

2004  
**BULLETIN**  
MBA & MAcc  
Program

# MBA & MAcc Program Bulletin

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*Please note that this document is accurate as of October 2004.*

*Subsequent updates and corrections have been made to the most current version which can be viewed at <http://www.bus.umich.edu/pdf/MBAMACCBulletin.pdf>.*

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# I. PHILOSOPHY OF THE UNIVERSITY OF MICHIGAN MBA AND MACC PROGRAMS

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

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

## II. Honor Policy

All members of the Ross Business School community agree to abide by the Ross School of Business Honor Policy. It is a hallmark of how we study and work together. The Honor Policy states: "We, the members of the Ross School of Business community -- students, faculty, staff -- commit ourselves to do our work and perform our duties honestly.

We understand that in striving for excellence in performance, our personal and institutional integrity is our most precious asset, and accordingly, we will not knowingly act in ways which 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 Ross School of Business community."

## III. MBA Program Requirements

### A. Day MBA Core Curriculum

To make the first year of study cohesive and meaningful, the School divides each entering Day MBA class into six sections of approximately 70 students. During the initial year of the program, these 70 people form a cohort: attending the same classes, working on group projects, encouraging each other, debating each other,

and providing each other with a stable intellectual context and social network. Students may not change their designated sections.

The Day MBA Core Curriculum was realigned effective Fall 2004, with 2.25 credit hour classes (CSIB 503 remains at 1.5 crs). The new sequencing of the core courses and elective opportunities better maximizes student opportunities. Effective Fall 2004, the Day MBA degree program consists of 57 semester hours completed over two full academic years in residence. Students enter in early September, complete the first year in late April of the following year, and have a four-month summer period before returning in September for the second year of the program.

Courses offered in the first year of the program establish a basic understanding of the functional responsibilities of an organization. During the second year of the program, students integrate concepts learned in the first year and take electives in their area(s) of interest while completing all degree requirements. Degree requirements include completing either a Business Law or Ethics course at some point in the program, as well as the Communications requirement. Students admitted in Fall 2004 must also complete World Economy (CSIB 503) during their two year program. The curriculum reflects an increased flexibility through modular scheduling, allowing both seven- and fourteen-week courses. Core and elective degree requirements are summarized below. See Course Descriptions (<http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp>) for details..

<b>First Year - Fall Term -- implemented Fall 2004, for Class of 2006</b>		
<b>Fall A</b>		<b>Fall B</b>
Prin of Fin Acct (ACC 502)	2.25 crs	Financial Management (FIN 503) 2.25 crs
Applied Microeconomics (BE 502)	2.25 crs	Marketing Management (MKT 503) 2.25 crs
Corporate Strategy (CSIB 502)	2.25 crs	Human Behav & Org (MO 503) 2.25 cr
Applied Business Statistics (OMS 502)	2.25 crs	Optional Course <sup>1,4</sup>
Financial Analysis (FIN 513) <sup>2</sup>	2.25 crs	
<b>First Year - Fall Term for Class of 2005</b>		
Principles of Financial Accounting (ACC 501)	3.0 crs	
Business Economics (BE 501)	3.0 crs	
Corporate Strategy (CSIB 502)	1.5 crs	
International Business (CSIB 503)	1.5 crs	
Marketing (MKT 501)	3.0 crs	
Financial Management (FIN 551)	3.0 crs	

<b>First Year – Winter Term – implemented Fall 2004 for Class of 2006</b>		
<b>Winter A</b>		<b>Winter B</b>
Management Accounting (ACC 552)	2.25 crs	Multi-disciplinary Action Projects (BA553:CMAP/IMPA/EMAP/XMAP) <sup>3</sup> 7.5 crs
Operations Management (OMS 552)	2.25 crs	
Optional Business Elective <sup>1,4</sup>		
<b>First Year - Winter Term for Class of 2005</b>		
<b>Winter A</b>		<b>Winter B</b>
Managerial Accounting (ACC 552)	1.5 crs	Multi-disciplinary Action Projects (BA553:CMAP/IMPA/EMAP/XMAP) <sup>3</sup> 7.5 crs
Organizational Behavior (MO 552)	1.5 hrs	
Operations Management (OMS 552)	1.5 crs	
Applied Business Statistics (OMS 502)	1.5 hrs	
Elective <sup>1</sup>		

Second Year – Fall Term	
Fall A	Fall B
Elective <sup>1,4</sup>	Elective <sup>1,4</sup>
Elective	Elective
Elective	Elective
Elective	Elective
Elective	Elective

Second Year – Winter Term	
Fall A	Fall B
Elective <sup>1,4</sup>	Elective <sup>1,4</sup>
Elective	Elective
Elective	Elective
Elective	Elective
Elective	Elective

Notes: Electives total at least 25.0 hours of the total credits required for graduation. Electives classes may be 1.5, 2.25, or 3.0 credits. Students admitted Fall 2003 require 60 credits to graduate (50 of which must be Business credits). Students admitted Fall 2004 and after require 57 credits to graduate (47 of which must be Business credits).

