

2004  
**BULLETIN**  
BBA Program

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# I. Philosophy of the University of Michigan BBA Program

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**Please note that this document is accurate as of September 2004. Subsequent updates and corrections may have been made to this document. The final, and most current version, can be viewed at <http://www.bus.umich.edu/pdf/BBA Bulletin.pdf>**

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

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

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

## II. Honor Policy

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

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

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

We will treat each other with respect. We will honor the dignity and value of each member of our community. We will fulfill our commitments to each other. We will extend these same courtesies to our guests. We value both cooperation and competition as means to high achievement. We are free, indeed encouraged, to cooperate to assist each other's learning, except in those instances when student members of the community are directed or expected to work individually. We will compete for the purposes of stimulating high performance and raising standards. However, we seek competition that is constructive, and which is professional, not personal in nature. Finally, we accept adherence to this Honor Policy as a condition of membership in the University of Michigan Business School community.

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### III. BBA Program Requirements

#### A. Pre-Application Program Requirements

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**Students may start the BBA program only in the fall term.**

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

- Calculus I (Math 115 at UM)
- Freshman Composition (English 125 or its equivalent)
- Microeconomics (Econ 101)
- Macroeconomics (Econ 102)
- Financial Accounting (ACC 271)
- Managerial Accounting (ACC 272), recommended to complete prior to start of BBA program

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

Students are expected to be full-time and are not allowed to take classes on a part-time basis, with some exceptions in their final term.

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

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

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

The University of Michigan Business School does not grant second bachelor's degrees. Students who have already earned a bachelor's degree are not eligible for admission and should not apply. However, students who have been admitted to the BBA program and who have completed course work in the College of Engineering or the College of Literature, Science, and the Arts at U of M-Ann Arbor may pursue an individualized dual degree program with the Business School. Within specific guidelines of each school, it may be possible to earn both degrees. BBA students may also earn Minors from the College of Literature, Science, and Arts at U of M-Ann Arbor while they are in the BBA program.

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

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

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

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

## **B. BBA Degree Requirements**

### **1. Retaining Admission Status**

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

### **2. BBA Core Courses and Schedule**

It is the student's responsibility to know and meet all of the degree requirements, as outlined below. The junior and senior years of study in the BBA program are organized around a core of required courses, which must be taken in this prescribed order: **Note: Students cannot drop required core courses.**

Students should expect to devote two academic years to the program.

**Junior Year**

Fall Term	Winter Term
ACC 272, Principles of Accounting (II) (if not taken prior to fall term Junior Year)	MO 300, Behavioral Theory in Management
BIT 301, Information Systems	OMS 311, Operations Management
BE 300, Economics of Enterprise	OMS 301, Introductory Probability and Statistics
FIN 300, Financial Management	Elective*
MKT 300, Marketing Management	Elective*

**Senior Year**

Fall Term	Winter Term
Elective	CSIB 390, Corporate Strategy
Elective	Elective
Elective	Elective
Elective*	Elective*
Elective*	Elective*

- ❖ **Business Law**, a core requirement (either LHC 305 or 306) can be taken at any time during the four terms of the BBA program.
- ❖ **LHC 350, Business Communication**, a core requirement, can be taken at any time during the four terms of the BBA program.

### 3. Distribution Requirements for Students Enrolling in the Business School

The Business School distribution requirements are very similar to the College of Literature, Science and the Arts (LS&A), with some exceptions which are noted below. You should refer to the LS&A online Course Guide (which can be found at [http://www.lsa.umich.edu/saa/publications/courselist/2004\\_05.html](http://www.lsa.umich.edu/saa/publications/courselist/2004_05.html)) to see if a course meets the requirements for a distribution area. Approved courses have the following designation: natural science (NS), social science (SS), humanities (HU), mathematical and symbolic analysis (MSA) or excluded from distribution (Excl). In selecting courses, note the Business School restrictions which follow.

Complete three of these four requirements:	Credit Hours
Foreign Language (fourth-term proficiency in a language other than English). Fourth-term proficiency in a foreign language is determined by successful completion of a proficiency examination administered by U-M Ann Arbor's Office of Academic Advising (LS&A, telephone (734) 763-0330) or completion of a fourth-semester college-level foreign language course. AP course work which meets fourth-term proficiency fulfills this requirement. See the LS&A Bulletin for further language details. ( <a href="http://www.lsa.umich.edu">www.lsa.umich.edu</a> )	0-20
Humanities	9
Natural Sciences (NS) and/or Mathematical and Symbolic Analysis (MSA)	9
Social Sciences (excludes Econ 101 & 102)	9

#### 4. Credit Hour Requirements

The BBA degree requires a minimum of 120 credits.

- 45 of these credits (including ACC 271 and ACC 272) must be business credits
- 54 of these credits must be non-business credits

#### 5. Grade Point Requirements

Students must maintain a minimum of 2.00 GPA in all Business courses taken while in the Business School, as well as an overall minimum 2.00 GPA while in the Business School. Should either calculated GPA fall below 2.00, the student is subject to academic review, and will not be able to graduate until the cumulative GPA is at 2.00 or higher.

#### 6. Advanced Placement Credits

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

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

**Effective for all students admitted in Fall 2005 and later**, AP credits may not be used to satisfy distribution requirements. Through Fall 2004 admissions, however, the Business School will use AP credits as appropriate to meet distribution. (e.g., AP Chemistry may be used as part of UMBS NS/MSA distribution.)

Note these additional Distribution and AP credit guidelines for the Business School:

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

#### 7. Placement Exams

In a few exceptional situations, students may be able to test out of a core course. CSIB 390 and OMS 311, however, never allow placement exams. For students with previous junior-level coursework in a core course from another school, passing a placement exam in the core course is one step in gaining credit for the course. (See further details on p. 8 regarding transfer of business credits.) Placement exams are offered during the Fall Orientation or by specific arrangements with Academic Services and the faculty, and can be taken only once. If a student places out of a core course, additional Business School credits must be earned in order to satisfy degree requirements. No course credit is granted for passing the placement exam. See section below regarding transfer of credits.

