



# 2008-2009 BULLETIN

MBA & MAcc  
Program

LEADING IN THOUGHT AND ACTION

## MBA/MAcc Program Bulletin

---

*Please note that this document is accurate as of September 2008*

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

---

### 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

# Table of Contents

**MESSAGE FROM THE PRESIDENT ..... 2**

**TABLE OF CONTENTS ..... 3**

**I. PHILOSOPHY OF THE UNIVERSITY OF MICHIGAN MBA AND MACC PROGRAMS ..... 6**

**II. STATEMENT OF COMMUNITY VALUES ..... 7**

**III. STUDENT RECORDS ..... 8**

**IV. MBA PROGRAM REQUIREMENTS ..... 9**

**A. FULL-TIME MBA CORE CURRICULUM ..... 9**

    1. Second Year: ..... 10

    2. Additional Core Degree Requirements: ..... 10

**B. Evening MBA Core Requirements ..... 10**

**C. Additional MBA Degree Requirement Information and Options ..... 11**

    1. Policy on Waiving MBA Core Courses ..... 11

    2. Business Law/Ethics Requirement ..... 12

    3. MBA Communication Requirement ..... 13

    4. Courses Outside the Business School ..... 14

    5. Research Projects for MBA Candidates ..... 14

    6. Credit for Foreign Language Study ..... 14

    7. International Exchange ..... 14

    8. 400-level Courses ..... 15

    9. 800-level and 900-level Courses ..... 15

**V. MASTER OF ACCOUNTING PROGRAM. (MACC) ..... 15**

**A. Undergraduate Prerequisites – MAcc ..... 15**

**B. MAcc Course of Study ..... 16**

**C. Research Projects for MAcc Students ..... 16**

**D. Additional MAcc Degree Requirements and Options ..... 16**

**VI. GLOBAL AND EXECUTIVE MBA ..... 17**

**VII. ACADEMIC COUNSELING AND COURSE REGISTRATION ..... 17**

**A. Academic Counseling (All Students)..... 17**

**B. Course Registration ..... 17**

    1. Modifying Class Selections ..... 18

    2. Withdrawal..... 19

**VIII. DEGREE PROGRESS REGULATIONS ..... 19**

**A. Credit Hours Guidelines ..... 19**

    1. Full-Time MBA and MAcc Guidelines ..... 19

    2. Evening MBA Guidelines..... 19

**B. Time Limit for Completing Degree Requirements..... 19**

**C. Maintenance of Active Degree Candidacy and Readmission..... 20**

**D. Class Attendance ..... 20**

**E. Pass/Fail Grading ..... 20**

**E. Auditing Courses ..... 20**

**F. Retaking Courses..... 21**

**G. Elections by Students Enrolled in Other Units ..... 21**

**H. Transfer from Evening MBA into Full-Time MBA Program ..... 21**

**I. Academic Review Status and Probation..... 21**

**J. Grades and Transcripts ..... 22**

**K. Taking Courses after Completion of Degree Requirements ..... 22**

**IX. GRADE POLICIES AND ACADEMIC HONORS..... 22**

**A. Grading Policy for coursework taken in the Business School ..... 22**

**B. Grades for Coursework taken in other University Units ..... 23**

**C. Grades for Coursework taken through a Business School International Exchange Program..... 23**

**D. Incomplete (I), No Report (NR), or Blank Grades ..... 23**

**E. Grade Modification Policy ..... 23**

**F. Dispute of Final Grades..... 24**

**G. Academic Honors..... 24**

    1. Graduation "With Distinction" or "With High Distinction" ..... 24

    2. Preliminary Determination of Honors ..... 24

    3. Beta Gamma Sigma ..... 24

    4. Financial Management Association National Honor Society ..... 25

**X. GRADUATION ..... 25**

A. Complete Degree Audit.....25

B. Submit Diploma Application .....25

C. Confirm Name .....25

D. Complete Exit Interview.....25

E. Commencement.....25

**XI. COMMUNITY MEMBERSHIP ..... 26**

A. Ross Community Values, Codes and Procedures.....26

B. Services for Students with Disabilities (SSD) .....26

C. Office of Student Conflict Resolution: Statement of Student Rights and Responsibilities .....26

D. Residency Regulations.....27

## **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. Statement of Community Values

All members of the Ross Business School community agree to abide by the Ross School of Business Statement of Community Values. It is a hallmark of how we study and work together. The Statement of Community Values states:

“We, the members of the Ross School of Business community – students, faculty and staff – shall work together in striving for excellence in every aspect of our School’s activities. We seek to be a model of how members of an academic community can combine their spirit and talents to achieve such institutional excellence.

We understand that in striving for excellence, our personal and institutional integrity is our most precious asset. Accordingly, we accept accountability for our behavior and will not knowingly act in ways that might damage that integrity.

