



2010-2011  
**BULLETIN**  
BBA Program

LEADING IN THOUGHT AND ACTION

## BBA Program Bulletin

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*Please note that this document is accurate as of July 2010*

*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>*

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### 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

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## **I. Philosophy of Michigan's Ross School of Business BBA Program**

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

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

We believe the Ross BBA is an excellent preparation for a business career. Many students start meaningful careers immediately after graduation, but the program is much more. The skills emphasized and required for success in the BBA Program are fundamental to success in any endeavor. That makes the BBA Degree Program a good foundation for your career and graduate work in a variety of disciplines.

## 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.**

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### 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. BBA Program Requirements

### A. Prospective Students

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**Students may start the BBA Program only in the Fall term.**

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- The BBA program at the Ross School of Business is highly selective and attracts thousands of competitive applicants each year.
- Students complete a required set of sequenced courses to ensure knowledge of all functional areas of business – there are no officially-defined majors or concentrations.
- The application review is comprehensive and includes equal consideration of three areas: (1) level of academic achievement including course rigor and GPA, (2) depth of extracurricular involvement and (3) strength of application essays.
- Transfer students are evaluated on the same criteria as U of M – Ann Arbor applicants. We strongly consider the strength of the university you are currently attending (e.g., overall ranking, average ACT/SAT of entering class) in addition to the rigor of your course load and GPA. The most successful transfer students will spend a semester or two at the University of Michigan – Ann Arbor before applying to the Ross School of Business. This means that earning a Ross BBA degree may take 5 or more years for students who transferred into the University of Michigan.
- All applicants should note that the BBA program's core curriculum is fixed and cannot be accelerated.
- The application is not weighted for GPA and many students who excel in academics may be denied admission.
- Letters of recommendation and interviews are not part of the admissions process.
- High school grades and standardized test scores may also be considered.
- The Ross School of Business does not grant second bachelor's degrees – students who have already earned a bachelor's degree are not eligible for admission and should not apply.
- International students must earn at least half of the 27 credits required for admission at an accredited US college or university *and* that US college/university must be the most recent institution attended. This means international students must earn at least 13.5 credits at a US institution & must apply for transfer admission directly from that US college/university. There are no exceptions to these policies. Those who have completed coursework entirely at an international institution are not eligible for admission and should not apply.

## Admission options to the BBA Program

### 1. Option 1: Regular Admission

- Apply during freshman year of college.
- Students with sophomore standing or higher may apply, but if admitted they must complete 3 full years of sequenced core courses to satisfy the requirements for the BBA degree.
- Application becomes available online in December of each year.
- Deadline to apply is March 31<sup>st</sup> of each year. (Grades for courses completed in the Winter term of the application year will be considered in the admission decision.)
- Complete the 3 pre-requisite courses with a grade of C or better (pre-requisites must be complete or in-progress at the time of application):
  - Calculus (Math 115 or a higher Calculus course at UM)
  - Microeconomics (Econ 101 at UM or its equivalent)
  - First-Year Writing (e.g., English 125 at UM or its equivalent)
  - *See note below regarding Advanced Standing Credits*



- Complete a minimum of 27 graded credit hours with a grade of C or better, which must be earned as a full-time college student at an accredited college or University located in the United States
  - UM-Ann Arbor students must have completed a minimum of 27 graded transferable credits with a grade of C or better during the Fall and Winter terms, combined, of the year they apply to the BBA Program. (Spring or summer coursework after the winter term of application and AP,IB, and A-level credits do not count toward the 27 minimum graded credits.)
  - Transfer students must complete a minimum of 27 transferable credits (Spring or summer coursework after the winter term of application and AP, IB, and A-level credits do not count toward the 27 minimum graded credits. See the BBA Admissions website for important information about the required completion date of courses for transfer students: <http://www.bus.umich.edu/Admissions/BBA/>)
  - The BBA program will transfer in a maximum of 45 transferable credits earned prior to start of BBA program, although a student may have earned more than this.
  - International students must earn at least half of the required minimum 27 credits at an accredited college or University located in the United States, with the US college or University being their most recent schol. Students who have completed their required minimum credits entirely at an international institution are not eligible for admission and should not apply.
  - Note that the College of Literature, Science and the Arts allows a maximum of 4 credits to be earned from Math 101, Math 103, Math 105 and Math 110. Thus, students may be enrolled in a 4 credit pre-calculus class and only receive 2 credits on their transcript. Because students in this situation are actually doing the work for 4 credits, we will count these 4 credits toward the minimum 27 credits required. This is **solely** for the purpose of application review.

