

M MICHIGAN ROSS SCHOOL OF BUSINESS



MBA, MAcc, & MSCM Programs BULLETIN 2012-2013

LEADING IN THOUGHT AND ACTION

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The information contained in this Bulletin is subject to change at any time. Please note that this document is accurate as of January 2013. Subsequent updates and corrections made to the most current version can be viewed online: <http://www.bus.umich.edu/pdf/MBAMAccMSCMBulletin.pdf>.

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Accreditation Statement

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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 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. Philosophy of the University of Michigan Masters Programs

The demands of a global economy have changed the requirements for personal and business success. As a result, the Stephen M. Ross School of Business at the University of Michigan is leading an industry redefinition of traditional business education. Leveraging its academic depth, an international network of corporate partners, and a diverse, cooperative culture, Michigan delivers a distinctive leadership and management educational experience. Graduates of our standard-setting Master of Business Administration (MBA) programs, our Master of Accounting (MAcc) program, and our Master of Supply Chain Management (MSCM) program combine knowledge with action, gaining skills that produce results and improve business.

The Ross School of Business offers an array of opportunities for education, personal and career development, community involvement, and social interaction. In the classroom, students get the latest in both theory and practical applications from top teachers and scholars. In our MBA program, traditional management education is complemented with high-impact, hands-on professional development. Michigan MBAs work within businesses and develop valuable skills in areas like leadership, teamwork, and decision-making. And, no matter what the setting, Michigan MBAs, MAccs and MSCMs learn from each other. The Michigan programs produce graduates who set a standard for effectiveness and leadership.

III. Statement of Community Values

All members of the Ross 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 online:

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

All Ross School of Business students are responsible for reading these documents.

IV. 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 are also 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: <http://www.ro.umich.edu/ferpa/>.

Students may obtain copies of their transcripts free of charge through Wolverine Access, with details available at <http://www.ro.umich.edu/>. An electronic (PDF) transcript order allows for attachments to be uploaded and sent along with the transcript. Rush processing and expedited delivery options are now available online as well. The Ross School of Business does not issue transcripts directly.

Access to individual student files is restricted to official college Academic Advisors and support staff who assist in managing student files. Only the Associate Dean for Graduate Programs, the Associate Dean for Undergraduate Program, 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.

V. Full-Time and Evening MBA Programs

A. Full-Time MBA Core Curriculum

To make the first year of study cohesive and meaningful, the School divides each entering Full-Time MBA class into sections of approximately 80 students. During the initial year of the program, these 80 people form a cohort: attending the same classes, working on group projects, encouraging each other, debating each other, and providing each other with a stable intellectual context and social network. Students may not change their designated sections.

The Full-Time MBA Curriculum consists of 57.00 semester hours completed over two full academic years in residence. Students enter in early September, complete the first year in late April of the following year, and have a four-month summer period before returning in September for the second year of the program. The curriculum reflects flexibility through modular scheduling, allowing both seven- and fourteen-week courses.

A normal full-time course load is about 15.00 credit hours a term, with a maximum of 18.00 hours credit, and a minimum of 9.00. Going below full-time (9.00 credits) affects financial aid, degree progress, and (for international students) immigration status. To register for fewer than 9.00 credits in a term, a student must request approval. In addition, students should not register for more than 9.00-10.50 credits in any half (A/B) term. To calculate half term credits, divide any full-term class credits in half and add to the half term totals.

First Year

The MBA program is organized around a core of required courses, which must be taken in the prescribed order. **Students cannot drop required core courses.** Courses taken in the first year of the program establish a basic understanding of the functional responsibilities of an organization.

Full-Time MBA Program: First Year			
Fall A Courses	Credits	Winter A Courses	Credits
ACC 502: Principles of Financial Accounting	2.25	ACC 552: Management Accounting	2.25
BE 502: Applied Microeconomics	2.25	TO 552: Operations Management ¹	2.25
TO 502: Applied Business Statistics ¹	2.25	Optional: Business Electives or Core Degree Requirements	TBD
STRATEGY 502: Corporate Strategy	2.25		
Optional: Finance 513: Financial Analysis ²	2.25		
Fall B Courses	Credits	Winter B Courses	Credits
FIN 503: Financial Management	2.25	BA 553: Multidisciplinary Action Projects ³	7.50
MKT 503: Marketing Management	2.25		
MO 503: Leading People and Organizations	2.25		
Optional: Business Electives or Core Degree Requirements	TBD		

Second Year

During the second year of the program, students integrate concepts learned in the first year and take electives in their area(s) of interest while completing any additional core degree requirements.

Students must take enough course work to complete 57.00 total graduate credit hours during their two years in the program.

Of the 57.00 credits, at least 25.00 may be taken as electives. Elective classes may be 1.50, 2.25, or 3.00 credits. Students may choose to focus on one functional area or may tailor their experience by combining various functions for a more broad-based management curriculum.

¹ Effective Winter 2013, BIT 551 has been renamed TO 601, OMS 501 has been renamed TO 501, and OMS 551 has been renamed TO 551.

² FIN 513: Financial Analysis (in Fall A) is offered for students pursuing a career in finance. Students may apply to take this class if they have waived a different Fall A course. Those who pass FIN 513 will not take FIN 503 in Fall B, thereby freeing up an elective slot in Fall B.

³ During Winter B of the first year, students participate in BA 553: Multidisciplinary Action Projects (MAP). MAP may involve domestic, international, entrepreneurial, or experimental projects. Placement into specific MAP programs is determined by an application process during the Fall term. Students do not take additional course work while enrolled in MAP due to time obligations and intensive group work, regardless of the MAP assignment location.

At least 47.00 of the 57.00 credits must be Business Administration course work. MBA students may choose to broaden their experience by electing up to ten credit hours of graduate-level courses in other units at the University of Michigan-Ann Arbor.

Additional Full-Time MBA Core Degree Requirements

The following courses may be completed in the first or second year:

- **World Economy:** STRATEGY 503 (1.50 credits) must be completed at any time during the two years, and cannot be waived. This course is a prerequisite for some STRATEGY electives.
- **Law/Ethics Requirement:** This requirement can be met by waiver request or with course work at any time during the two years. Students who have earned a Juris Doctor degree are automatically waived from this requirement. See [Section V, C, Business Law/Ethics Requirement](#) for complete details and course options.
 - The following courses satisfy the Law/Ethics requirement: BA/NRE 512, LHC/ES 504, LHC 506, LHC 507, LHC 508, LHC 511, LHC 512, LHC 513, LHC 514, LHC 516, LHC 517, or LHC 582.
- **Communication Requirement:** To help develop communication skills, all students must fulfill a Communication Requirement. This requirement can be satisfied by passing a waiver exam or with course work. See [Section V, C, MBA Communication Requirement](#) for complete details and course options.
 - The following courses satisfy the Communications Requirement: LHC 520, LHC 521, LHC 522, LHC 524, or LHC 560.

