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ROSS ACADEMIC SERVICES
Introduction to Teaching Resources and Class Registration Policies and Procedures

Academic Services
Academic Services supports faculty teaching in two areas – (1) Student Record Processes (managing student registration, grade entry and changes, and student course evaluations) and (2) Class Schedule Processes (coordinating class/exam schedules, room assignments, and grade entry). For both of these functions, a lot of activity happens behind the scenes to reach the point where you are standing in front of a class with the correct year/type of student enrolled. Brief outlines of resources and policies are listed in the next few pages, followed by supplementary information or samples. In addition, we maintain updated information on these topics at http://www2.bus.umich.edu/MyiMpact/academics/faculty-staff-resources.

Getting Ready for Class
The University and Ross provide several resources as you prepare for the first day of class.

- Syllabi Statements regarding the Academic Honor Code and Students with Disabilities
  - Faculty and Students should familiarize themselves with the Ross Community Values Statements and Codes, available at http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values. In addition, Ross recommends that faculty include standard text regarding the Honor Code and working with Students with Disabilities in course syllabi. [See following pages for samples.]

- Class Rosters
  - http://wolverineaccess.umich.edu/ Log in using your uniqname and password. Choose Faculty Business / Faculty Center. Select the correct term and then course and section. You can pull up enrolled students, waitlisted students, and students with unused Permissions. You can also view student photos, send emails, or download the list into Excel. [See following pages for instructions on viewing and downloading your class roster.]

- Class Photo Pages
  - Log into iMpact, then go to http://www.bus.umich.edu/impact/networking/photodirectory.asp and select the “Degree/Section” category. You may then view data for your specific class section. This Business School webpage pulls class enrollment data (refreshed nightly) and links it to pictures of our Business School students. If a student has not uploaded his/her picture (or is a non-Business student), you will only see their name and email. The Business student names hyperlink to the student’s iMPact Personal Profile. Choose the printer-friendly version to print out pages of these photos. Again, keep in mind that you can also view student photos through the class roster on Wolverine Access.

- Face Cards
  - Students can log into iMPact, then go to http://www.bus.umich.edu/impact/FaceCardAndPhoto/default.asp
  - Students use this web page to upload their photo and create a face card for instructor use.
  - The face cards include background data such as undergraduate program, previous work experience, email and phone numbers. You may ask your students to submit one of these cards in the first session. If you intend to use face cards, please post this requirement on your CTools web page, alerting the students to prepare face cards in advance.

- Seating Charts can be created in iMPact using the students’ photos. Follow the steps at this website: http://www.bus.umich.edu/SeatingChart/Admin/.

- CTools sites
  - https://ctools.umich.edu/: CTools is a university system for class and project sites; you will use CTools to post syllabi, announcements and assignments, etc.. Contact kresge_learn@umich.edu for assistance with CTools and Course Packs.

Finally, all student records are protected by the Family Educational Rights and Privacy Act (FERPA). For more information about student rights and records see http://ro.umich.edu/ferpa/.

Academic Calendar and Final Exam Schedules
The Ross Academic Calendar may sometimes vary from the UM Academic Calendar, and our 1.5 and 2.25 credit A/B term classes in particular have specific meeting dates and patterns. Faculty will receive an Academic Schedule Aids document as a PDF email attachment prior to each term that outlines the calendars and exam schedules for our graduate and undergraduate classes. These schedules are also available online (http://www2.bus.umich.edu/MyiMpact/academics/calendarsscheduling). Academic Services recommends that faculty
review these schedules carefully as they prepare their course syllabi to ensure that they are listing the correct class dates and exam times. [See: Final Exam Guidelines pg. 18]

Class Enrollment Policies
Please note that Academic Services pre-registers first year Full-Time MBA1 and all BBA students into their core classes, by pre-assigned sections. To maintain the integrity of our assigned core sections, please do not allow MBA1s to change sections if they have a documented required conflict (athletic, health, or religious) or if they identify a “swap-partner;” BBA students should not approach faculty with requests to change core sections until the first day of class. Any section change requests should be directed to Academic Services. Academic Services also pre-registers Full-Time MBA2, MAcc, MSCM (in Fall terms), and Senior BBA students into the elective classes students acquire during our internal course bidding process.

Policies: We have policies governing access to our classes, as follows:

- **ACC 300/301**: These classes require a minimum of Sophomore standing (25 Credits Toward Program or greater). There are no exceptions to this rule.
- **Courses Numbered 300-499**: Students typically must have Junior standing (CTP = 55 or greater) if they are non-BBA students, and BBA students must be in their second (Junior) year of the BBA program (with the exception of a few 300-level electives available to Sophomores). The registration system does enforce these restrictions. Freshmen and Sophomores who mistakenly receive permission for a Junior or above level class will be told by Academic Services that they cannot enroll, possibly at a later, less convenient date. There are no exceptions to this rule, and we ask your support in honoring this restriction.
- **Courses numbered 500+**: Reserved for Graduate Level students only.
  - Most of our courses are restricted to Ross graduate students only, so that other graduate level students need your permission to be added to class. (See wait list guidelines below.)
  - Section 451, 452, etc… indicates a class section restricted to our Evening MBA students, held here in Ann Arbor. Some of these sections are “meet-togethers” with another Full-Time MBA section. Be sure to look at both class rosters for total enrollment in those cases.

Prerequisites: The registration system screens for some prerequisites, but not all. You can confirm whether or not a prerequisite is “enforced” (system blocks students who haven’t fulfilled it) or “advisory” (prerequisite is listed on system but not enforced) on Wolverine Access. We recommend that faculty include clear notations regarding prerequisites on their syllabus and CTools site, and mention them in the first class session. Instructors teaching evening sessions should try to reach out to students before the term starts if they plan to enforce an advisory prerequisite.

Managing Wait Lists and Requests for Adding to Class
Once the system closes a class, only the instructor can authorize admission for new students to fill available slots. (Academic Services will intervene to add students only after communication with the instructor.) Students queue for open seats by adding themselves to the electronic Wait List. (See below for more on Wait Lists.) Instructors grant permission via email to rossacadservices@umich.edu.

Class Permissions: Permission requests are accepted by email only. Be aware that permissions override all policies and rules! Please be vigilant about class levels and prerequisites before granting permission, so that we do not later have to remove a student from your class. (Note that Academic Services will NOT issue Permission if a student does not meet the class level policies listed above, regardless of instructor consent.) To help enforce these enrollment guidelines, we suggest that you clearly state the course entry guidelines up front, so that only appropriately qualified students ask for Permissions. To issue permission:

1. Send an email directly to rossacadservices@umich.edu, indicating the specific class/section information and the student who should be granted permission to enroll. Please include the student's full name, and uniqname or UMID if possible.