#### 8. Writing Consultants

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



## 9. Independent Research Projects

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

## C. Transfer of Credits

### 1. Transfers within the University

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

***The Business School has the following restrictions on courses accepted into the BBA Program:***

1. No credit for Physical Education course work
2. No credit for Vocational course work
3. Limit of four (4) credits granted for pre-calculus course work (see LS&A Bulletin at <http://www.lsa.umich.edu/lsa/cg/bulletin/> for details)
4. Limit of four (4) credits granted for writing practicum course work (see LS&A Bulletin for details, under Sweetland Writing Center)
5. Limit of four (4) credits granted for English Language Institute (ELI) course work (see <http://www.lsa.umich.edu/eli> )
6. No credit for Freshman- and sophomore-level military training courses; credit will be granted for junior and senior-level military training courses (e.g., 300+ level)
7. School of Music ensemble courses yield degree credit, but no honor points.
8. Non-graded Courses (P/F, CR/NC, S/U): **no** Business classes may be taken Pass/Fail unless the course is set in the registration system as mandatory P/F (e.g., CSIB 389). No more than 30 non-graded credits may count toward the 120 credits needed for the degree, and all P/F course work taken prior to admission to the Business School must have a C or higher grade in order to transfer into the Business School.
9. Experiential courses: A maximum 15 credits of experiential courses count toward a degree. This limit includes credits earned both prior to and during the BBA program. A maximum 8 credits may be earned from any one LS&A project. This includes credit for Residential College and Lloyd Hall Scholars Program experiential courses. Only one Experiential project may be elected each term.
10. Independent Study/Experiential/Directed Reading Courses: No more than 30 credits total may be counted in the degree from these types of courses. This 30-credit limit includes the 7 possible credits of 399 course work in the Business School.
11. Kinesiology courses are recorded as “not for credit” unless they are on the approved list in the LS&A Bulletin. That list includes the following:

- Kinesiology (KINESLGY): 411, 421, 422, 431, 432, 441, 442, 471, 513, 521, 531, 541, 542, 550;
- Movement Science (MOVESCI): 110, 230, 241, 250, 320, 330, 340, 341, 411, 421, 422, 424, 431, 432, 433, 441, 442, 443, 445, 471, 521, 531, 541, 542;
- Sports Management & Communication (SPTMGMTC): 101 (first- and second-year students only; juniors and seniors cannot take this course for degree credit), 300, 302, 303, 304, 306, 307, 310, 318, 401, 513.

## 2. Transferring Introductory Accounting

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

### a. UM Students

Students attending UM-Ann Arbor are expected to take Accounting 271 (financial) and Accounting 272 (financial and managerial) at the UM. Accounting 271 must be completed prior to admission. If Accounting 272 is not completed before entry, it must be completed during the first term at the Business School.

### b. Off-Campus Transfer Students

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

### c. Non-Transferable Courses

The Business School does not accept the following courses:

- Courses in introductory accounting from community colleges in any state, including Michigan.
- A-levels in introductory accounting from British educational systems will not count as general business transfer credit.

## 3. Transfer Credits from Other Institutions

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

Current students who are planning to take summer school courses at other institutions before enrolling in the Business School should check in advance with academic advisors in the Office of Admissions and Academic Services at [umbacadservices@umich.edu](mailto:umbacadservices@umich.edu) to verify that credits will transfer.

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

### **i. 4 year accredited institutions**

The following guidelines apply to all accredited 4-year institutions, including the University of Michigan–Dearborn and the University of Michigan–Flint. Note that transfer students from these two schools do not pay an application fee or enrollment deposit upon admission.

- Credit Hours Accepted
  - Minimum of 55 credit hours needed for admission
  - Maximum of 60 credits in non-business courses
  - Minimum of 3 credit hours in business (Accounting 271). Off-campus students must receive approval of accounting courses. See III.C.2 “Transferring Introductory Accounting” for more details.
  - Maximum of 15 credit hours in core business courses; see III.C.3.b “Requirements for BBA Transfer of Introductory-level Business Courses” for details
  - Maximum of 66 credit hours
- Transfer of Business Credits
  - Maximum of 15 credit hours
    - Up to 6 credit hours in accounting may be part of 15 credit hours (see III.C.2 “Transferring Introductory Accounting” for more details)
    - Core course credit transfer subject to guidelines stated in III.C.3.b “Requirements for BBA Transfer of Introductory-level Business Courses”
  - No credit for *elective* courses in business

### **ii. 2 year accredited institutions**

- Credit Hours Accepted
  - Maximum of 60 credit hours in non-business courses
- Transfer of Business Credits
  - No business course work accepted from two-year schools

### **iii. General guidelines for all transfers**

- Only courses with a grade of C or better (C- does not transfer)
- Pass/fail courses must be accompanied by official documentation of a C grade or better
- Mathematics: Limit of four (4) credits granted for pre-calculus course work (see LS&A Bulletin for details)
- Computer courses are only accepted if from a math, computer or engineering department
- Management of Information System courses: Only non-business courses transfer
- A Level Courses: only non-business course work transfers

## **b. Requirements for BBA Transfer of Introductory-level Business Courses**

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

- The course was taken after the student achieved junior standing (at least 55 credit hours) at his/her school
- The course was a junior- or senior-level course (numbered 300 and above)

- The student earned a grade of C or better in the course
- The student passed a U of M Business School placement exam for the course

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

#### 4. Transfers of International Students

International students interested in the Business School must first attend an accredited U.S. university, college, or community college to earn their minimum 55 transferable credits. International students who have completed their 55 minimum transferable credits at an international university or college are not eligible for admission into the Business School and should not apply.

#### 5. Transfer of Summer Courses Taken at Other Institutions

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

## IV. Curriculum Planning and Options

Responsibility for planning the specific content of the academic program rests with students. Thorough familiarity and understanding of the regulations contained in this Bulletin are essential for sound planning. Degree progress checklists are available online for students to monitor their academic progress. Responsibility for planning the specific content of the academic program rests with the student. A Degree progress checklist is available on iMpack (<http://www.bus.umich.edu/Academics/DegreeCheck/default.htm>) for students to monitor their academic progress. Refer to BBA Degree Audit Check on page 31.

### A. Academic Advising

Although it is not required, all students are encouraged to take advantage of academic advising when they desire it in choosing courses. Faculty members are the most qualified advisors on topics such as course content and selection. Students may speak with them during faculty office hours or at a time arranged in advance by telephoning the faculty member's office. Additionally, for queries related to academic records or status, the advisors in the Office of Academic Services maintain regular office hours Monday through Friday, and are available to answer student inquiries. Make appointments via iMpack (<http://www.bus.umich.edu/CounselingCalendar/AcademicServices/>). Current BBA students may also direct questions to [umbsacadservices@umich.edu](mailto:umbsacadservices@umich.edu).

While academic services staff are extremely experienced in working with the academic regulations as detailed in the Bulletin, it is the University Regulations, the Bulletin itself and the faculty committee responsible for the Business School policies which remain the final authority on decisions relating to a student's academic status and progress.