<sup>1</sup> Students must elect either an Ethics or a Business Law Course at some time during the program (see Business Law/Ethics Requirement on page 7 for details). Students must also fulfill a Communications Requirement (see page 8 for details).

<sup>2</sup> FIN 513 (in Fall 2004A) is offered for those students pursuing a career in finance. This course is generally taken in place of a Fall A course which has been waived. Those who pass this class will not take FIN 503 in Fall B.

<sup>3</sup> During the second seven weeks of the first year Winter Term, students participate in MAP (Multidisciplinary Action Projects). These can be Domestic MAP (CMAP), International MAP (IMAP), Entrepreneurial MAP (EMAP), or eXperimental MAP (XMAP). Placement into specific MAP programs is determined by an application process during the fall semester. Students are encouraged to avoid additional coursework while enrolled in BA553.

<sup>4</sup> Students admitted Fall 2004 and after must also complete the core course, World Economy (CSIB 503 – 1.5 crs) at any time in their two year program.

## B. Evening MBA Core Requirements

The Evening MBA program consists of 60 credit hours in residence. Students generally take four years to complete the Evening MBA Program and must meet the degree requirements in effect when they enter the program. If course or curriculum changes take place after a student commences the program, every effort will be made to implement the changes in the student's best interest, while still maintaining the most current program standards.

The core coursework establishes a basic understanding of the functional responsibilities of an organization. After completing the core course requirements, students integrate the concepts learned and take electives in their area(s) of interest while completing all degree requirements. Students must also fulfill the Communications Requirement (see page 8 for details).

The curriculum reflects an increased flexibility through modular scheduling allowing both seven- and fourteen-week courses as well as courses offered in an intensive style. Core and elective degree requirements are summarized below. See Course Descriptions (<http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp>) for details.

<b>Core Courses with no Prerequisites</b>	<b>Core Courses with Prerequisites</b>
<i>All core courses are 3 credits</i>	
Financial Accounting (ACC 501)	Financial Management (FIN 551) [ACC 501 or BE 501 or OMS 501]
Business Information Technology (BIT 551)	
Management and Organizations (MO 501)	Managerial Accounting (ACC 551) [ACC 501, BE 501]
Marketing Management (MKT 501)	Operations Management (OMS 551) [ACC 501, OMS 501]
Microeconomics (BE 501)	Corporate Strategy (CSIB 601)
Probability and Statistics (OMS 501)	*Elective Courses
MBA Communications Requirement	

All students must complete a minimum of 30 credit hours in elective coursework. Elective courses may be 1.5, 2.25, or 3 credit hours.

### **C. Additional MBA Degree Requirements and Options**

The MBA core courses are a set of integrated courses designed by teams of faculty to develop a foundation for efficient and effective leadership and decision-making. They provide a foundation of core concepts and tools that students will use as they progress through the program and their careers. The above information lists all core course requirements for the two programs. Additional requirements are as follows:

#### **1. Policy on Waivers of MBA Core Courses**

Students in the MBA Program may waive designated core course requirements in two ways:

- A waiver petition submitted to the respective department during the prescribed review time, indicating prior academic coursework in the subject area and relevant work experience (Note: Successful completion of the core course at the Ross School of Business within two years prior to entering the MBA program, with a minimum course grade of "Pass," meets this requirement. Such courses may not be repeated for additional credit toward the MBA degree.)
- Successful performance on a placement exam offered by the respective department at the beginning of the academic year.

Waivers earn no credit toward the MBA degree. Students must substitute another course to replace the core course credit. Students who tested out or waived out of a core class may choose, however, to enroll in the core course for credit, if their waiver was not based on previous credit completion of the course at our school.

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

\*Note: Students who have a CPA or CA certificate are automatically waived from the Financial Accounting (ACC 501 or 502) and Managerial Accounting (ACC 551 or 552) courses and may not elect to take these courses for credit. Students with a CFA are waived from Finance 503 (Day) or 551 (Evening).



