and symbolic analysis (MSA). Classes without one of the above designations may not be used towards an area distribution plan. In selecting courses, note the following policies:

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. The language requirement cannot be satisfied by <b>out-of-residence credit</b> which is elected after the student has begun degree enrollment in LSA unless the appropriate language department has approved that plan in advance. AP course work that meets fourth-term proficiency fulfills this requirement. See the LSA Bulletin for details: ( <a href="http://www.lsa.umich.edu/students/academicsrequirements">http://www.lsa.umich.edu/students/academicsrequirements</a> )	0-20.0 credits
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, FR 232 may count towards HU). The course must cover at least 4 credits of fourth-term material and be recognized as a course that fulfills the fourth-term foreign language proficiency to be accepted as HU.	9.0 credits
Natural Sciences (NS) and/or Mathematical and Symbolic Analysis (MSA)	9.0 credits
Social Sciences (SS) ( <b>excludes Econ 101 &amp; 102</b> )	9.0 credits

### (1) 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. Note that AP credits will not be applied against distribution. Please refer to LSA's website at:

[http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/).

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

Ross uses IB and A-level credits as appropriate for distribution (e.g. Physical 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. (See section [IV.A.3](#) for additional information.)

### (3) CLEP (College Level Examination Program) Credits

CLEP credits are accepted for elective BBA degree credit according to the guidelines established by the College of LSA at the University of Michigan. Note that CLEP credits will not be applied against distribution. Please refer to LSA's website at:

<http://www.lsa.umich.edu/students/academicsrequirements/academicpolicies/testcreditapclepibaleveletc>

#### 4. Required Grade Point & Academic Standing

All students will begin an official Ross GPA upon admittance to the BBA Program, which includes all courses (those offered by both the Ross School and other University of Michigan units) that have been elected for grades while enrolled in the BBA Program. This means that a student's GPA "starts over" when he/she joins the Ross community, and the student's official cumulative Ross GPA shown on the official U-M transcript at graduation will only include those classes taken while enrolled in the BBA Program. Students must maintain a minimum 2.000 GPA in all business courses taken while at Ross, as well as an overall minimum 2.000 GPA for both business and non-business courses taken while at Ross. Should either calculated GPA fall below 2.000, the student is subject to academic probation, and will not be able to graduate until the cumulative GPA is at 2.000 or higher. (See section [IV.E.5](#) for more information regarding academic standing.)

#### 5. Credits Accepted Toward BBA Degree Progress

Students are responsible for knowing if their course work is accepted by the Ross School of Business. Students will enter the BBA program with a range of 27-45 credits (see section [IV.A](#) 'BBA Admission'):

##### a) General guidelines for all transfer credits

The below rules apply to coursework completed at UM-Ann Arbor before admittance to the BBA program, and to coursework completed outside of UM-Ann Arbor before or during the BBA program:

- Only courses with a grade of C or higher are transferable. Courses with a grade of C- or below do not transfer).
- Courses elected on a Pass/Fail grading basis courses must be accompanied by official documentation of a C grade or better.
- 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 is accepted for transfer, with the exception of courses taken at University of Michigan-Ann Arbor.
- Students who have completed less than 60.0 earned college credits (including AP/IB credit) may transfer in credits from a community college up to the 60.0 limit. Once students have completed 60.0 credits toward the BBA degree, they cannot earn additional degree credit for courses elected at a two-year college.

##### b) Policies for UM-Ann Arbor coursework taken before and during the BBA program

- No more than 30.0 non-graded credits may count toward the 120.0 credits needed for the degree. All courses elected on a Pass/Fail grading basis prior to admission to the BBA program must have a grade of C or higher in order to be eligible for transfer. (See section [IV.D.6](#) for pass/fail guidelines.)
- No credit for Physical Education course work.
- No credit for vocational course work.
- Mathematics: Limit of 4.0 credits granted for pre-calculus course work (e.g. Math 103, Math 105, or Math 110). For details, see: <http://www.lsa.umich.edu/students/academicsrequirements> .
- Limit of 4.0 credits granted for writing practicum course work. For details, see: <http://www.lsa.umich.edu/students/academicsrequirements> . Limit of 4.0 credits granted for English Language Institute (ELI) course work (see <http://www.lsa.umich.edu/eli>).

- Courses offered through the Officer Education Program at U-M only receive credit if the course is cross-listed in another academic department (e.g., UC, EECS, etc. Ross uses the guidelines established by LSA. For details, see: <http://www.lsa.umich.edu/students/academicsrequirements> .
- School of Music, Theatre, & Dance ensemble courses yield degree credit, but no honor points.
- Experiential courses: A maximum 15.0 credits of experiential courses may count towards a degree. This limit includes credits earned both prior to and during the BBA program. A maximum 8.0 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 30.0 credit total may be counted in the degree from these types of courses. Note: Within this 30.0 credit total, a maximum of 7.0 independent study credits may be counted in the degree. (See section [IV.C.6.c](#) for additional independent study criterion.)
- All School of Kinesiology courses (including UMOVE) are recorded as “not for credit” except for courses appearing below. Students may receive credit for the following approved courses, as of Winter 2014:
  - Athletic Training
    - Winter 2014 and later: (AT) 220/221
    - Prior to Winter 2014: (AT) 310
  - Health Fitness
    - Winter 2014 and later: (HF) 220/221, 240, 241, 331, 333, 434, 437
  - Kinesiology
    - Winter 2014 and later: (KINESLGY) 302, 421, 422, 424, 437, 441, 442, 443, 444, 445, 471, 505, 513, 533, and 542
    - Prior to Winter 2014: (KINESLGY) 302 (effective SU13), 421, 422, 424, 441, 442, 443, 444, 445, 471, 505, 513, 533 and 542
  - Movement Science
    - Winter 2014 and later: (MOVESCI) 110, 230, 231, 240, 241, 250, 280, 320, 330, 340, 421, 422, 424, 432, 433, 437, 441, 442, 443, 445, and 471
    - Prior to Winter 2014: (MOVESCI) 110, 230, 231 (effective Fall 2012), 240, 241, 250, 280, 320, 330, 340, , 421, 422, 424, 432, 433, 441, 442, 443, 445 and 471
  - Physical Education
    - Winter 2014 and later: (PHYSED) 444
    - Prior to Winter 2014: (PHYSED) 265, 310, 331 and 444 (effective Fall 2011)
  - Sport Management
    - Winter 2014 and later: (SM) 101 (No credit for students with Junior or Senior standing), 111, 203, 217, 249, 332, 333, 342, 346, 421, 431, 434, 437, 446
    - Prior to Winter 2014: (SM) 101 (No credit for students with Junior or Senior standing), 111, 203 (effective Winter 2012), 217, 249 (effective Fall 2012), 332, 333, 342, 346, 421 (effective Winter 2013), 431, 434, 437 and 446
  - U-Move (UMOVE); other SUBJECTs in the School of Kinesiology: none



### **c) Transfer of Summer Courses Taken at Other Institutions**

Prospective BBA students who are planning to take Spring or Summer term courses at other institutions prior to anticipated enrollment in the BBA program should check in advance with their home school Academic Advisor regarding how these credits may transfer to the University of Michigan. The Ross School of Business does not transfer any business credits from other schools. These pre-BBA credits are considered part of the total 45.0 credit limit of transferable credits entering the BBA program.