We commit ourselves to performing our work and fulfilling our responsibilities honestly and professionally. In particular, we will not tolerate cheating of any sort by any member of our community in any situation.

We shall treat each other with respect, honoring the dignity and value of each member of our community. We will cooperate with each other and fulfill our mutual commitments. We will extend these same courtesies to our guests.

We pledge to share community assets, such as facilities, library materials and information technology resources, in ways that are responsible, that comply with established policies and that reflect the principle of fairness.

We accept adherence to these values as a condition of membership in the Ross School of Business community.”

**Accompanying the Statement of Community Values are Codes of Conduct and specific procedures in the case of a reported violation. These codes are maintained on the Ross website at:**

**<http://www.bus.umich.edu/Academics/Resources/communityvalues.htm>.**

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

### III. Student Records

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

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

<http://www.umich.edu/~regoff/ferpa/>

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

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

## IV. MBA Program Requirements

### A. Full-Time MBA Core Curriculum

To make the first year of study cohesive and meaningful, the School divides each entering Full-Time MBA class into 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 Full-Time MBA Core Curriculum 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. The curriculum reflects flexibility through modular scheduling, allowing both seven- and fourteen-week courses.

A normal full-time course load is about 15 credit hours a term, with a maximum of 18 credits, and a minimum of 9 credit hours (to be a full-time student). Going below full-time (9 cr.) affects financial aid, degree progress, and (for international students) immigration status. To register for fewer than 9 credits in a term, you must request approval. In addition, students should not register for more than 10 credits in any half (A/B) term. To calculate your half term credits, divide any full-term class credits in half and add to your half term totals.

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 core degree requirements.

First Year - Fall Term	
Fall A	Fall B
ACC 502: Prin of Fin Acct (2.25 crs )	FIN 503: Financial Mngmt (2.25 crs)
BE 502: Applied Microeconomics (2.25 crs)	MKT 503: Marketing Mngmt (2.25 crs)
STRATEGY 502: Corporate Strategy (2.25 crs)	MO 503: Human Behav & Org (2.25 crs)
OMS 502: Applied Business Statistics (2.25 crs)	Optional Business Elective or Core Degree Requirement
Finance 513 option <sup>a</sup> ( 2.25 crs)	

First Year – Winter Term	
Winter A	Winter B
ACC 552: Management Accounting (2.25 crs)	BA 553: Multidisciplinary Action Projects <sup>b</sup> (7.5 crs)
OMS 552: Operations Management (2.25 crs)	
Optional Business Elective or Core Degree Requirement	

<sup>a</sup> FIN 513 (in Fall A) is offered for those students pursuing a career in finance. Students may apply to take this class if they have waived a different Fall A course. Those who pass this class will not take FIN 503 in Fall B, thereby freeing up a second elective slot in that term.

<sup>b</sup> During the second seven weeks of the first year Winter Term, students participate in MAP (BA 553 - Multidisciplinary Action Projects). MAP may involve domestic, international, entrepreneurial, or experimental projects. Placement into specific MAP programs is determined by an application process during the Fall semester. Students are strongly discouraged from taking additional coursework while enrolled in MAP due to time obligations and intensive group work. More specifically, participation in an international MAP project especially requires that no other course work is concurrent with MAP in Winter B.

### 1. Second Year:

**Students must take enough coursework to complete 57 total graduate credit hours during their two years in the program.**

Of the 57 credits, at least 25 may be taken as electives. Students may choose to focus on one functional area or may tailor their experience by combining various functions for a more broad-based management curriculum. At least 47 of the 57 credits must be made up of Business Administration coursework. MBA students may choose to broaden their experience by electing up to 10 hours of graduate study in other units of the University of Michigan (Ann Arbor campus).

### 2. Additional Core Degree Requirements:

- **Law/Ethics:** This requirement can be met by waiver request or by taking ONE of a selection of courses at any time during the two years. (Students who have earned a Juris Doctor degree are automatically waived from this requirement.) See [section C-2](#) below for complete course option details.
- **Communication Requirement:** To help develop communication skills, all students must fulfill a Communication Requirement. This requirement can be satisfied by passing a Waiver Exam or with course work. See [section C-3](#) below for details.
- **World Economy** (STRATEGY 503 – 1.5 crs) must be completed at any time in the two years.

### B. Evening MBA Core Requirements

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

The core 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 core degree requirements. Students must also fulfill the Communication Requirement within their first 18 months of the program (see [section C-3](#) below for details). Note that some elective classes can be taken earlier in the program, depending on course prerequisites.

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

(<http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp>) for details.