## **B. Election of Courses**

BBA candidates are expected to carry between twelve and eighteen credit hours each full term and should plan to complete degree requirements within four terms. Students who have completed at least one full term of the BBA program with outstanding academic performance may receive permission from the Office of Academic Services to take more than eighteen credit hours in a semester. Students who need fewer than twelve hours to graduate may be granted permission to take less than the normal course load in their final term. Students should consider how full-time or part-time student status affects areas such as financial aid, athletic eligibility and health insurance coverage. Students wishing to take fewer than twelve credit hours in their final semester must complete a degree progress review with Academic Services.

### **1. Senior Seminar**

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

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

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

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

For each project, the student must submit a paper to the faculty supervisor who will evaluate the character and quality of the research and render a grade. The paper and the supervisor's evaluation are catalogued and filed for three years in the Kresge Business Administration Library. The student must submit the paper to the faculty member no later than exam week of the term in which the project was elected. Non-business students at Junior or Senior level may also take individual and/or group research projects. The student should ask the faculty member to send the completed research paper to the Kresge Business Administration Library. Further information and forms are available from the Office of Admissions and Academic Services, and on iMPact under "Academics."

### 3. Non-Business Courses

BBA degree candidates may elect almost any course in the University except those restricted to graduate students or freshmen and sophomores, or as restricted in III.C.1 “Transfer within the University.” Business History (LHC 412 or History 569) is listed as both a business and non-business course, but credit from this course may be counted only as business credit. No BBA degree-credit is granted for courses that may not be transferred (see III.C.1 “Transfer of Credits”).

### 4. BBAs in 500-level MBA Classes

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

- Student must have earned at least 90 credits before the 500-level class
- GPA for all work attempted in the Business School must be at least 3.3
- The 500-level class cannot be an MBA core course
- The class cannot be one for which a close approximation exists at the BBA level
- Student must submit (to Academic Services) written approval from the instructor of the class

If all these conditions are met, an Academic Services advisor will process the permission to admit the BBA student into the MBA class.

### 5. International Exchange (CSIB 389)

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

### 6. Elections by Students Enrolled in Other Units

Students enrolled in other divisions of the University may elect courses in the Business School if they have attained at least third-year standing (55 credit hours) and receive professor permission (where applicable). This does not apply to Accounting 271 and 272, which are listed as sophomore-level courses (at least 25 credit hours). Juniors may elect courses numbered 300-399 and seniors may elect courses numbered 300-499, provided they have satisfied the prerequisites of the courses to be elected. Undergraduates may not take graduate courses numbered 500 or above unless they can meet the exceptions noted under IV.B.4 “BBAs in 500-level MBA Classes”.

## V. Registration

All students enrolled in the Business School are subject to University regulations concerning student affairs, conduct and discipline. Additional regulations or variations that apply specifically to BBA degree candidates are given here. If a student has any doubt about an interpretation of the regulations, he or she should talk with an advisor in

the Office of Academic Services. Faculty members are the best source for advice regarding academic course selection.

### **A. Adding Courses**

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

### **B. Drop Policy Before the Drop Deadline**

Students are expected to take all core courses in their proper sequence and in their assigned cohort group, and are not permitted to drop core courses. Juniors have priority for all core courses except CSIB 390.

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

### **C. After the Drop Deadline**

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

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

### **D. Withdrawal**

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

### **E. Auditing Courses**

To audit a course, students must first obtain permission from the instructor, and modify the class to audit status using the UM registration guidelines. If a class has a limited enrollment, students who take the class for credit will receive priority. Audited courses are recorded without grades and show a "VI" on the student's academic record. Regular course fees apply, and students must regularly attend audited courses. Changes from audit to credit and credit to audit are not permitted after the third week of a full term, and the second week of a half term or the first week of a segmented full term. Students who fail to notify an instructor of their intention to stop auditing a class for which they have registered may have a failure grade noted on their permanent record.

## **F. Class Attendance**

At the discretion of the instructor, students may be dropped from a class if they do not attend the first class meeting for a once-a-week class, or the first two class meetings for a twice-a-week class.

## **G. Pass/Fail Options and Grade Modification**

1. Pass/Fail Options
  - No Business School classes may be taken Pass/Fail unless they are mandatory P/F (e.g., CSIB 389).
  - No more than 30 non-graded credits may count toward the 120 credits needed for the degree, and all P/F course work taken prior to admission to the Business School must have a C or higher grade in order to transfer into the Business School.
2. Grade Modification
  - Students may not change the grading pattern of a course after the first three weeks of a full term or the first two weeks of a half term. This includes changing from credit to audit or audit to credit, and changing from graded to P/F or P/F to graded.
  - The only exceptions to this policy are short courses (e.g., Geology 101-115) which start after the term begins. Students planning to apply to law schools should be aware that the Law School Data Assembly Service counts “E” or “F” grades from P/F classes as F’s in computing a student’s grade-point average.

## **H. Retaking Courses**

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

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

Students must attend and complete courses during the term they are first admitted to the BBA program. If a student is admitted, but withdraws from the BBA program in his/her first term, the student will be required to reapply to the BBA program. In addition, University policy requires students to complete at least one course within a consecutive twelve-month period to maintain active degree candidacy. If no academic work has been completed within a twelve-month period, the student becomes ineligible to continue. To continue or finish the BBA program, the student must apply for readmission to the program. Readmitted students must comply with the degree requirements in effect at the time of their readmission. Admission to the School is highly competitive, and applications for readmission are decided based on the standard for the term in which the former student wishes to enroll.



## VI. Grading Policies and Academic Honors

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

### A. Grading System

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

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

### B. Course Grading Guidelines

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

- Current BBA students earn credit toward degree requirements with any grade of D- or higher while in the Business School, although lower grades may cause the GPA to fall below satisfactory levels. (see Section VI, B.)
- A grade of "E" carries no credit; the course must be repeated only if it is a required course.
- In 200-level courses, grades are to be distributed as: 25% A- or above; 50% B or above, 50% B- or below.
- In BBA core classes: 40% A- or above; 80% B or above; 20% B- or below.
- In BBA elective classes: 60% A- or above; 90% B or above; 10% B- or below.

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

### C. Computation of Grade Point Average and Satisfactory Academic Standing

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

If either of the cumulative averages described above falls below 2.00, but is above the following minimums, the appropriate faculty Committee may require withdrawal from

the School based on the circumstances of the individual case. The Committee requires withdrawal in all cases where either of the cumulative averages falls below 1.50 at the end of the first term of the junior year, or below 1.75 at the end of the second term of the junior year, or below 1.95 at the end of the third term of the senior year, or below 2.00 at the end of the final term.