Current BBA students in good academic standing may request permission from Academic Services to transfer in up to 9.0 credit hours total in non-business courses from another accredited four-year US institution during the time of the BBA Program. This could be after the Sophomore or Junior year, during summer sessions. Students may not enroll concurrently with another college or university while enrolled in a regular term at U-M Ross School of Business. BBA students are expected to be registered only at U-M Ross School of Business during the Fall or Winter terms.

BBA students considering taking course work at other institutions should first submit a completed BBA Transfer Credit Preliminary Evaluation form to Academic Services to confirm that the course work will be accepted toward the BBA degree. Note that permission will not be granted for business courses. Upon completion of the course work, an official transcript must be sent to Academic Services, Room K3340, 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.

Students can access the BBA Transfer Credit Preliminary Evaluation form online:

<http://www.bus.umich.edu/Academics/Resources/Forms/BBATransferCreditEvalForm.pdf>.

## **C. BBA DEGREE PROGRAM OPTIONS**

### **1. BBA Curriculum Planning**

Outside of the core BBA course work, 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 online for students to monitor their academic progress: <http://www2.bus.umich.edu/MyiMpact/academics/degree-requirements>. Students may also access a live degree advisement report (audit) via Wolverine Access.

### **2. BBA Dual Degrees**

The Ross School of Business offers the option for BBA students to pursue undergraduate dual degrees with one of several different units within the University of Michigan-Ann Arbor. Applicants interested in dual degrees must be admitted by both degree programs independently.

Approved dual degrees programs include:

- Penny W. Stamps School of Art & Design
- College of Engineering
- College of Literature, Science, and the Arts
- School of Kinesiology Sport Management program
- School of Music, Theatre, & Dance

Students interested in pursuing dual degrees are encouraged to talk with an Academic Advisor. Students must be in good academic standing in order to pursue dual degrees. Students will work with Academic Advisors in both degree programs to create a course plan that meets requirements. As part of the dual degrees application, students are required to submit a course plan. Degree planning tools are available: <http://www2.bus.umich.edu/MyiMpact/academics/degree-requirements>.

Dual degree students are required to have a home school on record. The home school determines academic and registration policies. Each semester, students must be enrolled for all classes under their home school, regardless of the courses taken. Students pursuing the following dual degrees are required to maintain the Ross School of Business as the home school:

- College of Engineering
- College of Literature, Science, and the Arts

Students pursuing the following dual degrees may select either the Ross School of Business or their partner school as their home school, and should discuss this decision with their Academic Advisors:

- Penny W. Stamps School of Art & Design
- School of Kinesiology Sport Management program
- School of Music, Theatre, & Dance

Students are responsible for scheduling meetings with Academic Advisors in both programs to track progress toward graduation. Students must apply for graduation from each degree program, along with completing any other required documents. For all dual degrees programs, both degrees must be awarded simultaneously. If any degree requirement is incomplete for either degree, neither degree will be awarded. Completion of both degree requirements results in two different degree citations on the transcript and in two separate diplomas.

Effective November 2012, students pursuing dual degrees may share a maximum of 9.0 credits of the 45.0 credits of business courses needed to meet BBA degree requirements towards the requirements of the non-business major, per approval. Students pursuing dual degrees should consult with their Academic Advisor for specific policies within their non-business major. Students pursuing both dual degrees and an academic minor may share a maximum of 12.0 credits of the 45.0 credits of business courses needed to meet BBA degree requirements towards the requirements of the non-business major and minor (maximum 9.0 credits shared with major and maximum 3.0 credits shared with minor). Students pursuing dual degrees and an academic minor should consult with their Academic Advisors for specific policies within their degree and minor programs.

For more information, including eligibility and requirements, see:  
<http://www2.bus.umich.edu/MyiMpact/academics/bba-dual>.

### 3. BBA Minors

BBA students may pursue academic minors from other units within the University of Michigan-Ann Arbor, including all minors offered by the College of Literature, Science, and Arts, and select minors within the Penny W. Stamps School of Art & Design, the College of Engineering and the School of Social Work.

Effective November 2012, students pursuing an academic minor may share a maximum of 3.0 credits of the 45.0 credits business courses needed to meet BBA degree requirements towards the requirements of the academic minor. Students pursuing both dual degrees and an academic minor may share a maximum of 12.0 credits of the 45.0 credits of business courses needed to meet BBA degree requirements towards the requirements of the non-business major and minor (maximum 9.0 credits shared with major and maximum 3.0 credits shared with minor). Students pursuing a minor should consult with their Academic Advisor for specific policies within their academic minor.

Declaration of the minor and certification that appropriate courses have been completed should be communicated to Ross Academic Services. The department offering the minor should submit a Minor declaration either by the established electronic declaration system (if available), by email ([rossacadservices@umich.edu](mailto:rossacadservices@umich.edu)), or the student must bring hard copy of declaration form to Academic Services. All minors must be declared prior to the end of the student's last term.

As a student nears graduation, he/she should have their minor advisor submit a Minor Release prior to the end of the student's last term. Students should work directly with their minor advisor to understand their department's timeline and requirements for requesting minor releases. The department offering the minor should submit a Minor release either by the established electronic release system (if available) or by email ([rossacadservices@umich.edu](mailto:rossacadservices@umich.edu)).

If, during the final degree audit, Ross Academic Services cannot verify that the specific requirements listed on the Minor Release Form are complete, and if Ross Academic Services has not received documentation that the minor requirements are met, the student will be notified that degree requirements are not met and a degree will not be awarded. The student is provided the option of: (1) dropping the minor so the degree can be awarded, or (2) postponing graduation to a later date to finish the minor requirements.

For more information, see: <http://www2.bus.umich.edu/MyiMpact/academics/bba-minors>.

### 4. Supplemental Studies

BBA students may pursue Supplemental Studies programs (formerly Certificate programs). As of September 2013, approved Supplemental Studies programs include:

Graham Undergraduate Sustainability Scholars: Open exclusively to top-performing undergraduate students at U-M, the Graham Undergraduate Sustainability Scholars program engages 60 students

per year in action-based learning courses and co-curricular activities that foster systems thinking skills and leadership development for sustainability. For more information:

<http://www.graham.umich.edu/learning/undergraduate-scholars>.

For students admitted to Supplemental Studies programs effective Winter 2014 and later, no courses may be shared between the requirements for a Supplemental Studies program and the 45.0 business credits required for the BBA degree. Students admitted to Supplemental Studies programs prior to Winter 2014 may share one course (3.0 credits) maximum between the requirements for a Supplemental Studies program and the 45.0 business credits required for the BBA degree.

## **5. Off-Campus/Travel Course Opportunities**

The Ross BBA program offers students a number of opportunities to expand their learning experience to environments outside of campus. Both of the below opportunities require special application.