Once a permission is issued for a student, the student must still add the class to his/her schedule to officially enroll. Academic Services does not do the ‘add’ for the student. Because of this, you may wish to monitor unused Permissions via the Faculty Center on Wolverine Access.

Wait Lists: If a class fills to capacity and closes, students who meet the enforced prerequisites can add to a class wait list through Wolverine Access (http://wolverineaccess.umich.edu/) until the drop/add deadline for the term. We suggest that faculty follow these guidelines while admitting students from a waitlist:

- For MBA & BBA elective courses, students’ names appear on the wait list in order of their bid points from...
course bidding. For these classes, please follow the wait list order.

- For all other classes (grad and undergrad levels), we suggest following the wait list order filtered by (a) program seniority – e.g., MBA2 before MBA1, (b) Business school students first, (c) dual degree students from other programs, (d) all other students who meet course level guidelines.

Drop/Add Deadlines: The deadline to drop or add classes will differ depending on the length and program of the class (14 week vs. Fall A or B, or undergrad vs. grad). The specific calendar dates for each term are always available at http://www2.bus.umich.edu/MyiMpact/academics/registration-dates. After those dates, any drops will result in a “W” on the student record, and will require instructor permission and verification of the last date a student participated.

- Instructors of graduate half-term classes: Due to feedback that the addition of students up until the drop/add deadline (which takes place two weeks into the half-term) is disruptive to class planning and learning, our office closes enrollment after the first meeting of a once-per-week class and the second meeting of a twice-per-week class. At that point, students will be prompted to contact you for permission to enroll before adding to your class in Wolverine Access.

Our intention is to give students time to explore their options while addressing instructor concerns (regarding make-up work and/or group assignments) and our community's commitment to learning. Please note that students will continue to be able to drop until the drop/add deadline (after which they will need you to sign late drop paperwork).

Course Evaluations
All Ross course evaluations are processed online at the end of each term. Instructors will receive an email from Academic Services each term reminding them of the process, but should review and bookmark the following URLs:

- Overview & Instructions: http://www2.bus.umich.edu/MyiMpact/academics/course-evaluation-information-0.
- Course Evaluation Management: http://www.bus.umich.edu/CourseAdmin/Faculty/.

Grades
All course grades are submitted online via the Grade Roster in Wolverine Access. Web-grade rosters are typically generated on the last class day of the term, and will not be accessible before that date. Faculty who later need to change a student's grade will also submit that request via the Grade Roster, after which it is approved by the student's home school before being posted to his/her record.

For questions on any of this information, please view our website (http://www2.bus.umich.edu/MyiMpact/academics/faculty-staff-resources) or contact the Academic Services staff:

Suite W3700
734-647-4933
rossacadservices@umich.edu

Step-by-step instructions for Wolverine Access functions are available in the Faculty Business Help Menu.
**Academic Honor Code and Students with Disabilities Statements**

All Ross students, staff and faculty are held to the Ross Statement of Community Values and the attending codes of conduct. Faculty should familiarize themselves with the statement and codes (http://www2.bus.umich.edu/MyM pact/academics/ross-community-values).

In addition to the Ross codes, all University of Michigan students fall under the purview of the UM Statement of Student Rights and Responsibilities (https://oscr.umich.edu/article/statement-student-rights-and-responsibilities-1). Non Ross students enrolled in Ross courses may also be held to honor codes and policies within their home school (e.g., Engineering, LSA, etc.).

The below statements, which Ross strongly recommends faculty include in their course syllabi, serve to protect both our students and our faculty, while demonstrating the School's commitment to our community values and to services for students with disabilities.

(1) **Ross Statement of Community Values:**

While new Ross students receive explicit orientation regarding our statement of community values, returning students and non-Ross students in every class should be reminded of our policies, especially our Academic Honor Code. Faculty should use the following statement in syllabi, or use this as a starting point for a more robust and clear wording regarding academic integrity.

**Academic Honor Code:**

Personal integrity and professionalism are fundamental values of the Ross Business School community. This course will be conducted in strict conformity with the Academic Honor Code. The Code and related procedures can be found at http://www2.bus.umich.edu/MyM pact/academics/ross-community-values. The site also contains comprehensive information on how to be sure that you have not plagiarized the work of others.

Claimed ignorance of the Code and related information appearing on the site will be viewed as irrelevant should a violation take place. Non-Ross Business School students taking the course should also familiarize themselves with the Code as they will be subject to the Ross Code while in this course.

(2) **Students with Disabilities:** The following statement should be part of each class syllabus.

Students: If you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of the course, the assignments, and the in-class activities may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Services for Students with Disabilities office to help us determine appropriate accommodations. I will treat information you provide as private and confidential.

Note that this statement protects both the students and the instructor. Students who have registered their disabilities with the Services for Students with Disabilities office (SSD, http://ssd.umich.edu/) are entitled to appropriate accommodations in class, and that office can walk faculty through what is and is not appropriate. At the same time, this statement alerts students that they must reach out to the SSD if they believe they need accommodation. Because of that, we would urge ALL CLASSES to incorporate this into syllabi, as part of the class expectation statements.
Class Roster

Important Information

- The Class Roster page provides faculty and staff a list of students who are enrolled and waitlisted in a particular class. Instructors are given access to each class for which they are listed as an instructor, and other faculty and staff users may have access to classes depending on their role within a department or course.

- The Class Roster allows users to modify the list of students that displays. Before printing, sending emails from, or exporting the class roster, pay close attention to the selections made in the Class Roster Options box.

This document is divided into 6 sections. When working with the Class Roster, always Define Class Roster View Options first. This allows for more accurate results when performing other actions.

<table>
<thead>
<tr>
<th>If you need to...</th>
<th>Refer to page...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Define Class Roster View Options</td>
<td>2</td>
</tr>
<tr>
<td>II. Receive Updated Class Roster by Email</td>
<td>4</td>
</tr>
<tr>
<td>III. Print Class Roster</td>
<td>5</td>
</tr>
<tr>
<td>IV. Send Email from the Class Roster</td>
<td>6</td>
</tr>
<tr>
<td>V. View and Print the Photo Class Roster</td>
<td>8</td>
</tr>
<tr>
<td>VI. Download the Class Roster to Microsoft Excel</td>
<td>11</td>
</tr>
</tbody>
</table>
I. Define Class Roster View Options

Class Roster Page

1. Select Class Roster Options.

The Class Roster Options box allows you to choose class section(s) that display in the class roster.

