

# **M** | MICHIGAN ROSS



## **UNDERGRADUATE PROGRAMS FIRST YEAR BULLETIN 2019-2020**

## Addendum

The following highlighted language should be used in addition to what is stated throughout the Bulletin below. In the event there is a discrepancy between the two, the language in this Addendum shall supersede that of the original text.

### General Changes

1. Some information has changed in the general information section at the beginning of the Bulletin.

#### Disclaimer

The information contained in this Bulletin is subject to change at any time due to policy changes **made by the Ross School of Business or the University of Michigan**. Students will be responsible for following the most up-to-date version of the Bulletin for their Admission year. This document is accurate as of **June 2019 August 2021**. Subsequent updates and corrections made to the most current version can be viewed online: <http://www2.bus.umich.edu/MyiMpact/academics/bulletins>.

**Policies contained in this Bulletin apply to all students beginning the BBA program in Fall 2019.**

This Bulletin is published by the Ross Registrar's Office and the Ross Office of Undergraduate Programs.

#### Accreditation

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

The University of Michigan is accredited by the ~~North Central Association of Colleges and Schools, Commission on Institutions of Higher Education~~ **Higher Learning Commission**, 230 N. LaSalle Street, Suite 2400 7-500, Chicago, IL ~~60602-2504~~ 60604; Phone: 1-800-621-7440; 312-263-0456; Fax: ~~312-263-7462~~.

<http://www.aacsb.edu>

The Stephen M. Ross School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB), 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602; Phone: 1-813-769-6500; Fax: ~~1-813-769-6559~~.

#### Nondiscrimination Policy Notice

~~<https://hr.umich.edu/working-u-m/workplace-improvement/office-institutional-equity/nondiscrimination-policy-notice>~~

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, **Phone**: 734-763-0235, TTY 734-647-1388.

For other University of Michigan information, call 734-764-1817.

<https://oscr.umich.edu/NondiscriminationPolicy>

## Campus Safety Statement

A safe campus environment is essential to your success at the University of Michigan. In compliance with the Clery Act, the Division of Public Safety and Security (DPSS) and the university track crimes occurring on and near campus and offer that information to the U-M community and the public. Knowledge is power – and with this data, DPSS not only fosters a culture of transparency and trust at U-M, but also uses this information to uncover problem areas and learn where to best concentrate campus safety efforts and resources.

Each year, the University of Michigan prepares an “Annual Security & Fire Safety Report.” and publishes it in the Campus Safety Handbook. The report, which is issued each October 1, contains detailed information on campus safety information such as security policies, procedures, and programs, including information on: emergency services, security telephone numbers, sexual assault policy, stalking laws, handling obscene phone calls, sexual harassment policy, dealing with workplace violence and threats, police agencies, health services, counseling services, safe transportation after dark, safety tips, and alcohol and drug policies and programs safety tips, university policies and state laws, and additional support services. The report also includes statistics concerning crimes on campus. Additionally, it contains the Annual Fire Safety Report regarding fire safety and statistics for on-campus housing.

The publication also includes three-year statistics of reported crime, including bias-motivated crimes on the Ann Arbor campus, adjoining properties, and remote locations under University control in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Additional safety and security information, including crime alerts and daily crime and fire incident logs, can be viewed on this site. If you would like to receive a complete copy, visit the University of Michigan Division of Public Safety & Security (DPSS) website at <http://www.dpss.umich.edu> or call 734-763-1131.

## Statement of Student Rights and Responsibilities

<https://oscr.umich.edu/statement>

The University of Michigan-Ann Arbor (the University) is dedicated to supporting and maintaining a scholarly community. As its central purpose, the community promotes intellectual inquiry through vigorous discourse. Values which undergird this purpose include civility, dignity, diversity, education, equality, equity, 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/interventions which are intended to educate and to safeguard members of the University community.

2. \*P/NRC grading was in effect for Winter 2020. For more information: <https://ro.umich.edu/records-registration/covid-19-winter-2020-grading/undergraduate>

## II. Statement of Ross Community Values

### Section II-A. 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, and right to both physical and psychological safety of each member of our community. We will cooperate with each other and fulfill our mutual commitments to uphold academic integrity, institutional excellence, and community well-being. 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, equity, and community well-being.

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 the Honor Code and the Code of Student Conduct which include specific procedures in the case of a reported violation.

These codes are maintained on the Ross website at:

<http://www2.bus.umich.edu/MyiMPact/academics/ross-community-values>.

All Ross School of Business students and UM students enrolled in Ross courses are responsible for reading and complying with these documents and the Ross Community Values.

Ross students are also expected to adhere to the academic policies for any school/college in which they are taking coursework.

## **Section II – B. Community Health and Safety**

The Ross School of Business aims to deliver its mission while seeking to protect the health and safety of our students and minimizing the spread of disease within our community. As students return for the academic year, all students are required to comply with all University of Michigan and Ross School of Business policies, including any public health guidance related to COVID-19. The very nature of an in-person educational experience in Ross means our faculty, staff and students, particularly those participating in field work and action-based learning, will be exposed to contagious viruses, including the coronavirus. Ross is committed to public health and similarly expects that all students will act in a manner that demonstrates respect and consideration for the health and safety of all community members.

Students are prohibited from creating a health or safety hazard at Ross, in connection with any Ross programs or activities, including any field work and action-based learning. Students are required to comply with public health guidance, including any protocols, guidelines or policies adopted by the University or the Ross School of Business that relates to COVID-19 or other infectious diseases. This guidance will evolve as the public health crisis unfolds and may include the following: health screening protocols, participation in contact tracing, use of face coverings, COVID-19 diagnostic testing, disinfection protocols, limitations on gatherings, and social distancing. Adherence to health and safety requirements applies to all Ross students and extends to all aspects of the facilities, clinical labs, classrooms, bathrooms, and other spaces within Ross, on Ross property, in field work and action-based learning, or at Ross-sponsored events/programs.

[Wolverine Culture of Care](#)

[Campus Maize and Blueprint](#)

## **III. Introduction to the Bulletin**

Students are responsible for knowing the rules and policies in the Bulletin. Students must follow the rules of the Ross School of Business Undergraduate Programs Bulletin in effect for the academic term in which they are admitted to a Ross School of Business Undergraduate Program. Students who are readmitted into a Ross School of Business Undergraduate Program follow the Bulletin in effect for the academic term in which they resume their studies.

The online Bulletin reflects the most up-to-date information available and is updated as changes are made to the curriculum. To view past versions of the Ross School of Business Undergraduate Programs Bulletin, please visit our archives at <http://www2.bus.umich.edu/MyiMpact/academics/bulletins>.

Note: Archived Bulletins are only applicable to that academic year's course requirements and may have addendums attached. Please visit your academic advisor for more information, or if you have questions regarding the Bulletin. Students with questions about academic requirements and policies found in the Bulletin should contact an academic advisor for more information.

#### IV. Preferred Admission Requirements

Preferred Admission students who remain enrolled in another U-M college during their first year will have the option to begin the Ross BBA program in Fall of their Sophomore year, given they meet the following conditions:

- Pass the following three courses, each with a grade of C or better, by the end of Winter term of their first year:
  - A Sweetland-approved LSA First Year Writing course
  - Economics 101 (including transfer credit, IB, or A-level test credit for this course; note that AP credit does not transfer)
  - Calculus I, II, or III (including transfer credit, AP, IB, or A-level test credit for this course)

Note: Ross aligns with LSA's test credit equivalencies for Ross first-year requirements. Students who officially become Ross students at the start of their Sophomore year follow the test credit equivalencies of their home school. 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/)  
<https://admissions.umich.edu/apply/first-year-applicants/ap-ib-credit/ap-guidelines>  
<https://admissions.umich.edu/apply/first-year-applicants/ap-ib-credit/ib-guidelines>  
<https://admissions.umich.edu/international-advanced-standing-credit>

Note: Students may use ECON 401 to meet the ECON 101 requirement. If pursuing this option, ECON 401 must be passed with a grade of C or better by the end of the student's first Winter term.

- Successfully pass the following two core courses at the Ross School of Business by the end of Winter term of first year:
  - BA 100
  - BCOM 250 (Students must take BCOM 250 on a graded basis.)
- Enroll in a minimum of 12 credits or more at UM-Ann Arbor during each Fall and Winter term.
- Maintain a cumulative grade point average of 2.500 or higher at UM-Ann Arbor good academic standing (2.500 GPA or above per term) throughout the first year. GPAs are not rounded up.

Students who do not meet these Admission requirements at the end of the Winter term of their first year are not eligible to move forward with their Preferred Admission offer and enroll in the BBA program.

Preferred Admission students are also expected to meet the programmatic requirements of the Preferred Admission program during their first year at UM. These include:

- Attending a special Preferred Admission welcome event at the Ross School of Business (details for this event will be shared via email and the admissions website). Students are required to plan their arrival on campus to ensure full participation.
- Meeting regularly with their Ross academic advisor and participating in mandatory academic support activities as requested by their Ross academic advisor.
- Promptly informing their Ross academic advisor and Ross Undergraduate Admissions if you have been ~~accusations of or engagement~~ **accused of or engaged** in any form of academic dishonesty, behavioral misconduct, a policy violation (including on- and off-campus), and/or criminal activity (including pending and convicted cases) upon matriculation (e.g., over the summer) and while a student at the University of Michigan.

## V. BBA Curriculum & Degree Requirements

### Section V – A. BBA Credit Requirements

The BBA degree requires a minimum of 120.0 credits. 58.0 of these credits must be business credits, and 54.0 of the 120.0 total credits must be non-business credits (including credits used to meet distribution requirements). The remaining 8.0 credits may be either business or non-business coursework. Below is a list of all required courses for the BBA program. Note: this does not include any business electives, non-business electives, or distribution coursework required to meet degree requirements.

Type	Course	Title	Credit hours
<b>First-Year Courses</b>	ECON 101	Principles of Microeconomics	4.0
	First-Year Writing	Varies	4.0
	MATH 115 (or 120)	Calculus I ( <i>higher level Calculus courses will also be accepted</i> )	4.0 (or 2.0)
<b>Fixed Core</b>	BA 100 (or 102)	Introduction to Ross: Foundations in Learning Business	2.0 (or 0.5)
	BCOM 250	Introduction to Business Communication	1.5
	ACC 300	Financial Accounting	3.0
	BA 200	Businesses & Leaders: The Positive Difference	3.0
	TO 301	Business Statistics & Analytics	4.0
	ACC 301	Managerial Accounting	3.0
	STRATEGY 290	Business Strategy	1.5
	BCOM 350	Professional Communication Strategies	1.5
	BL 300	Business Law and Ethics	3.0
	MO 300	Behavioral Theory and Management	3.0
TO 313	Operations Management	3.0	

	STRATEGY 390	Corporate Strategy	3.0
	Senior Capstone	Varies	Varies 3.0
<b>Floating Core</b>	BE 300	Applied Economics	3.0
	FIN 300	Financial Management	3.0
	MKT 300	Marketing Management	3.0
	TO 300	Business Information Systems	1.5
<b>Additional Requirement</b>	ECON 102	Principles of Macroeconomics	4.0

### Section V – B. First Year Requirements

**First Year students who have been directly admitted into the BBA program (Ross BBA First Years) must complete the following requirements:**

- Pass the following three courses, each with a grade of C or better, by the end of their first Winter term of their first year:
  - A Sweetland-approved LSA First-Year Writing course
  - Economics 101 (*including transfer credit, IB, or A-level test credit for this course; note that AP credit does not complete this requirement*)
  - Calculus I, II, or III (*including transfer credit, AP, IB, or A-level test credit for this course*)

Note: Ross aligns with LSA's test credit equivalencies for Ross first-year requirements. Students who officially become Ross students at the start of their Sophomore year follow the test credit equivalencies of their home school. For more information on advanced standing credit, and the scores needed for such credit, please refer to

[http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/).

<https://admissions.umich.edu/apply/first-year-applicants/ap-ib-credit/ap-guidelines>

<https://admissions.umich.edu/apply/first-year-applicants/ap-ib-credit/ib-guidelines>

<https://admissions.umich.edu/international-advanced-standing-credit>

Students may use ECON 401 to meet the ECON 101 requirement. If pursuing this option, ECON 401 must be passed with a grade of C or better by the end of the student's first Winter term.

- Successfully pass the following two core courses at the Ross School of Business by the end of their first Winter term:
  - BA 100 (*this is a year-long course*)
  - BCOM 250 (*students must take BCOM 250 on a graded basis*)
- Enroll in a minimum of 12 credits or more at UM-Ann Arbor during each Fall and Winter term.
- Maintain "Good Academic Standing" at Ross with a business term and cumulative grade point average of 2.500 or higher at UM-Ann Arbor.

### Section V – D. Additional Degree Requirements

#### ECON 102

ECON 102 must be completed (and the grade posted to the student's **UM-Ann Arbor** transcript) prior to the start of Junior Fall term and the Ross Integrative Semester (RIS) core. ECON 102 must be taken on a graded basis if completing the course at UM-Ann Arbor.

Transfer courses that are equivalents based on the Office of Undergraduate Admissions transfer guide ([http://www.ugadmiss.umich.edu/TCE/Public/CT\\_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx) <https://transfercredit.ugadmiss.umich.edu>) will be accepted. If students take the equivalent of ECON 102 outside of UM-Ann Arbor, it must be from an accredited U.S. institution. The only exception to this policy is credit for the equivalent to ECON 102 at the London School of Economics (LSE), England, which does not need a U.S. school of record.

Students may meet the ECON 102 requirement through a UM study abroad program with the London School of Economics (e.g. LSA Center for Global and Intercultural Study (CGIS)) if they complete the direct equivalent of ECON 102. Please note: if students complete the equivalent of ECON 102 at LSE through the CGIS partnership and plan to use this course toward a minor or other non-Ross program requirement, they must check with the appropriate department to see if the course can be accepted for that program's requirements.