B. Evening MBA Core Curriculum

The Evening MBA program consists of 60.00 credit hours in residence. Students generally take about four years to complete the Evening MBA Program and must meet the degree requirements in effect when they entered the program. If course or curriculum changes take place after a student commences the program, every effort will be made to implement the changes in the student's best interest, while still maintaining the most current program standards.

The core course work establishes a basic understanding of the functional responsibilities of an organization. After completing the core course requirements, students integrate the concepts learned and take electives in their area(s) of interest while completing the additional core degree requirements. Students must also fulfill the Communication Requirement (see [Section V, C, MBA Communication Requirement](#)) as well as the Law/Ethics requirement (see [Section V, C, Business Law/Ethics Requirement](#)) and STRATEGY 503 if admitted Fall 2005 or later. Note that some elective classes can be taken earlier in the program, depending on course prerequisites.

The curriculum reflects an increased flexibility through modular scheduling, allowing both seven- and fourteen-week courses as well as courses offered in an intensive style. Core and elective degree requirements are summarized below.

See course descriptions for details:

<http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp>.

Evening MBA Program		
Core Requirements with no Prerequisites	Credits	
ACC 501: Financial Accounting	3.00	
BE 501: Applied Microeconomics	3.00	
TO 601 : Information Systems ¹	3.00	
Communication Requirement ¹	Varies	
Law/Ethics Requirement ²	Varies	
MKT 501: Marketing Management	3.00	
MO 501: Human Behavior and Organization	3.00	
TO 501: Applied Business Statistics ¹	3.00	
STRATEGY 503: World Economy ³	1.50	
Core Requirements with Prerequisites	Credits	Prerequisite
ACC 551: Managerial Accounting	3.00	ACC 501
FIN 551: Financial Management & Policy	3.00	ACC 501 & TO 501
TO 551: Introduction to Operations ¹	3.00	TO 501
STRATEGY 601: Corporate Strategy	3.00	ACC 501

For additional information on the MBA Communication Requirement and the Law/Ethics Requirement, see [Section IV D](#).

NOTES:

- All students will complete a minimum of 25.50 credit hours in elective course work. Elective courses may be 1.50, 2.25, or 3.00 credit hours.
- At least 50.00 of the 60.00 required credits must be Business Administration course work. MBA students may choose to broaden their experience by electing up to ten credit hours of graduate-level courses in other units at the University of Michigan-Ann Arbor.
- Because ACC 501 and TO 501 are prerequisites for other core classes, it is strongly recommended to take these early in the program to allow maximum flexibility in choosing courses.

¹ Effective Winter 2013, BIT 551 has been renamed TO 601, OMS 501 has been renamed TO 501, and OMS 551 has been renamed TO 551.

² To help develop communication skills, all students must fulfill a Communication Requirement. This requirement can be satisfied by passing a waiver exam or with course work. See [Section V, C, MBA Communication Requirement](#) for complete details and course options.

² Law/Ethics Requirement required for students admitted in Fall 2005 and later.

³ Strategy 503: World Economy required for students admitted in Fall 2005 and later.

C. Additional Degree Requirement Information

Business Law/Ethics Requirement

Required for all Full-Time and Evening MBAs admitted Fall 2005 and later.

As part of the core requirements, MBA students must elect one of the approved Business Law or Ethics courses at some time during the program. The course must be a minimum of 1.50 credit hours. Students enrolled in the dual JD/MBA program, or who already have a Juris Doctor, are exempt from this requirement and may not elect to take any of the below courses for credit without written permission from the instructor. BA 512 is the only exception to this rule; JD holders or candidates may take this course for credit without instructor permission.

The following courses fulfill the Business Law/Ethics requirement:

Course Number	Course Title	Credits
BA/NRE 512	Ethics of Corporate Management	1.50
LHC/ES 504	Legal Aspects of Entrepreneurship	2.25
LHC 506	Corporate Governance	2.25
LHC 507	Law of Finance and Banking	1.50
LHC 508	Securities Law	1.50
LHC 509	Intellectual Property Law	2.25
LHC 511	Legal Environment of Business	3.00
LHC 512	Introduction to Business Law	1.50
LHC 513	Law of Marketing	1.50
LHC 514	Employment Law for Managers	1.50
LHC 516	Law of Enterprise Organization	1.50
LHC 517	Law of Business Organizations	2.25
LHC 582	Real Estate Law	3.00

Please note: the following courses are electives only and do not meet the Law/Ethics requirement:

Course Number	Course Title	Credits
LHC 510	Negotiation and Dispute Resolution	2.25
LHC 688	Washington Campus	3.00

MBA Communication Requirement

The MBA Communication Requirement can be fulfilled through course work or a waiver exam. Unlike other MBA waivers, however, students have more than one opportunity to take the test, or to try the test again should they not pass the first time. This flexibility in test taking, as well as flexibility in course options, allows students to select the option that best fits their curriculum objectives.

Option 1: Take one of the following courses and receive a passing grade:

Course Number	Course Title	Credits
LHC 520	Managerial Writing	3.00
LHC 521	Writing Fundamentals for Entrepreneurs	1.50
LHC 522	Managerial Writing Fundamentals	1.50

LHC 524	Persuasive Management Communication	1.50
LHC 560	Communication Management	3.00

Option 2: Take the Waiver Exam and receive a passing score:

- A Waiver Exam is offered near the start of each Fall term (typically in July/August). The Waiver Exam presents a specific management situation and requires a written persuasive response. The written response is evaluated for clarity of thought, organization and development of ideas, audience awareness, persuasive appeal and English usage.
- MBA Students (including all Dual Degree students) may take the Communication Waiver Exam at any point during their education in the MBA program. Those who have not successfully completed the assessment will need to fulfill the Communication requirement with course work.

For more details about the Communication Requirement, please reference:

<http://www.bus.umich.edu/Academics/Departments/LHC/communication/MBArequire.htm>.

Writing Consultants

Writing consultants are available to all graduate 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/>.

D. Course Waiver Information

The MBA core courses are a set of integrated courses designed by teams of faculty to develop a foundation for efficient and effective leadership and decision-making. They provide a foundation of core concepts and tools that students will use as they progress through the program and their careers. Some core courses, however, may be waived.

Students in the Full-Time MBA and Evening MBA Programs may waive designated core course requirements in two ways:

1. A waiver form submitted to Academic Services for consideration by the designated department representative during the prescribed review time. Depending on the particular course, waivers may be accepted based on one or more of the following criteria:
 - Prior academic experience: Course work previously completed at other institutions and documented on a transcript.
 - Prior course completion: Successful completion of the core course at the Ross School of Business within two years of entering the MBA program, with a minimum course grade of "Pass"; such courses may not be repeated for additional credit toward the MBA degree.
 - Professional experience, as documented on a resume or other relevant documentation
 - Professional designation: Examples include CPA, CA, CMA and JD; relevant documentation must be provided.