Valid Values include:

- **All course sections** – Displays all class rosters for all sections for the course selected.
- **All my sections** – Displays all class sections in which the user has been designated as an instructor.
- **This section only** – Class roster data appears for only the class selected. This is also the default value.

Notes:

- Photos are not available when selecting the ‘All Course Section’ option.
- The Include Combined sections checkbox will be turned on for any class that is cross-listed or is scheduled to meet with another section. You may choose to turn off the checkbox if you wish to see only one section of the combined class.
- The Expand Student Data checkbox can be turned on to view additional student data, such as:
  - Units
  - Program and Plan
  - Academic Level
  - Student Groups
  - Enroll Date
  - Grading Basis
2. Select the **Enrollment Status**.

The Enrollment Status options allow you to choose the enrollment status of the students who display in the class roster.

**Valid Values include:**

- **All** – All students associated with the course by enrollment, waitlist, or permissions.
- **Enrolled** – All enrolled students.
- **Permissions** – All students who have been issued a class permission to enroll but have not done so.
- **Waiting** – All students who are enrolled on the waitlist.

3. Click **[change]** to update the Class Roster results.
II. Receive Updated Class Roster by Email

Class Roster Page

1. If you would like to receive a new class roster via email when there are enrollment changes, turn on the Email a new class roster checkbox, and then select Daily or Weekly from the drop-down list.

Notes:

- You will receive notice of changes from the first day of classes up to the drop/add deadline.
- For combined sections, you must set this option for each subject area or meet together section.
III. **Print Class Roster**

**Class Roster Page**

<table>
<thead>
<tr>
<th>Faculty Center</th>
<th>Advisor Center</th>
<th>Search</th>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Roster</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2009: Regular Academic Session</td>
<td>University of Michigan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 272 - 003 (10223)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pin-Audit (Radiation)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days and Times</td>
<td>Room</td>
<td>Class Start/End Dates</td>
<td></td>
</tr>
<tr>
<td>Mon 9:00AM-2:00PM</td>
<td>E1535 BUG</td>
<td>08/08/2009 - 12/14/2009</td>
<td></td>
</tr>
</tbody>
</table>

**Instructor/Proxy Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Grade Roster Access</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA33ERD</td>
<td>Print User</td>
<td>Approve</td>
<td><a href="mailto:makedfo@umich.edu">makedfo@umich.edu</a></td>
</tr>
</tbody>
</table>

**Class Roster Options**

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.
2. Click **Printer Friendly Version**.

**Note:** Students from multiple sections will appear on this page if All Sections, All My Sections, and/or Combined Sections options are selected.

**Class Roster Printer Friendly Version Page**

<table>
<thead>
<tr>
<th>ID</th>
<th>Campus ID</th>
<th>Name</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
<th>Email Date</th>
<th>Student Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>123456789</td>
<td>STPALL</td>
<td>3.00</td>
<td>Statistics</td>
<td>Senior</td>
<td>04/15/2009</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>234567890</td>
<td>STPALL</td>
<td>3.00</td>
<td>Statistics</td>
<td>Senior</td>
<td>04/15/2009</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>345678901</td>
<td>STPALL</td>
<td>3.00</td>
<td>Statistics</td>
<td>Senior</td>
<td>04/15/2009</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>456789012</td>
<td>STPALL</td>
<td>3.00</td>
<td>Statistics</td>
<td>Senior</td>
<td>04/15/2009</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>567890123</td>
<td>STPALL</td>
<td>3.00</td>
<td>Statistics</td>
<td>Senior</td>
<td>04/15/2009</td>
<td></td>
</tr>
</tbody>
</table>

3. Use your internet browser’s print function to Print the Class Roster (e.g., File > Print or type CTRL+P).

**Note:** If you are having trouble printing the class roster, see the **Administrative Systems: Settings and Troubleshooting** ITS webpage.

4. Click **Return** to navigate back to the Class Roster.
IV. Send Email from the Class Roster

Important Information

- Faculty Business automatically logs users off after 60 minutes of inactivity. Typing a message on the Class Roster Email page is not considered system activity. If a message takes longer than 60 minutes to compose, Faculty Business automatically logs you off and any text entered will be lost. If a message may take longer than 60 minutes to complete, consider writing it in an application like Microsoft Word, then copying and pasting the text into Faculty Business email pages.
- The email address for each student selected on the Class Roster page appears in the Bcc: (blind carbon copy) portion of the message page. This ensures that students receiving the message do not see any other recipient's email address.
- Users can send a message to additional email addresses beyond those selected from the Class Roster page by typing them in the Bcc: field. Email addresses must be separated by semicolons.

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click to update the Class Roster results.
2. Determine which students you would like to notify.
   a. Email Individual Students – Click on the student’s name in the Name field. This option launches your system’s default email provider.
   OR
   b. Email selected students – Turn on the appropriate check boxes in the Notify field, and then click.
   OR
   c. Email all students who appear on the selected Class Roster – Click.

1a  2b  2c
Send Notification Page

4. Type the message in the **Message Text** field.

5. Click **Add** to add attachments.

**Note:** Multiple attachments can be added or deleted by using [+] and [-].

6. Click **Send Notification**.

**Notes:**

- Message box displaying the text ‘Your email was sent’ appears after email has been sent.
- Message box displaying text ‘Your email was not sent’ appears after an email attempted to be sent to an invalid email address.
- Instructors can send emails via the class roster up to thirty days after the course end date.
V. View and Print the Photo Class Roster

Important Information

- A student can request to have his/her Mcard photo deleted from the database by filling out the “Request for Deletion of Mcard Digitized Photograph Form” at http://www.mcard.umich.edu/forms.htm.
- For more information about the appropriate use of photos, see SPG 601.13 at http://spg.umich.edu/pdf/601.13.pdf.

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click change to update the Class Roster results.

Note: The Photo Class Roster will return ONLY those students you define to see in the Class Roster View Options.

2. Click Print Photo Roster.

Note: You can view individual student photos by clicking the photo icon located to the left of the student name.

Print Photo Class Roster Page

3. Turn on the appropriate checkboxes for the information you would like displayed.

Notes:

- The Name field is automatically selected. You can select up to 3 additional fields.
- The number of options you choose to display on the Photo Class Roster determines how many pictures display on a page and the size of those pictures.

4. Click Run.

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5. The SQR Report window will appear and read **Queued**.

6. When the report is finished running, the Application Engine window will appear and read **Success**. This window will repopulate and the Report Index page will display.

7. Close the Report Index Window.

**Note:** Pop-up windows must be enabled to view and print the PDF statement. Generally, most pop-up blockers can be turned off either within the browser toolbar, or within the Windows Taskbar along the bottom right corner of your screen.