### **a) Global Opportunities**

Ross Global Initiatives offers short-term international programs to undergraduates. Students receive business elective credits for STRATEGY 320. Past offerings have included study programs in Germany/Slovakia, Russia, Hong Kong/China, Costa Rica and internship programs in Australia. Available to BBA Sophomores and Juniors. Offerings are subject to change; for more information, see: <http://www.bus.umich.edu/globalinitiatives/GoGlobal/undergraduate.htm>

Due to the set sequence of the BBA core, students may explore U-M and non-U-M study abroad options for spring/summer, or Winter term of Senior year participation. Students may receive general (non-business) elective courses for U-M sponsored study abroad. All coursework should be reviewed for approval prior to departure.

Students considering non-U-M study abroad options are required to submit a BBA Transfer Credit Preliminary Evaluation form to Academic Services to confirm that the course work will be accepted toward the BBA degree. Note that permission will not be granted for business courses. Upon completion of the course work, an official transcript must be sent to Academic Services, Room K3340, 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. Students can access the BBA Transfer Credit Preliminary Evaluation form online:

<http://www.bus.umich.edu/Academics/Resources/Forms/BBATransferCreditEvalForm.pdf>.

For more information on a wide variety of UM program options, see: <https://mcompass.umich.edu/>

### **b) Washington Campus**

The Washington Campus program is an intensive, one-week course in Washington, D.C., designed to provide BBA juniors with the frameworks, concepts, and tools needed to incorporate the public policy dimension into managerial decision making and strategic planning. Students admitted to the course are designated as "Carson Scholars." Students receive business elective credits for LHC

488: Business and the Public Policy Process, which is offered in May each year. For more information: <http://www2.bus.umich.edu/MyiImpact/academics/washington-campus/bba-lhc-488> .

## 6. Elective Options

The Ross School of Business does not officially designate or certify majors, concentrations, or areas of emphasis on the students' undergraduate transcript. 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 at:

<http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp> and should plan to register for most business electives during their Junior and Senior years; some specific elective courses may be open for Sophomore students on a term by term basis. Student standing with regards to Ross electives is based on year in BBA Program, not earned credits. Permissions may not override general enrollment requirements (student standing, GPA, etc.).

### a) Action-Based Learning & Capstone Courses

Action-Based Learning (or ABL) courses allow students to have a direct customer/stakeholder interaction and a deliverable that integrates learning and analysis and applies it to a real-world situation. Capstone electives make connections between academic learning and the professional world; they include topics that address complex concepts, require diverse skills and perspectives, and are relevant to future professional endeavors. Ross strongly encourages BBA students to include one or more electives in these areas in their BBA degree; students can discuss their course selection and planning for ABL and Capstone electives with their Academic Advisor.

### b) Non-Business Courses

While BBA degree candidates may elect almost any course in the University, note the following constraints:

- Undergraduates may need special permission for graduate course work in other schools.
- Upper division students (Junior/Senior) may not receive credit for specified lower level undergraduate courses restricted to Freshmen and Sophomore standing.
- Business courses cross-listed with other schools will count only as Business credit.
- No BBA degree-credit is granted for courses that may not be transferred. (See section [IV.B.5](#) for more information regarding credits accepted toward the BBA degree.)

### c) Independent Study Projects

In order to count independent study credits toward the BBA degree, the independent study must meet the following conditions:

- Students may earn one to three credit hours per project.
- A maximum of one project can be taken a term.
- A maximum of seven credit hours of independent study coursework may count toward a degree.
- A maximum of three projects are allowed toward BBA degree progress.
- Research projects/independent study work may not be shadows of existing classes, nor used to bypass class registration constraints.

**Note:** These conditions apply to Ross (Course 399) and Non-Ross independent study courses.

**(1) Ross Independent Study Course for Juniors and Seniors (Course 399)**

Individual and group academic research or action-based learning projects, supervised by Ross faculty, are available to Juniors and Seniors (defined by year in program) in good academic standing. Non-business students who have attained at least-third year standing (55.0 CTP) prior to the term in which they will be registering may also complete individual and/or group projects under the Ross Independent Study Course (399) listing.

To select a project, students should consult the appropriate professor about the nature of the work and the number of credit hours it would earn. Appropriate forms must be completed and processed, indicating faculty, Department Chair, and Dean's Office approval of the project.

For each project, the student will submit a final project or paper to the faculty supervisor who will evaluate the character and quality of the work and render a grade. The paper is stored by the Kresge Business Administration Library using the University's Deep Blue service (<http://deepblue.lib.umich.edu>). The student must submit the paper to the faculty member no later than exam week of the term in which the project was elected.

Registration policies include:

- Completed forms must be submitted to Academic Services no later than three weeks prior to the last day of classes for the term in which credit is requested.
- Enrollment in Independent Study project courses is open only to students enrolled at the University of Michigan-Ann Arbor who are in good academic standing (minimum 2.000 GPA) with at least 55.0 CTP for Non-business students or Junior and Senior standing (as defined by year in program) for BBA Students.

Details and forms are available online: <http://www2.bus.umich.edu/MyiMpact/academics/forms>.

**(2) Non-Ross Independent Study/Research Courses**

BBA students may earn credit for independent study/research courses outside of the Ross School of Business provided the course conforms to the criterion defined in Bulletin section [IV.C.6.c](#).

Students should work with the Non-Ross department to identify independent study options and complete the registration process. Note: credits completed through the Undergraduate Research Opportunity Program (UROP) are not counted against the 7.0 credit maximum and are not subject to the criterion defined in section [IV.C.6.c](#). For more information on UROP visit:

<http://www.lsa.umich.edu/urop/>.

**d) BBAs in graduate-level MBA Courses**

If the following conditions are met, a BBA student may take one graduate-level class:

- Student must have earned at least 90.0 credits toward their program before the graduate-level class.
- GPA for all work attempted at Ross must be at least 3.300.
- 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 should request written approval from the instructor of the class. The instructor should send this approval via email to Academic Services ([rossacadservices@umich.edu](mailto:rossacadservices@umich.edu)). Instructors may only admit BBA students into graduate level courses if space is available after graduate students have had ample time to register.

If all these conditions are met, Academic Services will process the permission to admit the BBA student into the MBA class. BBA students who wish to take more than one graduate-level class must discuss their plans with their Academic Advisor and, in some situations, may need approval from the [Academic Standards Committee](#).

Note: MBA classes may be graded on a non-letter grading scale. For undergraduate students taking MBA classes, the non-letter grade will be translated to a letter grade on the student's transcript according to a translation table based on the home school of the student.

## **D. BBA REGISTRATION RULES & POLICIES**

### **1. Student Records**

Ross students have a student records file which is stored electronically with secured access. This file contains admissions material, test scores, unofficial copies of academic records, memoranda, correspondence, and notes which academic advisors have made about their conversations with a student. Information of a sensitive nature may be removed from the academic advising file at the discretion of the School Registrar or at the request of the student and placed into a confidential file. Confidential files may also be created for those students charged with some form of academic misconduct and for other serious violations.

Students have the right to examine most materials in their own academic files. Students who wish to review their files may do so by scheduling an appointment with the School Registrar. Details regarding student access to file material are also noted on the University of Michigan Registrar's website at: <http://www.umich.edu/~regoff/ferpa/>

Access to individual student files is restricted to official college academic advisors and clerical staff who assist in managing student files. Only the Associate Dean for Graduate Programs, the Associate Dean for Undergraduate Programs, the Chair of the Community Values Committee, the School Registrar, and select administrative staff have access to individual confidential files. Parents, faculty, and graduate school admission committees do not have access to student advising files without express written authorization from the student.