2. Successful performance on a waiver exam offered by the respective department at the beginning of the academic year.

Waivers earn no credit toward the MBA degree. Students must substitute another course to replace the core course credits. Students who test or waive out of a core class may choose, however, to enroll in the core course for credit, if their waiver was not based on previous credit completion of the course at our school. Exceptions to this rule are noted below:

- Students who have a CPA or CA certificate will be automatically waived from the Financial Accounting (ACC 501 or 502) and Managerial Accounting (ACC 551 or 552) courses, provided they submit a Core Course Waiver Request Form and a copy of their license or certificate. These students may not elect to take ACC 501 or 502 for credit; however they may take ACC 551 or 552 for credit if they so choose.
- Students who have a CMA certificate will be automatically waived from the Managerial Accounting (ACC 551 or 552) course, provided they submit a Core Course Waiver Request Form and a copy of their certificate. These students may take ACC 551 or 552 for credit if they so choose.
- Students enrolled in the dual JD/MBA program, or who already have a Juris Doctorate will be automatically waived from the Business Law/Ethics requirement, provided they submit a Core Course Waiver Request Form and relevant documentation of their degree or current enrollment in the dual program. These students may not take most courses that meet the Business Law/Ethics Requirement for credit (see [Section V, D, Business Law/Ethics Requirement](#))

Detailed information regarding waivers is posted online in the summer prior to entrance to the program. For Evening MBA students entering in Winter Term, this information is posted the following summer.

For information, see:

<http://www.bus.umich.edu/Academics/Curriculum/CoreCurriculum/Waivers/Waivers.htm>.

VI. Weekend MBA Program

The Weekend MBA Program is a structured, cohort-based, 60.00 credit-hour degree program that meets every other weekend and completes in 24 months.

The first year of course work (May through April of the following year) establishes a basic understanding of the functional responsibilities of an organization. These core courses lead into the Ross Multidisciplinary Action Project (MAP) experience to finish the first calendar year of this program.

The second calendar year focuses course work in three modules of topics relevant to today's business needs. Students complete the program in April of their second year. Unlike our Full-Time or Evening MBA programs, the Weekend MBA is a "lock-step" program and all students follow the sequence of courses listed below.

Weekend MBA Program: First Year					
Spring-Summer Term Courses (May – August)	Credits 9.00	Fall Term Courses (September – December)	Credits 9.00	Winter Term Courses (January – April)	Credits 11.25
WMBA 501: Financial Accounting	2.25	WMBA 505: Corporate Strategy	2.25	WMBA 509: Human Behavior and Organization	2.25
WMBA 502: Applied Microeconomics	2.25	WMBA 506: Financial Management	2.25	WMBA 510: Multidisciplinary Action Projects (MAP)	6.00
WMBA 503: Applied Business Statistics	2.25	WMBA 507: Managerial Accounting	2.25	WMBA 511: Corporate Governance	1.50
WMBA 504: Marketing Management	2.25	WMBA 508: Operations Management	2.25		
Full Year Course					
WMBA 514: Business Communication ¹					

¹ WMBA 514: Business Communication:

For WMBA Class of 2012, 1.50 credits billed in Winter 2011 term, and 1.50 credits billed in Winter 2012 term.
For WMBA Spring/Summer 2011 or later admits, all 3.00 credits will be billed in Year 2 Winter term.

Weekend MBA Program: Second Year					
Spring-Summer Term Courses (May – August) <i>Theme: Strategies for Growth</i>	Credits 9.75	Fall Term Courses (September – December) <i>Theme: Executing the Strategy</i>	Credits 9.75	Winter Term Courses (January – April) <i>Theme: Competing Globally</i>	Credits 11.25
WMBA 601: Strategic Market Planning	2.25	WMBA 611: Supply Chain Management	3.00	WMBA 621: New Age of Innovation	2.25
WMBA 602: Strategies for Growth	2.25	WMBA 612: Bargaining and Influence Skills	2.25	WMBA 512: World Economy	1.50
WMBA 603: Valuation	2.25	WMBA 613: Advanced Management Accounting/ Cost Management Skills	2.25	WMBA 622: International Marketing Management	3.00
WMBA 604: Leadership Development ⁴²	3.00	WMBA 614: Competitive Tactics and Policy	2.25	WMBA 513: Capstone Course	3.00
Full Year Course					
WMBA 514: Business Communication ²					3.00

²WMBA 604: Leadership Development:
For WMBA Class of 2012, WMBA 604 is 3.00 credits.
For WMBA Spring/Summer 2011 or later admits, WMBA 604 is 2.25 credits.

VII. Master of Accounting Program (MAcc)

In recognition of the increasing complexity of the business environment, virtually all states (including Michigan) now require that individuals complete 150.00 semester hours (five years) of college education to obtain licensure as a Certified Public Account (CPA).

The Stephen M. Ross School of Business offers a one year Master of Accounting (MAcc) program that follows the completion of a four year undergraduate degree. The MAcc degree provides students with the appropriate number of business and accounting credits required to sit for the CPA exam and, more importantly, provides students with the educational background needed to be an effective business professional in the twenty-first century. A dual degree between MBA and MAcc is not allowed.

A. Undergraduate Prerequisites

Applicants are required to take the equivalent of the University of Michigan- Ann Arbor's Principles of Accounting I & II, Intermediate Financial Accounting, Intermediate Managerial Accounting, Statistics, and Principles of Microeconomics.

Thirty-three credit hours of core and elective courses are necessary to complete the MAcc degree. Students enter the program in September and complete their Graduate Research Seminar course work the following June with degree conferral in August. The core curriculum consists of a series of accounting and financial reporting courses. As electives, a variety of business courses are available including, but not limited to, corporate strategy, finance, marketing, international business, economics and public policy. In addition, graduate level courses may be taken outside the Business School for students wishing to study non-business areas such as law, public policy, communications, or engineering. The graduate research seminar allows students to develop expertise in reading, interpreting and conducting highly relevant accounting-based research on the important contemporary issues facing accounting and business.

B. MAcc Curriculum

MAcc Program					
Fall Term Courses	Credits	Winter Term Courses	Credits	Spring Term Course	Credits
ACC 561: Federal Taxation I	3.00	ACC 625: Advanced Financial Accounting	2.25	ACC 695: MAcc Graduate Research Seminar	3.00
ACC 564: Corporate Financial Reporting	2.25	ACC 630: Auditing and Assurance ¹	1.50		
ACC 565: Financial Instruments and Structured Finance	2.25	Electives	11.25		
ACC 601: Accounting Information System Design	1.50				
ACC 630: Auditing and Assurance ¹	1.50				
Electives	4.50				

In choosing electives, students must include at least ONE of the following choices if any of the above core courses are not waived, or TWO of the following choices if any of the above core courses are waived:

Course Number	Course Title	Credits
ACC 620	Federal Taxation II	2.25
ACC 640 ²	Advanced Management Accounting ²	1.50
ACC 650 ²	Cost Management Systems ²	1.50
ACC 711	Financial Statement Analysis	2.25
ACC 713	Business Forecasting and Equity Valuation	2.25
ACC/FIN 725 ³	Managing the Maize and Blue Fund ³	1.50
ACC/FIN 726 ³	Maize and Blue Fund ³	1.50
BE 570/PUBPOL 575	Tax Policy & Business	3.00

¹ ACC 630: Auditing & Assurance is 3.00 credits total; 1.50 credits are completed Fall B term and the remaining 1.50 credits are completed Winter A term.