8. The Photo Class Roster will open in the SQR Report window. (For privacy purposes, no pictures display in this example.)

9. View and Print the Photo Class Roster. Use the internet browser or Adobe PDF print function to print the Class Roster. (e.g., File > Print or type CTRL+P)

**Note:** Photos are available only for enrolled students. If there is no photo for the student, **No Photo Found** displays.

10. Close the report window.
11. Click Return to go back to the Class Roster.
VI. Download the Class Roster to Microsoft Excel

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click \[change\] to update the Class Roster results.

2. Click the Download icon \[\]

Note: If the File Download window does not appear after clicking Download \[\], you may need to adjust your Internet Explorer Security options to accept File Downloads. Refer to the Download Grid Data to Excel Step-by-Step Procedure for more detailed information.

File Download Window

3. Click \[Save\] and then choose a location on your local network or computer to save the Excel file.

OR

Click \[Open\] to open the document with Microsoft Excel.

Notes:

- If you are using a pre-Office 2007 version of Excel, the report may open in the Web browser window. Select Save As from the File menu to save the report.

- If necessary, click YES on the Microsoft Office Excel warning message.

- When the report opens in Excel, it leaves a blank browser window, which needs to be closed separately.
Class Permissions

Beginning with the 2012-2013 Academic Year, our office decided to eliminate hard-copy permission slips and promote electronic permission requests from faculty and students.

For this new permission process, we request that instructors send our office lists of student permissions via e-mail (rossacadservices@umich.edu), including the following details:

- Class (e.g., MKT 603)
- Class Section
- Student Name
- Student Uniqname or UMID (UMID is preferable)

Instructors may monitor their own waitlists and have our office issue permissions as needed for each class section. If you wish, we may also close your class at a certain time in order to generate a waitlist from which you can work. Our office will direct students to add themselves to the waitlist to be considered for a class, which will simplify the process and reduce the need to go back and forth between all parties.

Sample Permission E-mail Request:

Dear Academic Services,

Please allow John Smith (12345678) to enroll in my class, ACC 101 section 001 for the Fall term.

Thank you,

Guidelines for Permission Requests:

- Double check your class roster for available seats prior to letting a student know you are able to admit them to your class. Our office will not permit students to “jump” the waitlist (if applicable), regardless of permission.

- Verify that students have attained the appropriate student level for your class before granting permission.

- Ensure that students have completed an enforced prerequisite (if applicable) or have sufficient background to succeed in the class, particularly for non-Business students. Permissions override ALL class requirements.
ROSS SCHOOL OF BUSINESS
Final Examination Guidelines

1. University of Michigan Official Examination Schedule
   Instructors are expected to observe the official examination schedule published by Ross Academic Services in conjunction with the University exam schedule.

   a. Reschedule Examination: Unforeseen and exceptional occurrences requiring changing the date and time of the final examination must receive prior approval from Academic Services, and, if the change is made after the start of classes, must receive approval of the area chairperson and the Associate Dean as well as unanimous support of the enrolled students.

   b. Final exams may not be given on the last day of classes.

   c. Final Exam Alternatives: If options to a final exam are given (case study, term paper, research paper, term project, take-home exam, etc.), those assignments should be due on the date of the regularly scheduled final examination. It is not acceptable to eliminate a final exam listed in the syllabus without substitution of an alternate evaluation mechanism.

   d. Individual Circumstances to Reschedule Exam: Students who are scheduled for four examinations in one day qualify under University rules for an alternate exam time and should request an alternate time from the instructor prior to the start of class or very early in the term. Students who have conflicts with an exam and religious holiday may also request an alternate time (for more information about the University policy regarding religious holidays see: http://www.provost.umich.edu/calendar/religious_holidays.html). Beyond these circumstances, instructors may and should use their own discretion to allow individual students to deviate from that schedule for compelling personal reasons. Because exam schedules are known early in the term, recruiting activities should be scheduled around exams. Faculty are not to consider recruiting activities as an excuse for a missed exam.

2. Official Study Days
   Instructors are expected to honor the official study days. No formal activities such as review sessions or examinations should be scheduled during that period without special permission.

3. Exams for Multiple Sections
   Examinations in multiple sections of core courses are expected to be uniform for all sections and conducted under similar examination procedures and rules, to help assure commonality in body of knowledge covered and equity and fairness between sections of the same course.

   Core courses and electives with three or more day sections will be assigned a common exam time for the final exam. These combined "special exams" are listed in the front part of the University course schedule for any given term. An alternate exam time may also be listed and must be made available to students who have a conflict. Any evening sections of a course offered during the same term will continue to have a separately scheduled evening exam time.

4. Suggested procedures for administering final exams:
   - Alternate seating
   - Randomization of assigned seats
   - Use of two sets of examination questions distributed alternately to students when objective tests are given
   - Assurance of adequate proctoring of each classroom
   - Placement of books, bags, laptops, etc. in the front or back of the classroom

9/3/2015
5. **Reuse of Examinations**
   Examinations should not be reused unless adequate measures are taken to ensure security of the exams (e.g. numbering and retrieving). Even when exams are secured, they should be reused as infrequently as possible. It is advisable to keep completed exams on file for one year.

6. **Examination Day**
   Faculty members should be in the Business School on the day of the examination in order to handle any questions or unanticipated problems which may arise.

7. **Proctoring**
   Faculty teaching large classes that have exams spread across multiple classrooms, or who have students requiring special accommodations may request assistance in identifying exam proctors. Requests for proctors for final exams are made by completing a Qualtrics survey that will be emailed to faculty by the Director of Faculty Support, Ana Austin, right after the drop/add date in each term. Special requests, such as proctors for midterms, can also be emailed directly to Ana at amorrel@umich.edu. Proctors will be assigned to faculty three weeks before the final exam period. We will try to accommodate requests for proctors after this date, but there is no guarantee that a proctor will be available.
## Summary of Grading Scales and Policies

**200 and 300 Level Undergraduate Courses** are graded on a 4.4 scale using traditional letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.4</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Undergraduate Course Grading Guidelines**
- Current BBA students earn credit toward degree requirements with any grade of D- or higher.
- A grade of “E” carries no credit; the course must be repeated only if it is a required course.
- A “C” (or 2.0) overall average is required for graduation.

**400 Level Courses**: Grade all students, graduate and undergraduate, using the undergraduate letter grading system above. If the class has any graduate students in it, the system will convert that grade for purposes of evaluating honors, but the grade will stay as a letter grade on the transcript.