Students may use ECON 402 to meet the ECON 102 requirement. If pursuing this option, ECON 402 must be completed (and the grade posted to the student's transcript) prior to the start of Junior Fall term and the Ross Integrative Semester (RIS) core. ECON 402 must be taken on a graded basis if completing the course at UM-Ann Arbor.

### **Identity and Diversity in Organizations (IDO) Milestone Requirement**

The Identity and Diversity in Organizations Milestone is a degree requirement that is designed to introduce Ross students to the concepts of diversity, equity, and inclusion in the contexts of their business education and roles as future business leaders. Students must complete all components of the Milestone requirement, in order, between sophomore and senior years to receive the BBA degree. This includes successfully completing all Milestone assignments embedded in the Ross Signature Learning Experiences or other delivery methods.

The design and implementation of the Milestone is changing to more fully integrate this important material in the BBA experience, including formally introducing the Milestone requirements a part of the BA 100 and BA 102 courses. Each milestone consists of a classroom or co-curricular experience and required reflective assessment. Pre-work may be required. While the name and design may be different in the future, students will be required to complete three successive Milestones, in order, within the designated academic year, i.e. Identity during sophomore year, Diversity during junior year, and Organizations in the senior year. The Milestone activity may be embedded in courses or run as a co-curricular activity. The specific educational experiences, reflection assignments, and deadlines will vary each year. Students will be able to view the Milestone informational materials available via impact and relevant canvas sites.

Students must complete all components of this requirement to earn the BBA degree. Failure to complete an IDO component in a given year may result in academic probation and a potential delay in degree completion. This requirement has instructional and assessment components. For the instructional component, each student must attend and write corresponding reflection papers for three IDO-certified experiences. The first experience must address identity and is due by the end of the student's Sophomore year in the BBA program. The second experience must address diversity and is due by the end of the student's Junior year in the BBA program. The third experience and all of its components (i.e., attending a session, submitting the reflection paper, and having the reflection paper approved) must address organizations and be completed by March 1 of the student's Senior year. Each experience must be completed in order — Identity before Diversity, and Diversity before Organizations. Students who fail to complete the IDO milestone segment during the required academic year will be placed on Academic Probation. Students must have all parts of IDO complete in order to receive the BBA degree.

Each IDO experience will highlight one of the following topics:

- **Identity:** This multifaceted concept includes a person or group's conception and expression of who they are and how society describes and affects them. Understanding intersectionality, individuality, saliency, and self-awareness are key features of this topic.
- **Diversity:** A compilation of various identities that, together, contribute to the unique makeup of individuals and groups. In business, recognizing and promoting diversity allows organizations to better serve their clients/customers, employees, and other stakeholders.
- **Organizations:** Units composed of individuals who share common goals. These IDO programs will address how identity and diversity affect organizational performance and how firms leverage them for success.

In order to gain access to the follow-up writing assignment, students must attend the IDO experience in full (i.e., students will not be allowed to arrive late or leave early). The corresponding reflection paper must address the points presented in the [IDO Reflection Paper Guidelines](#) and will be due no later than two weeks after the start date and time of the IDO experience attended. Reflection papers will be reviewed by a Ross-trained evaluator. By following a standard rubric, these evaluators have the authority to approve or not approve the completion of this milestone requirement. If a student's paper is not satisfactory, they will be notified of specific follow-up steps they need to complete in order to satisfy this requirement. A student's "I" milestone will be marked as complete on their transcript when that student has completed the first CQ Assessment, described below, in addition to attending an "I" experience and having that "I" experience's reflection paper submitted and approved. After a student has completed the "D" experience and had the corresponding reflection paper approved, that milestone will be marked as complete on the student's transcript. A student's "O" milestone will be marked as complete on their transcript when that student has completed the second CQ Assessment, described below, in addition to attending an "O" experience and having that "O" experience's reflection paper submitted and approved.

(<http://www2.bus.umich.edu/MyiMpact/academics/identity-and-diversity-organizations-ido>).

The assessment component of the IDO milestone requirement has students completing a Cultural Intelligence (CQ) Assessment during the summer before Sophomore year. Students will then be

required to complete a second CQ Assessment upon completion of the Organizations milestone, as described above, or when instructed by the Office of Undergraduate Programs in the event of 5-year and off-cycle students. Please note that the CQ Assessment taken through the BBA program is separate from the CQ Assessment that students may complete through Global Initiatives' programs.

### Section V – E. Additional Program Requirements

Developing and building a positive business community is a key aspect of the BBA program. One of our expectations for our students is that they attend some mandatory programming with this goal in mind. At the beginning of each school year, there will be a "Welcome" or "Welcome Back" event for each Ross class **prior to the start of classes**. For Juniors and Seniors, these are the Junior and Senior convocation events (typically held within the first three weeks of the Fall term). For Sophomores and First Year students, the events will take place before the start of the Fall term. Students will need to plan their arrival on campus accordingly **ahead** to ensure full participation in these events. Each student must attend the mandatory event for their respective class. Attendance will be taken at each event so students will need to bring their UMICH ID card. Students who cannot or fail to attend mandatory programming will be referred to the managing director or the Associate Dean for Undergraduate Programs who will determine the consequences for the student.

### Section V – G. Credits Accepted Toward BBA Degree

#### Test Credit

The below policies are 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 other Schools or Colleges on campus. For Preferred Admission and Sophomore Admission students, the Ross School of Business will honor distribution designations made by a student's prior UM School or College.

#### a) Advanced Placement (AP) Credits

Advanced Placement credits are accepted for degree credit as non-business courses according to the guidelines outlined on the Undergraduate Admissions website:  
<http://www.admissions.umich.edu/admitted/freshmen/adv-credit/>  
<http://www.admissions.umich.edu/apply/first-year-applicants/ap-ib-credit/ap-guidelines>. Note: AP credits (with the exception of some foreign language credits) will not fulfill distribution requirements are not accepted towards distribution requirements, with the exception of some foreign language credits. For Sophomore admits, AP credits are accepted for degree credit as non-business courses according to the guidelines established by the School or College you were admitted to prior to the Ross School of Business.

#### b) International Baccalaureate (IB) and A-Level Credits

Ross uses IB and A-level credits as appropriate for distribution (e.g., Physical 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 other Schools or Colleges on campus. For Preferred Admission and Sophomore Admission students, the Ross School of Business will honor distribution designations made by a student's prior UM College or School. Please refer to the Undergraduate Admissions website at:

[http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/). International Baccalaureate (IB) credits are accepted for degree credit as non-business courses according to the guidelines outlined on the Undergraduate Admissions website: <https://admissions.umich.edu/apply/first-year-applicants/ap-ib-credit/ib-guidelines>. IB credits can be accepted for distribution (e.g., Physical Science credits will be used for NS/MSA, etc.).

### c) A-Level and Other International Credits

Ross uses A-level credits as appropriate for distribution (e.g., Physical 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. Refer to the Undergraduate Admissions website at: <https://admissions.umich.edu/international-advanced-standing-credit>.

### d) Credit by Examination (CBE) and College Level Examination Program (CLEP) Credits

CBE and CLEP credits are very rare. In the event that a student comes in with CBE or CLEP credit, the Ross School of Business follows the same rules and policies regarding CBE and CLEP credit as the College of Literature, Science, and the Arts. For Sophomore admits, CLEP credits are accepted for elective BBA degree credit according to the guidelines established by the School or College you were admitted to prior to the Ross School of Business. ~~Note that CLEP credits will not count toward the~~ **are not accepted towards** distribution requirements. Currently, only schools and colleges that use the LSA guidelines accepts CLEP credits. ~~Please~~ Refer to the Office of Undergraduate Admissions website at: [https://umich.custhelp.com/app/answers/detail/a\\_id/98](https://umich.custhelp.com/app/answers/detail/a_id/98) or the College of the Literature, Science, and the Arts website at: <https://lsa.umich.edu/lsa/academics/lsa-academic-policies/special-kinds-of-credit/test-credit/credit-by-examination--cbe-.html>.

### e) Credit Removal:

- First semester Ross BBA First Years should consult with their academic advisor to fill out a test credit removal request form **before December 1<sup>st</sup> of their first Fall semester** if they wish to remove test credit. Any test credit applied will not be removed after a Ross BBA First Year student's first semester.
- Students admitted as Sophomores into the BBA program cannot have test credit removed.
- Any transfer credit applied to a student's record will not be removed.

Tuition increases once a student has reached Junior standing (55.0 credit hours or more), therefore students should be aware that receiving test or transfer credit can have an impact on tuition. Credit is always posted for the term in which it was earned, not the term in which it was received; the posting of credit can therefore have a retroactive impact on tuition owed. Current students should carefully consider this issue before asking for credit to be posted on their transcript as credit will not be removed from the transcript for the purpose of lowering tuition.

### Dual Enrollment while in High School

Ross will allow transferable dual enrollment credits earned on a college campus to count toward requirements. **The Ross Registrar's Office is responsible for reviewing and posting dual enrollment credits to a student's transcript.** ~~The UM Office of Undergraduate Admissions will review dual enrollment credit for transfer credit and the Ross Registrar's Office will post accepted courses to a~~

~~student's UM transcript.~~ Dual enrollment credit must be earned on a college campus, and the course cannot be taught in a special section only open to high school students. Students should work with their academic advisor to determine how transfer credits work toward their degree requirements. Business credit is non-transferable. **More information can be found at:**

<https://www2.bus.umich.edu/MyiMpack/academics/student-resources/transfer-credit>

### University of Michigan Placement Exams

Ross requires students to complete Math and Writing placement exams prior to Orientation. Note: no credit is granted for the Math placement or Writing placement exam. The purpose of these exams is to determine your preparation for entry-level courses.

### Non-UM Credit

Current BBA students may request permission from the Ross Registrar's Office to transfer up to 9.0 non-business credit hours total in non-business courses from another accredited U.S. institution during their time in the BBA program. Declared dual degree students are eligible to transfer in up to 12.0 non-business credit hours total from another accredited U.S. institution during their time in the BBA program. ~~Students may not enroll concurrently with another college or university while enrolled in a regular term at UM Ross School of Business.~~ BBA students are expected to be registered only at UM Ross School of Business during the Fall and Winter terms. **Any credits in excess of the permitted amount will not be applied to any BBA degree requirement.**

Ross School of Business will only accept transfer credit that comes from an accredited U.S. school of record. Note: the only exception to this policy is credit for the equivalent of ECON 102 at the London School of Economics, England, which does not need a U.S. school of record.

**Grades earned in these courses must be a C or better to transfer and are not averaged into the BBA cumulative grade point average. The sole exception to this is UM-Flint and UM-Dearborn credits (see below)**

BBA students planning to take coursework at another institution should first submit a completed BBA Transfer Credit Preliminary Evaluation form (available on the Ross iMpack website) to the Ross Registrar's Office to confirm that the coursework will be accepted toward the BBA degree. Upon completion of the coursework, an official transcript and any requested additional information (e.g., syllabus) must be sent to the Ross Registrar's Office, 700 East University, Kresge Hall – K3521, Ann Arbor MI, 48109-1234.

~~Grades earned in these courses must be a C or better to transfer and are not averaged into the BBA cumulative grade point average.~~

**Students may not enroll concurrently with another college or university while enrolled in a regular term at UM Ross School of Business. BBA students are expected to be registered only at UM-Ann Arbor during the Fall and Winter terms.**

**UM-Dearborn and UM-Flint coursework:**

Completed courses, regardless of grade, at UM-Dearborn and UM-Flint carry Michigan Honor Points and weigh into the UM-Ann Arbor GPA. These credits are still considered “out-of-residence credit” in alignment with the other schools on campus. As “out-of-residence credit,” courses from UM-Flint and UM-Dearborn will be held to the same credit limits as any other transfer credit for BBAs. This policy is in effect for all transfer BBA students admitted for Fall 2019 and beyond, and effective for any transfer credits completed after May 1, 2019 for all incoming and current BBA students.

**Additional Policies for UM-Ann Arbor Coursework Taken Before and During the BBA Program**

- No more than 30.0 non-graded credits may count toward the 120.0 credits needed for the degree. All courses elected on a Pass/Fail grading basis prior to admission to the BBA program must have a grade of C or higher in order to be eligible for transfer (see [Section VII.B](#) for Pass/Fail guidelines).
  - Test credits as well as transfer courses for which students earned grades at another institution do not count against the 30.0-credit limit.
  - Coursework completed under the Pass/No Record Covid (P/NRC) grading policy does not count toward the 30.0 non-graded credit limit that a student is allowed for the BBA degree.
- No credit for Physical Education coursework.
- No credit for vocational coursework.
- No credit for any courses offered through the Military Officer Education Programs except for those courses cross-listed in other academic units.
- School of Music, Theatre, & Dance ensemble courses yield degree credit, but **do not calculate into the student’s GPA** no honor points.
- Limit of 4.0 credits granted for writing practicum coursework. For details, see: <https://lsa.umich.edu/sweetland/undergraduates/courses.html>
- Limit of 4.0 credits granted for English Language Institute (ELI) coursework (see <http://www.lsa.umich.edu/eli>).
- All School of Kinesiology courses (including UMOVE) are recorded as “not for credit” except for certain approved courses.
  - Students may receive credit for the approved courses as found on the LSA website: <https://lsa.umich.edu/lsa/academics/lsa-academic-policies/credit-limits/non-lsa-course-work/school-of-kinesiology-courses>.
  - ~~Please note: if you have~~ **Students who** completed a School of Kinesiology course prior to Winter 2018, you will need to check with the Ross Registrar’s Office to verify its eligibility for credit.
- Independent Study: ~~This policy is currently under review. Changes to the policy will be published on the Ross iMpack website~~
  - This course designation allows students to earn credit for an independent research or action-based learning project supervised by a business faculty member.
  - Only Juniors and Seniors may enroll in a 399 course.
  - BBA students may elect one project course per semester, up to a maximum of three over the course of a respective program, not exceeding seven credit hours in total.
  - **Students must adhere to independent study applications and procedures:** <https://www2.bus.umich.edu/MyiMpack/academics/independent-study>.