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

#### **D. Incompletes**

When a minor part of the work of a particular course is not completed at the end of a term, a mark of "I" may be recorded, provided the work actually completed is of not less than C- quality. If a student is absent from the final examination for a reason considered excusable by the instructor, a mark of "X" will be recorded, provided the previous work is of not less than C- quality. Grades of I and X must be resolved and corrected within four weeks following the last day of classes of the term in which they were earned. If they are not corrected within this period, they automatically are converted to failures. A student may petition the Academic Petitions Committee for an extension of time for making up an I or an X, but such petition must be in writing prior to conversion of the grade and must be co-signed by the instructor who awarded the I or X grade. When the instructor submits a final grade for an incomplete course, the I will remain on the transcript.

#### **E. Dispute of Final Grades**

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

#### **F. Academic Honors**

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

#### **G. With Distinction.**

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

#### **H. With High Distinction.**

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

#### **I. Beta Gamma Sigma.**

Beta Gamma Sigma is a national honorary business administration fraternity. Membership in Beta Gamma Sigma is the highest national recognition a student can receive in an undergraduate or master's program in business or management accredited

by the American Assembly of Collegiate Schools of Business. To be eligible for membership, a student must rank in the upper 7 percent of the junior class, upper 10 percent of the senior class, or upper 20 percent of the graduating master's class. Beta Gamma Sigma contacts eligible candidates for admission.

### **J. Phi Beta Kappa.**

Founded in 1776, is the oldest honorary scholastic society in America. Approximately six percent of the year's graduating seniors in the College of Literature, Science, and the Arts are elected annually. Outstanding seniors at the Business School are likewise eligible as are outstanding seniors in other schools and colleges who have earned a minimum of 60 Michigan term hours taken in the College of Literature, Science, and the Arts. Election to membership by the local chapter is based on high scholarship, determined by the student's cumulative grade point average in courses taken in the College of Literature, Science, and the Arts and the Business School. Recommendations of eligible students are forwarded to the society by Academic Services.

## **VII. Graduation**

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

Credit toward graduation is granted for all courses in which grades of at least a D- are earned. This includes business and non-business courses. BBA students who receive grades of C- to D- in any course will receive the appropriate credit toward graduation; however, students are advised to seek academic advising from Business School faculty.

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

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

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

In both instances above, such permission will not be granted for business courses. Upon completion of the coursework, an official transcript must be sent to the Senior Associate Director of Academic Services, Admissions and Academic Services, Room D2260, Business Administration Building. Grades earned in these courses must be C or better and are not averaged into the BBA cumulative grade point average.

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

1. **Complete Degree Audit:** The Academic Services Office completes an official audit for the purpose of degree confirmation. Prior to this, students may complete a preliminary degree audit by making an appointment with an advisor in Academic Services or by doing a self-audit. Make appointments with advisors online (<http://www.bus.umich.edu/CounselingCalendar/AcademicServices/>). Students may also direct their questions to [umbsacadservices@umich.edu](mailto:umbsacadservices@umich.edu). See the Appendix of this document for the BBA Degree Audit Check or, again, go to the above Web page for the degree check list. Students should do a

preliminary degree audit so that they can confirm the information for themselves.

2. **Submit Diploma Application:** To receive a diploma, students must complete a “Degree/Diploma Application Card” and submit it to the Office of Admissions and Academic Services, Room D2260, during the first month of the term in which they expect to complete their degree requirements. If the academic work is not completed, students must submit a new application in the subsequent term in which they will graduate. Students are graduated in the term in which they complete degree requirements and will only receive a diploma after submitting a diploma application.
3. **Confirm Name:** Prospective graduates are requested to confirm how they want their name to appear on the degree list prior to graduation.

## VIII. Community Membership

### A. Services available to students

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

G-219 Angell Hall 1003

(734) 763-3000

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

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

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

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

To request additional information, contact (734) 763-3000 (Voice/TDD).

#### 2. Services

BBA degree candidates are entitled to the same services afforded to all undergraduates, including health service, a variety of advising services, legal aid and career advising services. In addition, BBA candidates may avail themselves of the School’s academic advisors.

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

### **Introduction**

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.

### **Student Rights**

Students at the University have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. These rights include freedom of expression, press, religion, and assembly. The University has a long tradition of student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the University community, students have the right to express their own views, but must also take responsibility for according the same right to others.

Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion, sex, sexual orientation, or veteran status. The University has a long-standing tradition of commitment to pluralistic education. Accordingly, the University, through this Statement, will not discriminate on the basis of group status.

Students have the right to be protected from capricious decision-making by the University and to have access to University policies which affect them. The University has an enduring commitment to provide students with a balanced and fair system of dispute resolution. Accordingly, this Statement will not deprive students of the appropriate due process protections to which they are entitled. This Statement is one of the University's administrative procedures and should not be equated with procedures used in civil or criminal court.

### **Student Responsibilities**

Along with rights come certain responsibilities. Students at the University are expected to act consistently with the values of the University community and to obey local, state, and federal laws.

## Violations

The following behaviors contradict the values of the University community and are subject to action under this Statement:

- A. Physically harming another person including acts such as killing, assaulting, or battering
- B. Sexually assaulting or sexually harassing another person
- C. Hazing, stalking, or harassing another person
- D. Possessing, using, or storing firearms, explosives, or weapons on University-controlled property or at University events or programs (unless approved by the Department of Public Safety; such approval will be given only in extraordinary circumstances)
- E. Tampering with fire or other safety equipment or setting unauthorized fires
- F. Illegally possessing, using, distributing, manufacturing, or selling alcohol or other drugs
- G. Intentionally and falsely reporting bombs, fires, or other emergencies to a University official
- H. Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others
- I. Obstructing or disrupting classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs (except for behavior that is protected by the University's policy on *Freedom of Speech and Artistic Expression*)
- J. Making, possessing, or using any falsified University document or record; altering any University document or record, including identification cards and meal cards
- K. Failing to leave University-controlled premises when told to do so by a police or security officer with reasonable cause
- L. Violating state or federal law if such action has serious impact on the University community
- M. Misusing, failing to comply with, or jeopardizing Statement procedures, sanctions, or mediated agreements, or interfering with participants involved in the resolution process
- N. Violating University computer policies

## Scope of Violations

Behavior which occurs in the city of Ann Arbor, on University-controlled property, or at University sponsored events/programs may violate the Statement. Behavior which occurs outside the city of Ann Arbor or outside University-controlled property may violate the Statement only if the behavior poses an obvious and serious threat or harm to any member(s) of the University community.