Core Requirements with no Prerequisites	Core Requirements with Prerequisites
ACC 501: Financial Accounting (3.0 crs)	ACC 551: Managerial Accounting (3.0 crs) [ACC 501 prerequisite]
BE 501: Applied Microeconomics (3.0 crs)	STRATEGY (CSIB) 601: Corporate Strategy [ACC 501 prerequisite] (3.0 crs)
BIT 551: Information Systems(3.0 crs)	FIN 551: Financial Management & Policy (3.0 crs) [ACC 501 and OMS 501 prerequisites]
<a href="#">Law/Ethics Requirement</a> (for admits Fall 05 and later)	OMS 551: Introduction to Operations (3.0 crs) [OMS 501 prerequisite]
<a href="#">MBA Communication Requirement</a>	
MKT 501: Marketing Management (3.0 crs)	
MO 501: Human Behavior and Organization (3.0 crs)	
OMS 501: Applied Business Statistics (3.0 crs)	
STRATEGY (CSIB) 503: World Economy (for admits Fall 2005 and later) (1.5 crs)	

## NOTES:

- All students will complete a minimum of 25.5 credit hours in elective coursework. Elective courses may be 1.5, 2.25, or 3 credit hours.
- Because ACC 501 and OMS 501 are prerequisites for other core classes, we strongly recommend taking these early in the program, to allow maximum flexibility in choosing courses.
- MBA Communication Requirement must be met within the first 18 months of your program, either by passing a Waiver Exam or by course work. See [section C-3](#) below for details.
- For students admitted Fall 2005 and later, core requirements also include World Economy (STRATEGY (CSIB) 503 – 1.5 crs) and the Law/Ethics Requirement. For law/ethics course choices, see details in [section C-2](#) below.
- At least 50 of the 60 required credits must be made up of Business Administration coursework. MBA students may choose to broaden their experience by electing up to 10 hours of graduate study in other units of the University of Michigan (Ann Arbor campus).

### C. Additional MBA Degree Requirement Information 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 information and options regarding the requirements are as follows:

#### 1. Policy on Waiving MBA Core Courses

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

1. A waiver form submitted to Academic Services for consideration by the designated department representative during the prescribed review time. Depending on the particular course, waivers may be accepted based on one or more of the following criteria:
  - a. Prior academic experience – Coursework previously completed at other institutions and documented on a transcript.
  - b. Prior course completion - 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.
  - c. Professional experience – As documented on a resume or other relevant documentation.

- d. Professional designation – Examples include CPA, CA, CMA and JD. Relevant documentation must be provided.
2. Successful performance on a waiver exam offered by the respective department at the beginning of the academic year.

Waivers earn no credit toward the MBA degree. Students must substitute another course to replace the core course credits. Students who 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. Exceptions to this rule are noted below:

- 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. These students may not elect to take ACC 501 or 502 for credit, however they may take ACC 551 or 552 for credit if they so choose.
- Students who have a CMA certificate are automatically waived from the Managerial Accounting (ACC 551 or 552) course. These students may take ACC 551 or 552 for credit if they so choose.
- Students enrolled in the dual JD/MBA program, or who already have a Juris Doctorate are automatically waived from the Business Law/Ethics requirement and may not take certain courses for credit (see Section III.C.2.)

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

## 2. Business Law/Ethics Requirement

### (All Full-Time MBA and Evening MBAs admitted Fall 2005 and later)

As part of the core requirements, MBA students must elect one of the approved Business Law or an Ethics courses 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 any of the below courses for credit without written permission from the instructor. BA 512 is the only exception to this rule; JD holders or candidates may take this course for credit without instructor permission. The following courses fulfill this core requirement:

BA 512	Ethics of Corporate Management	1.5 credits
LHC 582	Real Estate Law	3.0 credits
LHC/ES 504	Legal Aspects of Entrepreneurship	2.25 credits
LHC 506	Corporate Governance	1.5 credits
LHC 507	Law of Finance and Banking	1.5 credits
LHC 508	Securities Law	2.25 credits
LHC 509	Intellectual Property Law	2.25 credits
LHC 511	Legal Environment of Business	3.0 credits
LHC 512	Introduction to Business Law	1.5 credits
LHC 513	Law of Marketing	1.5 credits
LHC 514	Employment Law for Managers	1.5 credits
LHC 515	International Business Law	1.5 credits
LHC 516	Law of Enterprise Organization	3.0 credits
LHC 517	Law of Business Organizations	2.25 credits

### 3. MBA Communication Requirement

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

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

LHC 520	Managerial Writing	3.0 credits
LHC 521	Writing Fundamentals for Entrepreneurs	1.5 credits
LHC 522	Managerial Writing Fundamentals	1.5 credits
LHC 524	Persuasive Management Communication	1.5 credits
LHC 560	Communication Management	3.0 credits

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

A Waiver Exam is offered near the start of each full term (typically, August and November). The Waiver Exam presents a specific management situation and requires a written persuasive response. The written response is evaluated for clarity of thought, organization and development of ideas, audience awareness, persuasive appeal and English usage.