**500, 600, and 700 Graduate Level Courses** are graded using the Ross graduate grading scale:
- **(EX)** Excellent: Performance that is of superior quality.
- **(GD)** Good: Performance that exceeds all the standard requirements of the course.
- **(PS)** Pass: Performance that meets all the standard requirements of the course.
- **(LP)** Low Pass: Performance that minimally meets the standard requirements of the course.
- **(F)** Fail: Performance that does not satisfy the minimal requirements of the course and is deficient on significant dimensions. No credit toward the MBA degree is granted for the grade of Fail.

**800 level courses** (Ph.D.): are subject to the grading scale of the Rackham Graduate School (letter grades or S/U).

**900 level courses** (Ph.D.): are graded using S/U.

**Grade Distribution**: please see the “Grade Distribution Guidelines” sheet for the breakdown of distributions for different course types (MBA core, BBA elective, etc.)

**Submitting Grades**: Final grades are DUE no later than **72 hours** after the final exam. All grades are submitted by instructors via the Webgrade system accessible through Wolverine Access (Faculty Center). Grade changes are also submitted via the Webgrade system accessible through Wolverine Access (Faculty Center) and are posted to the student’s record after approval by the student’s home school.
Grade Distribution Guidelines

Below are the different Grade Distribution Guidelines for Ross graduate and undergraduate classes. This worksheet is designed to help faculty in complying with the grading requirements.

### Graduate Grades

| Excellent | ≤ 25% = ________% | ≤ 35% = ________% |
| Good | ≤ 35% = ________% | EX+GD ≤ 75% = ________% |
| Pass | ≤ 35% = ________% | ≤ 25% = ________% |
| Low Pass & Fail | 5% = ________% | ≤ 25% = ________% |

### Undergraduate Grades

| A- or above | ≤ 40% = ________% | ≤ 60% = ________% |
| B or above | ≤ 90% = ________% | ≤ 90% = ________% |
| B- or below | ≥ 10% = ________% | ≥ 10% = ________% |

**A:** Use these distribution guidelines and Ross grades for all students – Ross and non-Ross. Do not assign letter grades for any graduate student; the system converts grades according to individual schools’ policies.

**B:** 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.

Given this expectation for 5% LP or F grades in the core, the EX, GD, PS maximum percentages strictly apply. If less than 5% LP and F are given (which can occur due to natural break points in the grade distribution), then the percentages for GD and PS can move up proportionally.

**C:** The combined number of EXs & GDs assigned can be no greater than 75%, with a maximum of 35% EXs. For example, if you give 30% EX you may give up to 45% GD.

**NOTES:**
- For courses with multiple sections, instructors are encouraged to use their judgment as to whether grade distributions are best applied within each section or overall for all their sections of a given course.
- Core course coordinators are encouraged to have a discussion with core instructors to achieve consistency in grading policies used by faculty teaching the same course.
Enter Grades

Important Information

- Grade rosters must be generated before entering and approving grades.
  - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.
- Grade rosters are available to:
  - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:
    - **GRADE** access allows you to enter or upload grades and then set the Grade Roster Approval Status to Ready for Review. Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.
    - **APPROVE** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the grade roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.
  - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** access:
    - **Enter Grade Proxy** access allows you to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.
    - **Approve Grade Roster Proxy** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the grade roster page are the final steps.

Navigation

Wolverine Access (https://wolverineaccess.umich.edu) > Faculty & Staff > Faculty Business

Self Service Page

1. Click Faculty Center.
Faculty Center Page

2. Click \[change term\] to select the appropriate term.
   - The Faculty Center page defaults to the current term.

3. Locate the appropriate class in the Class and Class Title fields.
   - Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.

4. Click the Grade Roster \[icon\] located to the left of the class name.
   - Grade roster icons appear only when there is a grade roster generated for the class.

**Note:** Grades can only be entered, uploaded, or modified when the Approval Status is set to Not Reviewed.

Faculty Center Grade Roster Page

5. Select the appropriate grade from the drop-down list in the Roster Grade field.

**Note:** If the class has been set up to meet the ULWR requirement, a C- or better automatically satisfies the requirement.

⚠️ Did you enter a failing or NR grade?
   - No - skip to step 8.
   - Yes - continue to step 6.

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Faculty Center Grade Roster Page (Failing Grade)

6. If you entered a failing or NR grade, select the student’s level of class participation in the **Level of Participation** field.

   - **Full** – student attended class and completed assignments
   - **Never** – student never attended class or completed an assignment
   - **Partial** – student attended at least 1 class or completed at least 1 assignment, including:
     - Written and/or verbal conversation between the instructor and student about the course.
     - Participation in a discussion on CTools.
     - Completion of a paper or examination

**Notes:** Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation. *(i.e., A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.)*

7. If ‘Partial’ is entered as the student’s level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.
Note: Partially graded rosters should be saved with an Approval Status of Not Reviewed or Ready for Review. When a grade has been entered for each student, you can change the Approval Status.

8. Change the Approval Status. The valid values include:

- **Not Reviewed** – grades can still be entered, uploaded, or modified.
- **Ready for Review** – submits the grade roster to the instructor with APPROVE grade roster access.
  - An automatic email is sent to both the Grader and the Approver(s) indicating the roster is ready for review.
  - Instructors with GRADE grade roster access should select this option.
  - Once this option is selected, only the instructor with APPROVE grade roster access can modify the grade roster.
- **Approved** – submits the grade roster for posting to the student record.
  - An automatic email is sent to all Approvers on the grade roster to confirm the grade roster has been approved and submitted.
  - This option is available only to instructors with APPROVE grade roster access.

Notes:

- Grades can be entered, uploaded, or modified only when the Approval Status is set to Not Reviewed.
- Instructors with APPROVE grade roster access can change the Approval Status back to Not Reviewed to make modifications to the grade roster before the grades are posted. See the Review and Approve Grades Step-by-Step Procedure for more information.

9. Click **SAVE**.
10. If the grade roster access was set to Approved, review the **Grade Roster Submittal Confirmation** by scrolling down to the bottom of the page.

**Notes:**

- During the grading period, an hourly batch process posts approved grades to the students’ records and changes the grade roster status from Pending to Posted.

- To make grade changes after the grade roster has been posted, instructors with **APPROVE** grade roster access and Change Grade proxies can use the grade change process. See the [Change Grades Step-by-Step Procedure](#) for more information.
Upload Grades

Important Information

- Uploading grades allows users to load electronically-maintained grades into the Faculty Center grade roster rather than manually entering each individual grade.

- Grade rosters must be generated before uploading grades.
  - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.