² If ACC 640: Advanced Management Accounting and ACC 650: Cost Management Systems are chosen, both must be taken for a total of 3.00 credits (1.50 credits each).

³ If ACC/FIN 725: Managing the Maize and Blue Fund and ACC/FIN 726: Maize and Blue Fund are chosen, both must be taken for a total of 3.00 credits (1.50 credits each).

Students may include one of the following accepted Law School tax courses:

Course Number	Course Title	Credits
LAW 665	Estate and Gift Tax	3.00
LAW 691	International Tax	4.00
LAW 726	Partnership Tax	3.00
LAW 746	Tax of Financial Instruments	4.00
LAW 747	Taxation of Individual Income	4.00
LAW 749	Corporate Taxation	4.00

C. Independent Study Projects

MAcc students may take up to 3.00 credit hours of independent study work.

For information, see:

[Section X, B, Independent Study Projects.](#)

D. Additional MAcc Degree Requirements and Options

- MAcc students must earn a minimum of 33.00 credit hours.
- MAcc students may take a maximum of 6.00 credits of approved, 400-level graduate courses.
- MAcc students may take a maximum of 6.00 graduate credits outside the Business School, in other graduate units at the University of Michigan- Ann Arbor.
- Students may elect only one mandatory Pass/Fail, Satisfactory/Unsatisfactory, or Credit/No Credit course throughout their entire degree program; these grades do not count when calculating academic honors.
- No optional Pass/Fail course work may be taken within the 33.00 required credit hours.

VIII. Master of Supply Chain Management Program (MSCM)

The Stephen M. Ross School of Business offers a one year Master of Supply Chain Management (MSCM) program. The MSCM degree provides students with a distinctive educational experience and unsurpassed preparation to assume a leadership role in supply chain management.

A. Undergraduate Prerequisites – MSCM

Admission is open to graduates of accredited colleges and universities who have degrees in virtually any area of study. Previous course work in engineering, science and mathematics is important but not essential.

B. MSCM Curriculum

The one-year Ross Master of Supply Chain Management degree consists of a Winter term and a Fall term. Between the terms, students participate in a paid team-based summer project sponsored by a company. The Ross experience will include the Tauber Leadership AdvantageSM program, a series of leadership and teamwork modules offered by the Tauber Institute for Global Operations.

MSCM Program: Winter Term			
Winter A Courses	Credits	Winter B Courses	Credits
TO 618: Supply Chain Analytics ¹			3.00
TO 605: Manufacturing & Supply Operations			3.00
TO 505: Boot camp (Mandatory Pass/Fail)			1.00
TO 616: Project Management	1.50	TO 621: Logistics	2.25
		TO 703: Tauber Institute Team Project	3.00
		IOE 425: Manufacturing Strategies ⁵²	2.00
Optional: Approved Engineering or Business Electives			2.25—1.50
Total Credits Required: (Total credits for term cannot exceed 18.00)			15.75

MSCM Program: Summer Term	
Sponsored Summer Project	

MSCM Program: Fall Term			
Fall A Courses	Credits	Fall B Courses	Credits
TO 620: Supply Chain Management			3.00
TO 624: Strategic Sourcing	2.25	TO 623: Information Technology Strategy in Supply Chain and Logistics	1.50
Approved Business electives	1.50 – 2.25	TO 735: Special Topics in Supply Chain Management	1.50
Approved Engineering and/or Business Electives			6.00—1.50
Total Credits (Approximate):			15.00

Electives:

Mandatory 6.00 credits (minimum) approved Business and/or Engineering Electives required, in addition to elective credits replacing waived core.

Approved Business Electives:

MSCM students choose from Business elective classes which are not Full-Time or Part-Time MBA core courses, but may elect STRATEGY 503: World Economy. Permission to take some Business electives may be dependent upon completion of Boot camp sessions or may require other prerequisites.

¹ Effective Winter 2013, the Operations and Management Statistics (OMS) department has been reorganized into Technology and Operations (TO).

² IOE 425: Manufacturing Strategies may be waived. If IOE 425 is waived, students must substitute a minimum of 2.00 *Engineering* elective credits per the below guidelines (in addition to the 6.00 credits of mandatory electives). For more details, see: <http://www.bus.umich.edu/Academics/Curriculum/CoreCurriculum/Waivers/WaiverExam.htm>

Approved Engineering Electives:

Course Number	Course Title	Credits
IOE 441	Production and Inventory Control	3.00
IOE 447	Facility Planning	3.00
IOE 449	Material Handling Systems	2.00
IOE 461	Quality Engineering Principles and Analysis	3.00
IOE 465	Design and Analysis of Experiments	3.00
IOE 466	Statistical Quality Control	3.00
IOE 510	Linear Programming I	3.00
IOE 543	Scheduling	3.00
IOE 549	Plant Flow Systems	3.00
IOE 565	Time Series Modeling, Analysis, Forecasting	3.00
IOE 574	Simulation Analysis	3.00
IOE/TO 548	Integrated Product Development	3.00
MECHENG 452	Design for Manufacturability	3.00
MECHENG 455	Analytical Product Design	4.00--3.00
MECHENG 581	Global Product Development	3.00
MECHENG 589	Sustainable Design of Technology Systems	3.00
MECHENG/MFG 587	Global Manufacturing	3.00

C. Independent Study Projects

MSCM students may take up to 3.00 credit hours of independent study course work. No more than one project per term and two projects total may be completed.

For information, see:

[Section X, B, Independent Study Projects.](#)

D. Additional MSCM Degree Requirements and Options

- MSCM students must earn a minimum of 30.00 credit hours of approved Business and/or Engineering courses.
- Completion of Tauber Leadership AdvantageSM Program.
- No optional Pass/Fail course work may be taken within the 30.00 required credit hours.

IX. Global and Executive MBA Programs

Global MBA and Executive MBA programs have distinct sets of Academic Rules and Regulations that are maintained and monitored by the respective Program Directors.

For information, see:

Global MBA: <http://www.bus.umich.edu/Academics/Gmba/Whyross.htm>

Executive MBA: <http://www.bus.umich.edu/Admissions/EMBA/Whyross.htm>

X. Curriculum Planning and Options

Outside of the core 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.

A. Academic Advising

The Ross School of Business provides academic advising and counseling to assist graduate students in developing meaningful educational plans that satisfy their academic goals, as well as provide support for unanticipated circumstances or students who are placed on academic probation. Students in the Full-Time and Evening MBA programs are especially encouraged to meet with an Academic Advisor, because of the flexible nature of their curriculum. Students are encouraged to choose elective courses that will best meet their individual goals for their degree and may schedule an appointment with to discuss their course plans with an Academic Advisor.

Appointments are scheduled online:

<http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/>.

Those students unable to visit our office during regular business hours may hold appointments via phone or Skype.