- Experiential courses: A maximum 15.0 credits of experiential courses may count toward a degree. This limit includes credits earned both prior to and during the BBA program. Below is a list of Ross courses that are considered experiential:

<b>Experiential Courses</b>	
<b>DEPT &amp; Number</b>	<b>Title</b>
ACC/BA/BCOM/BE/BL/ES/FIN/MO/MKT/STRATEGY/TO 399	Independent Study Project
ACC/FIN 335/336	Maize and Blue Fund
ACC/FIN 338	Maize and Blue Fund SR
BA 453	Capstone MAP
BA 455/456/457	Living Business Leadership Experience
BA/ES/STRATEGY 455	Base of the Pyramid
BA/BUSABRD 425	Global Practicum
BL 488	Business and the Public Policy Process
BL/BUSABRD 311/411	Cross-cultural Negotiation and Dispute Resolution
BL/BUSABRD 319	Intellectual Property Law
BUSABRD/FIN 330	Financial Emerging Markets
BUSABRD/STRATEGY 320	Global Immersion: Study Abroad
ES 395	Entrepreneurial Management
ES 401	Michigan Blue Venture Fund
ES 402	Zell Early Stage Fund
ES 403	Social Venture Fund
ES 414	Entrepreneurship Practicum
ES/FIN 329	Financing Research Commercialization
FIN 402	Real Estate Fund I
FIN 403	Real Estate Fund II
MKT 401	Marketing Management II
MKT 411	Advertising Management
<b>MO 355</b>	<b>Magnify: The Science and Practice of Flourishing at Work and Beyond</b>
MO 455	Foundations in POS
MO 456	Action Learning for Foundations in POS
MO 463	Creativity at Work
MO/STRATEGY 470	Strategic Management of Knowledge in Professional Service Firms
STRATEGY 492	Dynamic Capabilities Through Corporate Development
TO 465	Business Systems Consulting
TO 482	Action Learning Projects in Operations, Procurement, and Supply Chain

## VI. BBA DEGREE PROGRAM OPTIONS

### Section VI – B. BBA Dual Degrees

The Ross School of Business offers the option for BBA students to pursue undergraduate dual degrees (formally known as Multiple Dependent Degree Programs – MDDP) with one of several different units within the University of Michigan-Ann Arbor. Applicants interested in dual degrees must be admitted by both degree programs and majors independently.

Currently approved dual degrees programs include:

- Penny W. Stamps School of Art & Design
- College of Engineering
- College of Literature, Science, and the Arts
- School of Information
- School of Kinesiology (Sport Management program)
- School of Music, Theatre, & Dance

Students interested in pursuing dual degrees are encouraged to talk with an academic advisor. Students must be in good academic standing in order to pursue dual degrees. Students will work with academic advisors in both degree programs to create a course plan that meets requirements. As part of the dual degrees application, students are required to submit a course plan. Degree planning tools are available here: <http://www2.bus.umich.edu/MyiMpact/academics/degree-requirements>.

Dual degree students are required to have a home school on record. The home school determines academic and registration policies. Each semester, students must be enrolled for all classes under their home school, regardless of the courses taken. Students pursuing dual degrees may select either the Ross School of Business or their partner school as their home school, and should discuss this decision with their academic advisors. ~~Dual degrees students are required to have a home school on record. The home school determines academic and registration policies. Each semester, students must be enrolled for all classes under their home school, regardless of the courses taken. Students pursuing the following dual degrees are required to maintain the Ross School of Business as the home school:~~

- ~~College of Engineering~~
- ~~College of Literature, Science, and the Arts~~

~~Students pursuing the following dual degrees may select either the Ross School of Business or their partner school as their home school, and should discuss this decision with their academic advisors:~~

- ~~Penny W. Stamps School of Art & Design~~
- ~~School of Information~~
- ~~School of Kinesiology (Sport Management program)~~
- ~~School of Music, Theatre, & Dance~~

Students are responsible for scheduling meetings with academic advisors in both programs to track progress toward graduation. Students must apply for graduation from each degree program, along with completing any other required documents. For all dual degrees programs, both degrees must be

awarded simultaneously. If any degree requirement is incomplete for either degree, neither degree will be awarded. Completion of both degree requirements results in two different degree citations on the transcript and in two separate diplomas.

Students pursuing dual degrees may share a maximum of 9.0 credits of the 58.0 credits of business courses needed to meet BBA degree requirements toward the requirements of the non-business major, per approval. Students pursuing dual degrees should consult with their academic advisor for specific policies within their non-business major. Students pursuing both a dual degree and an academic minor should refer to the following section regarding maximum credit amounts for minors. Students pursuing dual degrees and an academic minor should consult with their academic advisors for specific policies within their degree and minor programs.

For more information, including eligibility and requirements see:

<http://www2.bus.umich.edu/MyiMpack/academics/bba-dual>.

### Section VI – C. Minors Available to BBA Students

BBA students may pursue academic minors from other units within the University of Michigan-Ann Arbor, if approved for Ross students. A complete list of available University minors can be found here: <http://www2.bus.umich.edu/MyiMpack/academics/bba-minors>. ~~If students have~~ **Students with** questions regarding eligibility for a particular minor, ~~they~~ **their** should contact a Ross **their** academic advisor.

Students may share business credits from the BBA degree (of the 58.0 credits of business courses needed to meet BBA degree requirements) with only one minor.

- Students pursuing the Entrepreneurship Minor may share a maximum of 6.0 credits of the 58.0 credits of business courses **with the Entrepreneurship Minor**.
- Students pursuing any other minor may share a maximum of 3.0 credits of the 58.0 credits of business courses **with the minor**.
- **Students pursuing more than one minor may not share any courses between those minors; the above rules still apply.**

If a student takes a class worth more than 3.0 credits (e.g., TO 301) and would like to use that class for their minor, only 3.0 credits from that class may be applied to the minor. Students should work with both their minor advisor and Ross advisor to ensure they are completing all necessary requirements.

Declaration of the minor and certification that appropriate courses have been completed should be communicated to the Ross Registrar's Office. The department offering the minor should submit a Minor declaration either by the established electronic declaration system (if available), **or** by email ([rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu)) ~~or the student must bring a hard copy of the declaration form to the Ross Registrar's Office~~. All minors must be declared prior to the end of the student's last term.

As a student nears graduation, he/she should have their minor advisor submit a Minor Release prior to the end of the student's last term. Students should work directly with their minor advisor to understand

their department's timeline and requirements for requesting minor releases. The department offering the minor should submit a Minor Release either by the established electronic release system (if available) or by email ([rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu)).

If, during the final degree audit, the Ross Registrar's Office cannot verify that the specific requirements listed on the Minor Release form are complete, and if the Ross Registrar's 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.

For more information, see: <http://www2.bus.umich.edu/MyiMpact/academics/bba-minors>.

#### Section VI – D. Supplemental Studies

BBA students may pursue Supplemental Studies programs (formerly Certificate programs). ~~As of September 2013,~~ Approved Supplemental Studies programs include:

Fundamentals of Public Health: The Fundamentals of Public Health Supplemental Studies (FPHSS) program is a 10-credit course sequence providing students who do not intend to complete the undergraduate degree in Public Health a formal academic structure through which they will gain an understanding of the evolution and mission of the field of public health, as well as an appreciation of its key methods and applications.

For more information: <https://sph.umich.edu/undergrad/degrees/fph.html>

Graham Undergraduate Sustainability Scholars (*discontinued in April 2020*): Open exclusively to top-performing undergraduate students at UM, the Graham Undergraduate Sustainability Scholars program engages 60 students per year in action-based learning courses and co-curricular activities that foster systems thinking skills and leadership development for sustainability. For more information: <http://www.graham.umich.edu/learning/undergraduate-scholars>.

Supplemental Studies in Public Policy (*no longer accepting new applications*): The Supplemental Studies in Public Policy (SSPP) program is a 10-credit course sequence for students outside of the BA program in Public Policy. This program provides an opportunity to acquire a formal specialization in the fundamental and broadly applicable skills of policy analysis, as well as appreciation of key methods and skills necessary to analyze critical social problems.

If a student declared the SSPP program prior to December 11, 2019, and completed PUBPOL 201 by Fall 2019, they may remain in the SSPP program and receive the certificate upon completion of requirements. These students may also apply to the Minor in Public Policy, but there is no guaranteed acceptance based on their SSPP participation. If accepted, students will become members of the Minor in Public Policy and be removed from the SSPP program. If not accepted, students can remain in the SSPP program.

If a student did not complete PUBPOL 201 by Fall 2019, they will not be able to complete the SSPP program but they are invited to learn more about and apply for the Minor in Public Policy.

For more information: <http://fordschool.umich.edu/ba/supplemental-studies-public-policy>.

~~For students admitted to Supplemental Studies programs effective Winter 2014 and later, no courses may be shared between the requirements for a Supplemental Studies program and the 58.0 business credits required for the BBA degree. Students admitted to Supplemental Studies programs prior to Winter 2014 may share one course (3.0 credits) maximum between the requirements for a Supplemental Studies program and the 58.0 business credits required for the BBA degree.~~

## **Section VI – E. Off-Campus/Travel Course Opportunities**

### **Global Opportunities**

The BBA Curriculum, through Global Initiatives, offers undergraduates a number of ways to incorporate an international experience into their education. Students are encouraged to immerse themselves in an unfamiliar culture for both personal and professional benefit, providing a deeper knowledge of business on a global scale. UM undergraduates of all colleges and majors are invited to apply for Global Initiatives offerings.

#### Short-Term Offerings:

Ross Global Initiatives offers various short-term international programs to undergraduate students. These programs range from one to eight weeks in length during Winter break, May, August, or Spring/Summer term. Depending on the type of global experience, programs may include real-world projects with international companies, company visits, lectures at international universities, and global service learning projects. For many of the programs students are able to obtain up to 3.0 credits by participating in one of the academic-credit courses. Previous offerings have included programs in Brazil, Iceland, China, Croatia, and India. Most coursework is targeted toward students with Sophomore or Junior standing (First Years and Seniors may apply on a case-by-case basis; please seek out a Global Education Advisor). Please note that programs typically change on an annual basis.

#### Undergraduate Global Semester Exchange:

The Ross Undergraduate Global Semester Exchange Program provides students with the opportunity to study business coursework abroad during Winter term of Junior year. Students apply, are selected through Global Initiatives, and are then nominated to the partner school where they take courses alongside local students and/or other international students. Students enroll into a full course load at one of the partner schools and receive general business elective credit for business classes taken. This is the only opportunity for students to earn business credits outside of UM-Ann Arbor. Students also have the opportunity to earn non-business credits at some partner institutions. All Ross credits will be granted through BUSABRD. Students will receive special permission to register for BUSABRD by the Ross Registrar's Office in the Fall prior to the semester the student is expected to study abroad. It is the student's responsibility to enroll into BUSABRD by the permission deadline. Online coursework is not permitted during semester exchange.

Ross Undergraduate Global Semester Exchange students must also enroll into the mandatory course *MO BA 319: Developing Global Competency* during Fall A and Winter B. This course is a two-part class (before and during your exchange term), and it is required for all outgoing Ross Undergraduate Global Semester Exchange students. The Fall A course will be held on campus and the Winter B course will be taken online. The Ross Registrar's Office will give students permission, and it is the student's responsibility to enroll into **all required credits of this course** this course for both terms. Students will need to reserve space in their schedule to accommodate **the credits for this course** 1.0 credit (Fall) and 0.5 credits (Winter). Students are allowed to take a maximum of 18.0 U.S. semester credits, including *MO BA 319* while on semester exchange. Request to take more than 18.0 credits must be reviewed by a Ross academic advisor. Students must meet a minimum of a 3.000 cumulative GPA and 3.000 most recent term GPA to pursue higher course loads. Students should also be aware that enrolling in more than 18.0 credits will result in additional tuition fees.

### Global Funding Opportunities

The Ross Global Fellowships aim to encourage students to pursue global internships, research projects, and overall exploration by providing funding to offset financial barriers to doing so. In 2018, three new fellowships (C.K. Prahalad Fellowship, Ross China Fellowship, and Sholk-Kaplan Fellowship) were established to provide funding for any non-Ross global opportunities for all Ross BBA and Business Minor students. Additionally, the Ross Global Fellowship offers funding towards non-Ross global experiences and is available to all Ross BBA and Business Minor students. Fellowships will provide merit-based funding to support students with self-designed projects in global markets in the Spring or Summer terms. The C.K. Prahalad Fellowship aims to support business projects located in emerging markets where innovative business ideas are used to alleviate poverty and empower consumers at the base of the pyramid. The China Fellowship will fund student projects with creative business strategies and positive impact in China. The Global Fellowship will support global projects focused on innovation and positive impact on the local community.

The C.K. Prahalad and China Scholarship Awards are designed to encourage students with financial barriers to explore new cultures and business markets. The C.K. Prahalad Scholarship will provide funding for students with an interest in emerging economies and social entrepreneurship. The China Scholarship Award will support students with an interest in the Chinese culture and business market.

### Global Initiatives Advising:

Global Initiatives offers drop-in advising hours to undergraduate students during Fall and Winter terms. Students are welcome to schedule an advising appointment outside of these hours by emailing [ross-globalinitiatives@umich.edu](mailto:ross-globalinitiatives@umich.edu) or through iMPact **through the [Global Initiatives iMPact advising portal](#)**. Global Initiatives strongly encourages students to connect with a Ross Global Education Advisor regarding any questions or concerns about programs.

### GeoBlue Insurance:

All undergraduates are required to have health insurance through GeoBlue when participating in Ross Global Initiatives programs. Global Initiatives obtains GeoBlue for students who participate in Ross global programs. The mandatory fee will be charged as part of the student's total program fee.

### Additional Information:

Students may explore UM and non-UM study abroad options for Spring or Summer term of any year if that is a better fit due to the set sequence of BBA core courses. Students may also receive general (non-business) elective course credit for non-Ross, UM-sponsored study abroad programs. All coursework should be reviewed for approval prior to departure.