## 2. Business Law/Ethics Requirement (Day MBA only)

As part of the core requirements, Day MBA students must elect either a Business Law or an Ethics course at some time during the program. The course must be a minimum of 1.5 credit hours. Students enrolled in the dual JD/MBA program, or who already have a Juris Doctorate, are exempt from this requirement and may not elect to take the courses below for credit. The following Business School courses fulfill this core requirement:

BA 512	Ethics of Corporate Management	1.5 hours
LHC 582	Real Estate Law	3.0 hours
LHC 504	Legal Aspects of Entrepreneurship	1.5 hours
LHC 506	Corporate Governance: Wealth, Power, and Responsibility	1.5 hours
LHC 507	Law of Finance and Banking	1.5 hours
LHC 508	Securities Law	1.5 hours
LHC 509	Intellectual Property Law	1.5 hours
LHC 511	Legal Environment of Business	3.0 hours
LHC 512	Introduction to Business Law	1.5 hours
LHC 513	Law of Marketing	1.5 hours
LHC 514	Employment Law	1.5 hours
LHC 515	International Business Transactions	1.5 hours
LHC 516	Law of Enterprise Organization	3.0 hours
LHC 517	Law of Business Organizations	1.5 hours

## 3. MBA Communications Requirement

The MBA Communications Requirement can be fulfilled through a number of options, listed below. Students may select the option that best fits their curriculum objectives, allowing for flexibility and individuality in fulfilling the requirement.

### Option 1: Take the Writing Assessment and receive a passing score.

A Writing Assessment is offered at the start of each full term. The Writing Assessment presents a specific management situation and requires a written persuasive response. The written response is evaluated for clarity of thought, organization and development of ideas, audience awareness, persuasive appeal and English usage.

The Writing Assessment may be taken as many times as desired in an effort to receive the passing score. The assessment is offered in August and January each year.

### Option 2: Take two, 1.5-credit courses (day classes).

The first course must be LHC 521 (Managerial Writing for Entrepreneurs) or LHC 522 (Managerial Writing Fundamentals).

The second 1.5 credit course may be any other 1.5 credit Business School communication course (LHC 524, LHC 526, LHC 559, or LHC 561). *Students have the opportunity to waive out of the second course by passing an exit assessment given in LHC 521 or 522.*

### Option 3: Take one, 3-credit course (evening classes).

Students have the choice of LHC 520 (Managerial Writing) or LHC 560 (Managerial Communication).

Evening students are encouraged to satisfy their writing requirement within the first 30 hours of their program.

**Note:** Evening students can take day course options and day students can take evening course options to satisfy the writing requirements, if class capacity allows.

#### **4. Courses Outside the Business School**

MBA candidates may not be concurrently enrolled in another degree program unless participating in an approved dual degree program. However, up to ten credit hours of graduate-level courses in other units at the University of Michigan-Ann Arbor may be completed for degree credit while enrolled in the MBA program. The rich variety of courses available at the University of Michigan allows each student expanded, unparalleled opportunities to develop a program of study to fit personal career objectives.

The Ross School of Business cannot transfer credit from other universities or colleges nor can it give credit for practical experience, participation in musical or athletic organizations, or for physical education or performance courses.

#### **5. Research Projects for MBA Candidates**

Individual and group research projects, supervised by faculty, are available to graduate business candidates in good academic standing. To select a project, students should consult the appropriate professor about the nature of the research and the number of credit hours the work would earn. Appropriate forms (from Academic Services) must be completed and processed, indicating faculty and department Chair approval of the research project. Students earn one to three credit hours per project and may elect only one research project in a term and no more than three over the course of their program. No more than seven credit hours from research projects will count toward degree requirements.

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 will be 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 master-level students 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."

#### **6. Credit for Foreign Language Study**

With special permission, MBA candidates may earn degree credit for undergraduate language courses at the University of Michigan-Ann Arbor. Students may receive one graduate credit hour for every two undergraduate credit hours earned with a grade of "B" or better, up to a maximum of six graduate credit hours, toward the degree. To request credit for language study, students should complete the request form available in the Office of Admissions and Academic Services. Grades earned in undergraduate level courses do not count when calculating academic honors.

#### **7. International Exchange**

The University of Michigan Business School participates in an International Exchange Program with approved business schools worldwide, with selections made during Winter term of the preceding academic year. All applicants must be in good academic standing. For Day MBA students, the exchange itself usually takes place during the Fall or Winter term of the student's second year. Evening MBA students who have completed the core course requirements are eligible to participate in the exchange programs. Please note that Evening MBA students must enroll full-time during the Exchange. Students who complete the exchange program earn 9-15 credit hours of Pass/Fail credit toward their degree. Contact Academic Services at [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu).