#### Full-Time MBA Students:

Full-Time MBA students must take the Communication Waiver Exam within the first year of the program (either in August prior to the first term or in November of the first term). Students who have not successfully completed the assessment within the first two offerings will need to fulfill the Communication requirement with course work.

#### Dual Degree Students:

A Dual Degree MBA student should take the Communication Waiver exam during the academic year in which he or she is automatically enrolled by the Ross School of Business into the full MBA core course schedule under Ross (paying Ross tuition). The July/August exam immediately prior to that academic year counts as the first opportunity. The November/December exam of the same year would be the second & last opportunity. Dual Degree students should **not** take the Waiver Exam during their first year at the University if they begin their enrollment elsewhere (such as under the School of Natural Resources). They should wait until the July/August prior to the academic year in which they plan to complete all MBA core, including MAP. A pass on the Waiver Exam fulfills the MBA communication requirement. *(Dual degree students in the Evening MBA program should follow the Evening MBA timeline below.)*

#### Evening MBA Students:

Effective October 2005, Evening MBA students must take the writing waiver exam within the first three offerings available to them upon admittance. For those students whose first term was Winter 2006, the exam may be taken in August 2006, November 2006, or August 2007. For Evening students admitted prior to Winter 2006, the Waiver Exam must have been taken within 18 months of October 2005 – no later than November 2006. Students who did not successfully complete the assessment by the deadline will need to fulfill the Communication requirement with course work.

For more details about the Communication Requirement, please reference:

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

#### **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. The one exception to this policy occurs when we admit PhD students from non-Business graduate programs into the Evening MBA program. These students may continue their enrollment in the other PhD program, with the approval of that program. MBA students may, however, complete up to ten credit hours of graduate-level courses in other units at the University of Michigan-Ann Arbor while enrolled in the MBA program. 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. 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 web pages) must be completed and processed, indicating faculty, Department Chair, and Dean's Office 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. Details and forms are available on iMpact:

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

#### **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 through Academic Services. Grades earned in undergraduate level courses do not count when calculating academic honors. Please note that during the first year of the Full-time MBA program only students who have waived one or more core classes will have room in their schedules to add an undergraduate language class as their elective.

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

The Stephen M. Ross School of Business 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 Full-Time 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. Students who

September 2008

complete the exchange program earn 9-15 credit hours of Pass/Fail credit toward their degree. Contact the Center for International Business Education at [cibe@umich.edu](mailto:cibe@umich.edu).

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

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

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

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.

## **V. Master of Accounting Program. (MAcc)**

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

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

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

**B. MAcc Course of Study**

Fall Term	Winter Term	Spring Term
ACC 561: Federal Taxation I (3.0 credits)	ACC 624: Advanced Financial Accounting (3.0 credits)	ACC 695: Graduate Research Seminar (3.0 credits)
ACC 564: Corporate Financial Reporting (3 credits)	10.5 credits of Electives – see below*	
ACC/BIT 601: Accounting Information System Design (1.5 credits)		
ACC 630: Auditing & Assurance (3.0 credits)		
3 credits of Electives – see below*		

\* In choosing your electives, students must pursue ONE of the following options:  
 Include at least **3 credits** from the following choices if you **do not** waive any of the above core courses; OR  
 Include at least **6 credits** from the following choices if you **do** waive any of the above core courses:

ACC 640**	Advanced Management Accounting**	1.5 credits
ACC 650**	Cost Management Systems**	1.5 credits
ACC 620	Federal Taxation II	3.0 credits
ACC 712	Financial Statement Analysis	3.0 credits
ACC/FIN 725	Applied Financial Analysis & Portfolio Management	3.0 credits
BE 570/PUBPOL 575	Tax Policy & Business	3.0 credits
LAW 665	Estate & Gift Tax	2.0 credits
LAW 691	International Tax	2.0 credits
LAW 726	Partnership Tax	3.0 credits
LAW 746	Tax of Financial Instruments	2.0 credits
LAW 747	Taxation of Individual Income	3.0 credits
LAW 749	Corporate Taxation	3.0 credits

\*\*If ACC 640 *and* 650 are chosen, both must be taken for a total of 3 credits (1.5 credits each)

**C. Research Projects for MAcc Students**

MAcc students may take up to 3 credit hours of independent research work. See [section IV-C-5](#) for a full description of these papers.

**D. Additional MAcc Degree Requirements and Options**

- MAcc students must earn a minimum of 33 credit hours.
- MAcc students may take a maximum of 6 credits of approved, 400-level graduate courses.
- MAcc students may take a maximum of 6 graduate credits outside the Business School, in other graduate units at the University of Michigan, Ann Arbor.
- 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; 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.

## VI. Global and Executive MBA

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

## VII. 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 requirements checklists are available on iMpat (<http://www.bus.umich.edu/Academics/DegreeStatus/DegreeRequirements/>) for students to monitor their academic progress.