For Ross students, the Ross Semester Exchange program or another UM program is the standard semester abroad format. Courses taken through an approved UM-Ann Arbor program will not count against the 9.0 credits of transfer coursework BBA students are allowed. Business courses completed on a non-Ross UM study abroad program do not count toward the 120.0 credit requirement, the 54.0 non-business credit requirement, or the 58.0 business credit requirement. However, the courses will show on the UM transcript and, if taken for a grade, will be calculated into the cumulative and term GPAs. Courses taken outside UM-Ann Arbor are subject to all transfer credit rules and policies (see [Section V.G](#) for specific information).

#### Standards of Personal and Academic Conduct:

Students on Global Initiatives programs are expected at all times to be as responsible and considerate as they would on their own campus or in their home communities. All students are subject to UM regulations, UM codes of conduct, the Ross Community Values Code and processes, host institution program guidelines (if applicable), program partner guidelines (if applicable), as well as the laws of the host country. ~~Student responsibilities are outlined in the following documents:~~

- ~~Ross Code of Conduct:~~ <http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values>
- ~~Statement of Student Rights and Responsibilities:~~ <https://oscr.umich.edu/statement>

#### Withdrawal/Dismissal Policy:

~~Please see M-Compass to View the Withdrawal/Dismissal policy for student's desired program:~~  
<https://mcompass.umich.edu/>.

#### Connect With Us:

~~For more information, please go to the Global Initiatives website:~~  
<https://michiganross.umich.edu/programs/global-initiatives>.

### **Section VI – F. Elective Options**

The Ross School of Business does not officially designate or certify majors, concentrations, or areas of emphasis on **undergraduate student transcripts**. ~~the students' undergraduate transcripts.~~ 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 at:

<http://www.bus.umich.edu/Courses/default.aspx> and should plan to register for most business electives during their Junior and Senior years; some specific elective courses may be open for students in the Winter term of Sophomore year. In regards to Ross electives, “student standing” is defined by the student’s year in the BBA program, not by the student’s earned credit total. Permissions may not

override general enrollment requirements (student standing, GPA, etc.). For information regarding exceptions, students are encouraged to speak with the Ross Registrar's Office and/or their academic advisor.

### 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.
- Upper division students (Junior/Senior) may not receive credit for specified lower-level undergraduate courses restricted to First Year 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 [Section V.G](#)) for more information regarding credits accepted toward the BBA degree).

### Independent Study Projects

The Ross Independent Study Project policies are currently under review. An updated version of the policies will be published on the Ross iMpack website. This course designation allows students to earn credit for an independent research or action-based learning project supervised by a business faculty member. Only Juniors and Seniors may enroll in a 399 course. BBA students may elect one project course per semester, up to a maximum of three over the course of the respective program, not exceeding seven credit hours in total.

Students must adhere to independent study applications and procedures:

<https://www2.bus.umich.edu/MyiMpack/academics/independent-study>.

### Section VI – G. Cappel Sales Track

The Stephen M. Ross School of Business is offering a concerted set of courses that will advance the sales profession through academic leadership. The integration of these courses has three aims: (1) to create greater awareness of the sales function and sales careers; (2) to give undergraduate students an avenue to undertake formal studies in sales (both business-to-business as well as business-to-consumer sales); (3) to promote career services and recruiting opportunities that enable students to secure sales-related employment. Ross BBA students as well as students enrolled in other schools and colleges at UM may participate. Students completing all requirements receive a hard copy certificate indicating their completion of the course track.

Selling is the function responsible for creating revenue for every business throughout the world. The sales profession allows you to be measured as an individual contributor in your area of responsibility. Sales professionals are empowered to make decisions that maximize productivity and top performers have the potential for exceedingly high compensation.

To complete the course track and earn the certificate of completion, students must complete the 12 credits from the set of courses listed below as well as the negotiation requirement:

- MKT 300 or 302 Marketing Management (3)
- MKT 310 Fundamental of Sales Management (3)
- MKT 312 Retail Marketing Management (3)

- MKT 313 Consumer Behavior (3)
- Successful Negotiation: Essential Strategies and Skills' course via Coursera
- ~~Negotiation Course~~

Students are strongly encouraged to also participate in various extracurricular and experiential activities; examples include a sales internship, an active membership in the Michigan Sales Club, participation in a college-level sales competition and interaction with sales management professionals. In addition, the Ross Career Development Office will identify and recruit companies hiring for sales positions for students who participate.

Interested students should email [MichiganRossSalesTrack@umich.edu](mailto:MichiganRossSalesTrack@umich.edu) to be added to an email group that will be used to distribute more information on application procedures for acceptance into the sales track, courses, employment opportunities, information sessions and guest speakers.

### Section VI – H. Erb Fellows Program

The Erb Institute's Undergraduate Fellows program is designed to deliver business and sustainability education, community and co-curricular to Michigan Ross undergraduate students and Program in the Environment students. The first program of its kind, Erb Undergraduate Fellows will equip students with the skills and experiences to drive social, environmental and economic change after graduation and offers the opportunity to become an integral part of the current and future landscape of business sustainability.

The Erb Fellows program is open to rising Juniors at Michigan Ross and the Program in the Environment, both majors and minors, through an application process. To be selected, students must meet a minimum GPA requirement of 3.0 and it's recommended that they have completed ENVIRON 207 or ENVIRON 208 prior to beginning their two-year term as an Erb Fellow.

As an Erb Undergraduate Fellow, students will take courses from Michigan Ross and the Program in the Environment (PiE) as well as other approved sustainability courses from a variety of disciplines across campus to customize their educational experience and develop a deeper understanding of business and sustainability.

The Erb Fellows program is built on three complementary platforms: curricular learning, co-curricular opportunities, and community. Collectively, these three platforms provide Erb Fellows with a holistic and supporting foundation on which to move forward as business sustainability leaders. To successfully complete the Erb Fellows program, each Fellow must meet the curricular, co-curricular and community programming requirements prior to graduating.

For more information: <https://erb.umich.edu/programs/undergraduate/>

## VII. BBA REGISTRATION RULES & POLICIES

### Section VII – A. 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 may also be 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 staff whose job responsibilities include managing student records. Third parties (including family members, faculty, recruiters, and graduate school admission committees) do not have access to student advising files except as allowable by the Family Educational Rights and Privacy Act (FERPA) and UM student record privacy policy.

The Ross School of Business deletes all student files seven 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 seven years after the last term of enrollment.

For more information: <https://ro.umich.edu/records-registration/student-rights-records>

### Section VII – B. Registering for Classes

#### Credit Loads & Enrollment Requirements

##### b) Credit Limit Increases

Requests to take more than 18.0 credits must be reviewed by a Ross academic advisor. BBA students are not eligible for increases above 18.0 credits in their first full term at UM (this includes First Year students and Transfer students in their first term); all grades must be posted and reviewed prior to approval for increases in the second full term in the BBA program. Students must meet a minimum of a 3.000 cumulative GPA and 3.000 most recent term GPA to pursue higher course loads. All grades must be posted and reviewed prior to approval for increases in the second full term at UM.

#### Modifying Class Selections

### c) Permissions

A permission, or override, allows students to enroll in a class if there are certain restrictions active in the system that block them from enrolling. ~~Note: Instructors are not required to issue permissions to students. See [Section VI.F “Elective Options”](#) for information on student standing requirements. See [Section VI.F “BBAs in Graduate-level Business Courses”](#) for information on GPA requirements.~~

~~Students must contact the instructor of the course to request permission to register. A student would need to obtain a~~ instructor permission in the following instances:

- A class is closed:
  - Class is set up as permission of instructor only.
  - Class is full, ~~but instructor is willing to admit students above capacity, or if there is~~ with a waitlist, ~~students may receive permission~~ as enrolled students drop and seats become available.
- A class is open, but the student does not meet the requirements for enrolling in the course:
  - Student does not meet the listed prerequisites.
  - Available seats are reserved for a specific student type (e.g., Senior BBAs, Business Minor students, etc.).

~~Permissions may not be issued in cases where: Instructors are able to request permissions to be issued to students in order to override requirements except in a few cases. In the following situations, even if the instructor requests permission to be issued, a permission *cannot* be processed:~~

- Enrollment in the course may exceed fire code limitations
- Student is ineligible based on program progress or level
- Faculty cannot override student standing (Senior, Junior, etc.). If a course requires a student to have Senior standing, it cannot be taken by students with Junior standing or below, regardless of instructor consent.

For more information: <http://www2.bus.umich.edu/MyiMpact/academics/permissions>

See [Section VI.F “Elective Options”](#) for information on student standing requirements.

See [Section VI.F “BBAs in Graduate-level Business Courses”](#) for information on GPA requirements.

### d) Drop/Add Deadlines

Each term has ~~five~~ three different time periods during which different rules for drop/add apply. The dates at which these periods begin and end are very firm, and are listed in the [Student Registration Deadlines Calendar](#) each term. It is the student’s responsibility to know these dates and rules. ~~Note:~~ Ross fixed core courses may not be dropped without approval from the [Academic Standards Committee](#).

~~Additional information regarding adding and dropping courses can be found here:~~

~~<https://www2.bus.umich.edu/MyiMpact/academics/registration-information>~~

#### PERIOD I – Open Drop/Add

Weeks 1 to 3 of full terms (weeks 1 to 2 of half terms)

Students may drop and add courses at any time via web registration in [Wolverine Access](#).

W notations are not posted for courses dropped during this period. Keep in mind that if students are adding a course after classes start, it's important to check with the instructor to find out what has been missed and how or if it is possible to make it up.

The student's revised course schedule must meet the enrollment regulations of their program (see section VII.B) by the drop/add deadline.

#### **PERIOD II – Late Add**

Weeks 4 to 9 of full terms (weeks 3 to 5 of half terms)

During the late add period, students need approval from the instructor(s) and the Ross Registrar's Office to modify their class schedule.

#### **Considerations for Late Adds**

- Late adds must have full support of the instructor, regardless of seat capacity in the class.
- Students must meet all prerequisites for the desired class.
- Adding credits may affect tuition. For more information: <http://www.ro.umich.edu/tuition/>.
- Students must have room in their schedule to add the desired class. BBA students are capped at 18.0 credits in a full term. Late adds may not exceed this limit.

#### **PERIOD III – Late Drop**

Weeks 4 through last day of class (week 3 to last day of class for half term)

The deadline to submit a late drop request is 11:59 PM EST/EDT on the last regular session of the course, but students are encouraged to submit much earlier in case assistance is needed. W notations are posted for courses dropped during this period, regardless of the reason for the drop.

Some departments have policies preventing their instructors from approving a course drop after certain dates. Students should familiarize themselves with the drop dates for all of their courses at the start of each term.

#### **Considerations for Late Drops**

- Floating core (with the exception of Fall term of Senior year) and elective courses may be dropped only up to the posted late drop deadline for that term, with instructor approval.
- Failure to complete the drop process by the posted late drop deadline for that term means the class will remain on the student's record and a grade will be assigned.
- If the course to be dropped is the only class registered in the term, students will need to follow procedures for a Term Withdrawal. See: <http://www2.bus.umich.edu/MyiMpack/academics/register>.
- When a course is dropped after the drop/add 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.
- Tuition charges are not reduced by a late drop if the student has other courses remaining on his/her schedule. For tuition policies and applicable deadlines, see: <http://www.ro.umich.edu/tuition/>.

- Dropping a course may affect current financial aid and/or future financial aid eligibility. For more information: <https://finaid.umich.edu/current-undergraduates/>
- International students who wish to drop below full-time status should contact the International Center. Full-time for visa purposes is 12.0 credits for undergraduate students. For more information: <https://www.internationalcenter.umich.edu/students>
- Student-athletes who wish to drop classes should contact their student-athlete academic success program advisor to ensure this will not impact their athletic eligibility.

Petitions for late drops not covered by the above guidelines will be reviewed by the Ross [Academic Standards Committee](#) only in extenuating circumstances beyond the student's control.

#### PERIOD IV – Add Only by Exception

After the 9<sup>th</sup> week of full terms (5<sup>th</sup> week of half terms) through the last day of class.

During this period, students may only add courses by petitioning and receiving approval from the Ross [Academic Standards Committee](#). These petitions will be reviewed by the Ross [Academic Standards Committee](#) only in extenuating circumstances; approvals for these petitions are rare.

#### PERIOD IV – Retroactive Drop/Add

After the last day of class, an approval for a retroactive drop/add is extremely rare. To be considered, a student must petition and present documentation of extraordinary circumstances and evidence of not being able to request the drop or add during the term. A student is not eligible for a retroactive drop if they took the final exam or otherwise completed the course.

#### PERIOD II – Late Drop/Add

Weeks 4 to 9 of full terms (weeks 3 to 5 of half terms)

During the late drop/add period, students need may not modify their class schedule without approval from the instructor(s) and the Ross Registrar's Office to modify their class schedule.

The deadline to submit your request is 11:59 PM EST/EDT on the late drop/add deadline, but students are encouraged to submit much earlier in case assistance is needed. W notations are posted for courses dropped during this period, regardless of the reason for the drop.

Note: Some departments have policies preventing their instructors from approving a course drop after certain dates. Students should familiarize themselves with the drop dates for all of their courses at the start of each term.

#### **Considerations for Late Adds**

- Late adds must have full support of the instructor, regardless of seat capacity in the class.
- Students must meet all prerequisites for the desired class.
- Adding credits may affect tuition. For more information, contact the Office of the Registrar Tuition and Fees: <http://www.ro.umich.edu/tuition/>.
- Students must have room in their schedule to add the desired class.

- BBA students are capped at 18.0 credits in a full term. Late adds may not exceed this limit.

### Considerations for Late Drops

- Floating core (with the exception of Fall term of Senior year) and elective courses may be dropped only up to the posted late drop deadline for that term, with instructor approval.
- Failure to complete the drop process by the posted late drop deadline for that term means the class will remain on the student's record and a grade will be assigned.
- If the course to be dropped is the only class registered in the term, students will need to follow procedures for a Term Withdrawal. See: <http://www2.bus.umich.edu/MyImpact/academics/register>.
- 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.
- Tuition charges are not reduced by a late drop if the student has other courses remaining on his/her schedule. For tuition policies and applicable deadlines, see: <http://www.ro.umich.edu/tuition/>.
- Dropping a course may affect current financial aid and/or future financial aid eligibility. For further information, students should contact the Office of Financial Aid ([financial.aid@umich.edu](mailto:financial.aid@umich.edu), 734-763-6600).
- International students who wish to drop below full-time status should contact the International Center. Full-time for visa purposes is 12.0 credits for undergraduate students
- Student-athletes who wish to drop classes should contact their Student-Athlete Academic Success Program advisor to ensure this will not impact their athletic eligibility.