#### **8. 400-level Courses**

Graduate students may take a maximum of six credit hours of 400-level graduate courses in their entire degree program. Note that not all 400-level courses are graduate level; students should check the Rackham Graduate School Bulletin to confirm if a 400-level class is listed as graduate level.

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

Courses at the 300-level and below do not earn degree credit (see Credit for Foreign Language Study above for possible exceptions)

### **9. 800-level and 900-level Courses**

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

## **IV. Master of Accounting (MAcc) Program Requirements**

In recognition of the increasing complexity of the business environment, virtually all states (including Michigan) now require that individuals complete 150 semester hours (five years) of college education to obtain licensure as a Certified Public Accountant (CPA).

The Stephen M. Ross School of Business at the University of Michigan offers a one year Master of Accounting (MAcc) program that follows the completion of a four year undergraduate degree. The MAcc degree provides students with the appropriate number of business and accounting credits required to sit for the CPA exam but, more importantly, provides students with the educational background needed to be an effective business professional in the twenty-first century.

The graduate research seminar allows students to develop expertise in reading, interpreting and conducting highly relevant accounting-based research on the important contemporary issues facing accounting and business.

### **A. Undergraduate Prerequisites – MAcc**

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

Thirty-three credit hours of core and elective courses are necessary to complete the MAcc degree. Students enter the program in September and complete their degree in June with a Graduate Research Seminar. The core curriculum consists of a series of accounting and financial reporting courses. As electives, a variety of business courses are available including, but not limited to, corporate strategy, finance, marketing, international business, economics and public policy. In addition, graduate level courses may be taken outside the Business School for students wishing to study non-business areas such as law, public policy, communications, or engineering.

### **B. MAcc Course of Study**

<b>Fall Term</b>	<b>Winter Term</b>	<b>Spring Term</b>
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ACC 561 Federal Taxation I (3 hrs)	ACC 624 Advanced Fin Acc (3 hrs)	ACC 695 Graduate Research Seminar (3 hrs)
ACC 712 Fin Statement Anal (3 hrs)	ACC 630 Auditng & Assurance (3hrs)	
ACC 564 Corporate Fin Reporting (3 hrs)	9 hrs of electives*	
6 hrs of electives*		

In choosing your electives, you must include at least **one** of the following four choices:

- ACC 620 Federal Taxation II
- ACC 640 Adv. Management Acc + ACC 650 Cost Management
- ACC 725 Applied Financial Analysis & Portfolio Management
- BE 575 Tax Policy and Business/Business Strategy

### C. Research Projects for MAcc Students

MAcc students may take up to 3 credit hours of independent research work. See page 9 for a full description of these papers.

### D. Additional MAcc Degree Requirements and Options

MAcc students may take a maximum of 6 credits approved, 400-level graduate courses.

MAcc students may take a maximum of 6 graduate credits outside the Business School, in other graduate units of the University of Michigan.

## V. Global And Executive MBA

MBA and Executive programs have distinct sets of Academic Rules and Regulations that are maintained and monitored by the respective MBA Program Director. Please refer to the Executive MBA website at <http://www.bus.umich.edu/Admissions/Emba/> and the Global MBA website at <http://www.bus.umich.edu/Academics/GMBA/>

## VI. Academic Counseling and Course Registration

### A. Academic Counseling (All Students)

Responsibility for planning the specific content of the academic program rests with the student. Thorough familiarity and understanding of the regulations contained in this Bulletin are essential for sound planning. Degree progress checklists are available on iImpact for students to monitor their academic progress.

The choice of electives in the Ross Business School MBA program is flexible and may be tailored to each student's needs and interests. The Business School does not officially recognize "concentrations" or specializations within the MBA program (except for the specific Manufacturing concentration within the Tauber Manufacturing Institute). Students choose their elective courses to customize the degree. Diplomas indicate graduation with a Master of Business Administration degree or a Master of Accounting degree (for MAcc students).

Although it is not required, all students are encouraged to take advantage of academic counseling in choosing courses. Faculty 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 degree status, the Office of Admissions and Academic Services maintains regular office hours Monday through Friday, and counselors are available by appointment to answer student inquiries. Appointments can be made online by going to

iMpat under "Academics." Students may also direct their questions to [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu) or by calling 734.647.4933.

While Academic Services staff members are extremely experienced in working with the academic regulations as detailed in the Bulletin, it is the University Regulations, the Bulletin itself and the Community Values and Standards Committee which remain the final authority on decisions relating to a student's academic status and progress.

## **B. Course Registration**

Graduate business students register for courses using several different methods. The Office of Admissions and Academic Services provides specific information via iMpat (<http://iMpat.bus.umich.edu>) about registration to students before the registration period begins each semester. In general, first-term courses are assigned for Day MBAs by Academic Services in conjunction with section assignments and are available during orientation.