- Grade roster upload is available to:
  - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:
    - GRADE access allows you to enter or upload grades and then set the Grade Roster Approval Status to ‘Ready for Review.’ Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.
    - APPROVE access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.
  - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with GRADE or APPROVE access:
    - Enter Grade Proxy access allows you to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.
    - Approve Grade Roster Proxy access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps.
1. Prepare the grade file for upload. File types include:
   - Windows CSV (Comma Separated Value)
   - Windows XLS or XLSX (Excel)
   - TXT (Text)

**Notes:**
- If you use a Macintosh, save the .xls, .xlsx, or .csv file as a Windows file version. Macintosh .csv, .xls, or .xlsx files will result in an error.
- To export the grade or class roster information to Excel, refer to the Download Grid Data to Excel Step-by-Step Procedure. This will provide you with an electronic copy of the students enrolled in the class section.
- An upload file should contain only two columns, one for UMIDs or uniqnames, and one for grades. Headings, extra information, and any type of formatting will prevent a successful upload.
- Excel cells must be formatted using the “General” category on the Number tab. Any other format category (i.e., “Special” or “Custom”) causes upload errors.
- Do not include a period in the file name; it will cause an upload error. For example, it is ok to save a file as “classterm.csv” but it is NOT ok to save a file as “class.term.csv”.
- Refer to the Grade Roster Upload File Requirements and Upload Errors Support Material for more detailed information about how to prepare a file to upload.
2. Click Faculty Center.

3. Click to select the appropriate term.
   - The Faculty Center page defaults to the current term.

4. Locate the appropriate class in the Class and Class Title fields.
   - Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.

5. Click the Grade Roster icon located to the left of the class name.
   - Grade roster icons appear only when there is a grade roster generated for the class.
6. Click **FILE UPLOAD**
7. Click **Browse** and select the file to upload.
8. Click **Upload**.

9. Read the Upload Summary and click **OK**.

**Note:** If applicable, upload error messages will appear in the Upload Summary. Refer to the **Grade Roster Upload File Requirements and Upload Errors Support Material** for more detailed information.

10. Review the uploaded grades and fix any errors.

**Notes:**
- A duplicate student UMID or uniqname on the upload file will result in grade input errors (i.e., a student is registered for more than one class or class section assigned to an instructor.)
- Always review uploaded grades for accuracy and check for errors before saving or approving the grade roster.
- Refer to the **Grade Roster Upload File Requirements and Upload Errors Support Material** for additional information.

**Did you enter a failing or NR grade?**
- No - skip to step 13.
- Yes - continue to step 11.
11. If you entered a failing or NR grade, select the student's level of class participation in the **Level of Participation** field.

**Valid values include:**

- **Full** – student attended class and completed assignments
- **Never** – student never attended class or completed an assignment
- **Partial** – student attended at least 1 class or completed at least 1 assignment, including:
  - Written and/or verbal conversation between the instructor and student about the course.
  - Participation in a discussion on CTools.
  - Completion of a paper or examination

**Note:** Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation. Example: A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.

12. If 'Partial' is entered as the student's level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.
Faculty Center Grade Roster Page

Note: Partially graded rosters should be saved with an Approval Status of Not Reviewed. When a grade has been entered for each student, you can change the Approval Status.

13. Change the Approval Status. The valid values include:

- **Ready for Review** – submits the grade roster to the instructor with APPROVE grade roster access.
  - An automatic email is sent to both the Grader and the Approver(s) indicating the roster is ready for review.
  - Instructors with GRADE grade roster access should select this option.
  - Once this option is selected, only the instructor with APPROVE grade roster access can modify the grade roster.

- **Approved** – submits the grade roster for posting to the student record.
  - An automatic email is sent to all approvers on the grade roster to confirm the grade roster has been approved and submitted.
  - This option is available only to instructors with APPROVE grade roster access.

Notes:

- Grades can be entered, uploaded, or modified only when the approval status is set to Not Reviewed.

- Instructors with APPROVE grade roster access can change the approval status back to Not Reviewed to make modifications to the grade roster before the grades are posted. See the Review and Approve Grades Step-by-Step Procedure for more information.

14. Click **SAVE**.
15. If the grade roster access was set to Approved, review the Grade Roster Submittal Confirmation by scrolling down to the bottom of the page.

**Notes:**

- During the grading period, an hourly batch process posts approved grades to the students' records and changes the Grade Roster Approval Status from Pending to Posted.

- To make grade changes after the grade roster has been posted, instructors with APPROVE grade roster access and Change Grade proxies can use the grade change process. See the Change Grades Step-by-Step Procedure for more information.
CVC Recommendations for Syllabi and Assignments:
TIPS, TRAPS, AND BEST PRACTICES

GENERAL PRINCIPLES

The Community Values Committee (CVC) recommends that every course offered in the Ross School of Business (RSB) provide a written statement about collaboration, group projects, use of outside resources, class conduct, and student behavior. This statement will vary from course to course, but in general the statement should:

- Enhance learning and build the foundation for a learning community.
- Reinforce RSB community values.
- Establish positive relationships between the teacher and students and among students.
- Clearly delineate expectations and responsibilities without adopting an overly legalistic tone.
- Fit the individual instructor’s teaching style.

TIPS to Follow:

- Provide a specific statement about the Honor Code and related expectations in your syllabus (see Examples 1, 2, and 3 below).
  
  e.g.: *Personal integrity and professionalism are fundamental values of the Ross Business School community. This course will be conducted in strict conformity with the Academic Honor Code. The Code and related procedures can be found at [http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values](http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values). The site also contains comprehensive information on how to be sure that you have not plagiarized the work of others. Claimed ignorance of the Code and related information appearing on the site will be viewed as irrelevant should a violation take place. Non-Ross Business School students taking the course should also familiarize themselves with the Code as they will be subject to the Code while in this course.*

- Provide an explicit citation to the Honor Code on your syllabus -- [http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values](http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values)

- Provide specific, clearly written instructions for each assignment and exam. (Do not use overly formalistic, complicated, or vague language that students might have difficulty interpreting.)

- Set reasonable expectations for collaborative and individual work.

- State clearly whether work is to be done individually or may be done in a group. (Realize that many students assume that the default is group work, even though our Academic Honor Code clearly states that the default is individual work.)
  
  e.g.: “All work is to be done individually unless the instructions clearly indicate that the work may be done in a group.”

- Establish written instructions and policies well ahead of time, and hold firm to them.

- Put any changes in instructions or deviations from the syllabus in writing and post on CTools so that all students have equal access to relevant information.
• Delineate clearly between permitted and prohibited activities in regard to collaboration and use of outside materials.

• Ensure that your verbal and written instructions are completely consistent.