The academic advising staff helps graduate students:

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

Academic Advisors and staff also provide support for degree progress functions such as:

- degree audits
- dropping/adding classes
- core course waivers
- dual degrees or graduate certificate programs
- independent studies

The Academic Services team also manages pre-registration into core courses and provides support for course bidding for business elective classes. Students should be sure to regularly check web pages at <http://www2.bus.umich.edu/MyiMpact/Academics> and watch for emails throughout the school year regarding course registration processes.

B. Elective Options

Non-Business Courses

The rich variety of courses available at the University of Michigan allows each student expanded, unparalleled opportunities to develop a program of study to fit personal career objectives. Students

may select course work in other units at the University of Michigan-Ann Arbor, according to degree program guidelines.

Registration guidelines include:

- To determine if a course is offered for graduate-level credit, students should consult an Academic Advisor and/or the Rackham Graduate School:
https://secure.rackham.umich.edu/academic_information/programs/.
- Students should consult the academic calendar of the course's unit for drop/add deadlines and course attendance policies.
- MBA students may complete up to ten credit hours of graduate-level courses in other units at the University of Michigan-Ann Arbor while enrolled in the MBA program.
- MBA candidates may not be concurrently enrolled in another degree program unless participating in an approved dual degree program.
 - The one exception to this policy occurs when PhD students are admitted from non-Business graduate programs into the Evening MBA program. These students may continue their enrollment in the other PhD program, with the approval of that program.
- The Ross School of Business cannot transfer credit from other universities or colleges nor can it give credit for practical experience, participation in musical or athletic organizations, or for physical education or performance courses.

Additional details are available online:

<http://www.bus.umich.edu/Academics/Courses/nonbuscourses.htm>

Independent Study Projects

Individual and group academic research or action-based learning projects, supervised by faculty, are available to graduate business candidates. Non-business master-level students may also complete individual and/or group projects.

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 will be stored by the Kresge Business Administration Library using the University's [Deep Blue](#) Service. 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 guidelines 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).
- Students earn one to three credit hours per project.

- MBA students may elect one project course per term, up to a maximum of three over the course of the program, not exceeding seven credit hours in total.
- MAcc and MSCM students are allowed up to three credits of Independent Study course work.
- Research projects/independent study work should never be shadows of existing classes, nor used to bypass class registration constraints.

Details and forms are available online:

<http://www.bus.umich.edu/Academics/Curriculum/ElectiveOptions/IndependentResearch/>

Credit for Foreign Language Study

With special permission, MBA students may earn degree credit for undergraduate language courses at the University of Michigan-Ann Arbor. To request credit for undergraduate language study, students should complete the request form through Academic Services.

Registration guidelines include:

- Credit for undergraduate language courses is awarded on a 2 for 1 credit basis. Students may receive one graduate credit hour for every two undergraduate credit hours earned with a grade of "B" or better.
- A maximum of six graduate credit hours will be counted toward the degree. These credit hours are not included in calculation for academic honors.
- Please note that during the first year of the Full-Time MBA program, only students who have waived one or more core classes will have room in their schedules to add an undergraduate language class as their elective.

Details and forms are available online:

<http://www2.bus.umich.edu/MyiMpact/academics/credit-foreign-language-study>

Elections by Students Enrolled in Other Units

Graduate students enrolled in other divisions of the University may elect most courses in the Ross School of Business, if they obtain faculty approval, satisfy course prerequisites and space permits. These students should note that if they become MBA, MAcc or MSCM degree candidates at a later date, credit hours taken while enrolled in another degree program at the University do not count toward the Ross degree. Dual degree students should speak with a counselor in Academic Services about possible exceptions.

C. Special Programs

Eligibility and registration policies are managed carefully by Ross Academic Services. Course availability and offerings are subject to change.

For a full list of Institutes and Centers, see:

<http://www.bus.umich.edu/FacultyResearch/ResearchCenters/>

Dual Degrees

The Ross School of Business offers over 20 established dual degree programs at the MBA level, enabling qualified students to pursue concurrent work in business administration and other disciplines within the University of Michigan-Ann Arbor. Students may enroll in dual degree

programs after being accepted to both the Business School and the other school or college in which they are interested. Separate applications must be made to both schools—acceptance to either school is not contingent upon the other. MBA students also have the option to create and pursue a dual degree with another graduate/professional program at the University of Michigan-Ann Arbor not on the list of established dual degree programs. These students pursue two graduate degrees simultaneously, working toward a "Student Initiated Dual Degree (SIDD)".

Students should see an advisor to determine an appropriate plan of study, keeping the following Ross policies in mind:

- Each term, students must be enrolled for all classes under just one school's registration in Wolverine Access (regardless of the courses taken), with the exception of Law & Medicine.
- Full-Time MBA dual degree students must enroll under the Business Administration career in Wolverine Access for a minimum of 3 terms of full-time enrollment (full-time enrollment is defined as 9.00 credit hours or more of coursework per term).
- Part-Time: Evening MBA dual degree students must register for a minimum of 45.00 credits worth of courses under the Business Administration career.

For information, see:

<http://www2.bus.umich.edu/MyiMpact/academics/mba-dual>

Real Estate Certificate Program

The Real Estate Development Certificate is a graduate certificate program offered through the [A. Alfred Taubman College of Architecture and Urban Planning](#), and administered by the [Rackham Graduate School](#). Current UM non-Rackham graduate students (e.g. MBAs) are eligible to apply, but the program also considers applications from individuals who are not current UM graduate students. Current UM graduate students must submit a separate application to the Rackham Graduate School for admission to the certificate program.

The certificate requires a minimum of 17.00 credits. Once admitted, current UM graduate students are permitted to double-count some credits from their primary degree (e.g. MBA) with the certificate program, but will need to complete additional stand-alone credits, registered under the Rackham Graduate School. For a Full-Time MBA student, the certificate can be completed during the two year MBA program, but this does require careful planning. Students who are considering pursuing the certificate should start to plan their schedule accordingly in their first term at Ross.

For information, see:

<http://www2.bus.umich.edu/MyiMpact/academics/real-estate-development-certificate>

Tauber Institute for Global Operations

The MBA program prepares students to assume leadership roles and to move toward general management positions. In addition to the "core courses" that are typical of many MBA programs, students also gain a knowledge of operations through selected classes in product design, process design and optimization, project management, and operations technology management.

For information, see: www.tauber.umich.edu.

Washington Campus

LHC 688: Washington Campus is an intensive, one-week course held in Washington, D.C., that provides participants with first-hand exposure to the decision-making processes in federal government and an understanding of how they impact business. Sessions are typically held January—June. Course content and guest speakers will vary based on faculty director and current events.

Eligibility requirements include:

- All applicants must be in good academic standing.
- All applicants must have active degree candidacy at the time of participation; alumni are not eligible to participate.
- Prior completion of some course work. Full-time MBA students must have successfully completed the first Fall term. Evening MBA students must have successfully completed 15.00 credits.
- Students will register for 3.00 credit hours of LHC 688. Students must reserve space in their schedule to add this course. As part of the 3.00 credit hours, students will be required to complete an exam, group project, individual public policy analysis research paper, and attend all sessions while in D.C.
- No other conflicts or commitments at the time of the chosen session.