The Statement of Student Rights and Responsibilities is intended to incorporate other specific University policies by reference. These policies are: the University Housing's *Community Living at Michigan Handbook*, the Information Technology Division's *Condition of Use Statement*, and the *Computer Aided Engineering Network's Conditions of Use Policy*. The Statement will be used to address violations of these policies only if the violation warrants a process or a sanction beyond what is available in these policies. In such cases, policy adjudicators may take intermediate action regarding a complaint as

defined by their individual policy; however, final resolution will occur under the procedures outlined in this Statement.

### Procedures

The University will use the following procedures to respond to behavior which goes against the values of the University community as defined in this Statement. The University considers the procedures for resolving disputes a part of its educational mission and is committed to a process which provides both peer review and mediation. Persons who have questions about the Statement should contact the Resolution Coordinator who provides support to all participants. Resolution and appeal processes are administrative functions and are not subject to the same rules of civil or criminal proceedings. Because some violations of these standards are also violations of law, students may be accountable to both the legal system and the University.

#### **Stage 1: Initiating the Resolution Process**

Any student, faculty member, or staff member may submit a complaint alleging a violation of the Statement. A student, faculty member, or staff member may also submit a complaint based upon information reported to that person. All complaints must be submitted to the Resolution Coordinator (RC), in writing, within six months after the incident(s) alleged in the complaint. The RC may waive the six-month limitation when a late submission is reasonable. If the RC determines, based on an investigation, that the alleged behavior may be a violation of the Statement, the RC will notify the accused student and schedule a meeting as described below.

#### **Stage 2: Resolution Process**

The RC will meet with the accused student to explain the complaint and the resolution process. The student will have the opportunity to ask questions and make a statement. The student may be accompanied by an advisor. In all incidents, except those involving violence, if both parties agree to resolve the complaint through mediation, the RC will make arrangements for the mediation to occur. The nature of some complaints, especially those involving violence, may make mediation an unrealistic option. When violence is involved, the RC must concur in the decision to use mediation.

Parties will be offered the choice of using a University or a non-university mediator. Mediation is a voluntary process which may or may not result in a mediated agreement. When a mediated agreement is reached, the case is resolved and parties are encouraged to use the RC as a resource for future questions. Mediated agreements may not be appealed.

If the parties involved in the dispute do not choose mediation, if the mediator reports a failed mediation, or if the nature of the complaint makes mediation unrealistic, the dispute will be resolved through arbitration. The accused student may choose to have a Resolution Officer or a Student Resolution Panel arbitrate the dispute. In cases which involve more than one accused student, the students will have the option of choosing whether they have the same or separate arbitration. If students cannot agree, the arbitrations shall be separate. Each party involved in arbitration has the right to be assisted but not represented by an advisor of her or his choice. At an arbitration, the RC will be in charge of preparing and submitting information gathered during the investigation. Both parties may have access to this information prior to the arbitration. To ensure the privacy of the parties and to maximize the educational potential of the process, both parties must agree to the admission of any other people (except witnesses or advisors) to the arbitration. To ensure fairness and consistency, and to maximize the

educational potential of the process, panelists must have access to details, rationales, and results of past cases.

All arbitrated resolutions will result in a recommendation(s) to the Dean of Students, who may accept or modify the recommendation(s). The Dean may not modify a sanction to include suspension or expulsion. However, when expulsion is recommended, the Dean may instead suspend the student.

### **Stage 3: Appealing the Resolution Process**

An appeals process is an essential safeguard for an imperfect human process that attempts very hard to be fair. The appeal process is available to each party. Appeals may be filed for the following reasons: proper procedures were not followed, the evidence clearly does not support the finding(s), sanctions are insufficient or excessive relative to the violation, or there is new evidence not reasonably available at the time of the arbitration. All appeals must be submitted in writing to the RC within 10 academic calendar days of the arbitration outcome. The VPSA may waive the 10 day limitation when a late submission is reasonable. The appeal will be reviewed by an Appeals Board composed of one student appointed by the Michigan Student Assembly, one faculty member appointed by the Faculty Senate, and one administrator appointed by the President. MSA, the Faculty Senate, and the President will each appoint one alternate member to the Appeals Board. The Appeals Board will recommend one of the following actions to the VPSA: confirming the decision made through the arbitration process, altering the sanction(s), or recommending a re-arbitration. The VPSA may accept or modify the recommendation(s). The VPSA may not modify a sanction to include suspension or expulsion. However, when expulsion is recommended, the VPSA may instead suspend the student.

### **Sanctions**

Sanctions are designed to promote the University's educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms, harasses, or threatens people or property. Some behavior is so harmful to the University community or so deleterious to the educational process that it may require more serious sanctions: removal from housing, removal from specific courses or activities, suspension from the University, or expulsion. One or more of the following sanctions may be recommended:

- A. **Formal Reprimand:** A formal notice that the Statement has been violated and that future violations will be dealt with more severely.
- B. **Disciplinary Probation:** A designated period of time during which the student is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- C. **Restitution:** Compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.
- D. **Restriction from Employment at the University:** Prohibition or limitation on University employment.
- E. **Class/Workshop Attendance:** Enrollment and completion of a class or workshop that could help the student understand why her or his behavior was inappropriate.
- F. **Educational Project:** Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- G. **Service:** Performance of one or more tasks designed to benefit the community and help the student understand why her or his behavior was inappropriate.



- H. University Housing Transfer or Removal: Placement in another room or housing unit or removal from University housing.
- I. Removal from Specific Courses or Activities: Suspension or transfer from courses or activities at the University for a specified period of time.
- J. No Contact: Restriction from entering specific University areas and/or all forms of contact with certain person(s).
- K. Suspension: Separation from the University for a specified period of time or until certain conditions are met.
- L. Expulsion: Permanent separation from the University.

## Related Procedures

### **A. Emergency Suspension**

If a student's actions pose an immediate danger to any member of the University community, the VPSA or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances that meeting shall be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered an arbitration option within ten academic calendar days.

### **B. Procedural and Interpretive Questions**

All procedural and interpretive questions concerning the Statement will be resolved by the VPSA or designee. At any time, the VPSA or the RC may consult the Office of the General Counsel about a case or procedures.

### **C. Selection of Mediators, Student Panelists, and Resolution Officers**

University mediators will be selected by the VPSA. A list of trained non-university mediation services will be maintained by the Office of the Vice President for Student Affairs. The VPSA will try to identify non-university mediators who will serve parties at no charge or on a sliding fee scale. A neutral mediator will be assigned to each mediation. Each winter term 60 students will be appointed to serve as panelists for the following academic year. The student government of each school and college, in consultation with its Dean or designee, will appoint a number of students proportionate to its college's share of the total University enrollment. Graduate students will be appointed through their home school or college. It is expected that each student government will appoint a diverse pool of students to serve as panelists. Resolution Officers are recommended by the Faculty Senate and/or the VPSA. Each Student Resolution Panel will consist of five voting student panelists and a non-voting Resolution Officer who will oversee the proceedings.