## 2. Option 2: Preferred Admission

- Apply during senior year of high school online through the University of Michigan Office of Undergraduate Admission application: <http://www.admissions.umich.edu/applying>
- Preferred Admission to the Ross School of Business is extremely selective, admitting a much smaller percentage of applicants than regular BBA admission.
- Students spend their freshmen year (in the College of LSA or different school or college at UM – Ann Arbor) fulfilling the minimum requirements (see below) and will be automatically enrolled in the BBA program the Fall semester of their sophomore year upon completion of the requirements below.
- The BBA program will transfer in a maximum of 45 transferable credits earned prior to start of BBA program, although a student may have earned more than this.
- Students accepted for the Preferred Admission option must meet minimum requirements during their freshmen year at UM
  - Earn a cumulative 3.300 GPA (GPAs are not rounded up from 3.299)
  - Complete a minimum of 27 transferable credits with a grade of C or better during their Freshman Fall and Winter semesters. These credits must be completed at UM-Ann Arbor.
  - Complete the 3 pre-requisite courses with grade of C or higher: Calculus (Math 115 or a higher Calculus course), Economics 101, and the First-Year Writing Requirement (per the Sweetland Writing Center) at UM-Ann Arbor.
  - Expected to complete LHC 250 in Winter term of Freshman year. Exceptions to this must have prior advisor approval.
  - Preferred Admission students are expected to take classes on a graded basis (unless the class has a mandatory Credit/No Credit basis); when the GPA is calculated to confirm that Preferred Admission students have met the 3.300 freshman

cumulative GPA requirement, we will use all earned grades, including any grades 'hidden' by a P/F notation.

- *See note below regarding Advanced Standing Credits*
- Students denied for the Preferred Admission option are encouraged to reapply during their freshmen year. Being denied for Preferred Admission does not hurt a student's chances for being admitted through the regular admission option.

### 3. For All Applicants: Advanced Standing Credits: (AP, IB, A-levels)

- No AP credit is accepted for First-Year Writing.
- AP (AB or BC), IB, and A Level credit is accepted for Calculus.
- No AP credit is accepted for Microeconomics but IB (Higher Level) and A Level credit is accepted.
- For more information on advanced standing credit and the scores needed for such credit please refer to [www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/)

## B. BBA Degree Requirements

It is the student's responsibility to know and meet all degree requirements, as outlined below.

### 1. Full-Time Status Requirement

Students are expected to be full-time and are not allowed to take classes on a part-time basis, with some exceptions in their final term. The BBA degree does not provide for any break between program years. If a student anticipates mandatory military service, this must be completed prior to or after completion of the BBA program. Requests to step out of the program for a term or year must be approved by the BBA Program Director and School Registrar. Such approvals are usually given only in situations involving:

- a. Unanticipated personal medical emergencies, or
- b. Unique and unanticipated opportunities.

Approval for leaves of absence in order to pursue (b) opportunities require a minimum 3.0 GPA to be considered. Students with a GPA below 3.0 may petition to be considered for an approved leave of absence.

BBA candidates are expected to carry between twelve and eighteen credit hours each full term and should plan to complete the three-year degree program within six terms.

Students who need fewer than twelve hours to graduate may take less than the normal course load in their final term. Students should consider how full-time or part-time student status affects areas such as financial aid, athletic eligibility and health insurance coverage, and for international students, visa coverage. Students wishing to take fewer than twelve credit hours in their final semester must complete a degree progress review with Academic Services.

### 2. Grade Point Requirements

All students will begin an official Ross GPA upon admittance to the BBA Program, which includes all courses (those offered by both the Ross School and other University of Michigan units) that have been elected for grades while enrolled in the BBA Program. This means that a student's GPA "starts over" when he/she joins the Ross community, and the student's official cumulative Ross GPA shown on the official UM transcript at graduation will only include those classes taken while enrolled in the BBA Program. Students must maintain a minimum 2.00 GPA in all business courses taken while at Ross, as well as an overall minimum 2.00 GPA for both business and non-business

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courses taken while at Ross. Should either calculated GPA fall below 2.00, the student is subject to academic review, and will not be able to graduate until the cumulative GPA is at 2.00 or higher. (See section [VII.E](#), for more information regarding academic standing.)

### 3. BBA Core Courses and Schedule

The BBA degree requires a minimum of 120 credits. 45 of these credits must be business credits, and 54 of the 120 total credits must be non-business credits. The remaining 21 credits may be either business or non-business coursework.

The BBA program is organized around a core of required courses, which must be taken in this prescribed order: **Note: Students cannot drop required core courses.**

#### Core Requirements: Three-Year Program (Students Admitted Fall 2007 and later)

<b>BBA Program: Freshman Preparation for Admission</b>	
ENGL 125 or equivalent: Introductory Composition (4 crs) (either Fall or Winter term)	
MATH 115 or equivalent: Calculus 1 (4 crs) (either Fall or Winter term)	
ECON 101: Microeconomics (4 crs) (either Fall or Winter term)	
Other classes to include any degree requirements, such as liberal arts distribution courses, or other exploratory freshman-level classes.	

<b>BBA Program: Sophomore Year</b>	
Fall Term	Winter Term
ACC 271 <sup>1</sup> : Prin of Acc I (3 crs)	ACC 272: Prin of Acc II (3 crs)
BE 300: Applied Economics (3 crs)	LHC 250: Introduction to Business Communication (1.5 crs)
BIT 200: Personal Productivity with Information Technology (1.5 crs)	OMS 301: Business Statistics and Management Science (3 crs)
ECON 102: Macroeconomics (4 crs)	
Other classes to include any degree requirements, such as liberal arts distribution courses or approved business electives open to Sophomores.	