Ross School of Business shreds all student files seven years after a student has graduated from his/her program, including all confidential materials, unless the student has a violation sanction explicitly stating that the file is to be kept indefinitely. If a student does not graduate, the files are destroyed after ten years.

## 2. Registering for Classes

Undergraduate business students register for courses using several different methods, depending on their year in the program. 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. It is always the student's responsibility to review his/her actual schedule in Wolverine Access and confirm that classes registered are correct. The student is expected and required to make any adjustments to his/her schedule within the stated timelines and guidelines.

Academic Services provides students with registration information before the registration period begins each term: <http://www2.bus.umich.edu/MyiMpact/academics/register>.

Students must check the registration dates and deadlines for each specific term: <http://www2.bus.umich.edu/MyiMpact/academics/registration-dates>.

## 3. Credit Loads & Enrollment Requirements

### a) Full-Time Status Requirement

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

### b) Credit Limit Increases

Students considering taking more than 18.0 credits in any particular term should consult with their Academic Advisor. Requests to take more than 18.0 credits must be reviewed by Ross Academic Services and/or and Academic Advisor. BBA Sophomores are not eligible for increases above 18.0 credits in their first Fall term in the BBA program; all Fall grades must be posted and reviewed prior to approval for increases in the first Winter term in the BBA program. Students must be in good academic standing and meet minimum GPA qualifications to pursue higher course loads.

### c) Part-Time Status

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. Students who need fewer than 12.0 credit hours to graduate may take courses on a part-time basis in their final term. Students should consider how full-time or part-time student status affects areas such as financial aid, athletic eligibility, health insurance coverage, and, for international students, visa coverage. Students wishing to take fewer than 12.0 credit hours in their final semester must complete a degree progress review with their Academic Advisor.

### d) Leave of Absence

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 for a leave of absence for a term or year must be submitted to and approved by the Academic Standards Committee (see section [VII.B](#)). Such approvals are usually given only in situations involving unanticipated personal medical emergencies, or unique educational



opportunities. Students considering a leave of absence are encouraged to consult with their Academic Advisor prior to submitting a request to the Academic Standards Committee.

#### **e) Concurrent Enrollment**

Students may not enroll concurrently with another division, school, college, or university while enrolled in a regular term at U-M Ross School of Business. BBA students are expected to be registered only at U-M –Ross School of Business during the Fall or Winter terms. Requests to take courses in another program must be submitted to and approved by the Academic Standards Committee.

### **4. Modifying Class Selections**

#### **a) BBA 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 unless they have waived that core course. Dropping or failing a core course may be grounds for dismissal from the BBA program.

Academic Services facilitates a CTools site which allows BBA students to find a “swap partner” for discretionary section changes in core classes. Details are updated each term and are made available online: <http://www2.bus.umich.edu/MyiMpact/academics/register> .

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://ssd.umich.edu>).
- Documented student athlete: requires a signed letter on official letterhead or an email from the @umich.edu email account of the University of Michigan head coach.
- Documented religious conflict: Requires a signed letter on official letterhead from the religious leader or organization.
- Dual degree: requires an email from the non-Ross Academic Advisor indicating:
  - the specific course is required for the degree program (elective courses that may be one of several options do not qualify),
  - the specific course must be taken a specific term in order to stay on track to graduate, and
  - there are no alternative sections available.
  - these requests will be reviewed one week before classes begin, so students should attempt to find a swap partner until this date

These requests and the required documentation should be sent prior to each academic term to Ross Academic Services.

#### **b) Elective Classes**

Students may use Wolverine Access to add or drop elective classes prior to the start of the term and during the drop/add period. The student’s revised course schedule, however, must meet the enrollment regulations of the program (see section [IV.D.3.a](#) regarding the full-time status requirement).

### c) Permissions

A permission, or override, allows students to enroll in a class if there are certain restrictions active in the system that block them from enrolling. Instructors may not issue permissions that override general enrollment requirements (student standing, GPA, etc.). See section [IV.C.6](#) 'Elective Options' for information on student standing requirements. See section [IV.C.6.d](#) 'BBAs in Graduate-level MBA Classes' for information on GPA requirements.

Students must contact the instructor of the course to request permission to register. A student would need to obtain instructor permission in the following instances:

- A class is closed:
  - Class is set up as permission of instructor only.
  - Class is full, but instructor is willing to admit students above capacity, or if there is a waitlist, as enrolled students drop and seats become available.
- A class is open, but the student does not meet the requirements for enrolling in the course:
  - Student does not meet the listed prerequisites.
  - Available seats are reserved for a specific student type (e.g. Senior BBAs, Minor in Business Students, etc.).

For more information: <http://www2.bus.umich.edu/MyiMpact/academics/permissions>

### d) Drop/Add Deadlines

The drop/add deadlines for Fall, Winter and Spring/Summer (14-week and 7-week) courses are available online: <http://www2.bus.umich.edu/MyiMpact/academics/registration-dates> .

Note that different dates may apply for intensive or alternatively scheduled course offerings. Check the class listing and registration deadlines for details.

For more information regarding the Drop/Add process, see: <http://www2.bus.umich.edu/MyiMpact/academics/how-add-drop-classes> .

#### (1) Modifying Class Selections Before the Drop/Add Deadline

Prior to the published Drop/Add Deadline for the given term, students may modify their class schedule through Wolverine Access. The student's revised course schedule must meet the enrollment regulations of their program (see section [IV.D.3](#)) by the drop/add deadline. Prior to these deadlines, approval from Academic Services is not required to drop/add and no 'W' will be posted on the student's transcript for courses dropped.

Students should be aware of class attendance policies; if adding a class after the first week, students should check with the instructor prior to registering.

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

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

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

- Complete a Drop/Add Verification Form:
  - A Drop/Add Verification Form must be obtained and signed by instructor. Hard copy forms are available from Academic Services, or an electronic copy is available online: <http://www2.bus.umich.edu/MyiMpact/academics/how-add-drop-classes>
- Submit the signed Drop/Add Verification Form (and any accompanying documentation) to Academic Services.
- If the drop or add is approved, obtain a Drop/Add slip (University of Michigan Election Worksheet) from Academic Services, when notified.
- Take the stamped Drop/Add slip to the Office of the Registrar, located on the first floor of the LSA Building, 500 S. State Street (adjacent to the Michigan Union). Be sure to bring your UMID. The Office of the Registrar will finalize the drop/add.

### **(3) Considerations for Late Adds**

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

### **(4) Considerations for Late Drops**

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

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

### **e) Term Withdrawal**

Term withdrawal means the elimination of all courses for a given term after the term has begun. Students wishing to withdraw from all classes for the term should contact Academic Services. Students who register and subsequently withdraw after the term begins will be responsible for the registration/disenrollment fee, regardless of their class attendance. For tuition policies and applicable deadlines, see: <http://www.ro.umich.edu/tuition/>. (Also see section [IV.D.8](#) Active Degree Candidacy.)