Petitions for late drops not covered by the above guidelines will be reviewed by the Ross [Academic Standards Committee](#) only in extenuating circumstances beyond the student's control.

### f) Withdrawal Forgiveness during First Term

First Year students in their first term in the business program will have any W notations **expunged removed** from their official transcript after the term is completed, although the W notation will remain on a student's unofficial transcript.

### h) Auditing (Visiting) 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 a core course.
- Student must obtain **written** permission from the instructor to audit a course. (via instructor email);
- **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 send proof of instructor consent to the Ross Registrar's Office for final approval.

- Student must register in-person at the Office of the Registrar and present the approved drop/add form (or “University Election Worksheet”). Students will NOT be allowed to register for a Class Audit through Wolverine Access.

Audited courses will count toward the student’s credit capacity for the term, but will 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 the student has satisfactorily completed a course for an official visit, the course will be listed on the permanent academic record with the notation VI in place of a grade. If the student does not complete the course to the satisfaction of the instructor, the course will be entered on the record with the notation of E or ED (unofficial drop) and calculated as a failing grade.

Changes from audit to credit and credit to audit are not permitted after Wolverine Access registration has closed for the class (by the regular drop/add deadline for the audited course). Because this choice of Audit/For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

### **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. If a student is considering missing classes, or wishes to add a class after it has started meeting, he/she is responsible for contacting the instructor in advance to confirm that it is permissible to add the class late, and to agree on a plan for catching up on missed material. Students are responsible for reviewing the Canvas site, class syllabus, and emails sent from the instructor for additional attendance guidelines regarding each class.

A student who has been absent from studies for more than one week because of illness or other emergency should consult with their academic advisor to determine the advisability of reducing course loads.

The University of Michigan’s Office of the Provost provides guidance to students regarding conflicts between the academic and religious calendars. ~~Students can access this information on the Office of the Provost’s website~~ For more information: [http://www.provost.umich.edu/calendar/religious\\_holiday\\_guidance.html](http://www.provost.umich.edu/calendar/religious_holiday_guidance.html).

### **BBA Student Guidelines:**

- BBA students are allowed to take **non-business classes** (e.g., LSA, Engineering, etc.) on a non-graded basis (P/F, CR/NC, S/U).
- Non-graded courses may be included in a distribution plan. (Note: the **The** final course in a sequence used to satisfy the Foreign Language Requirement may not be elected on an optional Pass/Fail basis and must be completed for a grade.)

- Courses included toward a minor must be taken for a grade; courses elected on an optional Pass/Fail basis will not be counted toward minor requirements.
- BBA students may only modify the grading pattern for non-Ross courses during registration on Wolverine Access. A change in grading pattern for a non-Ross course (from graded to optional Pass/Fail, or from optional Pass/Fail to graded) is not permitted after registration has closed on Wolverine Access for that specific class (also referred to as the drop/add deadline for that class).
- Courses added late - after registration has closed on Wolverine Access - may not be elected on a non-graded basis unless the course is offered as a mandatory non-graded course.
- Students may count a maximum of 30.0 non-graded credits toward the 120.0 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.
  - Test credits as well as transfer courses for which students earned grades at another institution do not count against the 30.0-credit limit.
- Coursework completed under the Pass/No Record Covid grading policy does not count toward the 30.0 non-graded credit limit that a student is allowed for the BBA degree.
- Instructor approval is not required for a choice in the elected grading pattern nor should the instructor be informed of such a choice. Instructors report letter grades (A through E) for all students in their courses, except in mandatory Pass/Fail, CR/NC, S/U courses. In the case of a student who has chosen to elect a non-Ross graded course on an optional 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.

#### Additional Information:

- Students planning to apply to law schools should be aware that the Law School Data Assembly Service counts F grades from Pass/Fail classes as failing grades in computing a student's grade-point average. All graduate schools may require that Pass/Fail grades be revealed as part of their review process.
- A student may pay a special fee set by the Registrar's Office and request a specially prepared appendix to the transcript on which the original grades submitted for all courses elected as optional Pass/Fail are listed. This special appendix is not available for Pass/No Record Covid grading.

#### Retaking Courses

A student may repeat a course in which a passing grade was received if the desire is to strengthen knowledge or improve the grade, but only if classroom seats are available after students wishing to attempt the course for the first time have registered. Both the old and new grades are used to compute the student's grade point average (~~receive MSH – Michigan Semester hours and MHP – Michigan Honor Points~~), but the credit hours for a passing grade are counted only once toward degree requirements

(does not earn CTP—Credits Toward Program). A student repeating a course will receive Michigan Semester Hours (MSH) and Michigan Honor Points (MHP), but will not earn Credits Toward Program (CTP). Both the initial and the second course registration will be displayed on the student’s transcript.

A student will be required to repeat a core course in which a failing grade was received. 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. If a passing grade is received on the second attempt, that course election will earn credits toward the degree (CTP - Credits Toward Program). For more information on retaking courses in cases of academic review, see [Section VII.B](#).

## VIII. BBA GRADING POLICIES, ACADEMIC STANDING, GRADUATION & ACADEMIC HONORS

### Section VIII – A. Grading System

**BBA First Year or Preferred Admission students who were admitted in Fall 2017 or later, and BBA Sophomore admitted students from Fall 2018 or later** will adhere to the following GPA scale.

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+	4.000	C	2.000
A	4.000	C-	1.700
A-	3.700	D+	1.300
B+	3.300	D	1.000
B	3.000	D-	0.700
B-	2.700	E	0.000
C+	2.300	F,NR,X,Y, ##, NRC*	Does not impact 0.000

- A notation of P, F, CR, NC, S, U, Y, I, ##, NRC\* or a missing grade does not affect a student’s business term or cumulative grade point average.
- No credit toward satisfaction of degree requirements is granted for courses in which grades of E, ED, F, Y, X and, NR, and NRC\* are received. Courses elected under the Pass/Fail, credit/no-credit and satisfactory/unsatisfactory policies are not considered in computing grade point averages.

\*NRC grading was in effect for Winter 2020 – Summer 2021. For more information: <https://ro.umich.edu/records-registration/covid-19-winter-2020-grading/undergraduate>

### Section VIII – 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 VIII.E](#)). This includes business and non-business courses, as long as the courses are not restricted from credit by other policies (see [Section VI](#)).

- A grade of E carries no credit; the course must be repeated ~~only~~ if it is a required course.
- ~~Most~~All BBA core class grades are to be distributed as: ≤40% A- or above; ≤90% B or above; ≥10% 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.

### Section VIII – C. Special Grades

- I = Incomplete: an Incomplete should be assigned when a particular student has already completed the majority of the course (~~typically 70% or more~~), but is not able to complete the remaining coursework by the deadline set for the entire class. The quality of the completed work must be of at least 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 denotes a justified agreement between instructor and student to complete the course outside of the scheduled calendar window. The I grade simply denotes that the course was finished later than the normal class deadline.~~

A notation of I has no impact on a student's GPA. Notations 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 are automatically lapsed to failures (~~ILE for graded courses and ILF for pass/fail courses~~). These failing grades will stand unless the instructor allows the student to complete all requirements at a later time. ~~Extensions beyond the four week timeframe must be petitioned to and approved by the~~ [Academic Standards Committee](#).

*In all instances*, once the work is complete and evaluated, the I will remain on the student's record with the final grade appended (e.g., IC). Once an I has lapsed to failure or a final grade is submitted, then the corresponding grade (ILF, IC, etc.) will be counted in a student's GPA.

- NR = No Grade Reported. A notation of NR has no impact on a student's GPA. NR should be assigned when one of the following scenarios occurs:
  - Student never attended class
  - Pending Community Values Committee (CVC) investigation
  - If not replaced by a passing grade, the NR will also lapse to ED (fail) four weeks after the end of the term.
- Y = Extended Course: Y should be for a course approved to extend beyond one term. This code is rarely applicable. Contact [rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu) for more information. A notation of Y 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.

### Section VIII – D. Grade Disputes

Students should review the Ross procedures for grade disputes ([this step by step process and related information is maintained on iMpack, see link below](http://www2.bus.umich.edu/MyiMpack/academics/ross-community-values)) with an instructor (<http://www2.bus.umich.edu/MyiMpack/academics/ross-community-values>) and proceed to the first step: discussing the issue with the instructor (~~in person~~).

**Note:** Disputes related to a final course grade must be initiated by the student, in writing, within fifteen (15) business days of the grade being posted on Wolverine Access.

For more information: <http://www2.bus.umich.edu/MyiMpack/academics/ross-community-values>

### Section VIII – E. Academic Probation and Good Academic Standing

All students are reviewed at the end of each term (Fall, Winter, Spring/Summer) for evaluation of academic standing. BBA students will be placed on academic probation if any of the following conditions are met (full descriptions of probation conditions are below):

- **Earning a C- grade or lower** ~~Failure to earn a C grade or better~~ in a required First Year course (see [Section V.A](#))
- **Not completing** ~~Failure to complete~~ a First Year course by the end of Winter term in the first year
- **Not having a passing grade on their UM-Ann Arbor transcript for a** ~~Failure to pass core (fixed and floating)~~ business courses, or ECON 102 by required term
- Failure of a core (fixed and floating) business course or ECON 102 (see [Section V](#))
- **Not completing** ~~Failure to complete~~ the IDO graduation milestone degree requirement by required year
- **Not meeting the** ~~Failure to meet~~ required minimum 2.500 GPA in all UM classes in any one term, or cumulative
- **Not meeting the** ~~Failure to meet~~ required minimum 2.500 cumulative GPA in business classes
- **Not meeting the** ~~Failure to meet~~ minimum required enrollment

**Earning a C- grade or lower** ~~Failure to earn a C grade or better~~ in a required First Year course Students who do not successfully earn a C grade or better in a required First-Year course will be placed on Academic Probation. When a C grade is not earned in a required First Year course, students must repeat the First Year course in the next available term. If a grade below a C is earned the second time, the student will be dismissed from the BBA program. Students who are placed on Academic Probation for this reason may be required to follow an alternate and extended timeline to complete their BBA degree.

**Not completing a** ~~Failure to complete all~~ First-Year courses by the end of the Winter term in the first year: Students who do not successfully complete all First-Year courses with a C grade or better by the end of Winter term in the first year will be placed on Academic Probation. Students who are placed on Academic Probation for this reason will be required to follow an alternate and extended timeline to complete their BBA degree.

**Not having a passing grade on their UM-Ann Arbor transcript for** ~~Failure of a core (fixed or floating) business course or ECON 102 by required term:~~ Students who do not elect or successfully complete a core (fixed or floating) business course, or ECON 102 by the required term will be placed on Academic Probation.

~~Failure of a core (fixed and floating) business course or ECON 102:~~ Students who fail any core business course or ECON 102 will automatically be placed on Academic Probation. When a core business course ~~or ECON 102~~ is failed, students must repeat that specific failed course **by the end of the next Fall or Winter term the course is offered.** ~~in the next available term to meet degree requirements.~~

Students have one **opportunity** ~~chance~~ **to repeat the course to** and receive a passing grade. If the course is failed a second time, the student will be dismissed from the BBA program. ~~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.~~

Should a student receive approval to take a different course to fulfill the failed requirement (e.g., BA 102 in place of BA 100), failure of that approved course is considered to be a second failure of the requirement and the same probationary consequences apply (in this case, dismissal).

If a business elective or capstone course is failed, students may elect to complete another course in that area to meet the degree requirement. If a different class is elected, the grade received for the new course is weighted with full points and credits in the student's GPA. If the same failed class is repeated, both the original failing grade and the grade received when repeating the course will be used when calculating the student's GPA

**Not completing the** ~~Failure to complete~~ **IDO milestone segment during the required academic year:** Students who do not complete the "I" milestone in their Sophomore year, "D" milestone in their Junior year, and/or "O" milestone in their Senior year will be placed on Academic Probation. Students must successfully complete the missing milestone segment in order to be removed from Academic Probation.

**Not meeting the** ~~Failure to meet~~ **required 2.500 GPA in:**

- Cumulative GPA: determined by all UM classes
- Term GPA: determined by all UM classes in a single term (Fall, Winter, Spring/Summer)
- Business GPA: determined by all Ross business classes

Grade averages are computed for BBA students by dividing grade points earned by credit hours attempted while enrolled at Ross. If any of the averages described above falls below 2.500, a student will be placed on Academic Probation.

**Not meeting the** ~~Failure to meet~~ **minimum required enrollment:** Students who do not enroll in the minimum required enrollment (i.e., full-time during Fall and Winter terms – see [Section VII](#)), and have not received permission from the [Academic Standards Committee](#) for an alternate course plan or a reduced course load, will be placed on Academic Probation. Students who fail to follow required

enrollment limits and procedures will not be able to register for future terms at the Ross School of Business. Return to good academic standing, including registration privileges, will require a petition to and approval by the [Academic Standards Committee](#).