### **1. Adding Courses After Registration**

Students may add 14-week courses during the first three weeks of the Fall or Winter terms. They may add 7-week courses during the first week of each Fall or Winter segmented term or during the first two weeks of the spring or summer terms. Adding courses after the deadline requires authorization, which can be granted only by the professor.

### **2. Dropping Courses After Registration**

Students may drop 14-week courses during the first three weeks of the Fall or Winter Terms without an approval process. Seven-week courses may be dropped during the first week of each Fall or Winter segmented term or during the first two weeks of the spring or summer terms. The student's revised course schedule, however, must meet the enrollment regulations of the program (see Credit Hours at VII. A1). Note that different dates may apply for intensive or alternatively scheduled course offerings; check the web course listings and registration information for details.

To drop a course after the deadline, a Drop Verification Form (DVF)\* must be completed by the student and the instructor of the course. Forms are available at the reception desk at either Ann Arbor in room D2260 Business Administration or Commerce Park. This form is also available on iMpat at <http://webuser.bus.umich.edu/Departments/Admissions/AcademicServices/CurrentUpdates/FORMS.htm> .

The completed DVF must be returned to an Academic Service's staff person. Subsequently students must complete a DROP/ADD form (also available in D2260), obtain staff signature on this form and then take it to the Registrar's Office to have the change processed.

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. Requests for late drops not covered by these guidelines will be considered by the appropriate faculty committee only in cases of grave personal emergency.

\* As an alternative to the DVF, Evening students may request faculty to send a signed letter on departmental letterhead. The letter must state one of the following: 1) that the student never attended the course or 2) provide the last date attended and verify that the student is doing passing work. A letter or DVF may be submitted in one of three ways: mailed to Academic Services (Stephen M. Ross School of Business at the University of Michigan, 701 Tappan, Room D 2260, Ann Arbor MI 48109-1234), faxed to Academic Services at 734-763-7804, or placed in the mail slot in front of Room D2260.

### 3. Withdrawal

Withdrawal means the elimination of all courses for a given term after the term has begun. Students wishing to withdraw should contact Academic Services. (See Maintenance of Active Degree Candidacy on page 13.)

## VII. Degree Progress Regulations

### A. Credit Hours Guidelines

#### 1. Day MBA and MAcc Guidelines

Students enrolled in the Day MBA or the MAcc program should elect credit hours using the following guidelines:

- Elect between 12 and 15 credit hours each full term (Students in the first term of their program may elect no more than 18 credit hours.)
- Register for up to 15 credit hours of business courses before the first day of class. After the first day of class, students may add additional courses up to a total of 18 credit hours without permission.

#### 2. Evening MBA Guidelines

Fall /Winter Semesters	Spring/Summer Semesters
Elect up to 7 credit hours Request to increase credit limit up to 9 credit hours without permission* Request permission from Evening Program Director to elect more than 9 hours	Elect 3 credit hours Request Academic Services to increase credit limit up to 7 credit hours without permission* Request permission from Evening Program Director to elect more than 7 hours

\*Starting about a month before classes begin, Evening MBA students may add up to three additional credit hours each term if they are in good academic standing and not in their first term of the program (check with Academic Services for exact dates).

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

### B. Time Limit for Completing Degree Requirements

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

### C. Maintenance of Active Degree Candidacy and Readmission

Admission to the School is granted for a specific term. Students who are admitted, but do not enroll in the appointed term, must reapply for admission. Students lose active degree candidacy if they do not complete a course during the first term of the enrollment or if they do not complete at least one course within a twelve-month period. Candidates who have completed one or more terms may temporarily withdraw from the program, but must reapply for a term in which classes appropriate for the completion of their degree are available. Readmitted students must comply with the degree requirements in effect at the time of their

readmission. Admission to the Ross School of Business is highly competitive, and application for readmission is decided on the standard for the term in which the former student wishes to enroll.

#### **D. 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.

#### **E. Auditing Courses**

To audit a course, students must first obtain permission from the instructor, and modify the class to audit status using the U of M 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 7-week 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. Retaking Courses**

Students may retake a failed course for credit if they wish to do so and must retake a failed course if it is a degree requirement or a prerequisite to other courses that the student wishes to elect. Both the original failing grade and the grade received when the course is retaken are used to determine the student's academic standing and honors. A student may retake a course in which a passing grade was received if the desire is to strengthen knowledge or improve the grade, but the credit hours will be counted only once toward degree requirements.