The choice of electives in the MBA program is flexible and may be tailored to each student's needs and interests. The Ross School of Business 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).

Students may take advantage of academic counseling in choosing courses. Faculty are the most qualified advisors on topics such as course content and selection. Students may contact faculty members by email, or speak with them during either faculty office hours or at a time arranged in advance by telephoning the faculty member's office. For queries related to academic records or degree status, Academic Services maintains regular office hours Monday through Friday, and counselors are available by appointment to answer more detailed 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 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. Academic Services provides specific information via iMpat (<http://www.bus.umich.edu/Academics/Registration/Register/>) about registration to students before the registration period begins each semester. In general, first-term courses are assigned for Full-Time MBAs by Academic Services in conjunction with section assignments and are available during orientation. For their final year, Full-Time MBAs will utilize our internal course bidding system.

Students should always be sure to check the registration dates and deadlines for each specific term (<http://www.bus.umich.edu/Academics/Registration/TimesDates/RegistrationDates.htm>).

### 1. Modifying Class Selections

**Core Classes:** Full-Time MBA students, who are pre-registered into the majority of their core courses, are expected to take all core courses in their proper sequence and in their assigned cohort group. Full-Time MBA students are not allowed to drop a core course unless they have waived that core course. Core course waiver information is available here:

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

**Elective Classes:** Students may use Wolverine Access (<http://wolverineaccess.umich.edu>) to add or drop elective classes prior to the start of the term and during the first week or two of each full term (Fall, Winter, Spring, and Summer). 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 class listing and registration deadlines (<http://www.bus.umich.edu/Academics/Registration/TimesDates/RegistrationDates.htm>) for details.

After online registration closes and before the official Drop/Add deadline for the term, students can still drop or add classes by completing a DROP/ADD form (or “University Election Worksheet”) and taking that to the Registrar’s Office (1<sup>st</sup> Floor, LSA Building, 500 S. State Street). This process can be used to drop or add 14-week courses during the first three weeks of the Fall or Winter terms, 7-week courses during the first week of each Fall or Winter A/B terms, and/or Spring or Summer courses during the first two weeks of the respective term. Prior to these deadlines, approval from Academic Services is not required and no ‘W’ will be posted on the student’s transcript. See

<http://www.bus.umich.edu/Academics/Registration/TimesDates/RegistrationDates.htm> for exact registration dates for each term. For more information regarding the Drop/Add process, please see <http://www.bus.umich.edu/Academics/Registration/Register/AddDropClasses.htm>.

After the Drop/Add Deadline:

- To drop or add a course after the deadline, a Drop/Add Verification Form (DAVF) must be completed by the student, signed by the course instructor and submitted to Academic Services during walk-in hours. The student will then need to take a DROP/ADD form (or “University Election Worksheet”) that has been approved by Academic Services to the Registrar’s Office (1<sup>st</sup> Floor, LSA Building, 500 S. State Street) in order to have the change processed. DAVF forms are available at the reception desks in Ann Arbor (room E2540), Commerce Park or Southfield (Oakland County). This form is also available on iMPact at <http://www.bus.umich.edu/Academics/Resources/Forms/DropVerificationForm.pdf>.

When a course is dropped after the deadline, a “W” notation appears on the student's transcript indicating that the student elected the course and later dropped it, even if the student never attended the class. This “W” has no effect on GPA. 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 DAVF, Evening students may request faculty to send a signed letter on departmental letterhead or an email from their personal umich.edu email account. The letter/email must state that the student has permission to either drop or add the specified course after the drop/add deadline. For late adds, the instructor must indicate that the student has either been attending class, or

that a plan has been approved for the student to catch up on required work. A letter, email, or DAVF may be submitted in one of four ways: mailed or delivered to Academic Services (Stephen M. Ross School of Business at the University of Michigan, 701 Tappan, Room E2540, Ann Arbor MI 48109-1234), faxed to Academic Services at 734-763-7804, emailed to [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu), or dropped off at the Executive Residence Information desk (only outside of regular business hours (M-F, 8 am – 5 pm)).

**2. Withdrawal**

Withdrawal means the elimination of all courses for a given term after the term has begun. Students wishing to withdraw from a term should contact Academic Services. (See Maintenance of Active Degree Candidacy in [section VII-C.](#))

**VIII. Degree Progress Regulations**

**A. Credit Hours Guidelines**

**1. Full-Time MBA and MAcc Guidelines**

For Full-Time students, we consider a full load to be around 15 credits per term and do not encourage students to exceed this - especially during their first term in the program. The University registration system will allow students to select up to 18 credits per term. Students are not permitted to go above 18.