• For timed or online exams, consider distributing in advance the exam instructions regarding permitted or prohibited collaboration, permitted or prohibited materials or sources, etc., so that students can review the instructions carefully and without the pressure of time constraints.

**TRAPS to Avoid:**

• Referring in general terms to the Ross honor code but not spelling out specific expectations for assignments, exams, and the course as a whole.

• Relying on verbal instructions about expectations and policies rather than written instructions.

• Contradicting your written policies with your verbal instructions.

• Modifying expectations and policies for an assignment or exam after students have already received initial instructions.

• Setting ambiguous prohibitions about acceptable materials and resources.

• Requiring students to walk a fine line between permitted and prohibited activities, e.g.:
  
  o Allowing students to discuss the principles and concepts of a problem, but not the answers to the problem.

  o Creating a “group assignment,” but requiring students to submit “individual” work for the same assignment.

**BEST PRACTICES:**

Some of the best practices in use by our faculty include the following:

• Explicit delineation of individual and group assignments, clearly stated on syllabus and repeated on each assignment.
  
  o e.g., label the assignment on the first page, clearly and in large font, as either “INDIVIDUAL ASSIGNMENT” or “GROUP ASSIGNMENT” (see Example 3 below).

• Use of uniform rules for all assignments.

• Requiring students to sign an academic honor code statement for each exam (see Example 7 below).

• Providing explicit collaboration instructions (see Examples 4, 5, and 6 below).

• Specifically stating that that use of previously prepared materials or prior years’ materials is prohibited if that is indeed the rule (see Example 2 below).
SAMPLE SYLLABI AND OTHER EXAMPLES YOU MAY WISH TO EMULATE

The following pages include samples provided by RSB faculty. These syllabi are from Winter 2009 courses.

EXAMPLE 1
(Syllabus Language)

BCOM (LHC) 350: PROFESSIONAL COMMUNICATION STRATEGIES

ACADEMIC HONOR CODE
Personal integrity and professionalism are fundamental values of the Ross School community. To help ensure that these values are upheld and to maintain equitability in the evaluation of your work, this course will be conducted in strict conformity with the Academic Honor Code. The code and related procedures can be found at the following website: http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values and will not be repeated here. The site also contains comprehensive information on how to ensure that you have not plagiarized the work of others. Any content in an assignment you submit that is based on the work of others must be properly cited. This includes any information found on the Internet. In addition, the use of any materials prepared by students who have previously taken the course will constitute an honor code violation. With this clear understanding, we are highly confident that none of you will betray our mutual trust throughout the course.

EXAMPLE 2
(Syllabus Language)

ACCOUNTING 301

PRINCIPLES OF MANAGERIAL ACCOUNTING

Success in this Course (excerpt)
As a continuation of ACC 301, students must be prepared to bring concepts from financial accounting into this course and build on them beginning the first day of class. Not only are you learning about managerial accounting but you are also developing higher-level critical thinking skills in order to be successful in future upper-level courses....

Solutions to all of each chapter's exercises, problems, and cases except those assigned as homework are now accessible via CTools. Homework solutions will be available in the same manner when coverage of a chapter is complete. Copying the homework answers in any manner either from the solutions manual (or copies of the solutions) or from other students' work (either current or previous students) is considered an infraction of the Academic Honor Code.

Academic Integrity
Personal integrity and professionalism are fundamental values of business and the Ross School community. We value both cooperation and competition as means to stimulating high performance and raising standards. However, we seek cooperation and competition that are constructive, and which are professional, not personal, in nature. To help ensure that these values are upheld and to maintain equitability in the evaluation of your work, this course will be conducted in strict conformity with the Academic Honor Code.
As in ACC 300, you are expected to be familiar with the Academic Honor Code. The code and its related procedures can be found at the following website:
http://www2.bus.umich.edu/MyiM pact/academics/ross-community-values
Claimed ignorance of the code and the related information on the site and in the Ross Statement of Community Values booklet will be viewed as irrelevant should a violation take place. Academic dishonesty will not be tolerated at the Ross School of Business.

The following specific policies apply to the Accounting 300-301 course sequence:

1. The use of materials from prior terms that are not made available as a part of the current term's course materials is strictly prohibited. Examples of such prohibited items are previous terms' exam/quiz questions, lecture notes, and solutions to end-of-chapter material. Current term course materials include everything in your textbook, lecture notes provided to you, resources available on the current term's CTools site, and any materials that were distributed or used during class sessions.

2. You may form a study group to discuss the assignment material, but you may not form a study group to divide the homework problems and then copy the solutions of others. Comparing and discussing answers and approaches is okay—trading answers and copy solutions is not OK. If in doubt, remember that all work submitted for credit must be your own, so err on the side of caution rather than convenience. It is much more honorable and far better to miss an assignment and suffer the minimal consequence than it is to violate the established values of the community in which you work.

EXAMPLE 3
(Syllabus Language; Individual / Group Work Language)

BL (LHC) 482/582
Real Estate Law

(Excerpted portions addressing Honor Code & group/individual work)

ACADEMIC HONOR CODE:

Personal integrity and professionalism are fundamental values of the Ross Business School community. This course will be conducted in strict conformity with the Academic Honor Code. The Code and related procedures can be found at http://www2.bus.umich.edu/MyiM pact/academics/ross-community-values. The site also contains comprehensive information on how to be sure that you have not plagiarized the work of others. Claimed ignorance of the Code and related information appearing on the site will be viewed as irrelevant should a violation take place. Non-Ross Business School students taking the course should also familiarize themselves with the Code as they will be subject to the Code while in this course.

The assignments are designed to practice concepts discussed in lecture and in the reading. For some assignments, you will be permitted (but not required) to work on the assignment in study groups. It is your responsibility to read all instructions on each assignment to ascertain the specific rules that apply to each assignment, particularly the rules regarding whether the work must be done as an individual or may be done as a group.

... 

- If the assignment is not clearly designated as “group-optional,” you must complete the assignment individually. You may not discuss individual assignments with any person.
You must properly cite to all sources that you use, and particularly you must cite all sources that you quote. You may use any reasonable, standard citation format, provided that you provide all necessary citation information (i.e., sufficient information that a reader could easily locate the source material on his or her own). I would suggest that you put your citations in footnotes or endnotes. I encourage you to review the resources available on the CVC webpage at http://www2.bus.umich.edu/MylM pact/academics/ross-community-values and to take care to avoid even inadvertent plagiarism.

[A group-optional assignment has the following heading on page one, and the following specific instructions:]  

GROUP-OPTIONAL ASSIGNMENT!