### **f) Auditing (Visiting) 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 DROP/ADD form (or “University Election Worksheet”); space must be available in the class (if a class has a limited enrollment, students who take the class for credit will receive priority).
- Student must bring proof of instructor consent to Academic Services for final approval
- Student must register in-person at the Office of the Registrar and present the approved DROP/ADD form (or “University Election Worksheet”). Students will NOT be allowed to register for a Class Audit through Wolverine Access.

Audited courses will count toward the student’s credit capacity for the term, but will 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 the student has satisfactorily completed a course for an official visit, the course will be listed on the permanent academic record with the notation "VI" in place of a grade. If the student does not complete the course to the satisfaction of the instructor, the course will be entered on the record with the notation "E" or "ED" (unofficial drop) and calculated as a failing grade.

Changes from audit to credit and credit to audit are not permitted after the drop/add deadline for the class. Because this choice of Audit/For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

## **5. 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. If a student is considering missing classes, or wishes to add a class after it has started meeting, he/she is responsible for contacting the instructor in advance to confirm that it is permissible to add the class late, and to agree on a plan for catching up on missed material.

Students are responsible for reviewing the CTools site, class syllabus, and emails sent from the instructor for additional attendance guidelines regarding each class.

## 6. 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*. This rule applies to all Ross Business School students and Ross Business School classes, regardless of earned credits, or year in program. **Students are responsible for validating their correct grading basis in Wolverine Access.**

BBA students are allowed to take LSA classes which are non-graded (P/F, CR/NC, S/U). Note the following guidelines:

- Non-graded (pass/fail) 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 drop/add deadline for that specific class. 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. (Please note that short courses (e.g., GEOSCI 101-115), which start after the beginning of the term, may have their own drop/add deadlines. This information can be found by doing a class search in Wolverine Access and reading the ‘Class Notes’ section of a particular class). *The Ross School of Business does not grant exceptions to this policy.*
- Students may count a maximum of 30.0 non-graded credits toward the 120.0 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 30.0-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 School of Business 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 during their freshman year (unless the class has a mandatory Credit/No Credit basis). When the GPA is calculated to confirm that Preferred Admission students have met the 3.300 freshman

cumulative GPA requirement, we will use all earned grades, including any grades 'hidden' by a P/F notation.

### **7. Retaking Courses**

A student may repeat a course in which a passing grade was received if the desire is to strengthen knowledge or improve the grade, but only if classroom seats are available after students wishing to attempt the course for the first time have registered. The old and new grades are used to compute the student's average, but the credit hours for a passing grade are counted only once toward degree requirements. Both the initial and the second course registration will be displayed on the student's transcript.

A student will be required to repeat a core course in which a failing grade was received. Both the original failing grade and the grade received when the course is retaken are used to determine the student's academic standing and honors. For more information on retaking courses in cases of academic review, see section [IV.E.5](#) 'Computation of Grade Point Average and Satisfactory Academic Standing.'

### **8. 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 course work 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.

### **9. Time Limit for Completing Degree Requirements**

Students must complete the requirements for the BBA degree within 10 years of their initial enrollment. Students who desire more time must submit a written petition to Academic Services, including the reasons for the request and specific plans for the completion of the degree program.

## E. BBA GRADING POLICIES & ACADEMIC HONORS

### 1. Grading System

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+	4.400	C	2.000
A	4.000	C-	1.700
A-	3.700	D+	1.400
B+	3.400	D	1.000
B	3.000	D-	0.700
B-	2.700	E	0.000
C+	2.400	F, NR, X, I, Y, ##	0.000

- A notation of P, F, CR, NC, S, U, Y, ##, or a missing grade does not affect a student's term or cumulative grade point average.
- No credit toward satisfaction of degree requirements is granted for courses in which grades of E, ED, F, I, Y, X and NR are received. Courses elected under the pass/fail, credit/no-credit and satisfactory/unsatisfactory policies are not considered in computing grade point averages.

### 2. 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 [IV.E.5.](#)) This includes business and non-business courses, as long as the courses are not restricted from credit by other policies. (See section [IV.B.5.](#))

- A grade of "E" carries no credit; the course must be repeated only if it is a required course.
- All BBA core classes grades are to be distributed as: <40% A- or above; <80% B or above; >20% B-or below.
- In BBA elective classes grades are to be distributed as: <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.

### 3. Special Grades

- I = Incomplete: An incomplete should be assigned when a particular student has not completed all necessary course work by the appropriate deadline set for the entire class, and the quality of the work actually completed is at least of C- quality or better. This includes instances when a faculty member may approve delaying a final project or paper, or when an instructor may allow a later final exam. This also includes instances where the student provides documentation (medical or other) of the reason for the incomplete. The "I" grade simply denotes that the course was finished later than the normal class deadline. *In all*

*instances*, once the work is complete and evaluated, the “I” will remain on the student’s record with the final grade appended (ex. “IC”). A notation of “I” is calculated in academic honors as a failing grade. Grades of “I” must be resolved and corrected within four weeks following the last day of classes of the term in which they were earned. If the grades are not corrected within this period, they automatically are lapsed to failures (“ILF”). These failing grades will stand unless the instructor allows the student to complete all requirements at a later time.

- NR = No Grade Reported: NR should be assigned when one of the following scenarios occur:
  - Student never attended class
  - Pending Community Values Committee (CVC) investigation
  - A notation of “NR” is calculated in academic honors as a failing grade. If not replaced by a passing grade, the “NR” will also lapse to “ED” (fail) four weeks after the end of the term.
- Y = Extended Course: Y should be for a course approved to extend beyond one term. This code is rarely applicable. Contact [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu) for more information. A notation of “Y” will lapse to “ED” one year after the end of the term, at which point it will be computed into academic standing as a failing grade.
- NG or ## = No Grade Reported: An NG or double pound is assigned by the Office of the Registrar when a change is made after the grade roster has been created (the student enrolls, or changes the credit hours or a grading basis on an enrolled course). A notation of “NG,” “##,” or a missing grade will lapse to “ED” one year after the end of the term, at which point it will be computed into academic standing as a failing grade.

#### 4. Dispute of Final Grades

Occasionally, after a faculty member determines a final grade, a student may feel it necessary or appropriate to question or dispute that grade. Students should review the Ross procedures for student disputes with an instructor (<http://www2.bus.umich.edu/MyiMpact/academics/forms>) and proceed to the first step: discussing the issue with the instructor (in person).

**Note:** Any grade dispute must be initiated within three (3) weeks of the grade being posted on Wolverine Access.

#### 5. 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 cumulative Ross GPA shown on the official UM transcript. The second average includes only courses offered by Ross and attempted while enrolled at Ross. Each of the averages must be maintained at 2.000 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 2.000, a student will be placed on Academic Probation or required to withdraw from the program, depending on the circumstances of each individual case. Students may also be placed on Academic Probation if a term GPA falls below 2.000.



Students who fail any core course will automatically be placed on Academic Probation. When a core class is failed, students must repeat the course to meet degree requirements. Students have one chance to re-take the class and receive a passing grade. If the core class is failed a second time, the student is withdrawn from the program (subject to appeal for extenuating circumstances). The grade received when the course is retaken is averaged with the original failing grade to determine the student's scholastic average.