**2. Evening MBA Guidelines**

<b>Fall /Winter Semesters</b>	<b>Spring/Summer Semesters</b>
Elect up to 7 credit hours Request to increase credit limit up to 9 credit hours without permission* Request permission from Ross School Registrar to elect <b>more</b> than 9 credit hours*	Elect 3 credit hours Request Academic Services to increase credit limit up to 7 credit hours without permission* Request permission from Ross School Registrar to elect <b>more</b> than 7 credit hours*

\*Prior to the start of a term (check with Academic Services for exact dates for each term), Evening MBA students may request to have their credit hours increased if they are in good academic standing (at least 80% of credit hours at PS level or higher) and not in their first term of the program. A request is made by sending an email to [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu) including the student’s full name, UMID, term, and number of credits to be increased.

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

**B. Time Limit for Completing Degree Requirements**

Students must complete the requirements for the MBA 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

Students must attend and complete courses during the term they are first admitted to the program. If a student is admitted, but withdraws from the program in his/her first term without completing a course, the student will be required to reapply to the program. In addition to this guideline requiring completion of coursework in the initial admit term, University policy requires students to complete at least one course within any consecutive twelve-month period to maintain active degree candidacy. If no academic work has been completed within a twelve-month period, the student becomes ineligible to continue. Candidates who have completed one or more terms may temporarily withdraw from the program, but must reapply for a term in which classes appropriate for the completion of their degree are available. Readmitted students must comply with the degree requirements in effect at the time of their readmission. Admission to the school is highly competitive, and applications for readmission are decided based on the standard for the term in which the former student wishes to enroll.

### D. Class Attendance

At the discretion of the instructor, students may be dropped from a class if they do not attend the first class meeting for a once-a-week class, or the first two class meetings for a twice-a-week class. In addition, based on the pedagogical needs of any particular class, an instructor may set specific attendance guidelines. In these cases, students will be notified in advance by the instructor.

### E. Pass/Fail Grading

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; 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.

### E. Auditing Courses

Students are expected to elect courses for credit. Occasionally, however, a student may wish to attend a course but not elect it for credit. This arrangement can take the form of an official audit (sometimes called Visitor status).

To audit a course, the following conditions must be met:

- Course may not be core course;
- Student must obtain written permission from the instructor to audit course (via instructor email or instructor signed DROP/ADD form (or “University Election Worksheet”));
- There must be space available in the class (if a class has a limited enrollment, students who take the class for credit will receive priority).
- Student must visit Academic Services during walk-in hours to verify approval to audit. Student must bring proof of instructor consent to Academic Services.
  - You will have to register in-person at the Registrar’s Office and present the approved DROP/ADD form (or “University Election Worksheet”). You will NOT be allowed to register for a Visit through Wolverine Access.

Audited courses will count toward the student’s credit capacity for the term, but audited courses do NOT count toward the degree. Regular course fees apply. An official audit obligates a student to attend classes regularly and complete course requirements (*e.g.*, papers, assignments, tests, and the final examination). When you have satisfactorily completed a course for an official visit, the course will be listed on your permanent

academic record with the notation "VI" in place of a grade. If you do not complete the course to the satisfaction of the instructor, the course will be entered on your record with the notation "F" or "ED" (unofficial drop).

Changes from audit to credit and credit to audit are not permitted after the third week of a full (14 week) term, or the second week of a half term (Spring-half or Summer-half) or one week from the first session of the class in a 7-week term. Because this choice of Audit vs. For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

### **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 Academic Services about possible exceptions.

### **H. Transfer from Evening MBA into Full-Time MBA Program**

While all students should plan on completing the program to which they have been admitted, occasionally Evening MBA students consider transferring to the Full-Time program. These requests should be presented as an email to Academic Services at [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu). No request will be considered unless all core course work, along with the Communications requirement, has been completed. Transfer requests are evaluated in a batch process. Factors affecting the decision include space constraints in the Full-Time MBA class that term and confirmation that core coursework (and Communications requirement) will be complete at the time of transfer.

### **I. Academic Review Status and Probation**

If a Full-Time 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, that student's record is reviewed, and the student may be placed on Academic Review Status or may be asked to withdraw from the program. For Evening MBA students, if 60 percent or more of grades in any band of 15 credits is at Low Pass or Fail, the student's record will be reviewed. In addition, any grade of "Fail" also shall result in review of the record for possible disciplinary action ranging from being placed on Academic Review Status through dismissal from the program. If a student earns a grade of "Fail" in a core course, the course must be repeated to meet degree requirements.

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

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

## J. Grades and Transcripts

Term grades are posted online shortly after grades are submitted online by instructors. 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 Ross Business School does not issue transcripts; transcripts may be obtained free of charge by contacting the University Registrar, (734) 763-9066, (734) 763-9053 FAX, 1210 LSA Building 500 S. State Street, Ann Arbor, MI 48109-1382.