For information, see: <http://www2.bus.umich.edu/MyiMpact/academics/washingtoncampus>

Study Abroad

The Ross School of Business offers many opportunities for international involvement. Many term-specific courses may incorporate some type of international experience. Curriculum offerings are subject to change each term; refer to online course descriptions for more information: <http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp>.

The Ross School of Business consistently offers the following international opportunities:

STRATEGY 689: International Exchange

The Ross School of Business participates in an International Exchange Program with approved business schools worldwide. Applications and selections are made during Summer term of the preceding academic year.

Eligibility requirements include:

- All applicants must be in good academic standing.
- All students must be Evening MBA or MBA2 at the time of participation
- All core courses, including Law/Ethics, Communication, and World Economy, must be complete prior to departure for full Winter term programs. Effective Winter 2012, students participating in Winter A programs are not required to complete Law/Ethics or Communication Requirements prior to participation. However, MBA2 students must complete these requirements upon returning to Ann Arbor for Winter B.
- Students will register for 6.00—18.00 credit hours of STRATEGY 689, graded on a Pass/Fail basis. In order to earn a Pass for a course taken at the host university, students must meet the standard as established by the Ross School of Business. Students are

awarded credit according to a grading conversion scale established by the Ross School of Business.

STRATEGY 520: Doing International Business

Doing International Business offers short-term study abroad opportunities for MBA students during the Winter term. The location, content, and schedule for these courses vary each year and typically are announced in the late Fall term. These courses are organized by the Center for International Business and Education (CIBER), which can be contacted for more information:

<http://www.umich.edu/~cibe>. Students generally travel abroad and take classes in May.

Permission is required to enroll, and in some cases an application is required.

Eligibility requirements include:

- All applicants must be in good academic standing.
- All students must be Evening MBA or MBA1 at the time of participation
- Students must have completed either STRATEGY 503 or STRATEGY 510
- Students will register for 3.00 credit hours of STRATEGY 520 during the Winter term. Students must reserve space in their schedule to add this course.

For information on the above international opportunities, see:

<http://www.umich.edu/~cibe/students/studyabroad.html>

XI. Registration

Graduate business students register for courses using several different methods. 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 their 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/registration>

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

Modifying Class Selections

All graduate degree students except Evening MBAs are pre-registered into the majority of their core courses, and are expected to take all core courses in their proper sequence and in their assigned cohort group.

Students are not allowed to drop a pre-registered core course unless they have waived that core course. For more information on core course waivers, see: [Section V, D, Course Waiver Information](#), and <http://www2.bus.umich.edu/MyiMpact/academics/core-curriculum/core-course-waivers>.

Students may use Wolverine Access to add or drop elective classes prior to the start of the term and during the drop/add period.

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.

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
 - Student does not match the student type for which seats are reserved

For more information:

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

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> .

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 by the Drop/Add Deadline (see [Section XII, A, Credit Hours Guidelines](#)). 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.

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.

Students should complete the following steps to add or drop courses after the Drop/Add Deadline (but before the last class meeting):

1. Complete a Drop/Add Verification Form:
 - a. 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#After%20the%20Drop/Add%20Deadline>
 - b. As an alternative to the Drop/Add Verification Form, Evening MBA students may request the instructor email Academic Services, indicating that the student has permission to either drop or add the specified course after the drop/add deadline. For late adds, the instructor must indicate that the student has either been attending class, or that a plan has been approved for the student to catch up on required work.
2. Submit the signed Drop/Add Verification Form (and any accompanying documentation) to Academic Services.
3. If the drop or add is approved, obtain a Drop/Add slip (University of Michigan Election Worksheet) from Academic Services, when notified.
4. 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 your drop/add.
5. If you are an Evening MBA student, contact Academic Services for assistance with adjusting your class schedule once you have a signed Drop/Add Verification Form.

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:
 - Full time graduate students are capped at 18.00 credits in a full term. Late Adds may not exceed this limit.
 - Evening MBA students adding credits above 7.50 in the Fall or Winter terms or 4.50 in the Spring or Summer terms need to contact Academic Services for special permission (see [Section XI, 2](#)).

Considerations for Late Drops

- Core courses may not be dropped. Evening MBA students only are exempt from this rule.
- 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 Ross Financial Aid (rossfinaid@umich.edu; 734-764-5139).
- International students who wish to drop below full time status should contact the International Center. Full time for visa purposes is 8.00 credits for graduate students.

Requests for late drops not covered by the above guidelines will be reviewed only in cases of grave personal emergency.

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 XII, C, Maintenance of Active Degree Candidacy and Readmission](#).

XII. Degree Progress Regulations

A. Credit Hours Guidelines

Full-Time MBA, MAcc and MSCM Guidelines

For Full-Time students, a full load is considered to be around 15.00 credits per term, and students are discouraged from exceeding this - especially during their first term in the program. The University registration system will allow students to select up to 18.00 credits per term. Students are not permitted to go above 18.00. MBA1 students should not register for more than 9.00 credits in any half (A/B) term, and MBA2 students should not register for more than 10.50 credits in any half (A/B) term.

Students must select a minimum of 9.00 credit hours in the Fall and Winter terms to be a full-time student. Going below 9.00 credits per term will impact financial aid, degree progress, and immigration status.

Evening MBA Guidelines

Fall/Winter Terms	Spring/Summer Terms
<ul style="list-style-type: none"> Elect up to 7.50 credit hours Request to increase credit limit up to 9.00 credit hours, without documentation* Request to elect more than 9.00 credit hours, with documentation** 	<ul style="list-style-type: none"> Elect up to 4.50 credit hours Request to increase credit limit up to 7.00 credit hours, without documentation* Request to elect more than 7.00 credit hours, with documentation**

*Credit Limit Increases Not Requiring Documentation

Prior to the start of a term, Evening MBA students may request to have their credit hours increased up to 9.00 credit hours in Fall/Winter terms, and up to 7.00 credit hours in Spring/Summer terms. Students must be in good academic standing (at least 80% of credit hours at PS level or higher) and not in their first term of the program. A request is made by emailing rossacadservices@umich.edu, including the student's full name, UMID, and term.

**Credit Limit Increases Requiring Documentation

Prior to the start of a term, Evening MBA Students who have a reduced workload or are no longer employed may be eligible to request more than 9.00 credit hours in Fall/Winter terms, and more than 7.00 credit hours in Spring/Summer terms. A request is made by emailing rossacadservices@umich.edu, including the student's full name, UMID, and term, and should include documentation from the student's employer confirming the reduction in workload or confirmation that the student is no longer working. All such requests requiring documentation are carefully reviewed by the Ross School of Business Registrar.

Evening students who have the flexibility to do so can register for a Full-Time MBA elective class with instructor permission on an override basis, within these credit limit guidelines. Because Full-Time students have first priority for day classes, however, availability may be limited. Full-Time students have the same flexibility for Evening classes with similar restrictions on availability.

B. Time Limit for Completing Degree Requirements

Students must complete the requirements for the MBA, MAcc or MSCM 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.