<b>BBA Program: Junior Year</b>	
Fall Term	Winter Term
FIN 300: Financial Mngmt (3 crs)	BIT 300: Business Info Systems (1.5 crs)
LHC 350: Business Communication (1.5 crs)	MO 300: Behavioral Theory in Mngmt (3 crs)
MKT 300: Marketing Mngmt (3 crs)	OMS 311: Operations Mngmt (3 crs)
Other classes to include any degree requirements, such as liberal arts distribution courses, Business Law, or other Business electives.*	

<b>BBA Program: Senior Year</b>	
Fall Term	Winter Term
STRATEGY 390: Corporate Strategy (3 crs)	Capstone Business Classes
Electives, to include any remaining degree requirements such as liberal arts distribution courses, Business Law, or other business electives.*	

<sup>1</sup> All Ross BBA students are required to complete ACC 271 and ACC 272 at the Ross School of Business. No credit for ACC 271 and 272 completed outside of the Ross School of Business will be accepted.

**\*Business Law** (either LHC 305 or 306), a core requirement, must be completed during the junior or senior year.

#### 4. Waiving Core Business Courses

- **BIT 200:** Waivers will be considered for BIT 200: Business Information Technology. Students who have completed EECS 181, EECS/SI 182, or EECS 183 at University of Michigan-Ann Arbor and have received a “C” or better are automatically waived from BIT 200 upon admission to the BBA program. Students who register for EECS/SI 182 or 183 during the Fall term of their Sophomore year may also opt out of BIT 200 (EECS 181 is no longer offered). The final grade received in the EECS course must equal a “C” or better to meet the BIT 200 requirement.

If you have completed other coursework or have non-coursework experience you believe to be equivalent to BIT 200, then you must complete the waiver form:

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

Attach a transcript showing what you believe to be the equivalent coursework, and include that course description, or clearly outline your non-coursework experience and why you feel it is equivalent to BIT 200. Mail or drop off the form with documentation to Academic Services in E2420, no later than **August 1** for timely consideration. Waiver requests submitted after this date will be processed as time allows, up to the beginning of class only.

- **OMS 301 Waiver Exam:** A waiver exam for OMS 301 will be offered in late Fall term [date TBD] for those students who believe they have sufficient academic background to possibly waive this Winter term core course. To help assess this, you can view the [2010 OMS 301 syllabus](#) as a guideline to the course requirements. For this waiver exam, students are permitted to use a calculator with basic math functions and up to five letter sized "cheat sheets" (both sides of the sheets can be used); no other devices (e.g. laptops, iPods, phones), lecture notes or textbooks are allowed. In addition to the handouts (exam, answer sheet, and tables), students will be able to have a pencil, eraser, cheat sheets and a calculator on the desk during the exam. Everything else must be placed on the floor.
- **Other BBA Core:** If a BBA core course was completed at the Ross School of Business prior to entering the BBA program and a minimum course grade of "C" was earned, those credits will transfer into the Ross program and the core course may not be repeated for additional credit toward the BBA degree.
- Occasionally a Department may elect to offer a waiver exam. If that happens, current BBA students will be notified and details posted online.

#### 5. Distribution and Foreign Language Requirements

Ross distribution and foreign language requirements are similar to the College of Literature, Science and the Arts (LSA), with some exceptions which are noted below. You should refer to the LSA online Course Guide (which can be found at <http://www.lsa.umich.edu/cg/>) to see if a course meets the requirements for a distribution area. Courses may have one of the following designations: natural science (NS), social science (SS), humanities (HU), or mathematical and symbolic analysis (MSA). Classes without one of the above designations may not be used towards an area distribution plan. In selecting courses, note the Ross restrictions which follow.

Complete **three** of the following four requirements:  
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<u>Foreign Language</u> (fourth-term proficiency in a language other than English). Fourth-term proficiency in a foreign language is determined by successful completion of a proficiency examination administered by U-M or by completion of a fourth-semester college-level foreign language course. AP course work which meets fourth-term proficiency fulfills this requirement. See the LSA Bulletin for further language details. ( <a href="http://www.lsa.umich.edu/bulletin">http://www.lsa.umich.edu/bulletin</a> )	0-20 crs
<u>Humanities</u> (HU) Fourth semester of a second foreign language may be used for HU credits. (e.g., If an English-speaking student met Foreign Language requirement with Spanish and then took French classes through FR 232, we will use FR 232 as HU.)	9 crs
<u>Natural Sciences</u> (NS) and/or Mathematical and Symbolic Analysis (MSA)	9 crs
<u>Social Sciences</u> (SS) ( <b>excludes Econ 101 &amp; 102</b> )	9 crs

## 6. Advanced Placement Credits

Advanced Placement credits are accepted for elective BBA degree credit according to the guidelines established by the College of LSA at the University of Michigan. Please refer to their website at: [http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/). Note that AP credits will not be applied against distribution.

## 7. IB (International Baccalaureate) and A-Level Credits, Transfer Credit

For BBA students admitted to Ross in Fall 2005 and later, we use IB and A-level credits as appropriate for distribution (e.g. Science credits will be used for NS/MSA, etc.). This policy is subject to review and change, with any changes noted in future program bulletins. The Ross School tries to maintain parallels with the guidelines set by LSA on these transfer credits. See also IV,A,1,c.

### C. Transfer Credit Hours Required and Accepted for the Ross BBA

Students are responsible for knowing if their coursework is accepted or not by the Ross School of Business.