## 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).

# IX. 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 Coursework taken through a Business School International Exchange Program**

Students who participate in the Ross Business School Exchange Programs register for the Business School course STRATEGY (CSIB) 689, which has a mandatory Pass/Fail grading 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. Incomplete (I), No Report (NR), or Blank Grades**

When part of the work of a particular course is not completed at the end of a term, a mark of "I" may be recorded, provided the quality of the work actually completed is at least of Low Pass (C-) quality or better. Grades of "I" must be resolved and corrected within four weeks following the last day of classes of the term in which they were earned. If the grades are not corrected within this period, they automatically are lapsed to failures ("ILF"). When the instructor submits a final grade for an incomplete course, the "I" will remain on the transcript.

A notation of "NR" (no report) is calculated in academic honors as a failing grade. If not replaced by a passing grade, "NR" notations will lapse to "ED" (fail) four weeks after the end of the term. A notation of "Y", "##", or a missing grade will lapse to "ED" one year after the end of the term, at which point it will be computed into academic standing as a failing grade.

## **E. Grade Modification Policy**

Changes in grading basis (e.g., from audit to credit or from credit to audit) are not permitted after the third week of a full (14 week) term, or the second week of a half term (Spring-half or Summer-half) or one week from the first session of the class in a 7-week term. Because this choice of Audit vs. For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes. Students should review the requirements regarding [auditing](#) and [pass/fail](#) grading bases carefully.

**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. Students should review the Ross procedures for student disputes with an instructor (available here: <http://www.bus.umich.edu/pdf/StudentDisputesInstructors.pdf>, or in Section 3 of the Community Membership portion of this document), and proceed to the first step: discussing the issue with the instructor (in person).

**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 Full-Time MBAs, two calculations are done-one with MAP (BA553) 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 for all MAcc & MBA students 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 Full-Time MBA 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 10 percent of the junior class, upper 10 percent of the senior class, or upper 20 percent of the graduating master's class. For MBA students, this calculation is done including the MAP (BA 553) grade. Beta Gamma Sigma contacts eligible candidates for admission.

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

The Financial Management Association (<http://www.fma.org/>) is a professional organization that sponsors a national honor society for finance students. Membership requires outstanding scholastic achievement in both finance and accounting courses.

## **X. 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. At any time in their student careers, students may complete a preliminary degree audit by making an appointment with an advisor in Academic Services or by doing a self-audit. Appointments with advisors can be made online by going to iMPact (<http://www.bus.umich.edu/CounselingCalendar/AcademicServices/>). Students may also track their own progress by reviewing a Degree Requirements Checklist available at: <http://www.bus.umich.edu/Academics/DegreeStatus/DegreeRequirements/>.

### **B. Submit Diploma Application**

The degree application process is handled directly through Wolverine Access (<http://wolverineaccess.umich.edu>). Students will apply online for the term of expected graduation. In order to receive a diploma, students must submit an online application and provide address information. If the required academic work is not completed when expected, students must reapply to graduate in the subsequent term in which the work is actually completed.

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

### **C. Confirm Name**

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

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

Graduating students who have borrowed through the Federal Direct Loan Program – Subsidized and Unsubsidized are required by Federal Law to complete an “Exit Interview.” The Exit Interview requires 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.

### **E. Commencement**

The Ross School of Business offers a formal Commencement ceremony after the Winter term (in late April). Students who plan to have their coursework completed in April or by the end of the summer (August) are encouraged to participate in that event. A Ross specific ceremony is not held in December but those students

graduating at the end of the Fall term are encouraged to participate in the University Commencement ceremony and attend Ross specific events for graduating students. Further information regarding commencement can be found here: <http://www.bus.umich.edu/Commencement/>.

## **XI. Community Membership**

### **A. Ross Community Values, Codes and Procedures**

(See page 6 (II. Statement of Community Values))

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

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

<http://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

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

3200 Student Activities Building, 515 East Jefferson St., Ann Arbor, MI 48109-1316

<http://www.umich.edu/~oscr/index.htm>

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

<http://studentpolicies.dsa.umich.edu/statementstudentrights.htm>

The University of Michigan--Ann Arbor (the University) is dedicated to supporting and maintaining a scholarly community. As its central purpose, this community promotes intellectual inquiry through vigorous discourse. Values which undergird this purpose include civility, dignity, diversity, education, equality, freedom, honesty, and safety.

When students choose to accept admission to the University, they accept the rights and responsibilities of membership in the University's academic and social community. As members of the University community,

students are expected to uphold its previously stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct, while falling within the limits of the law, may exceed federal, state, or local requirements.