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

#### **G. Elections by Students Enrolled in Other Units**

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

#### **H. Transfer from the Evening MBA Program into the Day MBA Program**

Evening MBA students who intend to request a transfer to the Day program should submit a written or email request to Academic Services at [umbsacadservices@umich.edu](mailto:umbsacadservices@umich.edu). Transfer requests are evaluated in a batch process. Factors affecting the decision include space constraints in the Day MBA class that term and completion of core coursework in the Evening MBA program. Requests for transfer are considered from students in good academic standing who have completed all the core course requirements.

#### **I. Academic Discipline**

If a Day MBA or MAcc student receives 60 percent or more of his or her grades as "Low Pass" or "Fail" in any one of the first three terms, or cumulatively, a faculty committee reviews the student's record and may require

the student to withdraw from the Business School. For Evening MBA students, if 60 percent or more of grades in any band of 15 credits is at Low Pass or Fail, the student's record will be reviewed for academic discipline. In addition, any grade of "Fail" also shall result in Committee review of the record for possible disciplinary action including dismissal from the program. If a student earns a grade of "Fail" in a core course, the Committee may require the student to withdraw from the program.

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

## J. Grades and Transcripts

Term grades are posted approximately two weeks after each term. Students may obtain copies of their complete academic record through the University Registrar, which also stores the permanent academic record online via Wolverine Access (<http://wolverineaccess.umich.edu>). The Business School does not issue transcripts; transcripts may be obtained free of charge by contacting the University Registrar, (734) 763-5174, (734) 763-9053 FAX, 413 E. Huron, Ann Arbor, MI 48109. Alumni of the University of Michigan may request transcripts electronically via Wolverine Access (<http://www.umonline.umich.edu>).

## K. Taking Courses after Completion of Degree Requirements

Alumni who wish to take a course at the Business School after graduating must apply for admission as a "special student" and receive permission from the faculty to enter the course. Please note that approval of such requests is extremely restricted, and is based upon course availability and current degree student enrollment. For further information, contact the Senior Associate Director of Academic Services, Admissions and Career Development, via [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu).

# VIII. Grade Policies and Academic Honors

## A. Grading Policy for coursework taken in the Business School

Stephen M. Ross School of Business uses a five-level grading scale for all MBA and MAcc students:

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

*Good (GD)*: Performance that exceeds all the standard requirements of the course. Approximately 35 percent of the students in a core course shall receive this grade.

*Pass (PS)*: Performance that meets all the standard requirements of the course. Approximately 35 percent of the students in a core course shall receive this grade.

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

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

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



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

## **B. Grades for Coursework taken in other University Units**

Grades appear on the transcript in accordance with the grading system designated for that course. The grading systems used in the University and accepted for Business Administration graduate level students are letter ("A" through "E"), mandatory Pass/Fail, and mandatory Satisfactory/Unsatisfactory (refer to the Grade Modification Policy for more details). For the purpose of evaluating academic standing, graduate-level grades from Rackham and other University of Michigan schools will be treated as follows:

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

## **C. Grades for course work taken at foreign institutions through a Business School International Exchange Program**

Students who participate in the Ross Business School Exchange Programs register for the Business School course CSIB 689, which has a mandatory Pass/Fail rating basis. Courses at the host school must be taken for grades in order for us to evaluate and translate into our mandatory P/F table. Grades are issued based on performance at their host institution. Definitions of passing and failing performance depend on the standards of the respective foreign institutions. Pass/Fail grades do not count when calculating academic honors.

## **D. Incompletes**

When a student has not completed a minor part of the work of a course at the end of a term, a grade of "I" may be recorded, provided the work actually completed is satisfactory in quality. If a student is absent from the final examination for a reason considered excusable by the instructor, a grade of "X" will be recorded, provided the previous work is satisfactory.

Grades of "I" and "X" must be remedied by the student within four weeks following the last day of classes of the term in which they were earned. If they are not removed within this period, the University Registrar automatically converts them to failures. A student may petition the appropriate faculty committee for an extension of time for making up an I or X; such a petition must be in writing and co-signed by the instructor who awarded the I or X grade. This failure grade will be removed if the student subsequently completes the course and the instructor submits a supplemental grade report. In all cases, however, I and X grades remain on the academic record after the grade is posted.

## **E. Grade Modification Policy**

Neither business courses nor courses in other divisions of the University may be taken on an optional Pass/Fail basis. Exceptions are limited to courses with mandatory Pass/Fail, Satisfactory/Unsatisfactory and Credit/No Credit grading, non-business undergraduate courses that will not be counted toward the degree requirements, credits earned through the Business School International Exchange Program, and credits in excess of the hours needed for graduation. Students may elect only one mandatory P/F, S/U, or CR/NC course per term and only three throughout their entire degree program; these grades do not count when calculating academic honors.