#### 1. Complete a minimum of 27 graded credit hours

- UM-Ann Arbor freshmen must take a minimum of 27 graded credits during their Fall and Winter semesters (Spring or summer coursework after the winter term of application and AP/IB credits do not count toward the 27 minimum graded credits.)
- Transfer students must take a minimum of 27 transferable credits during their first 2 semesters of college (Spring or summer coursework after the winter term of application and AP/IB credits do not count toward the 27 minimum graded credits.)
- The BBA program will transfer in a maximum of 45 transferable credits earned prior to start of BBA program, although a student may have earned more than this. See also #4.
- International students must earn at least half of the required minimum 27 credits at an accredited college or University located in the United States – students who have completed their required minimum credits entirely at an international institution are not eligible for admission and should not apply.

#### 2 General guidelines for all transfers

- Only courses with a grade of C or better (C- does not transfer)

- Pass/fail courses must be accompanied by official documentation of a C grade or better
- Computer courses are only accepted if from a math, computer or engineering department
- A Level Courses: only non-business course work transfers
- No business course work transfers, with the exception of ACC 271 if taken at UM – Ann Arbor.

### 3. Additional Ross restrictions on courses accepted for transfer into the BBA Program

- No credit for ACC 271 and ACC 272 completed outside of the Ross School of Business.
- No more than 30 non-graded credits may count toward the 120 credits needed for the degree, and all P/F course work taken prior to admission to the Ross School must have a C or higher grade in order to transfer to Ross.
- No credit for Physical Education course work
- No credit for Vocational course work
- Mathematics: Limit of four (4) credits granted for pre-calculus course work (e.g. Math 103, Math 105, or Math 110; see LSA Bulletin at <http://www.lsa.umich.edu/bulletin> for details)
- Limit of four (4) credits granted for writing practicum course work (see LSA Bulletin for details, under Sweetland Writing Center)
- Limit of four (4) credits granted for English Language Institute (ELI) course work (see <http://www.lsa.umich.edu/eli> )
- Courses offered through the Officer Education Program at U of M only receive credit if the course is cross-listed in another academic department (e.g., UC, EECS, etc.). Ross uses the guidelines established by LSA, which can be reviewed in the online LSA Bulletin at: <http://www.lsa.umich.edu/bulletin>.
- School of Music ensemble courses yield degree credit, but no honor points.
- Experiential courses: A maximum 15 credits of experiential courses count toward a degree. This limit includes credits earned both prior to and during the BBA program. A maximum 8 credits may be earned from any one LSA project. This includes credit for Residential College and Lloyd Hall Scholars Program experiential courses. Only one experiential project may be elected each term.
- Independent Study/Experiential/Directed Reading Courses: No more than 30 credits total may be counted in the degree from these types of courses. This 30-credit limit includes the 7 possible credits of 399 course work in the Ross School.
- Students who have completed 60 credits toward the BBA cannot earn additional degree credit for courses elected at a two-year college.
- Kinesiology courses are recorded as “not for credit” unless they are on the approved list in the LSA Bulletin at <http://www.lsa.umich.edu/bulletin>.  
The courses that students can take for credit are as follows:
  - Kinesiology (KINESLGY): 421, 422, 441, 442, 471, 505, 513, 521 and 542
  - Movement Science (MOVESCI): 110, 230, 241, 250, 280, 320, 330, 340, 421, 422, 424, 432, 433, 441, 442, 443, 445, 471, 521, and 542
  - Physical Education (PHYSED) 310, 331



- Sports Management (SM): 101 (No credit for students with junior or senior standing), 111, 217, 333, 342, 346, 431, 434, 437, 446 and 513.

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

- Prospective BBA students who are planning to take Spring or Summer term courses at other institutions prior to anticipated enrollment in the BBA program should check in advance with their home school academic advisor regarding how these credits may transfer to University of Michigan. Note that Ross School of Business does not transfer any business credits from other schools. These pre-BBA credits are considered part of the total 45 credit limit of transferable credits entering the BBA program.
- Current BBA students in good academic standing may request permission from Academic Services to transfer in up to nine (9) credit hours total in non-business courses from another accredited four-year U.S. institution during the time of the BBA Program. This could be after the Sophomore or Junior year, during summer sessions.
- BBA students considering taking coursework at other institutions should first submit a completed [BBA Transfer Credit: Preliminary Evaluation](#) form to Academic Services to confirm that the coursework will be accepted toward the BBA degree. Note that permission will not be granted for business courses. Upon completion of the coursework, an official transcript must be sent to Academic Services, Room E2420, 701 Tappan, Ann Arbor MI, 48109-1234. Grades earned in these courses must be C or better and are not averaged into the BBA cumulative grade point average.

### V. Curriculum Planning and Options

Outside of the core BBA coursework, responsibility for planning the elective content of the academic program rests with students. Thorough familiarity and understanding of the regulations contained in this Bulletin are essential for sound planning. Degree requirements checklists are available on iMpack (<http://www.bus.umich.edu/Academics/DegreeStatus/DegreeRequirements/>) for students to monitor their academic progress. Students may also access a live degree advisement report (audit) via Wolverine Access.

#### A. Academic Advising at Ross

The Ross School of Business provides academic advising and counseling to assist undergraduate students in developing meaningful educational plans that satisfy their academic goals. To this end, we are available to advise and counsel our BBA students on their academics and to coordinate student services activities between the Business School, LSA and other academic units, both within and outside the University, as appropriate.