• You may (but are not required) to work on the problem sets in a group. Your group must submit a single set of answers. All members of the group will get the same grade. A group can be no larger than three students. Larger groups will not be allowed and will not have their answers graded. Please see the Syllabus for further instructions regarding assignments. You do not need to (and are not permitted to) consult any materials other than your class materials, including your class notes and textbook, in order to complete this assignment.

[A mandatory individual-only assignment has the following heading on page one, and the following specific instructions:]  

INDIVIDUAL ASSIGNMENT!

• This is an individual assignment. You may not discuss the assignment with any person (either a present or former student in this course or any other person).

Example 4  
(Collaboration Instructions)

INTERPERSONAL SKILLS IN MANAGEMENT (MO 561)

INDIVIDUAL CASES

With whom may I discuss my individual assignment?
In preparing your individual assignment, you may discuss your professional development with people who can help you better understand yourself and your professional goals. You must acknowledge the help from the other people/student(s) in the header or front page of your paper. For example, you could say: I thank Name and Name for their help on this assignment. All text, tables, exhibits, etc. for this assignment were prepared on my own. (Please always include this last statement.)

What is the acceptable level of collaboration in doing individual assignments?
Acceptable collaboration includes discussing your professional development (as described in the syllabus) and the approach necessary to fulfill the assignment’s requirements. The text and any other supportive documents must be strictly your own work.
What is considered a violation?
- Rephrasing others' work and including it in your submission.
- Modifying others' supportive documents, including tables and exhibits and including them in your submission.
- Sending (or receiving) a draft or final version of any portion of work to (from) others.
- Discussing an assignment and then jointly developing a set of notes or a draft of supportive documents that each student could then draw on when writing his or her individual paper.

What is OK?
- Discussing your goals, strengths, and weaknesses/developmental opportunities with others; sharing ideas in a discussion, actively exploring the possible strategies to solve the problems, and discussing how to develop a supportive document, and then writing the text and generating supportive documents strictly on your own.

The best prevention of any violation is to keep in mind that you should “Always start with a blank file, and prepare all parts of the submission on your own.” If you are not sure whether a certain form or level of collaboration is acceptable, you should assume that it is not, and then, if you wish, seek clarification from your instructor.

REPORTING OF VIOLATES OF THE HONOR CODE
If there is evidence of a violation of the above rules, the assignment will be submitted to the Community Values Committee (CVC) for investigation. The CVC website is: http://www2.bus.umich.edu/MiyMimpact/academics/ross-community-values

EXAMPLE 5
(Collaboration Instructions)

TO 313: OPERATIONS MANAGEMENT

(Excerpted portions addressing individual work)

Individual Assignment Collaboration Guidelines:

What is the acceptable level of collaboration in doing individual assignments?
- Acceptable collaboration includes discussing case-study facts and the approach necessary to fulfill the assignment’s requirements. The text, formulas, tables, exhibits, Excel worksheets, and any other supportive documents must be strictly your own work.

What is considered a violation?
- Rephrasing others' work and including it in your submission.
- Modifying others' supportive documents, including Excel worksheets, tables and exhibits and including them in your submission.
- Sending (or receiving) a draft or final version of any portion of work to (from) others.
- Discussing an assignment and then jointly developing a set of notes or a draft of supportive documents (e.g., Excel workbook) that each student could then draw on when writing his or her individual paper.

What is OK in doing individual assignments?
- Sharing ideas in a discussion, actively exploring the possible strategies to solve the problems, and discussing how to develop a supportive document (e.g., Excel workbook), and then writing the text and generating supportive documents strictly on your own.
The best prevention of any violation is to keep in mind that you should always start with a blank file, and prepare all parts of the submission on your own. If you are not sure whether a certain form or level of collaboration is acceptable, you should assume that it is not, and then, if you wish, seek clarification from your instructor.

**EXAMPLE 6**
(Collaboration Instructions)

TO 551: Introduction to Operations

Teamwork: Teamwork in preparing cases and assignments is encouraged. However:
- You are directed to work individually on the Nissan memo and on the exams.
- Your name should be included as part of a team’s case submission only if you participated and contributed materially to the team’s work.
- Consultation outside the team is not permitted for case submissions.

**EXAMPLE 7**
(Exam Instructions)

TO 513 Final Exam April, 2008

Turn in this exam statement at the conclusion of the exam.

<table>
<thead>
<tr>
<th>Name (please print legibly):</th>
<th>Program (circle one, or write in the “Other”):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MBA I  MBA II  MBA Eve Program  Global MBA  Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Decision Analysis</td>
<td>33</td>
</tr>
<tr>
<td>2</td>
<td>Risk Analysis</td>
<td>33</td>
</tr>
<tr>
<td>3</td>
<td>Optimization</td>
<td>33</td>
</tr>
</tbody>
</table>

**Academic Honor Pledge**

As a student in the Ross School of Business (RSB) or, more generally, as a student in RSB courses, you are subject to the RSB Academic Honor Code.

In this regard, you are asked to sign the Academic Honor Pledge on the next page. (If you cannot sign this pledge in good conscience, please bring this exam statement to the proctor immediately and leave the exam room. You will then be contacted later for clarification and resolution.)
Exam Conditions
The exam is open Winston-Albright, open course website, open homework files, and open summary notes you might have prepared (excluding worksheet printouts).

We will try to help you with any computer (hardware) problems and will also try to answer questions about software problems or error messages, unless it is our judgment that you should be able to use knowledge gained in the course to resolve the software problem or interpret the error message.

If you don’t finish the exam … Not to worry. (Performance is relative, not absolute. Work carefully, doing what you can in the available time.)

ROSS SCHOOL OF BUSINESS ACADEMIC HONOR CODE
(Interpreted specifically for TO 513 Exams)

I pledge to adhere to the following TO 513 exam conditions, so as not to attempt to gain an unfair advantage for myself or my friends over other TO 513 students:

Prior to My Writing the Exam

- I have not talked about the details of the exam with any TO 513 students who have written the exam, and have not seen the exam files or descriptions of the exam problems.

While Writing the Exam

- I will not interact in any way, electronically or otherwise, with other students currently writing the exam, or who have already written the exam, or who have yet to write the exam, e.g., no instant messaging; no emailing of exam files.

After Writing the Exam

- I will not talk about any aspects of the exam with or in the presence of other TO 513 students who will write the exam at a later sitting.

I am aware that sanctions for honor code violations are severe, and that signing this pledge dishonestly will itself be treated as an honor-code violation independent of the violation implied by signing this pledge dishonestly. I am also aware that two independent honor code violations can lead to expulsion from my degree program.

________________________  _______________________
Signature                  Date

Please print your name