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 Ross Academic Standards Committee and will be communicated to the student in writing.

Note that students on academic or disciplinary probation (see section [II. Statement of Community Values](#)) are not in good standing until the conditions of their probation are met. Probation status will impact any scholarship support.

The Ross Academic Standards Committee considers withdrawal in all cases where either of the cumulative averages falls below 1.500 at the end of the first term of the junior year, or below 1.750 at the end of the second term of the junior year, or below 1.950 at the end of the third term of the senior year, or below 2.000 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.

## **6. Grades and Transcripts**

Term grades are posted on Wolverine Access (<http://wolverineaccess.umich.edu>) shortly after grades are submitted online by instructors. Students may obtain copies of their transcripts free of charge through Wolverine Access, with details available at <http://www.ro.umich.edu/>. The Ross School of Business does not issue transcripts.

## **7. Academic Honors**

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

### **a) Graduation "With Distinction" or "With High Distinction"**

For the purpose of determining academic honors for BBAs, two calculations are done - one with all courses taken during residence at Ross, and one with only Ross business courses taken during residence at Ross. Students who qualify for honors under either calculation will receive their degree "With High Distinction" or "With Distinction." The University posts the award on the transcript and diploma when the degree is conferred.

The point conversions for honors for all BBA students range as follows:

- High Distinction: 3.600 and above
- Distinction: 3.200 to 3.599

Note that grades earned on a Pass/Fail grading basis are not included when calculating academic honors. **Class rank is not computed.**

### **b) Beta Gamma Sigma**

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

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

- upper 10 percent of the Junior class
- upper 10 percent of the Senior class
- upper 20 percent of the graduating Master 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 to the address provided. Beta Gamma Sigma contacts eligible candidates for admission.

### **c) 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 3.800 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).

**d) 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 on 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. In late May, Academic Services works with DSP to contact the eligible candidate via email. See the DSP website for further details: <http://www.dspnet.org/>.

**F. BBA GRADUATION****1. Graduation Steps/Process**

Follow the steps below to prepare for graduation:

**a) Review Degree Audit**

While the Academic Services Office completes an official audit for the purpose of degree confirmation, all students should regularly do a self-audit of their “Academic Requirements” via Wolverine Access, and meet with a Ross Academic Advisor in the Senior year to confirm remaining requirements. It is the student’s responsibility to monitor progress through degree requirements and to request advising if there are any questions. Once a student has met degree requirements and applied for graduation in Wolverine Access, he/she will be graduated by Academic Services.

**b) Apply for Graduation in Wolverine Access**

In order to receive a diploma, students 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 diploma, and provide all address information online. Dual degree students must apply for graduation for each program separately. Students who fail to apply may miss deadlines for name inclusion in the commencement program and degree awarding processes. Please note that applying for graduation does not require a student to participate in Commencement ceremonies.

A student’s graduation term will be no earlier than the term in which all degree requirements are completed. If the required academic work is not completed when expected, students must reapply to graduate in the subsequent term in which the work is actually completed. Students who apply for graduation in a given term and are approved to graduate may not continue taking classes at Ross in future terms unless they are enrolled as a student in another program within the University of Michigan-Ann Arbor, or reapply as a non-degree student (see section [IV.F.4](#) below).

**c) 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 a 25-30 minute online counseling session and quiz about managing loan debt. Graduating students are sent email notifications about six weeks before graduation.

## 2. Commencement

The Ross School of Business offers a formal Commencement ceremony after the Winter term (in late April or early May). Only those students who are graduating within one semester of the Winter term (either in the Fall term immediately before or the Summer term immediately following) may participate in the event. Students who are graduating in the Fall term following the Commencement ceremony are not eligible to participate. Students may also participate in the University Commencement ceremonies at the end of the Fall and Winter terms if they have completed their graduation requirements in the previous, current, or following term.

Tickets are required for both the Ross and University commencement ceremonies and will be issued only to students who meet the above criteria. Further information regarding commencement can be found online: <http://www.bus.umich.edu/Commencement/>.

## 3. Delaying Graduation

Students who finish their BBA program requirements may request to extend graduation until a later term. These students should discuss their plans with an Academic Advisor, and then 'apply' for graduation for the desired term in Wolverine Access.

Please note the following:

- Any credits taken during the additional term(s) will count towards the degree and be added to final CTP.
- Any grades received during the additional term(s) will be factored into final GPA and degree honors calculations.

## 4. Taking Courses after Completion of Degree Requirements

Ross alumni who wish to take a course at the Business School after graduating must (1) apply for admission as a "special or non-degree student" and (2) must also have permission from the faculty to take the course. Please note that approval for Ross alumni may be restricted by course availability and current degree student enrollments. Contact [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu) for information about the guest student application process for Ross alums.

Requests for guest student admission from non-Ross alumni is more restricted and requires review of prior academic records, test scores, and a brief application process.

All persons evaluating this option should be familiar with Ross tuition rates (viewable at <http://ro.umich.edu/tuition/> ). For further information, contact the Director of Academic Services via [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu).

# G. BBA STUDENT SERVICES

## 1. Office of Undergraduate Programs

The Office of Undergraduate Programs at Ross oversees business education for U-M undergraduate students including the BBA degree, the Minor in Business, and offerings of business courses for students outside of Ross.

### **a) Academic Advising**

The Ross Office of Undergraduate Programs provides academic advising and counseling to assist undergraduate students in developing meaningful educational plans that satisfy their academic goals. Academic Advisors are available to support students' transitions to the Ross School of Business; help students explore academic, personal, and professional interests and set goals; advise students on degree requirements, academic options, and course load; review students' academic plans; and provide support through any challenges or opportunities that may arise.

The academic advising program seeks to help students:

- 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 Ross School of Business
- develop personal and educational goals and evaluate their progress.

All students are assigned to an Academic Advisor in order to facilitate relationships, customize advising, and enable communication. However, students are free to meet with any Academic Advisor of their choosing and are not limited strictly to their assigned Advisor. To schedule an appointment, visit: <http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/>.

### **b) Ross Leadership Initiative**

The Ross Leadership Initiative (RLI) is the school's leadership development center of excellence. We develop leaders with the character and skills required to thrive in complex and dynamic business organizations. Ross leaders model empathy, drive, integrity, and courage. Ross leaders possess the determination and know-how to develop collaborative communities, deliver robust results, build strategic structures, lead creative change, and make a positive difference in a world where there are no easy answers. This mission is deeply embedded in our Michigan Model of Leadership.

RLI serves the leadership development needs of students at Ross through (1) high-impact, action-based programs; (2) co-created learning communities; (3) leadership assessments; and (4) Ross community events – all rooted in the Michigan Model of Leadership and the discipline of Mindful Engagement. To learn more about the Ross Leadership Initiative, visit: <http://www.bus.umich.edu/Leadership/Students/BBA.htm>.

### **c) Student Life/Programming**

Student Life at Ross encompasses the many experiences and opportunities that exist to ensure that the time spent outside the classroom is as valuable and meaningful as time spent in the classroom. By providing a supportive environment, Student Life helps students co-create their Ross experience to develop leadership, business, and life skills.