### **D. Records of Resolution Actions**

Records will be maintained by the RC with regard to any and all actions taken under the Statement. Accordingly, records will be maintained by the RC of complaints, mediations, arbitrations, findings, and sanctions. Confidentiality of records will be maintained to the extent permitted by law and the *University of Michigan Student Rights and Student Records Policy*. If a student is suspended or expelled, a notation will be made

on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to the University.

#### **E. Student Access to Records**

Records and documents that will be considered during an arbitration will be made available in advance to all parties but may be redacted to protect the privacy rights of individuals not directly involved in the resolution process.

#### **F. Reports of Actions**

Statistical reports of actions taken through the Statement will be published following each academic term. These data will cover the number of complaints and the types of violations, resolutions, and sanctions. Periodic, regular review of Statement arbitrations will be made available, in confidence, to the Student Rights Commission Chair of MSA. Personally identifiable information will be removed from all records prior to any review.

#### **G. Concurrent Legal and Code Proceedings**

If an accused student is undergoing civil or criminal action for the same behavior which forms the basis of a complaint under this Statement, the accused student may choose to delay a Statement resolution until the external proceedings come to fruition. By choosing to delay the Statement process, the accused student accepts suspension from the University and may not enter University property without authorization from the RC. The accused student or the complaining party may appeal the RC's decision regarding suspension to the Vice President for Student Affairs or a designee. Such appeal must be filed in writing within five academic days of notice of the RC's decision. Suspension or other reasonable restrictions may be imposed by the RC during the interim of an appeal.

#### **H. Advisor Corps**

The MSA, with approval of the General Counsel, has the option to develop a student peer advisor corps. These advisors will be available to any student party involved in an arbitration. All potential peer advisors in the Advisor Corps must successfully complete training provided by the Office of Student Conflict Resolution. The Office of Student Conflict Resolution will develop and conduct training in consultation with the MSA.

#### **I. Amending the Statement of Student Rights and Responsibilities**

The Michigan Student Assembly, the Senate Assembly, or the Executive Officers of the University may propose amendments to the Statement. All proposed amendments will be reviewed by the Students Relations Committee of SACUA. After consultation with each of the above mentioned groups, the Student Relations Committee will forward the proposed amendments to the President of the University with the committee's recommendation on implementation. The final decision on amending the Statement will be the President's.

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

**the University's Director of Affirmative Action and Title IX/Section 504 Coordinator, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281, (734) 763-0235.**

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### **C. Residency Classification Guidelines**

[Please also see Residency Office at <http://www.umich.edu/~regoff/resreg.html>]

The University of Michigan enrolls students from 50 states and more than 120 countries. Residency Classification Guidelines have been developed to ensure that decisions about whether a student pays in-state or out-of-state tuition are fair and equitable and that all applicants for admission or enrolled students, even those who believe they are Michigan residents, understand they may be asked to complete an Application for Resident Classification and provide additional information to document their residency status. We realize that the outcome of a residency determination is a critical factor for many students in their enrollment decision. Please read these guidelines carefully so you understand how a residency determination is made and how to verify your eligibility for resident classification.

#### **A MICHIGAN RESIDENT? YOU MAY STILL NEED TO FILE A RESIDENCY APPLICATION**

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

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

#### **FILING A RESIDENCY APPLICATION**

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

**FILING DEADLINES**

Applications must be received in the Residency Classification Office by 5pm on the following deadline dates for each term:

- Fall Term: September 30
- Winter Term: January 31
- Spring, Spring/Summer, and Summer Terms: July 31

If the deadline falls on a weekend, it will be extended to the next business day. The deadline date is always after the first day of classes of the term in which you are enrolling and seeking residency. These deadlines apply to all U-M 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.

You may apply for resident classification for any term in which you are enrolled or intend to enroll.

Late applications will be assessed a nonrefundable \$300 late fee and will be accepted up to the last published day of classes of the term for which you are applying. Late applications received after the last day of classes will be processed for the following term. In all cases, decisions will be based only on those facts that are in place by the original filing deadline for the term under consideration.

**DOCUMENTATION WHICH MUST BE INCLUDED WHEN FILING FOR RESIDENT CLASSIFICATION**

Along with the completed Application for Resident Classification form, you must provide the following:

- For all applicants: copies of your driver's license and the license(s) of the person or persons upon whom you are basing your claim to resident eligibility.
- For all applicants: copies of the front and signature pages of the most recent year's federal and state income tax returns and W2 forms for you and the person or persons upon whom you are basing your claim to resident eligibility.
- For applicants born outside the U.S.: verification of U.S. citizenship or visa status.
- For applicants who are dependents (see Residency Classification Guideline B-1 below): copies of the front and signature pages of your parents' most recent year's federal and state income tax returns with accompanying W2 forms.
- For applicants whose claim to eligibility for resident classification is based on permanent, full-time employment for themselves, a spouse, partner or parent: a letter from the employer, written on letterhead (including phone number), stating the position, status, and dates of employment. In addition to the letter, provide a copy of the most recent pay stub showing Michigan taxes being withheld.
- For all applicants: any other documentation that supports your claim to resident eligibility.

The Residency Classification Office may request additional documentation. All information will be kept confidential to the extent permitted by law. In making residency determinations, the University considers all information provided in or with an application. Decisions to approve a residency application are made when the applicant has presented clear and convincing evidence that a permanent domicile in the state of Michigan has been established.

## **MORE ON RESIDENCY CLASSIFICATION GUIDELINES**

Because each of Michigan's public universities has autonomous authority to establish residency guidelines for admission and tuition purposes, guidelines vary by school and are independent of regulations used by other state authorities to determine residency for such purposes as income and property tax liability, driving, and voting. The University of Michigan's current Residency Classification Guidelines were approved by its Board of Regents to take effect Spring Term 2002 and to apply to students at all campuses.

The Board of Regents has authorized the Residency Classification Office in the Office of the Registrar on the Ann Arbor campus to administer the University's residency guidelines. If your activities and circumstances as documented to the Residency Classification Office demonstrate establishment of a permanent domicile in Michigan, you will be classified as a resident once your eligibility has been confirmed. If your presence in the state is based on activities or circumstances that are determined to be temporary or indeterminate, you will be classified as a nonresident.