The academic advising and counseling program seeks to help undergraduates:

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

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

- distribution requirements
- transfer credits

- degree audits
- dual degrees/minors
- dropping/adding classes
- independent studies

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

## **B. Writing Consultants**

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

## **C. Dual Degrees, Minors, Special Programs & Elective Options**

### **1. Dual Degrees**

Students who have been admitted to the BBA Program and who have completed course work in the College of Engineering, the College of Literature, Science, and the Arts, the School of Music, Theatre & Dance, or the Division of Kinesiology, Sports Management Program at U of M-Ann Arbor may pursue an individualized dual degree program with Ross. Within specific guidelines of each school, it may be possible to earn both degrees. Note that LSA dual degrees require a minimum of 150 credits among other specific degree requirements, and both degrees must be awarded at the same time. More information regarding dual degrees can be found on iMPact at <http://www.bus.umich.edu/Academics/SpecialPrograms/>. Students interested in pursuing a dual degree in addition to the BBA degree are encouraged to talk with an academic advisor. Students must be in good academic standing in order to pursue a dual degree.

### **2. Minors**

BBA students may also earn Minors from the College of Literature, Science, and Arts at U of M-Ann Arbor while they are in the BBA Program. Declaration of the minor and certification that appropriate courses have been completed should be communicated to the Office of Academic Services within the Business School. The LSA department offering the minor should submit a Minor declaration either by the established electronic declaration system (if available), or the student must bring hard copy of declaration form to Academic Services.

As a student nears graduation, they should have their minor advisor submit a Minor Release Form to the Ross Academic Services Office. If the Office of Academic Services at Ross cannot verify (during the final degree clearance check) that the specific requirements listed on the Minor Release Form are complete, or if our office has not received documentation that the minor requirements are met, the student will be notified that degree requirements are not met and a degree will not be awarded. The student is provided the option of: (1) dropping the minor so the degree can be awarded, or (2) postponing graduation to a later date to finish the minor requirements.



### 3. Special Programs

The Ross BBA program offers students a number of opportunities to expand their learning experience to environments outside of the Ross campus. All of the below opportunities require special application and are typically available to upper level (junior or senior) BBA students only.

#### a. Study Abroad (STRATEGY 320)

A three-week program offered each May; available to BBA sophomores and juniors. In 2009 we offered four programs: one outside of Koblenz, Germany, through WHU Summer Program, one in Beijing, China, one in Costa Rica, and one in Australia. More information can be found online at <http://www.umich.edu/~cibe/students/exchangeBBA.htm>

#### b. Washington Campus (LHC 488: Business and the Public Policy Process)

Available to BBA juniors. The Washington Campus program is an intensive, one-week course in Washington, D.C., designed to provide students with the frameworks, concepts, and tools needed to incorporate the public policy dimension into managerial decision making and strategic planning. Offered in May each year, more information can be found online at <http://www.bus.umich.edu/Academics/SpecialPrograms/WashingtonCampus/BBAWashingtonCampus.htm>.

### 4. Elective Options

The Ross School of Business does not officially designate or include “majors” or “concentrations” (e.g., Finance, Marketing, or International Business) in the professional portion of the student’s undergraduate work. Rather, students are encouraged to select elective courses that will help develop a broad understanding of business and integrate their liberal arts and professional education.

Students can review the Ross elective course offerings on iMpack at <http://www.bus.umich.edu/CourseManagement/CourseDescriptions.asp> and should plan to register for most business electives during their junior and senior years; some specific elective courses may be open for Sophomore students to enroll on a term by term basis. Outlined below are a few specific regulations for students to keep in mind as they plan their elective selections.

#### a. Non-Business Courses

While BBA degree candidates may elect almost any course in the University, note the following constraints:

- Undergraduates may need special permission for graduate coursework in other schools.
- Upper division students (Junior/Senior) may not receive credit for specified lower level undergraduate courses restricted to Freshmen and Sophomore standing.
- Business courses cross-listed with other schools will count only as Business credit.
- No BBA degree-credit is granted for courses that may not be transferred (see [IV.C.1 “Transfer of Credits.”](#))

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

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

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

For each project, the student will submit a final project or paper to the faculty supervisor who will evaluate the character and quality of the research and render a grade. The paper is stored using the University's [Deep Blue](#) service. The student must submit the paper to the faculty member no later than exam week of the term in which the project was elected. Non-business students who have attained at least-third year standing (55 CTP) prior to the term in which they will be registering may also complete individual and/or group research projects. Further information and forms are available from Academic Services at <http://www.bus.umich.edu/Academics/Curriculum/ElectiveOptions/IndependentResearch/>.

### c. BBAs in graduate-level MBA Classes

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

- Student must have earned at least 90 credits before the graduate-level class
- GPA for all work attempted at Ross must be at least 3.3
- The graduate-level class cannot be an MBA core course
- The class cannot be one for which a close approximation exists at the BBA level
- Student must submit (to Academic Services) written approval from the instructor of the class. Instructors may only admit BBA students into graduate level courses if space is available after graduate students have had ample time to register.

If all these conditions are met, an Academic Services advisor will process the permission to admit the BBA student into the MBA class. BBA students who wish to take more than one MBA class must get permission from the Director of BBA Student Affairs.

Please note that MBA classes may be graded on a non-letter grading scale. For undergraduate students taking MBA classes, the non-letter grade will be translated to a letter grade on the student's transcript according to a translation table based on the home school of the student.