The Office of Student Life encourages students to get involved and pursue interests outside of the traditional classroom by being a part of BBA Council, BBA Student Clubs, Case Competitions, or

Mentoring Programs. Not only does this participation enhance the overall student experience, but it is also an opportunity for BBAs to create networks, interact with faculty, staff, alumni and recruiters, and develop leadership and teamwork skills. For more information on Student Life, see <http://www.bus.umich.edu/StudentLife/Undergraduate/>.

The Office of Student Life is also responsible for managing several outreach programs for pre-business students, including M-REACH, the Preparation Initiative, and LEAD SBI. For more information about those programs, see <http://www.bus.umich.edu/Admissions/UndergraduatePrograms/outreach.htm>.

#### **d) Undergraduate Admissions**

The Office of Undergraduate Admissions oversees the admissions process for preferred admit, Bachelors of Business Administration, and Minor in Business programs. For more information about Ross Undergraduate Admissions, see <http://www.bus.umich.edu/Admissions/UndergraduatePrograms/Admissions/>.

### **2. Academic Services & Financial Aid**

The Office of Academic Services is responsible for maintaining students' academic records, including:

- Section assignments and core course registration
- Course permissions
- Posting transfer credit
- Processing late adds and late drops
- Responding to forms/letter requests
- Awarding student degrees

The Ross Office of Financial Aid awards scholarships to BBA students upon admittance to the Ross BBA degree. BBA students will work with the central Office of Financial Aid (<http://www.finaid.umich.edu/Home.aspx>) for financial aid and Student Financial Services (<http://www.finance.umich.edu/finops/student>) for general student account inquiries.

### **3. Career Services Office**

Ross Career Services works to ensure a large and diverse set of opportunities for students. Career Consultants – both staff and student peers – educate Ross students via seminars, online training, and one-on-one appointments to help prepare students to be effective in their job searches.

Starting in their sophomore year, students may work with the Career Services staff to explore their career goals. In addition to workshops, individual consulting, and walk-in counseling, Ross Career Services offers many tools, timelines, and online resources, and personal counseling prepare students to pursue the job that best fits their skills and ambition. For more information on Ross Career Services, see <http://www.bus.umich.edu/MyiM pact/Career.aspx>.

### **4. Business Communication Consulting**

The Ross School of Business offers 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 online:

<http://www.bus.umich.edu/iMpack/CounselingCalendar/WritingProgram/>.

## **5. Kresge Library**

The Kresge Business Administration Library serves the business research needs of students, faculty, and staff at the Stephen M. Ross School of Business, the University of Michigan, and the surrounding community. Kresge librarians support research on an individual basis through reference, as well as systemic support for students' active engagement projects and faculty research. The Kresge Library offers many resources, including the Course Syllabi Archive. See <http://www.bus.umich.edu/kresgelibrary/> for more information.

## **6. Student Involvement**

### **a) BBA Council**

The BBA Council strives to create a student government that gains recognition by the student body for its work with the Ross school of business. Its mission is to further the mission of the Stephen M. Ross School of Business by representing the needs and interests of undergraduate business school students, promoting undergraduate student involvement in the school, providing a liaison between the student body and the Ross administration, and driving positive change through learning and evolving to meet the needs of our core constituents.

### **b) RUSAB**

The Ross Undergraduate Student Advisory Board (RUSAB) is a select group of undergraduate BBA students working together to share ideas and perspectives on academic issues at the Ross School of Business. The Board is sponsored and overseen by the Office of Undergraduate Programs; students in RUSAB have a unique opportunity to work closely with school administrators, help shape the future of the BBA Program, and represent the voices of their classmates. RUSAB continually takes on current, impactful projects to enhance the BBA academic experience.

# **V. Minor in Business**

## **A. ADMISSION**

### **1. Eligibility & Admissions Timeframe**

In order to declare the Minor in Business, students must first be admitted to the Minor in Business through the competitive application process. Entry to the Minor in Business is processed once per year, with applications due by May 31, and admission decisions conveyed in July. Only those students who are accepted to the minor via the admission process will be eligible to have the Minor in Business listed on their University record, regardless of coursework completed.

Applicants to the Minor in Business must meet the following criteria:

- Complete the prerequisites by the end of the Winter term in which they are applying
- Have junior standing or above (55.0 CTP or above) by the end of the Winter term in which they are applying
- Be enrolled one of the following undergraduate degree programs in a school at UM-Ann Arbor that has approved the minor for its students:
  - College of Engineering
  - College of Literature, Science, and the Arts
  - Gerald R. Ford School of Public Policy
  - Penny W. Stamps School of Art & Design
  - School of Dentistry (Dental Hygiene)
  - School of Kinesiology
  - School of Music, Theatre & Dance
  - Taubman College of Architecture and Urban Planning

## 2. Prerequisites:

All applicants to the Minor in Business must complete the following requirements by the end of the Winter term in the year they apply. Applicants' U-M transcripts will be evaluated after Winter term grades have been posted. Any transfer or test credits must appear on applicant's U-M transcript by the end of Winter term in order to be considered for evaluation.

- MATH 105, 115, or 120
- College credit for Pre-Calculus, Calculus I, Calculus II, or Calculus III is required.
- Includes AP credit for Math 120
- Includes IB, A-level, or transfer credit for an exact U-M course equivalent (not departmental credit, e.g., Math 101X)
- Students who have upper level Calculus MATH courses or Honors Calculus will meet this requirement.
- First-Year Writing Requirement (FYWR) as approved through the LSA Sweetland Writing Center or ENGR 100
- Includes transfer credit for any course approved as First-Year Writing at U-M (not departmental credit, e.g., English 101X or ENGCMPTC 101X)

## B. CURRICULUM REQUIREMENTS

The Minor in Business curriculum consists of 15.0 credit hours and has flexible core and elective components. Eligible courses taken prior to acceptance to the minor can be used to fulfill the 15.0 credit hour requirement. However, applicants are not required to complete any of the 15.0 credit hours prior to admission.

### 1. Core Requirements

Students must complete 12 credits of the below coursework; courses can be completed in any order.

- ACC 300 Financial Accounting (3) OR ACC 471 Accounting Principles (3)
- FIN 302 Making Financial Decisions (3) OR TO 302 Managing Business Operations (3)
- MKT 300 Marketing Management (3) OR MO 302 Positively Leading People and Organizations (3)
- STRATEGY 302 Business Strategy (3) OR approved Action-Based Learning course



## 2. Elective Requirement

Students must complete a minimum of 3 credits of electives from an approved list. See: <http://www2.bus.umich.edu/MyiMPact/academics/businessminor/curriculum>

## 3. Course Substitutions

Completion of any of the following courses prior to Fall 2012 will substitute for Minor requirements as follows:

- ACC 271 for ACC 300;
- ACC 272 for ACC 301;
- BIT 311 for TO 311;
- FIN 300 for FIN 302;
- MO 300 for MO 302;
- OMS 311 for TO 302

## 4. Co-Requisite Requirement

ECON 101 Principles of Economics I (Microeconomics) must be completed by graduation.