### Academic Standing

- **Probation:** Students on Academic Probation are not in good academic standing until the conditions of their probation are met. ~~Probation status may impact any scholarship support.~~ Students on Academic Probation will be reviewed at the end of each term by the Ross [Academic Standards Committee](#) (ASC) to determine whether the student should continue on probation, be suspended, dismissed, or returned to good academic standing. ASC may also consider placing restrictions on a student's ability to register for future courses, or establishing specific requirements in order to be taken off Academic Probation. These restrictions and requirements are determined by the ASC and will be communicated to the student in writing. Students who have not had the opportunity to meet their academic requirements due to the timing of course offerings will remain on Academic Probation; this typically occurs when a failed course is not offered in the next term. **Academic probation may negatively impact a student's scholarship support or eligibility for various programs.**
- **Continuation of Probation:** Students will continue on probation if the ASC determines they have made progress but have not yet met the requirements outlined in their probation letter. Students will be expected to continue to meet their current academic requirements, the requirements outlined in their original probation letter, and the requirements outlined in any subsequent probation letters they receive. Students who are on Probation or Continued Probation for consecutive terms will be considered for Suspension or Dismissal from the BBA program.
- **Suspension:** Students who are academically suspended will be subject to the following conditions before they will be allowed to continue in the BBA program:
  - Not enroll at the University of Michigan for a minimum of two terms.
  - Demonstrate that they have resolved any issues that prevented their academic success previously.
  - Demonstrate that they will be able to perform adequately at the Ross School of Business. This is usually done by taking coursework elsewhere and earning grades of at least a B or better.
  - Meet with a Ross academic advisor to review the reinstatement procedures.
  - Submit a reinstatement appeal to the Ross [Academic Standards Committee](#). This appeal should be submitted at least 7 weeks prior to the start of the term in which a student wishes to return.

A reinstatement appeal must include a degree plan showing how the student will complete their remaining requirements and a student statement explaining the circumstances that led to their suspension as well as what they have done to resolve those issues. Letters of support or other documentation supporting the student statement can be submitted with the appeal. Each reinstatement appeal will be reviewed on a case-by-case basis and approval is not guaranteed.

If a student's appeal for reinstatement is approved, the student will return to enrollment under a continuation of probationary status and will be subject to the same rules and policies of Academic Probation.

- **Dismissal:** Students may be permanently dismissed from the Ross School of Business if a student does not demonstrate significant improvement and does not return to good academic standing. If a student's only degree program is the BBA degree, then that student is no longer considered an active student at the University of Michigan, though they may apply for acceptance into degree programs at other UM Colleges/Schools.

Note: Academic Suspension and Academic Dismissal are reviewed and approved by the ASC and the Associate Dean for Undergraduate Programs.

## Section VIII – G. Academic Honors

### Graduation Honors

Beginning with all Fall 2018 Sophomore BBA students, graduation honors will be as follows: ~~Graduation honors are~~ awarded based on cumulative grade point average. Students who have been approved for graduation and place in the top 5% of their class will receive a degree with "Summa Cum Laude." Those who place in the top 15% of their class, but not in the top 5%, will receive a degree with "Magna Cum Laude." Those who place in the top 30% of their class, but not in the top 15%, will receive a degree with "Cum Laude." The University posts the award on the transcript and diploma when the degree is conferred.

- Summa Cum Laude: Top 5%
- Magna Cum Laude: Top 15% (includes Summa)
- Cum Laude: Top 30% (includes Summa and Magna)

The GPA ranges for the Graduation Honors are determined at the end of each May based on the cumulative GPAs of Ross's Winter term graduating class. The same ranges are used for any students graduating at the end of Summer and Fall. The most recent ranges will be posted on the Ross iMPact website at the end of each academic year.

## Section VIII – H. BBA Graduation

### Graduation Steps/Process

Follow the steps below to prepare for graduation:

#### 1. Review Degree Audit

While the Ross Registrar's 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, and meet with a Ross academic advisor in Senior year to confirm remaining requirements. 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 the Ross Registrar's Office. Students pursuing a minor or dual degree may have additional steps required to confirm they have met all requirements for those programs and should

confirm the required steps for graduation with an academic advisor in that department (see [Section V](#) for minimum degree requirements).

## 2. Apply for Graduation in Wolverine Access

In order to receive a diploma, 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 diploma, and provide all address information online. Dual degree students must apply for graduation for each degree program separately.

Note: students who fail to apply for the appropriate term by the deadlines advertised by the Ross Registrar's Office will miss deadlines for name inclusion in the printed commencement programs (both Ross and University programs), **may** ~~will~~ not be eligible to **attend** ~~receive tickets for the~~ Commencement events, and will not be awarded a degree, even if all degree requirements are met. It is each student's responsibility to ensure that he/she is applying for graduation correctly and by the advertised deadlines each term. Please note that applying for graduation does not require a student to participate in Commencement ceremonies.

A student's graduation term will be no earlier than the term in which all degree requirements are completed. 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 who apply for graduation in a given term and are approved to graduate may not continue taking classes at Ross in future terms unless they are enrolled as a student in another program within the University of Michigan-Ann Arbor, or reapply as a non-degree student.

## 3. 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 a 25-30 minute online counseling session and quiz about managing loan debt. Graduating students are sent email notifications about six weeks before graduation.

## Commencement

The Ross School of Business offers a formal Commencement ceremony after the Winter term. Only those students who are graduating within one semester of the Winter term (either in the Fall term immediately before or the Summer term immediately following) may participate in the event. Students who are graduating in the Fall term following the Commencement ceremony are not eligible to participate. Further information regarding Commencement can be found online:

<http://michiganross.umich.edu/about/events/commencement>.

Students may also participate in the University Commencement ceremonies at the end of the Fall and Winter terms if they have completed their graduation requirements in the previous, current, or following term. Tickets are required for the University Commencement ceremonies and will be issued only to students who meet the above criteria.

For more information:

<http://michiganross.umich.edu/about/events/commencement>  
<http://commencement.umich.edu/>

### **Delaying Graduation**

Students who finish their BBA program requirements may request to extend graduation until a later term. These students should discuss their plans with an academic advisor, and then 'apply' for graduation for the desired term in Wolverine Access.

Please note the following:

- Any credits taken during the additional term(s) will count toward the degree and be added to final CTP.
- Any grades received during the additional term(s) will be factored into final GPA and degree honors calculations.

### **Taking Courses after Completion of Degree Requirements**

Ross alumni who wish to take a course at the Ross School of Business after graduating must (1) apply for admission as a "special or non-degree student" and (2) must also have permission from the faculty to take the course. ~~Please note that~~ Approval for Ross alumni may be restricted by course availability and current degree student enrollments. Contact [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu) for information about the ~~guest student application process for Ross alums.~~

Requests for guest student admission from non-Ross alumni is more restricted and requires review of prior academic records, test scores, and a brief application process.

All persons evaluating this option should be familiar with Ross tuition rates (~~viewable at:~~ <http://ro.umich.edu/tuition/>). For further **more** information, ~~contact the Director of the Ross Registrar's Office via~~ **about the guest application process: Email** [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu).

## **IX. STUDENT SERVICES**

### **Section IX – A. Office of Undergraduate Programs**

#### **Academic Advising**

The Ross Office of Undergraduate Programs provides academic advising and counseling to assist undergraduate students in developing meaningful educational plans that satisfy their academic goals. Academic advisors are available to support students' transitions to the Ross School of Business, help students explore academic, personal, and professional interests and set goals, advise students on degree requirements, academic options, and course load, review students' academic plans, and provide support through any challenges or opportunities that may arise.

The academic advising program seeks to help students:

- 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 Ross School of Business
- develop personal and educational goals and evaluate their progress

All students are assigned to an academic advisor in order to facilitate relationships, customize advising, and enable communication. However, students are free to meet with any academic advisor of their choosing and are not limited strictly to their assigned advisor.

To schedule an appointment, visit:

<http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/>.

For more information: <https://www2.bus.umich.edu/MyiMpack/academics>

### Student Life

Student Life at Ross encompasses the many experiences and opportunities that exist to ensure that the time spent outside the classroom is as valuable and meaningful as time spent in the classroom. By providing a supportive environment, Student Life helps students co-create their Ross experience to develop leadership, business, and life skills.

Students are encouraged to get involved and pursue interests outside of the traditional classroom by being a part of BBA Council, UM Student Clubs, BBA Student Clubs, Case Competitions, and/or Mentoring Programs. Not only does this participation enhance the overall student experience, but it is also an opportunity for BBAs to create networks, interact with faculty, staff, alumni and recruiters, and develop leadership and teamwork skills. For more information on Student Life, see <http://michiganross.umich.edu/our-community/students>.

Below are two Ross sponsored organizations which provide students the opportunity to work closely with the Office of Undergraduate Programs leadership to improve the Ross experience for students:

#### a) BBA Council

The BBA Council **student government, strives we serve** to further the mission of the Stephen M. Ross School of Business by representing the needs and interests of undergraduate business school students. The BBA Council promotes undergraduate student involvement in the school, provides a liaison between the student body and the Ross administration, and drives positive change through learning and evolving to meet the needs of our core constituents. **Housed within the BBA Council sits the BBA DEI Committee. The BBA DEI Committee works to improve all student experiences by creating and maintaining action-based structures dedicated to promoting diversity, equity, and inclusion within Ross.**

#### b) Ross Undergraduate Student Advisory Board (RUSAB)

The Ross Undergraduate Student Advisory Board (RUSAB) is a select group of undergraduate BBA students working together to share ideas and perspectives on academic issues at the Ross School of

Business. The Board is sponsored and overseen by the Office of Undergraduate Programs; students in RUSAB have a unique opportunity to work closely with school administrators, help shape the future of the BBA program, and represent the voices of their classmates. RUSAB continually takes on current, impactful projects to enhance the BBA academic experience.

For more information: <http://michiganross.umich.edu/our-community/students>.

### Academic Success

The Office of Undergraduate Programs offers outreach programs for high school and UM students interested in business. These programs include MREACH, Michigan Ross Summer Business Academy, Preparation Initiative, LEAD-SBI, and Ross Summer Connection. Our department provides the following for students upon approval:

The Academic Success team provides the following for participating Ross students:

- Academic Coaching for specific quantitative courses
- Collaboration with academic advising

The Academic Success team also provides the following resources for all eligible Ross undergraduate students, based on application and need:

- Technology support
- Professional attire support

For more information about these programs, see:

<http://michiganross.umich.edu/programs/bba/undergraduate-outreach-programs>.

Email: [rossacadsuccess@umich.edu](mailto:rossacadsuccess@umich.edu)

### Undergraduate Admissions

The Office of Undergraduate Admissions oversees the admissions process for preferred admit, Bachelors of Business Administration, and Business Minor programs.

For more information about Ross Undergraduate Admissions, see:

<http://michiganross.umich.edu/programs/apply>.

### The Ross Registrar's Office

The Ross Registrar's Office is responsible for maintaining students' academic records and enforcing UM and Ross academic policies. They assist students with course permissions, processing late add/drops, core course registration, section assignments, minor declarations, posting transfer credit, and awarding student degrees. They engage with students to troubleshoot registration problems and also process credit limit increases that the academic advisors have approved. Students with questions about academic policies or records issues are welcome to contact the Ross Registrar's Office at 734-647-4933 or [rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu).

For more information: <https://www2.bus.umich.edu/MyiMpact/academics>

## Financial Aid

Financial aid comes in forms of grants and scholarships that are not repaid, loans that must be repaid, or federal Work-Study awards, which allow you to earn a paycheck while attending college. If you think you will need financial help to attend the University of Michigan, we encourage you to apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) each year and the [CSS Financial Aid Profile](#) (first year only) before March 31st. ~~Information for entering and prospective students can be found on the [New Undergraduates page](#).~~

~~We encourage~~ All students ~~are encouraged~~ to apply for financial aid so they receive full consideration for scholarships from the University and from Ross Financial Aid. Financial Aid is provided through the University of Michigan's main [Financial Aid Office](#). ~~They can be reached at [financial.aid@umich.edu](mailto:financial.aid@umich.edu) or 734-763-6600.~~

For more information: <https://finaid.umich.edu/current-undergraduates/>

For more information: <https://finaid.umich.edu/new-undergraduates/>

~~The Ross Financial Aid Office~~ offers a variety of undergraduate merit and need-based scholarships. Scholarship funds come from both corporate and private donors. All incoming BBA students who will be attending Ross are automatically considered for Ross scholarships. The majority of Ross scholarships do not require a separate application. Selections are made based on criteria set by the donor. Many of the Ross scholarships are continuing, provided students meet required GPA, enrollment, core values, and demonstrate need (if applicable). Continuing students who did not receive a Ross scholarship as an entering student are reconsidered each academic year. Scholarships do not extend to fifth-year seniors.

Although not required to be completed for Ross scholarship considerations, it is helpful for admitted students to submit additional information through the "My Scholarship Profile" once a year. The "My Scholarship Profile" feature in the Campus Finances Section of [Wolverine Access](#) collects and securely stores information and makes it available to scholarship administrators across campus. Entering and continuing students should complete and/or update their "My Scholarship Profile" by March 15 to ensure full consideration for scholarships for the upcoming academic year.

Entering students who have been selected for a scholarship will be notified by email starting in ~~April~~ **February**. Once in a while Ross Financial Aid will have a scholarship that requires an application. Students will be emailed **by Ross Financial Aid** when and if these scholarship opportunities are available. Scholarships that require an application will also be posted online under [Ross Financial Aid iMpact page](#).

For **more information on** general account inquiries, such as billing due dates and payment plan options ~~are handled through the University of Michigan's [Student Financial Services Office](#).~~  
<http://finance.umich.edu/finops/student>.

### Ross Career Development Office

Ross Career Development Office (CDO) helps students to develop necessary career search skills, to and identify and pursue their career goals. It, and also provides opportunities for students to connect with companies and apply for positions. CDO serves BBAs through two teams: Career Consulting & Education, and Industry Relations Recruiting & Outreach.

For more information on the Ross Career Development Office, see: <http://www.bus.umich.edu/MyiMpack/career.aspx>

### Business Communication Consulting

The Ross School of Business offers communication writing consultants available to all BBA students. The consultants can help students with any communication task, a variety of writing needs from assignments and class work to employment applications and more, other materials. The consultants are available several hours each week, and students can sign up for a consultation online:

For more information: <http://www.bus.umich.edu/iMpack/CounselingCalendar/WritingProgram/>.