### d. Non-Business Students in Business Courses

Students enrolled in other divisions of the University may elect courses at Ross if they have attained at least third-year standing (55 credit hours) and receive professor permission (where applicable). This does not apply to Accounting 271 and 272, which are listed as sophomore-level courses (at least 25 credit hours). Juniors and seniors may elect courses numbered 300-499, provided they have satisfied the prerequisites of the courses to be elected. Undergraduates may not take graduate Business courses numbered 500 or above unless they can meet the exceptions noted in section [V.D.3.c. "BBAs in graduate-level MBA Classes"](#).

## VI. Registration

Undergraduate business students register for courses using several different methods – depending on their year in the program. Academic Services provides specific information (via iMPact <http://www.bus.umich.edu/Academics/Registration/Register/>) about registration before the registration period begins each semester. In general, core courses are assigned for BBAs by Academic Services in conjunction with section assignments and may not be dropped from a student's schedule.

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>).

## A. Modifying Class Selections

**Core Classes:** BBA students are expected to take all core courses in their proper sequence and in their assigned section. Students are not allowed to drop a core course. Dropping or failing a core course may be grounds for dismissal from the BBA program.

Standard rules of exception for making changes to an assigned core course section are as follows:

- Documented health issue: requires a signed letter on official letterhead from a physician or from the Office of Services for Students with Disabilities (<http://www.umich.edu/~sswd/>).
- Documented student athlete: requires a signed letter on official letterhead or an email from the @umich.edu email account of the University of Michigan head coach.
- Documented religious conflict: Requires a signed letter on official letterhead from the religious leader or organization.
- Dual degree: requires approval from the non-Ross dual degree advisor indicating a specific class during a specific term is a necessary requirement for the student to complete the academic program prior to graduation.
- Declared academic minor through LSA: requires a signed LSA Academic Minor Release Form (paper or electronic) and a letter from the minor advisor indicating a specific class during a specific term is a necessary requirement for the student to complete the academic minor prior to graduation.

These requests and the required documentation should be sent prior to each academic term to Ross Academic Services, 701 Tappan Street, Room E2420, or [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu).

Academic Services facilitates a CTools site which allows BBA students to find a “swap partner” for discretionary section changes in core classes. Details are updated each term and are made available on term-specific [course registration memos](#).

**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, Summer). Note that different deadlines may apply for intensive or alternatively scheduled course offerings, including mini-courses or courses offered in our Fall A/B, Winter A/B sessions; check the class listing and registration deadlines carefully as the deadline may vary depending on the type of class. (<http://www.bus.umich.edu/Academics/Registration/TimesDates/RegistrationDates.htm>).

### After the Drop/Add Deadline:

- To add/drop a class after the Drop/Add deadline for the class, a Drop/Add Verification Form (DAVF) must be completed by the student and signed by the course instructor. The completed form must be submitted to Academic Services (E 2420) 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 (1207 LSA Building, 500 S. State Street) in order to have the change processed. DAVF available on iMpaact at <http://www.bus.umich.edu/Academics/Resources/Forms/DropAddVerificationForm.pdf>

- Students may only add/drop a class up through the last regular class meeting. Further Ross-specific guidelines and restrictions concerning late adds/drops are included on the DAVF and should be reviewed carefully. Requests for late adds/drops not covered by these guidelines will be considered by the school registrar only in cases of grave personal emergency.
- When a course is dropped after the deadline, regardless of reason, a notation of "W" is posted 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.

## B. 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 section [VI.G "Active Degree Candidacy"](#))

## C. 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 University of Michigan Election Worksheet (Add/Drop form));
- Space must be available in the class (if a class has a limited enrollment, students who take the class for credit will receive priority).
- Student must visit Academic Services during walk-in hours to verify approval to audit. Student must bring proof of instructor consent to Academic Services.
- Student will have to register in-person at the Registrar's Office and present the approved Add/Drop form. Students are NOT 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 "E" or "ED" (unofficial drop).

Changes from audit to credit and credit to audit are not permitted after the the drop/add deadline for the class. Because this choice of Audit/For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

## 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. Non- Graded Courses (P/F, CR/NC, S/U)

- Ross Business School students may NOT elect Ross Business School classes Pass/Fail unless the classes are *mandatory P/F*. This rule applies to all Ross Business School students and Ross Business School classes, regardless of student's earned credits, or year in program. **Students are responsible for validating their correct grading basis in Wolverine Access.**

- BBA students are allowed to take LSA classes which are non-graded (P/F, CR/NC, S/U). Note the following guidelines:

- Non-graded courses may be included in a distribution plan. (Note: The final course in a sequence used to satisfy the Language Requirement may not be elected on a Pass/Fail basis.)
- A change in grading pattern for a non-business course is not permitted after the drop/add deadline for that specific class. Courses elected after the registration deadline may not be elected on a non-graded basis unless the course is offered as a "mandatory non-graded" course. (Please note that short courses (e.g., GEOSCI 101-115), which start after the beginning of the term, may have their own drop/add deadlines. This information can be found by doing a class search in Wolverine Access and reading the 'Class Notes' section of a particular class.) The Ross Business School does not grant exceptions to this policy.
- Students may count a maximum of 30 non-graded credits toward the 120 credits required for a degree. Non-graded credits are earned in courses for which no letter grade (A+ through E) is recorded on the transcript. Only those non-graded credits actually earned are counted as part of the total number of non-graded credits applicable toward a degree. (Advanced Placement credits as well as transfer courses for which students earned grades at another institution do not count against the 30-credit limit.)
- In the case of a student who has chosen to elect a (non-business) course on a Pass/Fail basis, the Office of the Registrar converts the letter grades according to the following policies:
- Grades of A+ through C- are posted on a transcript as "P" (Pass); credit toward a degree is earned; grades of D+ through E are posted on a transcript as "F" (Fail); no degree credit is earned.
- Non-graded courses earn credit toward a degree but not honor points. Therefore, "Pass/Fail" (or Credit/No Credit, etc.) grades do not enter into the computation of the term or cumulative grade point averages.
- All P/F course work taken prior to admission into Ross must have a C or higher grade in order to transfer into the Ross School. of Business.
- Students planning to apply to law schools should be aware that the Law School Data Assembly Service counts "F" grades from P/F classes as F's in computing a student's grade-point average. All graduate schools may require that P/F grades be revealed as part of their review process.
- The Ross Business School holds students responsible for ensuring the accuracy and completeness of their class schedule.
- Preferred Admission students are expected to take classes on a graded basis (unless the class has a mandatory Credit/No Credit basis); when the GPA is calculated to confirm that Preferred Admission students have met the 3.300 freshman

cumulative GPA requirement, we will use all earned grades, including any grades 'hidden' by a P/F notation.

**F. Retaking Courses**

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

**G. Active Degree Candidacy and Readmission**

Students must attend and complete courses during the term they are first admitted to the BBA Program. If a student is admitted, but withdraws from the BBA Program in his/her first term without completing a course, the student will be required to reapply to the BBA 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. To continue or finish the BBA Program, the student must apply for readmission to the program. Readmitted students must comply with the degree requirements in effect at the time of their readmission. Admission to the school is highly competitive, and applications for readmission are decided based on the standard for the term in which the former student wishes to enroll.

**VII. Grading Policies and Academic Honors**

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

**A. Grading System**

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

- A notation of P, F, CR, NC, S, U, Y, ##, or a missing grade does not affect a student's term or cumulative grade point average.
- A notation of Y, ##, or a missing grade will lapse to E or ED one year after the end of the term, at which point it will be computed into the term and cumulative grade point average as a failing grade.

- A notation of I or NR is computed into the term and cumulative grade point average as a failing grade. If not replaced by a passing grade, I or NR notations will lapse to E or ED four weeks after the end of the term.
- No credit toward satisfaction of degree requirements is granted for courses in which grades of E, ED, F, I, Y, X and NR are received. Courses elected under the pass/fail, credit/no-credit and satisfactory/unsatisfactory policies are not considered in computing grade point averages.

## B. Course Grading Guidelines

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

- Current BBA students earn credit toward degree requirements with any grade of D- or higher while in the Ross School of Business, although lower grades may cause the GPA to fall below satisfactory levels. (see Section [VII.E.](#)) This includes business and non-business courses, as long as the courses are not restricted from credit by other policies. (see section [IV.C.1.c.](#))
- A grade of "E" carries no credit; the course must be repeated only if it is a required course.
- In Sophomore year BBA core classes, grades are to be distributed as: 25% A- or above; 50% B or above, 50% B- or below.
- In Junior and Senior year BBA core classes grades are to be distributed as: ≤40% A- or above; ≤80% B or above; ≤20% B-or below.
- In BBA elective classes grades are to be distributed as: ≤60% A- or above; ≤ 90% B or above; ≤10% B- or below.

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

## C. Incompletes

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 C- quality or better. This includes instances when a faculty member may approve delaying a final project or paper, or when an instructor may allow a later final exam. This also includes instances where the student provides documentation (medical or other) of the reason for the incomplete. The "I" grade simply denotes that the course was finished later than the normal class deadline. In all instances, once the work is complete and evaluated, the "I" will remain on the student's record with the final grade appended (ex. "IB+").

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 converted to failures. These failing grades will stand unless the instructor allows the student to complete all requirements at a later time. When the instructor submits a final grade for an incomplete course, the "I" will remain on the transcript.

## D. 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 (<http://www.bus.umich.edu/pdf/StudentDisputesInstructors.pdf>) and proceed to the first step: discussing the issue with the instructor (in person).

July 2010

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

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

If either of the cumulative averages described above falls below 2.00, a student will be placed on Academic Probation or required to withdraw from the program, depending on the circumstances of each individual case. Students who fail any core course will automatically be placed on Academic Probation. Students may also be placed on Academic Probation if a term GPA falls below 2.00. Students placed on Academic Probation may have restrictions placed on their ability to register for future courses, and they will have to meet certain requirements in order to be taken off Academic Probation. These restrictions and requirements are determined by the school registrar and the BBA Program Director and will be communicated to the student in writing.