## F. Dispute of Final Grades

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

## G. Academic Honors

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

### 1. Graduation "With Distinction" or "With High Distinction"

For the purpose of determining academic honors for MBAs and MAccs, grades are converted into value points and an average is computed for each student. For Day MBAs, two calculations are done—one with MAP (BA553)/IMAP (BA559) and one without. Students who qualify under either calculation are eligible for honors and may be recommended by the faculty to receive their degree "With High Distinction" or "With Distinction." The University posts the award on the transcript and diploma when the degree is conferred. The point conversions for honors range as follows:

*High Distinction:* 3.500 to 4.000

*Distinction:* 3.250 to 3.499

Some student records may include grades earned under both the Business School grading system and the grading scales used by other University of Michigan schools and colleges. Honors for dual degree students are calculated by using all credit hours, both business and non-business, elected in terms when the student was registered in the Business School. To evaluate records for academic honors, the following equivalencies apply:

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

Note that value points as listed are not a grading scale, but are solely used to determine academic honors. Grades earned in undergraduate level language courses do not count when calculating academic honors. Class rank is not computed.

### 2. Preliminary Determination of Honors

Upon completion of the first year (two full terms or 30 credit hours) of the MBA Day Program, students may note eligibility for "Initial Candidacy for Honors" for purposes associated with the Office of Career Development and/or resumes. The same grade point average calculations and ranges apply for "Initial Candidacy" and actual graduation honors.

### 3. 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.

#### **4. Financial Management Association National Honor Society**

The Financial Management Association is a professional organization that sponsors a national honor society for finance students. Membership requires outstanding scholastic achievement in both finance and accounting courses.

## **IX. Graduation**

Follow the steps below to prepare for graduation.

### **A. Complete Degree Audit**

The Academic Services Office completes an official audit for the purpose of degree confirmation. Prior to this, students may complete a preliminary degree audit by making an appointment with an advisor in Academic Services or by doing a self-audit. Appointments with advisors can be made online by going to iMpat ( <http://www.bus.umich.edu/CounselingCalendar/AcademicServices/> ) under "Academics." Students may also direct their questions to [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu). Degree Audit forms are available on iMpat, ( <http://www.bus.umich.edu/Academics/DegreeCheck> ) so that students can readily track their degree progress.

### **B. 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 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.

### **C. Confirm Name**

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

### **D. Complete Exit Interview**

MBA2 graduating students who have borrowed through the Federal Direct Loan Program – Subsidized and Unsubsidized are required by Federal Law to complete an "Exit Interview." The Exit Interview requires that you participate in a 25-30 minute online counseling session and take a quiz about managing your loan debt. Graduating students are sent email notifications about six weeks before graduation.

## **X. Community Membership**

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

G-664 Haven Hall, 505 S. State Street, Ann Arbor, MI 48109- 1045  
<http://www.umich.edu/~sswd/ssd/>

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

Before and after a student enrolls at the University, SSD staff are available to answer questions and provide referrals concerning admission, registration, services available, financial aid, etc. In addition, SSD can help

assess the need for modified housing, attendants, interpreters, transportation, classroom accommodations, note-takers, and adaptive equipment.

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

To request additional information call (734) 763-3000 Voice or (734) 615-6921 TTY

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

All University of Michigan students are responsible for upholding the community standards expressed in the Statement of Student Rights and Responsibilities (SSRR) which sets forth standards of non-academic conduct by students and a judicial process for resolving complaints of alleged violations of the standards. If a student is alleged to have participated in behavior that violates both the professional standards of the University of Michigan Business School and the standards of the SSRR, the School may choose to resolve the allegations either through its procedures or through the procedures outlined in the Statement.

On campus violations of the SSRR include: sexual assault and rape; harassment; physical assault, battery and endangerment; the knowing possession, use or storage of firearms or dangerous weapons; hazing; unlawful possession, use, manufacture, sale, or distribution of alcohol or other drugs; arson; fraud against the University; theft; intentionally interfering with teaching; property damage; illegal entry into University facilities; false reports concerning fires, bombs or other emergencies, and misuse of the disciplinary procedures. Off campus violations include: illegal sale, distribution or manufacture of drugs; physical assault, battery and endangerment; murder; arson; hazing; sexual assault and rape; and harassment.

The Judicial Advisor accepts complaints from individuals who believe a violation of the Statement has occurred, investigates alleged violations, counsels students, faculty, and staff about the judicial process, assists complainants and accused students prepare for hearings and mediations, enforces sanctions and mediated agreements, and educates the University community about the Statement.