Within the University, entities (such as schools and colleges, campus, professional, and student organizations) have developed policies that outline standards of conduct governing their constituents and that sometimes provide procedures for sanctioning violations of those standards. This [Statement of Student Rights and Responsibilities](#) (the Statement) does not replace those standards; nor does it constrain the procedures or sanctions provided by those policies. This Statement describes possible behaviors which are inconsistent with the values of the University community; it outlines procedures to respond to such behaviors; and it suggests possible sanctions which are intended to educate and to safeguard members of the University community

The Statement may be obtained on the web at <http://www.umich.edu/~oscr/>. For further information please contact the Office of the Judicial Advisor at (734) 936-6308.

The Office of Student Conflict Resolution also publishes a list of policies which govern non-academic student conduct on campus. Refer to the listing at <http://www.studentpolicies.dsa.umich.edu> for additional policy statements.

## **D. Residency Regulations**

### **Information on Residency Classification for Admission and Tuition Purposes**

Please refer to the Residency Office web site for all updates, necessary documentation, guidelines, eligibility criteria, and forms. See <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 applicants for admission or enrolled students who believe they are Michigan residents understand they may be required to complete an Application for Resident Classification and provide additional information to document their residency status.

If you claim Michigan resident status 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 are 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. The University 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.

### **FILING A RESIDENCY APPLICATION**

Residency applications and in-person assistance are available at the Residency Classification Office, University of Michigan Office of the Registrar, 413 E. Huron St. , Ann Arbor , MI 48104-1520 , phone (734) 764-1400. Business hours are 8 a.m.-5 p.m. weekdays. Applications can also be downloaded at <http://www.umich.edu/~regoff/resreg.htm> . Completed applications should be submitted to the Residency Classification Office.

### **FILING DEADLINES**

September 30 for Fall Term

January 31 for Winter Term

July 31 for Spring, Spring/Summer, and Summer Terms

Applications must be received in the Residency Classification Office by 5 p.m. on the deadline date. The deadline date is always after the first day of classes of the term in which you are enrolling and seeking residency. If the deadline falls on a weekend, it will be extended to the next business day. These deadlines apply to all University of Michigan schools, colleges, and campuses. 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.

Again, please refer to the Residency Office web site at See <http://www.umich.edu/~regoff/resreg.html> for all questions concerning residency status.

---

**The University of Michigan as an Equal Opportunity/Affirmative Action Employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the University's Director of Affirmative Action and Title IX/Section 504 Coordinator, 4005 Wolverine Tower, Ann Arbor, Michigan 48109-1281, (734) 763-0235.**

---

INDEX

400-level Courses.....15  
 800-level and 900-level Courses.....15  
 Academic Counseling.....17  
 Academic Counseling and Course Registration.....17  
 Academic Honors.....24  
 Academic Review Status and Probation.....21  
 Additional MBA Degree Requirements and Options..11  
 Auditing Courses .....20  
 Beta Gamma Sigma.....25  
 Business Law/Ethics Requirement.....12  
 Class Attendance.....20  
 Communications Requirement.....13  
 Community Membership.....26  
 Course Registration  
     Modifying Class Selections .....18  
     Withdrawal .....19  
 Courses Outside the Business School.....14  
 Credit Hours Guidelines.....19  
 Degree Progress Regulations .....19  
 Elections by Students Enrolled in Other Units.....21  
 Equal Opportunity/Affirmative Action.....28  
 Foreign Language Study .....14  
 Global and Executive MBA .....17  
 Grade Modification Policy .....24  
 Grade Policies and Academic Honors.....22  
 Grades and Transcripts.....22  
 Grades for course work taken through a Business  
     School International Exchange Program.....23  
 Grades for Coursework taken in other University Units  
     .....23  
 Grading Policy .....22  
 Graduation.....25  
 Graduation "With Distinction" or "With High  
     Distinction.....24

Honor Policy ..... 7  
 Incomplete, No Report, or Blank Grades ..... 23  
 International Exchange ..... 14  
 MACC Program ..... 15  
 MAcc Program Requirements  
     Additional..... 16  
     Course of Study ..... 16  
     Research Projects ..... 16  
 MACC Program Requirements  
     Undergraduate Prerequisites ..... 15  
 Maintenance of Active Degree Candidacy and  
     Readmission ..... 20  
 MBA Program Requirements..... 9  
     Full-Time MBA Core ..... 9  
     Evening MBA Core ..... 10  
 Message from the President ..... 2  
 Office of Student Conflict Resolution: Statement of  
     Student Rights and Responsibilities..... 27  
 Pass/Fail Grading..... 20  
 Philosophy of the MBA/MAcc Program..... 6  
 Registration..... 17  
 Research Projects..... 14  
 Residency Regulations..... 27  
 Retaking Courses ..... 21  
 Services for Students with Disabilities..... 26  
 Student Records ..... 8  
 Taking Courses after Completion of Degree  
     Requirements ..... 22  
 Time Limit for Completing Degree Requirements ..... 19  
 Transfer from Evening MBA into Full-Time MBA  
     Program ..... 21  
 Waiving MBA Core Courses ..... 11