- Includes IB, A-level, or transfer credit for the exact U-M course equivalent (not departmental credit, e.g., Econ 101X)
- AP credit will NOT fulfill this requirement
- Can be completed for a letter grade or as Pass/Fail grading basis
- ECON 401 will also fulfill the ECON 101 co-requisite requirement

## 5. Additional Minor Requirements

- Students admitted to the minor must complete all minor requirement courses for credit and for a grade. Courses may not be taken on a Pass/Fail grading basis. A minimum cumulative GPA of 2.000 is required within the minor coursework.
- All core requirements must be taken from the Ross School of Business at the University of Michigan-Ann Arbor. Business courses taken at another institution are not acceptable for transfer towards the Minor in Business requirements.
- Students may complete the co-requisite ECON 101 and all required core courses in any sequence.

# C. REGISTRATION & RESOURCES

## 1. Advising & Registration

Students admitted to the Minor in Business will work with an Academic Advisor in the Office of Undergraduate Programs to declare the minor, confirm they are meeting the minor requirements, and determine the appropriate coursework from the available options. As students near graduation, they should have their Ross Academic Advisor communicate a Minor Release to their degree program. All students are assigned to an Academic Advisor in order to facilitate relationships, customize advising, and enable communication. To schedule an appointment:

[http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/ Students](http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/Students).

## 2. Access to Ross Community Resources

As members of the Ross community, Minor in Business students have access to a wide variety of resources. Specifically, Minor in Business students have access to:

- Academic Advising
- All undergraduate Ross courses, even those that don't count toward the Minor in Business, including Ross Global Initiatives (study abroad) offerings. Note that registration in some Ross courses may require instructor consent (to ensure prerequisites are met, and seats for Minor students may be limited).
- All Kresge Library Resources, including Course Syllabi Archive, Faculty working papers, business databases and periodicals, and job search engines such as WetFeet.com and Vault.com
- Access to the Career Resources tab on iMpack (<http://www.bus.umich.edu/MyiMpack/Career.aspx>), including
  - Using online tools for self-assessment, developing a resume and brand, networking, interview preparation, negotiation, and career exploration.
  - Posting a resume to Ross iMpack site
  - Viewing job postings, networking hours, and recruitment events
  - Receiving iMpack messages from recruiters
- Corporate presentations, networking hours and recruiting events at Ross
- Career workshops on and information sessions conducted by Career Services Staff
- Walk-in counseling with an MBA or Senior BBA Peer Career Coach
- Printing allocations
- Reserving available study rooms throughout the Ross building

## VI. Non-Business Students

### A. SALES COURSE TRACK

Ross and Non-Business students who are interested in a career in Sales, may opt to participate in the Sales Course Track. Students are encouraged to complete the following Ross electives:

- MKT 300 Marketing Management (3)
- MKT 310 Fundamentals of Sales Management (3)
- MKT 312 Retail Marketing Management (3)
- MKT 313 Consumer Behavior (3)

Students are strongly encouraged to also participate in various extracurricular and experiential activities; examples include a sales internship, an active membership in the Wolverine Sales Club, participation in a college-level sales competition, and interaction with sales management professionals. Students interested specifically in sales should email [Ross-Sales-request@umich.edu](mailto:Ross-Sales-request@umich.edu) to be added to an email group that will be used to distribute more information.

### B. NON-BUSINESS STUDENTS IN BUSINESS COURSES

Students enrolled in other degree-seeking programs at the University of Michigan are eligible to enroll in certain Ross undergraduate elective courses if they have attained at least the appropriate student standing for that course (most require Sophomore (25+ CTP) or Junior (55+ CTP)

standing), and receive instructor permission (where applicable). Students should always check specific course restrictions and requirements on Wolverine Access.

Undergraduates may not take graduate Business courses numbered 500 or above unless they can meet the exceptions noted in section [IV.C.6.d](#) 'BBAs in graduate-level MBA Classes.'

## **VII. Community Membership & Campus Resources**

### **A. ROSS COMMUNITY VALUES**

For Ross Community Values, Codes and Procedures see section [II. Statement of Community Values](#).

### **B. ROSS ACADEMIC STANDARDS COMMITTEE**

The Ross Academic Standards Committee is made up of Directors from Academic Services, the Office of Undergraduate Programs, and Academic Advising. The committee reviews petitions related to academic policies, as well as requests for leaves of absence from the BBA degree. Students should always discuss their concern or request in person with their Academic Advisor prior to submitting a petition to the committee. Petitions should be thoughtful and well documented; additional information or documentation may be requested as needed. During the Fall and Winter semesters, petitions will be reviewed within 5-10 business days.

### **C. UNIVERSITY STUDENT SERVICES**

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

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

<http://ssd.umich.edu/>

[ssdoffice@umich.edu](mailto:ssdoffice@umich.edu)

Phone: 734-763-3000 (voice)

734-615-4461 (TDD)

734-619-6661 (VP)

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.

SSD Mentors is a program that helps students identify strengths and overcome challenges and teaches the process of goal setting and unique action plan development for student success. Sophomores and above can apply to be a mentor (<https://ssd.umich.edu/content/mentor-application>), and students with disabilities can apply to be a mentee (<https://ssd.umich.edu/content/mentee-application>). Email [ssdmentors@umich.edu](mailto:ssdmentors@umich.edu) with any questions.

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

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

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

[oscr@umich.edu](mailto:oscr@umich.edu)

734-936-6308

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

[\(http://www.oscr.umich.edu/statement/\)](http://www.oscr.umich.edu/statement/)

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 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.

### 3. Counseling and Psychological Services

3100 Michigan Union, 530 S. State St., Ann Arbor, MI 48109

[www.caps.umich.edu](http://www.caps.umich.edu)

Life threatening emergencies: 911

Counselor-on-Duty: 734-764-8312

Dean of Students: 734-764-7420

U-M Psychiatric Emergency (24-hours): 734-996-4747

Sexual Assault Prevention and Awareness Center (24-hours): 734-936-9333

Dept of Public Safety: 734-763-1131

The mission of Counseling and Psychological Services is to foster the psychological development and emotional well-being of students through counseling and psychotherapy, preventive and educational programming, consultation and outreach, as well as contributions to the mental health professions. In collaboration with students, schools, colleges, and other units, Counseling and Psychological Services strives to develop a diverse, inclusive and multicultural community.

The following list are some of the services CAPS provides:

- Brief individual and couples counseling
- Groups and drop-in workshops
- Crisis Services
- Psychiatric Evaluations and Medication Management
- Wellness Zone
- MiTalk (a self-help interactive website especially for students)
- ADHD Screenings and Support
- Eating Patterns Screening and Support
- Substance Abuse Screenings and Support
- Referral Services-assistance with referrals to other mental health resources
- Outreach and Education
- QPR suicide prevention program
- Campus Crisis Response Team

### 4. 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://ro.umich.edu/resreg.php>

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 a student is 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. For the On-Job/On-Campus program only, filing deadlines are 30 calendar days after the first scheduled day of classes of the term applied for. A student may apply for resident classification for any term in which he/she is enrolled or intends 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://ro.umich.edu/resreg.php> for all questions concerning residency status.