Our Residency Classification Guidelines explain how you can document establishment of a permanent domicile in Michigan. To overcome a presumption of nonresident status, you must file a residency application and document that a Michigan domicile has been established. Eligibility criteria are explained in more detail in sections A and B of this document. Meeting the criteria to be placed in an "eligible" category doesn't guarantee that you will automatically be classified a resident. If you have had any out of state activities or ties, or if the University otherwise questions your residency status, you will need to confirm your eligibility to be classified as a resident by filing an Application for Resident Classification in a timely manner and by providing clear and convincing evidence that you are eligible for resident classification under the following Guidelines.

### **A. GENERAL GUIDELINES**

#### **1. Circumstances that *may* demonstrate permanent domicile**

The following circumstances and activities, though not conclusive or exhaustive, may lend support to a claim to eligibility for resident classification if other applicable Guidelines (see section B) are met:

- Both parents (in the case of divorce, one parent) permanently domiciled in Michigan as demonstrated by permanent employment, establishment of a household, and severance of out-of-state ties.
- Applicant employed in Michigan in a full-time, permanent position, provided that the applicant's employment is the primary purpose for his or her presence in the state and that out of state ties have been severed. If the applicant is married or has a partner, the employment must be the primary purpose for the family's presence in Michigan.
- Spouse or partner employed in Michigan in a full-time, permanent position, provided that the employment of the spouse or partner is the primary purpose for the family's presence in the state, and that out of state ties have been severed.

#### **2. Circumstances that *do not* demonstrate permanent domicile**

The circumstances and activities listed below are temporary or indeterminate and do not demonstrate permanent domicile:

- Enrollment in high school, community college, or university.
- Participation in a medical residency program, fellowship, or internship.

- Employment that is temporary or short-term or of the type usually considered an internship or apprenticeship.
- Employment of the spouse or partner of an individual who is in Michigan for temporary pursuits.
- Employment in a position normally held by a student.
- Military assignment in Michigan for the applicant or the applicant's spouse, partner, or parent (see section C for special military provision)
- Payment of Michigan income tax and/or filing of Michigan resident income tax returns.
- Presence of relatives (other than parents).
- Ownership of property or payment of Michigan property taxes.
- Possession of a Michigan driver's license.
- Voter registration in Michigan.
- Possession of a Permanent Resident Alien visa.
- Continuous physical presence for one year or more.
- Statement of intent to be domiciled in Michigan.

## B. ELIGIBILITY CRITERIA FOR RESIDENCY

Even if one or more of the following circumstances applies to you, you may still need to file an application for resident classification. If you have had any out-of-state activity or have any out-of-state ties, you must submit an Application for Resident Classification by the filing deadline to request resident classification and confirm your eligibility. You must document that you meet all of the following applicable criteria to be eligible for resident classification and payment of in-state tuition.

### 1. Dependent Students

For U-M residency classification purposes, you are presumed to be a dependent of your parents if you are 24 years of age or younger and (1) have been primarily involved in educational pursuits, or (2) have not been financially self-supporting through employment.

#### a. Residents

##### i. Dependent Student — Parents in Michigan.

If your parents are domiciled in Michigan as defined by University Residency Classification Guidelines, you are presumed to be eligible for resident classification as long as you have not taken steps to establish a domicile outside of Michigan or any other action inconsistent with maintaining a domicile in Michigan.

##### ii. Dependent Student of Divorced Parents — One Parent in Michigan.

If your parents are divorced, you are presumed to be eligible for resident classification if one parent is domiciled in Michigan as defined by University Residency Classification Guidelines, and if you have not taken steps to establish an independent domicile outside of Michigan or any other action inconsistent with maintaining a domicile in Michigan.

##### iii. Dependent Resident Student Whose Parents Leave Michigan.

If you are a student living in Michigan and permanently domiciled in the state as defined by University Residency Classification Guidelines, you are presumed to retain resident status eligibility if your parents leave the state provided: (1) you have completed at least your junior year of high school prior to your parents' departure, (2) you remain in Michigan, enrolled full-time in high school or an institution of higher education, and (3)

you have not taken steps to establish a domicile outside Michigan or any other action inconsistent with maintaining a domicile in Michigan.

**b. Nonresidents**

The University presumes you are a nonresident if you are a dependent student and your parents are domiciled outside the state of Michigan.

**2. Michigan Residents and Absences From the State**

You may be able to retain your eligibility for resident classification under the conditions listed below if you are domiciled in Michigan as defined by University Residency Classification Guidelines and leave the state for certain types of activities. However, if you have been absent from the state, you must file an Application for Resident Classification by the appropriate filing deadline to request resident classification and demonstrate your eligibility.

- a. Absence for Active Duty Military Service (U.S. Army, Navy, Air Force, Marines, Coast Guard, Officers in the Public Health Service), Non-Administrative Missionary Work, Peace Corps, AmeriCorps, or Similar Philanthropic Work

If you are domiciled in Michigan at the time of entry into active military duty, missionary work, Peace Corps, or similar service, you are presumed to retain your eligibility for resident classification as long as you are on continuous active duty or in continuous service and continuously claim Michigan as the state of legal residence for income tax purposes. If you are a dependent child of such an individual, you are presumed to be eligible for resident classification provided: (1) you are coming to the U-M directly from high school or have been continuously enrolled in college since graduating from high school, and (2) you have not claimed residency for tuition purposes elsewhere.

- b. Absence for Education or Training

If you are domiciled in Michigan immediately preceding an absence from the state for full-time enrollment at a college or university or for a formal, full-time medical residency program, medical internship or fellowship, you are presumed to retain your eligibility for resident classification provided: (1) you have maintained significant ties to the state during your absence (e.g., your parents remain domiciled in Michigan, you continue to maintain for personal family use the home that was previously your principal residence in Michigan, etc.), (2) you sever out-of-state ties upon returning to Michigan, and (3) you have not claimed residency for tuition purposes elsewhere.

- c. Absence for Employment and Personal Development to Enhance Qualifications for a Degree Program.

The University recognizes the vital role of nonacademic and work experience in your education, and many graduate programs require or recommend that you have up to three years of relevant work experience before applying. If you were domiciled in Michigan immediately preceding an absence from the state of 3 years or less, and the absence was for employment or personal development activities undertaken for the purpose of enhancing qualifications for a degree program, you may return to the University as a resident for admission and tuition purposes provided: 1) you have maintained significant ties to the state during your absence (e.g., your parents remain domiciled in Michigan, you continue to maintain for personal

family use the home that was previously your principal residence in Michigan, etc.), (2) you sever out-of-state ties upon returning to Michigan, and (3) you have not claimed residency for tuition purposes elsewhere.

d. **Temporary Absence of Less Than One Year**

If you have been domiciled in Michigan immediately preceding other absences from the state and you return within one year, you are presumed to retain eligibility for resident classification provided: (1) you have maintained significant ties to the state during your absence (e.g., your parents remain domiciled in Michigan, you continue to maintain for personal family use the home that was previously your principal residence in Michigan, etc.), (2) you sever out-of-state ties upon returning to Michigan, and (3) you have not claimed residency for tuition purposes elsewhere.