C. Maintenance of Active Degree Candidacy and Readmission

Students must attend and complete courses during the term they are first admitted to the program. If a student is admitted, but withdraws from the program in his/her first term without completing a course, the student will be required to reapply to the 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.

Candidates who have completed one or more terms may temporarily withdraw from the program, but must reapply for a term in which classes appropriate for the completion of their degree are available. **Readmission is not guaranteed.** 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.

D. MBA Program Transfer Requests

All students should plan on graduating from the MBA program to which they have been admitted. Program transfer is generally not an option. When a student's circumstances unexpectedly change, our Academic Services team and our academic advisors are available to help students map adjustments to their academic studies to allow progression through the degree. In addition, career consultants are available to coach students as they consider different approaches to career decisions.

More specifically within our part-time Weekend MBA, sometimes a student's work or living situation has an unanticipated, significant change which raises the question of program shift to our part-time Evening MBA program. In these circumstances, immediate and careful discussion with the Part-time MBA Program Director and the Ross School Registrar will help determine the best course of action.

E. 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 to 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.

F. 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.

In general, classes numbered 742 through 745 are designated "Special Topics" and may be retaken as the course content varies from term to term. However, because this is not always true, it is important for the student to verify that the class is indeed different from when it was taken previously to receive credit for it.

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 XIII, H, Academic GPA Requirements & Academic Probation/Review.

G. Course Level and Student Standing

100-300 Level Courses

MBA, MAcc and MSCM students may not receive credit for undergraduate courses, with the exception of Foreign Language coursework. MSCM students should check with their program director regarding foreign language courses. Note that Executive MBA and Weekend MBA students do not have access to take undergraduate foreign language coursework.

Credit for undergraduate language courses is awarded on a 2 for 1 credit basis. For example, a 4.00 credit undergraduate language course would earn 2.00 graduate credits. Students must achieve a course grade of B or better. There is a maximum of 6.00 graduate credit hours that may be earned through undergraduate language study. These credit hours are not included in calculation for academic honors. Students must submit a form to Academic Services requesting to receive credit for undergraduate language courses.

400 Level Courses

Because some 400-level courses are approved for graduate study, MBA, MAcc, and MSCM students are allowed to take up to a maximum of six credit hours of 400-level graduate courses in their entire degree program. Students must check the [Rackham Graduate School](#) website to confirm if a 400-level class is listed as graduate level.

Some of these approved 400-level courses may require that a graduate student do more work in the course in order to earn graduate level credits. This may vary from course to course. Even when extra work has not been completed, however, if a course is marked for graduate level, its grade and credit hours will compute into a student's GPA.

590 Level Courses

Courses numbered between 590 and 599 are core courses for the Global MBA program and are restricted to those students only.

800-level and 900-level Courses

800-level and 900-level courses are graduate courses primarily intended for doctoral candidates. Refer to each course listing for specific requirements.

EMBA and WMBA Courses

These courses are restricted to Executive MBA (EMBA) and Weekend (WMBA) students respectively.

H. Auditing (Visiting) Classes

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 a 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 "F" 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 vs. For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

I. Taking Courses Prior to Enrollment in Degree Program

Course work completed prior to enrollment in a Ross School of Business degree program cannot be applied towards the current degree. This policy applies to any courses taken before the first term of the current degree program, including courses taken at another university, the University of Michigan, and the Ross School of Business.

J. 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 for information about the guest student application process for Ross alums.

Requests for guest student admission from non-Ross alumni are more restricted and require 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.

XIII. Grading Policies

A. Grading Scales & Distribution

The Ross School of Business uses a five-level grading scale for all MBA, MAcc and MSCM students. The following grading policy applies to all core course work taken while enrolled in the Business School:

Excellent (EX): Performance that is of superior quality. No more than 25% of the students in a core course shall receive this grade.

Good (GD): Performance that exceeds all the standard requirements of the course. No more than 35% of the students in a core course shall receive this grade.

Pass (PS): Performance that meets all the standard requirements of the course. No more than 35% of the students in a core course shall receive this grade.

Low Pass (LP): Performance that minimally meets the standard requirements of the course. Approximately 5% of the students in a core course will receive LP or F.

Fail (F): Performance that does not satisfy the minimal requirements of the course and is deficient on significant dimensions. No credit toward the degree will be granted for the grade of "Fail," but the grade will be used to evaluate academic standing.

These grading standards differ slightly for elective classes. In MBA, MAcc and MSCM elective classes, a maximum of 35% of students will receive a grade of "excellent", and grades of "excellent" and "good" combined will be no greater than 75%.

There are no honor points associated with the grade designations and no grade point averages appear on transcripts. Some courses may be graded under other University school or college guidelines and some may be graded on a mandatory Satisfactory/Unsatisfactory, Pass/Fail, or Credit/No Credit basis.

B. Non-Graded (Pass/Fail) Courses

Neither business courses nor courses in other divisions of the University may be taken on an optional Pass/Fail basis. Only courses with mandatory Pass/Fail, Satisfactory/Unsatisfactory and Credit/No Credit grading are allowed this grading basis. Students may elect only one mandatory P/F, S/U, or CR/NC course per term and only three throughout their entire degree program.

Pass/Fail, Satisfactory/Unsatisfactory, and Credit/No Credit grades do not count when calculating academic honors.

C. Grades for Course Work Taken in Other University Units

Grades appear on the transcript in accordance with the grading system designated for that course. The grading systems used in the University and accepted for Business Administration graduate level students are letter ("A" through "E"), mandatory Pass/Fail, and mandatory Satisfactory/Unsatisfactory (refer to the Grade Modification Policy for more details). For the purpose of evaluating academic

standing, graduate-level grades from Rackham and other University of Michigan schools will be treated as follows:

A+, A	=	Excellent
A-	=	Good
B+, B	=	Pass
B-, C+, C, C-	=	Low Pass
D, E, ED, NR	=	Fail

D. Grades for Course Work Taken on an International Exchange Program

Students who participate in the Ross School of Business Exchange Programs register for STRATEGY 689, which has a mandatory Pass/Fail grading basis. Courses at the host school must be taken for grades for credit evaluation and translation into the mandatory Pass/Fail conversion table. Grades are issued based on performance at the host institution, and are converted to Pass/Fail based on a standard established by the Ross School of Business.

E. 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 Low Pass (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. "IPS"). 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 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.

F. Grade Modification Policy

Changes in grading basis (e.g., from audit to credit or from credit to audit) are not permitted after the drop/add deadline for the class. Because this choice of Audit vs. For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes. Students should review the requirements regarding auditing and pass/fail grading bases carefully. See [Section XII, H, Auditing \(Visiting\) Classes](#), and [Section XIII, B, Non-Graded \(Pass/Fail\) Courses](#).

G. Dispute of Final Grades

Term grades are posted on Wolverine Access shortly after grades are submitted online by instructors. 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 procedures for student disputes with an instructor (<http://www.bus.umich.edu/pdf/StudentDisputesInstructors.pdf>) and proceed to the first step: discussing the issue with the instructor (in person).