### Kresge Library

Kresge Library Services serves the business research needs of students, faculty, and staff at the Stephen M. Ross School of Business, and the University of Michigan, and the surrounding community. Kresge librarians support research on an individual basis through in-person, chat, zoom, and email reference. They also support students' action learning projects in classes such as TO 300 and BA 453 (Capstone). Kresge Library also manages the course material program, the Ross Exam and Assignment program, and the Course Syllabi Archive. reference, as well as systemic support for students' active engagement projects and faculty research. The Kresge Library offers many resources, including the Course Syllabi Archive.

See For more information: <http://www.bus.umich.edu/kresgelibrary/> for more information.

## X. Business Minor

### Section X – A. ADMISSION

#### Eligibility & Admissions Timeframe

In order to declare the Business Minor, students must first be admitted to the minor through the competitive application process. Entry to the Business Minor is processed once per year, with applications due by March 31, and admission decisions conveyed in the summer. Only those students who are accepted to the minor via the admission process will be eligible to have the Business Minor listed on their University record, regardless of coursework completed.

Applicants to the Business Minor must meet the following criteria:

- Complete the prerequisites by the end of the Winter term in which they are applying

- Have Junior standing or above (55.0 CTP or above) by the end of the Winter term in which they are applying. While students with junior standing are encouraged to apply, we strongly encourage you to apply at the end of your sophomore year.
- Be enrolled in one of the following undergraduate degree programs in a school at UM-Ann Arbor that has approved the minor for its students:
  - College of Engineering
  - College of Literature, Science, and the Arts
  - Gerald R. Ford School of Public Policy
  - Penny W. Stamps School of Art & Design
  - **School of Education**
  - School of Dentistry (Dental Hygiene)
  - School of Kinesiology
  - School of Music, Theatre & Dance
  - Taubman College of Architecture and Urban Planning
  - School of Nursing
  - School of Information
  - School of Public Health
  - College of Pharmacy

### Prerequisites

All applicants to the Business Minor must complete the following requirements by the end of the Winter term in the year they apply. Applicants' UM transcripts will be evaluated after Winter term grades have been posted. Any transfer or test credits must appear on applicants' UM transcript by the end of Winter term in order to be considered for evaluation.

- MATH 105 or above
  - College credit for Pre-Calculus, Calculus I, Calculus II, or Calculus III is required.
  - Includes AP credit for MATH 120
  - Includes IB, A-level, or transfer credit for an exact UM course equivalent
  - Departmental credit will count for MATH ~~110x~~ **101x** and above
  - Students who have upper-level Calculus MATH courses or Honors Calculus will meet this requirement
  - **"Placement"/"Recommendation" into MATH 115 by the University of Michigan Mathematics Placement Test will not alone meet this requirement. Applicants must actually complete the course or have credit from one of the above-listed items.**
- First Year Writing Requirement (FYWR) as approved through the LSA Sweetland Center for Writing, UARTS 150, **ARTDES 129**, or ENGR 100
  - Includes transfer credit for any course approved as First Year Writing at UM by the Sweetland Center for Writing, **UARTS 150, ARTDES 129, or ENGR 100**
    - **Includes transfer credit for any course approved as First Year Writing at UM by the Sweetland Center for Writing** (not departmental credit, e.g., English 101x or ENGCMPTC 101x)

### Section X – B. CURRICULUM REQUIREMENTS

The Business Minor curriculum consists of 15.0 credit hours and has flexible core and elective components. Eligible courses taken prior to acceptance to the minor can be used to fulfill the 15.0 credit

hour requirement. However, applicants are not required to complete any of the 15.0 credit hours prior to admission.

### Core Requirements

Students must complete 12.0 credits of the below coursework; courses can be completed in any order.

- ACC 300/302 Financial Accounting (3.0) or ACC 471 Accounting Principles (3.0)
- FIN 302 Making Financial Decisions (3.0) or TO 302 Managing Business Operations (3.0)
- MKT 302 Marketing Management (3.0) or MO 302 Positively Leading People and Organizations (3.0)
- STRATEGY 302 Business Strategy (3.0) or approved Action-Based Learning (ABL) course

### Elective Requirement

Students must complete a minimum of 3.0 credits of electives from an approved list. See:

<http://www2.bus.umich.edu/MyiMpack/academics/businessminor/curriculum>

### Course Substitutions

Completion of any of the following courses prior to admission to the Business Minor will substitute for Minor requirements as follows:

- ACC 300 for ACC 302
- MKT 300 for MKT 302
- FIN 300 for FIN 302
- MO 300 for MO 302

### Additional Minor Requirements

- Students admitted to the minor must complete all minor requirement courses for credit and for a grade. Courses may not be taken on a Pass/Fail grading basis. Passing grades under the Covid P/NRC grading system are an exception to this and will count toward the Business Minor requirements. A minimum cumulative GPA of 2.000 is required within the minor coursework.
- Business Minor core coursework (with the exception of ABL courses) will follow the Ross core course grading distribution. ABL courses and business elective courses will follow the Ross elective course grading distribution.
- All core requirements must be taken from the Ross School of Business at the University of Michigan-Ann Arbor. Business courses taken at another institution are not acceptable for transfer towards the Business Minor requirements.
- Students may complete the co-requisite ECON 101 and all required core courses in any sequence.
- Business Minor students must follow the policies set by their home school regarding minors (for rules on sharing of courses, add/drop deadlines, etc.).

## Section X – C. REGISTRATION & RESOURCES

### Access to Ross Community Resources

As members of the Ross community, Business Minor students have access to a wide variety of resources. Specifically, Business Minor students have access to:

- Academic Advising

- All undergraduate Ross elective courses including Ross Global Experience offerings, even those that don't count toward the Business Minor. **Note:** that Registration in fixed core and floating core BBA courses will not be allowed. **Additionally,** Some Ross courses may require instructor consent (to ensure prerequisites are met) and seats for Business Minor students may be limited.
- All Kresge Library Services, including Course Syllabi Archive, Faculty working papers, business databases and periodicals, and job search engines.
- The Career Resources tab on iMPact (<http://www.bus.umich.edu/MyiMPact/Career.aspx>), including:
  - Using online tools for self-assessment, developing a resume and brand, networking, interview preparation, negotiation, and career exploration
  - Creating a resume in Ross iMPact site
  - Viewing and applying to job postings, networking hours, and recruitment events
  - Receiving iMPact messages from recruiters
- Corporate presentations, networking hours and recruiting events at Ross
- Career workshops and information throughout the career and search process conducted by Career Development Office staff
- **Walk Drop**-in counseling with an MBA or Senior BBA Peer Career Coach
- Printing allocations
- Reserving available study rooms throughout the Ross building
- Membership opportunities for select Ross student clubs

## First Year Bulletin 2019-2020

*(See Addendum for updates to this section)*

### Disclaimer

The information contained in this Bulletin is subject to change at any time. Students will be responsible for following the most up-to-date version of the Bulletin for their Admission year. This document is accurate as of June 2019. Subsequent updates and corrections made to the most current version can be viewed online: <http://www2.bus.umich.edu/MyiMPact/academics/bulletins>.

This Bulletin is published by the Ross Registrar's Office and the Ross Office of Undergraduate Programs.

### Accreditation

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

The University of Michigan is accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; Phone: 1-800-621-7440; 312-263-0456; Fax: 312-263-7462.

<http://www.aacsb.edu>

The Stephen M. Ross School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB), 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602; Phone: 1-813-769-6500, Fax: 1-813-769-6559.

**Nondiscrimination Policy Notice**

<https://hr.umich.edu/working-u-m/workplace-improvement/office-institutional-equity/nondiscrimination-policy-notice>

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information, call 734-764-1817.

**Campus Safety Statement**

Each year, the University of Michigan prepares an “Annual Security Report” and publishes it in the Campus Safety Handbook. The report, which is issued each October 1, contains detailed information on campus safety and security policies, procedures, and programs, including information on: emergency services, security telephone numbers, sexual assault policy, stalking laws, handling obscene phone calls, sexual harassment policy, dealing with workplace violence and threats, police agencies, health services, counseling services, safe transportation after dark, safety tips, and alcohol and drug policies and programs. The report also includes statistics concerning crimes on campus. If you would like to receive a complete copy, visit the University of Michigan Division of Public Safety & Security website at <http://www.dpss.umich.edu> or call 734-763-1131.

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## I. Message from the BBA Program Leadership

Your undergraduate years are the best opportunity to explore your academic and professional interests, develop intellectual curiosity and critical thinking abilities, which are all vital to lifelong learning. These are also the 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.

Undergraduate business education at Michigan Ross, whether the Bachelor of Business Administration (BBA), the Business Minor, or individual course selection, aims to integrate liberal learning and professional education, all within the Ross Community Values. 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, Business Law, Business Economics, Strategy, and Communications) can make important contributions to these educational goals. 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 Ross programs, they will strengthen and become central to the individual's approach to professional opportunities and challenges.

We believe the Ross BBA coursework provides an excellent preparation for a business career and for being a leader in our broader society. In addition to the world class education at Ross, our students start meaningful careers immediately after graduation and many continue on to graduate school in the future. The skills emphasized and required for success in our Michigan Ross programs are fundamental to success in any endeavor.

The Business Minor, the Cappel Sales Track and other options of business coursework, like the University of Michigan Entrepreneurship Minor, also complement the learning experiences across the entire university. Applying knowledge, regardless of discipline, with the benefit of a business perspective provides one of the most effective ways to make a positive difference, both locally and globally.

Welcome to Michigan Ross. We look forward to being a partner in your success!



Paul Kirsch  
Managing Director of Undergraduate Programs



Norm Bishara  
Associate Dean, Undergraduate Programs  
Associate Professor of Business Law & Ethics  
Executive Director, Thomas C. Jones Initiative for  
Innovation in Undergraduate Education

## II. Statement of Community Values

*(See Addendum for updates to this section)*

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 the Honor Code and the Code of Student Conduct which include specific procedures in the case of a reported violation.

These codes are maintained on the Ross website at: <http://www2.bus.umich.edu/MyiMpack/academics/ross-community-values>.

All Ross School of Business students and UM students enrolled in Ross courses are responsible for reading and complying with these documents and the Ross Community Values.

Ross students are also expected to adhere to the academic policies for any school/college in which they are taking coursework.

### III. Introduction to the Bulletin

*(See Addendum for updates to this section)*

Students are responsible for knowing the rules and policies in the Bulletin. Students must follow the rules of the Ross School of Business Undergraduate Programs Bulletin in effect for the academic term in which they are admitted to a Ross School of Business Undergraduate Program. Students who are readmitted into a Ross School of Business Undergraduate Program follow the Bulletin in effect for the academic term in which they resume their studies.

The online Bulletin reflects the most up-to-date information available and is updated as changes are made to the curriculum. To view past versions of the Ross School of Business Undergraduate Programs Bulletin, please visit our archives at <http://www2.bus.umich.edu/MyiMpact/academics/bulletins>.

Note: archived Bulletins are only applicable to that academic year's course requirements. Please visit your academic advisor for more information, or if you have questions regarding the Bulletin.

### IV. Preferred Admission Requirements

*(See Addendum for updates to this section)*

**Preferred Admission students who remain enrolled in another UM college during their first year will have the option to begin the Ross BBA program in Fall of their Sophomore year, given they meet the following conditions:**

- Pass the following three courses, each with a grade of C or better, by the end of Winter term of first year:
  - A Sweetland-approved First Year Writing course
  - Economics 101 (*including transfer credit, IB, or A-level test credit for this course*)
  - Calculus I, II, or III (*including transfer credit, AP, IB, or A-level test credit for this course*)

Note: Ross aligns with LSA's test credit equivalencies for Ross first-year requirements. Students who officially become Ross students at the start of their Sophomore year follow the test credit equivalencies of their home school. 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/).

- Successfully pass the following two core courses at the Ross School of Business by the end of Winter term of first year:
  - BA 100
  - BCOM 250 (*Students must take BCOM 250 on a graded basis.*)
- Enroll in a minimum of 12 credits or more at UM-Ann Arbor during each Fall and Winter term.
- Maintain a cumulative grade point average of 2.500 or higher at UM-Ann Arbor.

Students who do not meet these Admission requirements at the end of the Winter term of their first year are not eligible to move forward with their Preferred Admission offer and enroll in the BBA program.

**Preferred Admission students are also expected to meet the programmatic requirements of the Preferred Admission program during their first year at UM. These include:**

- Attending a special Preferred Admission welcome event at the Ross School of Business (details for this event will be shared via email and the admissions website). Students are required to plan their arrival on campus to ensure full participation.
- Meeting regularly with their Ross academic advisor and participating in mandatory academic support activities as requested by their Ross academic advisor.

- Promptly informing their Ross academic advisor and Ross Undergraduate Admissions if you have been accusations of or engagement in any form of academic dishonesty, behavioral misconduct, a policy violation (including on- and off-campus), and/or criminal activity (including pending and convicted cases) upon matriculation (e.g., over the summer) and while a student at the University of Michigan.

**The Ross School of Business reserves the right to withdraw your BBA Admission offer if:**

1. There has been a misrepresentation in, or a violation of, any of the terms of the application process or failure to meet first-year expectations.
2. We learn that students have engaged in behavior prior to matriculation that indicates a serious lack of judgment or integrity.
3. Students do not meet the conditions of their admission offer or the requirements stated above.

We further reserve the right to require students to provide additional information and/or authorization for the release of information about any matter. Finally, we reserve the right to require the withdrawal of any student whose condition endangers their own well-being or the well-being of other students or precludes him or her from doing the required work.

## V. BBA CURRICULUM & DEGREE REQUIREMENTS

It is the student's responsibility to know and meet all degree requirements, as outlined below. These requirements are accurate for students admitted to the BBA program in **Fall 2017 and later**. Students admitted **prior to Fall 2017** should review the archived program Bulletin for their admit year (see <http://www2.bus.umich.edu/MyiMpact/academics/bulletins>).

### A. BBA Credit Requirements

The BBA degree requires a minimum of 120.0 credits. 58.0 of these credits must be business credits, and 54.0 of the 120.0 total credits must be non-business credits (including credits used to meet distribution requirements). The remaining 8.0 credits may be either business or non-business coursework. Below is a list of all required courses for the BBA program. Note: this does not include any business electives, non-business electives, or distribution coursework required to meet degree requirements.