The Statement is published in the University Policies Affecting Students and may be obtained on the web via UM-GopherBlue. For further information please contact the Office of the Judicial Advisor at (734) 936-6308.

### **Conduct**

The rules and policies of the University of Michigan govern non-academic conduct. The University Policies Affecting Students contains the rules governing non-academic conduct. Copies of this handbook are available in the Office of Admissions and Academic Services as well as from the Office of Student Conflict, 6040 Fleming Building, Ann Arbor, Michigan 48109-1340, (734) 936-6308. Also included in the handbook is the University of Michigan Student Policy on Alcohol and Other Drugs as well as a statement on Student Rights and Student Records.

The rules and policies of the University of Michigan Business School govern the academic conduct of business students. Copies of the Business School's Academic Sanctions Policy and Grievance Procedures are available in the Office of Admissions and Student Services. Because the responsibility for planning an academic program rests with the student, a clear understanding of the rules and regulations is essential. If a student has any doubt about an interpretation of the regulations, he or she should speak with a counselor as soon as possible.

## **C. Code of Student Conduct**

### **1. 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.

### **2. 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.

### **3. 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.

### **4. 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

## 5. Scope of the 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.

## 6. 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 that 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 that 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. In 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.

## **7. Sanctions**

Sanctions are designed to promote the University's educational mission. Sanctions may also serve to promote safety or to deter students from behavior that 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.

## **8. 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 that 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 groups mentioned above, 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.

## **D. Residency Classification Guidelines**

For University purposes, "domicile" is defined as the place where an individual intends his/her true, fixed and permanent home and principal establishment to be, and to which the individual intends to return whenever he or she is absent. These Guidelines are designed to explain how a student may demonstrate the required intent and establishment of a domicile in Michigan. An individual whose activities and circumstances, as documented to the University, demonstrate that he or she intends to be domiciled in Michigan and has, in fact, established a domicile in Michigan will be eligible for classification as a resident. An individual whose presence in the state is based on activities or circumstances that are indeterminate or temporary, such as (but not limited to) educational pursuits, will be presumed not to be domiciled in Michigan and will be classified as a nonresident. The burden of proof is on the applicant to demonstrate with clear and convincing evidence that he or she is eligible for resident classification under these Guidelines.

These Guidelines describe situations that create presumptions of resident and nonresident status. The fact that a presumption of resident status may apply to a student does not mean that the student will automatically be classified as a resident or that the student is relieved of the responsibility for filing an Application for Resident Classification. (See The Student's Responsibilities and the Residency Application Process on page 28.) To overcome a presumption of nonresident status, a student must file a residency application and document with clear and convincing evidence that a Michigan domicile has been established.

## **E. Residency Regulations**

**Information on Residency Classification for Admission and Tuition Purposes** Please refer to the Residency Office web site for all updates and documents. <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.

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, 413.E. Huron Street, University of Michigan, Ann Arbor, MI 48109, phone (734) 764-1400. Business hours are 8 a.m.-5 p.m. weekdays.

## **FILING DEADLINES**

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

Applications must be received in the Residency Classification Office by 5 p.m. on the deadline date. 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 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.

## **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.

## **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.

### **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

### **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.



# Message from the President

Welcome to the University of Michigan, one of our country's great public universities. One of the many reasons I am thrilled to be part of this university community is because of its long-standing commitment to diversity. I firmly believe that we can learn some of life's most important lessons from each other. The more varied the perspectives represented, the richer our education. Our differences—whether they be the academic questions that engage us, age, economic background, gender, or race, to name just a few—bring a buoyancy to our campus community and help create the intellectual vitality that makes Michigan internationally renowned.

Since its founding more than one hundred and eighty years ago, the University has aspired to provide an outstanding education to a diverse student population. Former President James B. Angell, in his 1879 commencement address, said, "Good learning is always catholic and generous. . . . It frowns on caste and bigotry. It spurns the artificial distinctions of conventional society. It greets all comers whose intellectual gifts entitle them to admission to the goodly fellowship of cultivated minds. It is essentially democratic in the best sense of that term."

Several years ago, Michigan's faculty, through the University Senate, reaffirmed its commitment "to recruiting and maintaining a culturally and racially diverse student body and faculty that are representative of contemporary society, and to assuring that these diverse influences are respected and incorporated into the structure of the University."

I am proud to belong to an academic community that historically has embraced diversity and is as committed today to this ideal as it was during the days of President Angell. I invite you to join me in supporting Michigan's ongoing efforts to promote an appreciation of and openness to the viewpoints and contributions of others.

Sincerely,

Mary Sue Coleman  
President

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