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

H. Academic GPA Requirements & Academic Probation/Review

Note that students on academic or disciplinary probation (see [Section III, Statement of Community Values](#)) are not in good standing until the conditions of their probation are met, and are not eligible to graduate until they meet conditions of good academic standing. Probation status may impact any scholarship support.

Students asked to withdraw may appeal the decision. 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 the degree.

Effective for students admitted Spring/Summer 2012 term or later:

Effective for students admitted Spring/Summer 2012 term or later, all Masters' level students are required to maintain the equivalent of a 2.000 grade point average. If any term or cumulative grade point average is below a 2.000 equivalent, the student's record is reviewed and the student may be placed on Academic Review Status or may be asked to withdraw from the program. In addition, any grade of "Fail" will also result in review of the record for possible disciplinary action ranging from being placed on Academic Review Status to dismissal from the program. If 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).

Effective for students admitted prior to Spring/Summer 2012:

For Masters' level students admitted prior to Spring/Summer 2012 term, if a Full-Time MBA, MAcc, MSCM or WMBA student receives 60 percent or more of his or her credit hours as "Low Pass" or "Fail" in any one of the first three terms, or cumulatively, that student's record is reviewed, and the student may be placed on Academic Review Status or may be asked to withdraw from the program. For Evening MBA students, if 60 percent or more of credit hours in any band of 15.00 credits is at Low Pass or Fail, the student's record will be reviewed. In addition, any grade of "Fail" also shall result in review of the record for possible disciplinary action ranging from being placed on Academic Review Status through dismissal from the program. If 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).

If a MBA, MAcc or MSCM student receives 60 percent or more of his or her cumulative credit hours as "Low Pass" or "Fail", the student will not be eligible to graduate.

I. Academic Honors at Graduation

Academic achievement is recognized through designations in the granting of degrees and membership in several honorary organizations.

Graduation "With Distinction" or "With High Distinction"

Degrees with distinction are awarded based on final grade point averages. For the purpose of determining academic honors for MBAs, MAccs and MSCMs, grades are converted into value points, and an average is computed for each student. For Full-Time MBAs, two calculations are done—one with MAP (BA 553) and one without. 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 MBA, MAcc, and MSCM students range as follows:

High Distinction: 3.500 to 4.000

Distinction: 3.250 to 3.499

To evaluate records for academic honors, the following equivalencies apply:

Excellent	=	A+, A	=	4 value points
Good	=	A-	=	3 value points
Pass	=	B+, B	=	2 value points
Low Pass	=	B-, C+, C, C-	=	1 value point
Fail	=	D, E, ED, NR	=	0 value points

Note that value points as listed are not a grading scale, but are solely used to determine academic honors. To determine the average, total the equivalent value points for each grade earned and divide by the total number of class credits earned in those graded classes (CTP). Some student records may include grades earned under both the Business School grading system and the grading scales used by other University of Michigan schools and colleges. Note that grades earned on a

Pass/Fail grading basis and those earned in undergraduate level language courses are not included when calculating academic honors. **Class rank is not computed.**

Honor Societies

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 program in business or management accredited by the Association to Advance Collegiate Schools of Business. To be eligible for membership, a student must rank in the upper 10 percent of the junior class, upper 10 percent of the senior class, or upper 20 percent of the graduating masters class (as of the end of the Fall term prior to graduation for seniors and master's students). For MBA students, this calculation is done including the MAP (BA 553) grade. Beta Gamma Sigma contacts eligible candidates for admission.

Financial Management Association National Honor Society: The Financial Management Association is a professional organization that sponsors a national honor society for finance students. Membership requires outstanding scholastic achievement in both finance and accounting courses. While Ross Business School does not have a Chapter of this organization, information about the organization can be found at their website <http://www.fma.org/Student/FMANHS.htm>

II. Full-time MBA Students: Dean's List Recognition of Academic Achievement

For our Full-time MBA students, Ross provides a term-specific recognition of students who have performed exceptionally well in their academic course work. This Dean's List designation is recorded on students' unofficial transcripts. At the conclusion of each Fall and Winter term, students in the top 10% of their group will receive this designation. Groups are defined as follows:

1. Full-time MBA 1 (includes Tauber, Global, any Dual Degree considered MBA 1 and registered under Ross for the term evaluated) – term-based GPA review.
2. Full-time MBA 2 (includes Tauber, Global, any Dual Degree considered MBA 2 and registered under Ross for the term evaluated) – term-based GPA review.

Eligibility requirements:

- 9.00 or more credits completed in graded courses (pass/fail, credit/no-credit, satisfactory/unsatisfactory graded courses are not included)
- Credits must be in courses which would be applied toward the MBA degree (e.g., ELI courses not accepted for credit, undergraduate classes, except undergraduate foreign language courses approved for half credit)
- All eligible credits must have grades recorded on transcript within one month of the end of the full term

XIV. Graduation

Diplomas indicate graduation with a Master of Business Administration degree (for Full-Time, Evening and Weekend MBA students), a Master of Accounting degree (for MAcc students), or a Master of Supply Chain Management degree (for MSCM students).

Follow the steps below to prepare for graduation.

A. Review Degree Audit

The Academic Services Office completes an official audit for the purpose of degree confirmation. At any time in their student careers, students may complete a preliminary degree audit by making an appointment with an advisor in Academic Services or by doing a self-audit.

Appointments with advisors can be made online through iMpack:

<http://www.bus.umich.edu/CounselingCalendar/AcademicServices/>.

Students may also track their own progress by reviewing a Degree Requirements Checklist, available online: <http://www2.bus.umich.edu/MyiMpack/academics/degree-requirements> .

B. Apply for Graduation in Wolverine Access

In order to receive a diploma, students use Wolverine Access 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. 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.

Students will be graduated from their program in the term in which they complete all degree requirements. Consequently, a student's date of graduation will be determined by the term in which 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. Graduates may not continue taking classes at Ross in future terms unless they are enrolled as a student in another graduate-level program within the University of Michigan-Ann Arbor, or reapply as a non-degree student.

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.

D. 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. For more information regarding commencement, see: <http://www.bus.umich.edu/Commencement/>.

E. Delaying Graduation

Students who finish their 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 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.

XV. Community Membership

A. Ross Community Values, Codes and Procedures

See [Section III, Statement of Community Values](#).

B. 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

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. SSD provides such services as accessible campus transportation, adaptive technology, sign language and oral interpreting, readers and other volunteers, guidance for course accommodations, and requests to modify degree requirements. The services are free of charge.

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

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

C. 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

Phone: 734-936-6308

Statement of Student Rights and Responsibilities

<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. For additional policy statements, see: <http://www.studentpolicies.dsa.umich.edu>.

D. Counseling and Psychological Services

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

www.caps.umich.edu

Life threatening emergencies: 911

Business Hours

Counselor-on-Duty: 734-764-8312

Dean of Students: 734-764-7420

After Hours

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.

CAPS provides the following services:

- 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

E. 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: <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:

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 are available online: <http://www.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 the student is 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.

Refer to the Residency Office for all questions concerning residency status:

<http://ro.umich.edu/resreg.php>.

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