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

## F. Academic Honors

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

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

For the purpose of determining academic honors for BBAs, two calculations are done - one with all courses taken during residence at Ross, and one with only Ross business courses taken during residence at Ross. Students who qualify for honors under either calculation will receive their degree "With High Distinction" or "With Distinction." The University posts the award on the transcript and diploma when the degree is conferred. The point conversions for honors for all BBA students range as follows:

- High Distinction: 3.600 and above
- Distinction: 3.200 to 3.599

Note that grades earned on a Pass/Fail grading basis are not included when calculating academic honors. **Class rank is not computed.**



## 2. Beta Gamma Sigma

Beta Gamma Sigma is an international honorary business administration society. 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 meet one of the following requirements:

- upper 10 percent of the junior class
- upper 10 percent of the senior class
- upper 20 percent of the graduating master's class

GPA calculations are completed in February of each year and students are notified by early March via email of their eligibility. Students who wish to join the society must fill out the on-line application attached in the email and forward the required fee to the address provided. Beta Gamma Sigma contacts eligible candidates for admission.

## 3. Phi Beta Kappa

Phi Beta Kappa, founded in 1776, is the oldest honorary scholastic society in America. Up to four percent of the year's graduating seniors in the College of Literature, Science, and the Arts are elected annually. Transfer students with superior academic records in the liberal arts may also receive invitations to join.

Outstanding BBA seniors are likewise eligible, as are outstanding seniors in other schools and colleges who have earned a minimum of 60 Michigan term credits taken in the College of Literature, Science, and the Arts and who have achieved a GPA of 3.80 and above in both LSA and the Ross School of Business. Invitations to membership in the national Phi Beta Kappa Society are issued by the local chapter, taking into account achievement in the liberal arts as indicated by a student's cumulative grade point average, strength of curriculum, demonstrated proficiency in foreign language and mathematics, and other factors.

The selection committee looks for evidence of both breadth and depth of interest in the liberal arts and sciences. A very high GPA alone is not a guarantee of election to Phi Beta Kappa. Fourth term proficiency in a language other than English (the equivalent of the LSA language requirement) is required, as is graded work in a sufficiently advanced quantitative area. Elements that can mitigate against an invitation include a large amount of pass/fail work, an entire distribution area taken pass/fail, more than one or two semesters of fewer than four academic courses of at least three credits each, and repeated semesters with light course loads.

Recommendations of eligible students are forwarded in February of each year to the LSA Honors selection committee for their final evaluation.

For information, email [phibetakappa@umich.edu](mailto:phibetakappa@umich.edu)

## 4. Delta Sigma Pi

The Delta Sigma Pi professional fraternity awards a Scholarship Key to the top graduating BBA senior in the Ross School of Business. The student must be on the April graduation list and have the highest cumulative GPA in that graduating class. This "key" is an honorary award with no costs

or contingences attached. In late May, Academic Services works with DSP to contact the eligible candidate via email. See the DSP website for further details:

(<http://www.dspnet.org/awards/public/awardinfo.aspx?award=KEY>)

## VIII. Graduation

Follow the steps below to prepare for graduation.

### A. Review Your Degree Audit

While the Academic Services Office completes an official audit for the purpose of degree confirmation, all students should regularly do a self-audit of their “Academic Requirements” via Wolverine Access. It is the student’s responsibility to monitor progress through degree requirements and to request advising if there are any questions. Once a student has met degree requirements and applied for graduation in Wolverine Access, he/she will be graduated by Academic Services.

Please note that students who finish their BBA program early (in December of their senior year) may request to extend graduation until their anticipated April/May time frame. These students should ‘apply’ for graduation for the April/May term in Wolverine Access and also inform Academic Services.

### B. Apply for Graduation on Wolverine Access

Students use Wolverine Access (<http://wolverineaccess.umich.edu>) to apply for the term of expected graduation, confirm how they want their name to appear on the degree list, and provide all address information online. Students who fail to apply may miss deadlines for name inclusion in the commencement program and degree awarding processes.

### C. Complete Exit Interview

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

## **D. 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/>.

## **IX. Community Membership**

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

See section [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/>

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

G121 South Quad, 600 East Madison, Ann Arbor, MI 48109-1372

This section contains excerpts from the Office of Student Conflict Resolution at the University of Michigan. For complete information please see their web site at:

<http://www.oscr.umich.edu>

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

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.oscr.umich.edu>. 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**

This section contains excerpts from the University of Michigan Residency Classification Guidelines published by the U-M Office of the Registrar's Residency Office. For complete information, including all updates, necessary documentation, guidelines, eligibility criteria, and forms, please see their web site at: <http://www.umich.edu/~regoff/resreg.html>

The University of Michigan enrolls students from 50 states and more than 120 countries. Residency Classification Guidelines have been developed to ensure that decisions about whether a student pays in-state or out-of-state tuition are fair and equitable and that applicants for admission or enrolled students who believe they are Michigan residents understand they may be required to complete an Application for Resident Classification and provide additional information to document their residency status.

### **FILING A RESIDENCY APPLICATION**

Residency applications and in-person assistance are available at the Residency Classification Office, University of Michigan Office of the Registrar, 1210 LSA Building, 500 S. State St., Ann Arbor, MI 48109-1382, phone (734) 764-1400. Business hours are 8 a.m.-5 p.m. weekdays. Applications can also be downloaded at <http://ro.umich.edu/residency-application.pdf>. Completed applications should be submitted to the Residency Classification Office.

### **FILING DEADLINES**

September 30 for Fall Term

January 31 for Winter Term

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

Applications must be received in the Residency Classification Office by 5 p.m. on the deadline date. The deadline date is always after the first day of classes of the term in which 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:

<http://www.umich.edu/~regoff/resreg.html> for all questions concerning residency status.

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

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