### **3. Immigrants and Aliens**

You must be entitled to reside permanently in the United States to be eligible for resident classification at the University. However, like U.S. citizens, you must also show you have established a Michigan domicile as defined in these Guidelines. The Residency Classification Office will review Applications for Resident Classification if you are in one of the following immigrant categories:

- Permanent Resident Aliens (must be fully processed and possess Permanent Resident Alien card or stamp in a passport verifying final approval by filing deadline for applicable term.)
- Refugees (I-94 card must designate “Refugee.”)
- A, E (primary), G and I visa holders. (Based upon current law, these nonimmigrant visa classifications are the only ones that permit the visa holder to establish a domicile in the United States.)

### **4. One Year Continuous Physical Presence**

If you are unable to demonstrate establishment of a domicile in Michigan as defined by the University’s Guidelines, you will be required to document one year of continuous physical presence in the state as part of your efforts to demonstrate eligibility for resident classification in any subsequent application. The year to be documented will be the year immediately preceding the first day of classes of the term for which residency is sought.

The year of continuous physical presence in the state is never the only criterion for determining eligibility for resident classification and, in itself, will not qualify you for resident status (see sections A 1 and B 1, 2, and 3 for additional eligibility criteria).

If there is a significant change in the circumstances regarding your presence in Michigan and you can clearly demonstrate that you have established a permanent Michigan domicile, you may be eligible for resident classification prior to the passage of one year of physical presence in the state and are encouraged to submit an Application for Resident Classification for any subsequent term in accordance with the applicable filing deadline.

To demonstrate the year of continuous presence in Michigan, you will need to document actual physical presence through enrollment, employment, in-person financial transactions, etc. Having a lease or a permanent address in the state does not, in itself, qualify as physical presence. Short absences (summer vacation of 21 days or less, spring break, and the break between fall and winter term) will not jeopardize compliance with the one-year requirement. However, in evaluating an absence, its nature will be assessed to determine whether it is contrary to an intent to be domiciled in Michigan. If you are



absent from the state for periods of time other than those mentioned above or fail to document your presence at the beginning and end of the year, you will not meet the criteria for the one-year continuous physical presence requirement.

### C. Special Provision for Active Duty Military Personnel Assigned to Michigan

Active duty military personnel who are on assignment in Michigan, as well as their accompanying spouses and dependent children, will be allowed to pay in-state tuition while they attend the University of Michigan, even though they will not be eligible to be classified as residents under the Residency Classification Guidelines. This provision applies to persons in the U.S. Army, Navy, Air Force, Marines and Coast Guard, and to officers in the Public Health Service. In order to request this special consideration, the student must submit a residency application by the applicable filing deadline and provide documentation demonstrating eligibility.

### D. APPEAL PROCESS

If you filed an Application for Resident Classification and were denied by the Residency Classification Office, you have recourse to an appeal process by filing a written appeal within 30 calendar days of the denial.

The Board of Regents established the Residency Appeal Committee to review decisions made by the Residency Classification Office. The Appeal Committee is chaired by the Vice President and Secretary of the University and includes two other University administrators, a faculty member, and a student. The Residency Coordinator and other staff members in the Residency Classification Office are not part of the Appeal Committee.

Appeals, which must be in writing, should be submitted to the Residency Classification Office. Please note that the written appeal must be received by the Residency Classification Office within 30 calendar days of the date on the denial letter. If the deadline falls on a weekend or University holiday, it will be extended to the next business day. If there is additional information you would like the Residency Appeal Committee to consider beyond the materials you already have submitted, you should submit that additional information, in writing with appropriate supporting documentation when you submit your written appeal. Your request and any additional information and documentation you provide will be forwarded to the Residency Appeal Committee with your original file.

All communications to the Residency Appeal Committee must be in writing. Personal contact with a member of the Committee could disqualify the member from participating in the decision regarding your residency. The Residency Appeal Committee does not meet in person with students, and appearances on behalf of students are not permitted at appeal meetings.

After the Appeal Committee has completed its deliberations, you will receive the Committee's final decision in writing. This will conclude the appeal process for the term covered by the application. The University will not conduct any further review of the decision.

#### **Warning: Misrepresentation or Falsification of Information Can be Costly**

Individuals who provide false or misleading information or omit relevant information in an application for admission or for resident classification, or any other document related to residency eligibility may be subject to legal or disciplinary measures. Students who are improperly classified as residents based on such information will have their

residency classification changed and may be retroactively charged nonresident tuition for the period of time they were improperly classified. The University also reserves the right to audit prospective or enrolled students at any time regarding eligibility for resident classification and to reclassify students who are classified incorrectly.

**QUESTIONS?**

For questions on Residency Regulations, please contact:

Residency Classification Office

Office of the Registrar

413 E. Huron St.

Ann Arbor, MI 48104-1520

Phone: (734) 764-1400

# Appendix

## BBA DEGREE AUDIT CHECK

Name:	Date:
UM ID:	Transfer of Credits when admitted:
Advisor	Courses not accepted when admitted:

**Core Courses**

- ACC 271
- ACC 272
- BE 300 (or tested out)
- CSIB 390
- BIT 301 or ACC 301
- FIN 300
- MKT 300
- OMS 311
- MO 300
- OMS 301 (or tested out)
- LHC 305 or 306
- LHC 350

Business Electives  
(minimum of 9 credit hours)

**Distribution Requirements (3 out of 4)**

- Foreign Language (4<sup>th</sup> semester proficiency)
- Humanities (9 credits)
- Natural Science and/or MSA (9 credits)
- Social Science (9 credits)
- GPA Credit Check
  - Minimum of 2.00 GPA in Bus Ad courses while in Bus Ad
  - Minimum of 2.00 GPA in all courses while in Bus Ad
- Credit Hour Check
  - 120 credits total
  - 45 business credits (minimum), with ACC 271/272
  - 54 non-business credits (minimum)

Notes

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- Check your unofficial transcript at <http://wolverineaccess.umich.edu> to see if your completed distribution areas are posted.
  - See BBA Bulletin at <http://www.bus.umich.edu/pdf/BBABulletin.pdf> for detailed guidelines on courses approved for the BBA program.

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