Type	Course	Title	Credit hours
<b>First-Year Courses</b>	ECON 101	Principles of Microeconomics	4.0
	First-Year Writing	Varies	4.0
	MATH 115 (or 120)	Calculus I ( <i>higher level Calculus courses will also be accepted</i> )	4.0 (or 2.0)
<b>Fixed Core</b>	BA 100 (or 102)	Introduction to Ross: Foundations in Learning Business	2.0 (or 0.5)
	BCOM 250	Introduction to Business Communication	1.5
	ACC 300	Financial Accounting	3.0
	BA 200	Businesses & Leaders: The Positive Difference	3.0

	TO 301	Business Statistics & Analytics	4.0
	ACC 301	Managerial Accounting	3.0
	STRATEGY 290	Business Strategy	1.5
	BCOM 350	Professional Communication Strategies	1.5
	BL 300	Business Law and Ethics	3.0
	MO 300	Behavioral Theory and Management	3.0
	TO 313	Operations Management	3.0
	STRATEGY 390	Corporate Strategy	3.0
	Senior Capstone	Varies	3.0
<b>Floating Core</b>	BE 300	Applied Economics	3.0
	FIN 300	Financial Management	3.0
	MKT 300	Marketing Management	3.0
	TO 300	Business Information Systems	1.5
<b>Additional Requirement</b>	ECON 102	Principles of Macroeconomics	4.0

## B. First-Year Requirements

*(See Addendum for updates to this section)*

**First Year students who have been directly admitted into the BBA program (Ross BBA First Years) must complete the following requirements:**

- Pass the following three courses, each with a grade of C or better, by the end of their first Winter term:
  - A Sweetland-approved First-Year Writing course
  - Economics 101 (*including transfer credit, IB, or A-level test credit for this course*)
  - Calculus I, II, or III (*including transfer credit, AP, IB, or A-level test credit for this course*)

Note: Ross aligns with LSA's test credit equivalencies for Ross first-year requirements. For more information on advanced standing credit, and the scores needed for such credit, please refer to

[http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/).

- Successfully pass the following two core courses at the Ross School of Business by the end of their first Winter term:
  - BA 100 (*this is a year-long course*)
  - BCOM 250 (*students must take BCOM 250 on a graded basis*)
- Enroll in a minimum of 12 credits or more at UM-Ann Arbor during each Fall and Winter term.
- Maintain "Good Academic Standing" at Ross with a term and cumulative grade point average of 2.500 or higher at UM-Ann Arbor.

## C. BBA Fixed and Floating Core Courses

The BBA program is organized to include 42 credits of required core (fixed and floating) courses, 31.5 credits of which must be taken in the prescribed (fixed) order. Students complete those fixed core courses in an assigned cohort (or section) of students and **may not drop or complete required fixed core courses out of sequence**. 10.5 credits of core coursework is designated as "floating core." Students may elect to complete the floating core coursework in any

sequence between the Winter term of Sophomore year and Fall term of Senior year. A required capstone course (credits vary) must also be completed in the Winter term of Senior year.

If a cross-campus transfer student completes a BBA course at the Ross School of Business prior to entering the BBA program and a minimum course grade of C was earned, those credits will count toward the Ross program requirements and the course may not be repeated for additional credit toward the BBA degree. Students who complete courses offered specifically for non-business students (typically catalog number 302), prior to entering the BBA program will NOT earn credit for those courses toward the BBA degree (see [Section V.D](#) for other business courses not accepted toward BBA).

**Required Core Courses and Sequence**

<b>BBA Program: First Year</b>			
Fall term courses	Credits	Winter term courses	Credits
BA 100: Introduction to Ross: Foundations in Learning Business	1.0	BA 100: Introduction to Ross: Foundations in Learning Business*	1.0
		BCOM 250: Introduction to Business Communication**	1.5
Fall or Winter term courses			
<ul style="list-style-type: none"> <li>• First-Year courses: Calculus, FYWR, ECON 101</li> <li>• Non-business coursework (to meet distribution and/or 54 required non-business credits)</li> </ul>			

*\*For students who enter the BBA program at the start of Fall term Sophomore year, they will take a specialized version of BA 100 (BA 102 for 0.5 credits) during Fall term of Sophomore year (may require meetings prior to the start of the Fall term).*

*\*\*For students who enter the BBA program at the start of Fall term Sophomore year, they will take BCOM 250 during Winter term of Sophomore year.*

<b>BBA Program: Sophomore Year</b>			
Fall term courses	Credits	Winter term courses	Credits
ACC 300: Financial Accounting	3.0	ACC 301: Managerial Accounting	3.0
BA 200: Business & Leaders: The Positive Difference	3.0	STRATEGY 290: Business Strategy	1.5
TO 301: Business Analytics and Statistics	4.0	Optional: floating core course(s)	varies
		Optional: approved business elective(s)	varies
Fall or Winter term courses and additional requirements			
<ul style="list-style-type: none"> <li>• ECON 102: Principles of Economics II                             <ul style="list-style-type: none"> <li>○ ECON 102 must be completed (and grade posted to a student’s transcript) by the start of Junior Fall term.</li> </ul> </li> <li>• Non-business coursework (to count toward distribution and/or 54.0 required non-business credits)</li> <li>• Complete “Identity” milestone toward Identity and Diversity in Organizations (IDO) milestone requirements</li> </ul>			

BBA Program: Junior Year		
Fall term courses – <b>Ross Integrative Semester</b>	Credits	Winter term courses
BCOM 350: Professional Communication Strategies	1.5	UM-Ann Arbor coursework to meet degree requirements, or International Semester Exchange
BL 300: Business Law and Ethics	3.0	
MO 300: Behavioral Theory in Management	3.0	
TO 313: Operations Management	3.0	
Fall or Winter term courses and additional requirements		
<ul style="list-style-type: none"> <li>• Non-business coursework (to count toward distribution and/or 54.0 required non-business credits)</li> <li>• Complete “Diversity” milestone toward Identity and Diversity in Organizations (IDO) milestone requirements</li> <li>• Business electives and floating core course(s)</li> </ul>		

BBA Program: Senior Year			
Fall term courses	Credits	Winter term courses	Credits
STRATEGY 390: Corporate Strategy	3.0	Senior Capstone course	varies
All remaining floating core course(s)	varies		
Fall or Winter term courses and additional requirements			
<ul style="list-style-type: none"> <li>• Non-business coursework (to count toward distribution and/or 54.0 required non-business credits)</li> <li>• Complete “Organizations” milestone toward Identity and Diversity in Organizations (IDO) milestone requirements</li> <li>• Business electives</li> </ul>			

Floating core courses: must be completed Winter term of Sophomore year through Fall term of Senior year	
BE 300: Applied Economics	3.0
FIN 300: Financial Management	3.0
MKT 300: Marketing Management	3.0
TO 300: Business Information Systems	1.5

**Waiving Core Business Courses**

- **BE 300:** Effective Fall 2018, if a student has successfully completed ECON 401 at the University of Michigan-Ann Arbor with a final grade of A- or higher, they can request to waive the BE 300 floating core requirement. To make such a request, the student must complete and submit a Core Course Waiver form to the Ross Registrar’s Office ([rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu)) by the end of Winter term of their Junior year in the BBA program. Please note: a waiver signifies the student has met competency in the material and does not grant credit. Therefore, a student who waives BE 300 would need to complete additional business coursework toward the 58.0 credits required for a BBA degree.
  - No BBA core (fixed or floating) course other than those listed in this section may be waived.

## D. Additional Degree Requirements

### ECON 102

*(See Addendum for updates to this section)*

ECON 102 must be completed (and the grade posted to the student’s transcript) prior to the start of Junior Fall term and the Ross Integrative Semester (RIS) core. ECON 102 must be taken on a graded basis if completing the course at UM-Ann Arbor.

Transfer courses that are equivalents based on the Office of Undergraduate Admissions transfer guide ([http://www.ugadmiss.umich.edu/TCE/Public/CT\\_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx)) will be accepted. If students take the equivalent of ECON 102 outside of UM-Ann Arbor, it must be from an accredited U.S. institution. The only exception to this policy is credit for the equivalent to ECON 102 at the London School of Economics (LSE), England, which does not need a U.S. school of record.

Students may meet the ECON 102 requirement through a UM study abroad program with the London School of Economics (e.g. LSA Center for Global and Intercultural Study (CGIS)) if they complete the direct equivalent of ECON 102. Please note: if students complete the equivalent of ECON 102 at LSE through the CGIS partnership and plan to use this course toward a minor or other non-Ross program requirement, they must check with the appropriate department to see if the course can be accepted for that program’s requirements.

### BBA Distribution Requirements

Ross distribution is similar to the College of Literature, Science, and the Arts (LSA), with exceptions noted below. Students should refer to the LSA Course Guide (<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:

- Foreign Language (Lang Req)
- Humanities (HU)
- Natural Science (NS)
- Mathematical and Symbolic Analysis (MSA)
- Social Science (SS)

Classes without one of the above designations may not be used toward an area distribution plan.

Complete **three** of the following four requirements:

<p>Foreign Language (fourth-term proficiency in a language other than English):                  Fourth-term proficiency in a foreign language is determined by successful completion of a proficiency examination administered by UM or by completion of a fourth-semester college-level foreign language course. The language requirement cannot be satisfied by out-of-residence credit which is elected after the student has begun degree enrollment at the University of Michigan unless the appropriate language department has approved that plan in advance. AP, IB, A-level, and transfer coursework that meets fourth-term proficiency, as determined by the appropriate language department, fulfills this requirement. The final course in an elementary language sequence used to satisfy the language requirement must be elected on a graded basis.</p>	<p>0-20.0 credits</p>
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Humanities (HU)*  <i>*Fourth or fifth (but not both) semester of additional foreign languages may be used for HU credits (e.g., if an English-speaking student met the Foreign Language requirement with Spanish and then took French classes through FR 235, FR 232 or 235, but not both, may count towards HU). The course must be recognized as a course that fulfills the fourth-term foreign language proficiency to be accepted as HU.</i>	9.0 credits
Natural Sciences (NS) and/or Mathematical and Symbolic Analysis (MSA)	9.0 credits
Social Sciences (SS) ( <b>excludes ECON 101 &amp; 102</b> )	9.0 credits

(See [Section V.G](#) regarding which test credits can be used to fulfill distribution areas.)

### IDO: Identity and Diversity in Organizations

*(See Addendum for updates to this section)*

This requirement has instructional and assessment components. For the instructional component, each student must attend and write corresponding reflection papers for three IDO-certified experiences. The first experience must address identity and is due by the end of the student's Sophomore year in the BBA program. The second experience must address diversity and is due by the end of the student's Junior year in the BBA program. The third experience and all of its components (i.e., attending a session, submitting the reflection paper, and having the reflection paper approved) must address organizations and be completed by March 1 of the student's Senior year. Each experience must be completed in order – Identity before Diversity, and Diversity before Organizations. Students who fail to complete the IDO milestone segment during the required academic year will be placed on Academic Probation. Students must have all parts of IDO complete in order to receive the BBA degree.

Each IDO experience will highlight one of the following topics:

- **Identity:** This multifaceted concept includes a person or group's conception and expression of who they are and how society describes and affects them. Understanding intersectionality, individuality, saliency, and self-awareness are key features of this topic.
- **Diversity:** A compilation of various identities that, together, contribute to the unique makeup of individuals and groups. In business, recognizing and promoting diversity allows organizations to better-serve their clients/customers, employees, and other stakeholders.
- **Organizations:** Units composed of individuals who share common goals. These IDO programs will address how identity and diversity affect organizational performance and how firms leverage them for success.

In order to gain access to the follow-up writing assignment, students must attend the IDO experience in full (i.e., students will not be allowed to arrive late or leave early). The corresponding reflection paper must address the points presented in the [IDO Reflection Paper Guidelines](#) and will be due no later than two weeks after the start date and time of the IDO experience attended. Reflection papers will be reviewed by a Ross trained evaluator. By following a standard rubric, these evaluators have the authority to approve or not approve the completion of this milestone requirement. If a student's paper is not satisfactory, they will be notified of specific follow-up steps they need to complete in order to satisfy this requirement. A student's "I" milestone will be marked as complete on their transcript when that student has completed the first CQ Assessment, described below, in addition to attending an "I" experience and having that "I" experience's reflection paper submitted and approved. After a student has completed the "D" experience and had the

corresponding reflection paper approved, that milestone will be marked as complete on the student's transcript. A student's "O" milestone will be marked as complete on their transcript when that student has completed the second CQ Assessment, described below, in addition to attending an "O" experience and having that "O" experience's reflection paper submitted and approved.

(<http://www2.bus.umich.edu/MyiMpact/academics/identity-and-diversity-organizations-ido>).

The assessment component of the IDO milestone requirement has students completing a Cultural Intelligence (CQ) Assessment during the summer before Sophomore year. Students will then be required to complete a second CQ Assessment upon completion of the Organizations milestone, as described above, or when instructed by the Office of Undergraduate Programs in the event of 5-year and off-cycle students. Please note that the CQ Assessment taken through the BBA program is separate from the CQ Assessment that students may complete through Global Initiatives' programs.

### **Business Elective Credits**

Students must complete enough business elective courses so that their fixed core, floating core, capstone, and business electives total 58.0 credits or more. Business elective courses cross-listed with other schools will count only as business credit. Students who complete business courses offered specifically for non-business students (e.g., BA 201, ES 212, FIN 275, MKT 302, etc.) prior to entering the BBA program will NOT earn credit for those courses toward their 58.0 business credit requirement nor toward their 54.0 non-business requirement. The course(s) will count toward a student's 120.0 total degree credit requirement and their cumulative GPA.

In the event a student completes a course evaluated to have business content while on a non-Ross UM study abroad program, the credit will not count toward the student's 120.0 credit requirement, their 54.0 non-business credit requirement, nor their 58.0 business credit requirement. If a grade is received in the course, it will be calculated into the student's cumulative and term GPA.

### **Ross Capstone Course Requirement**

Students must elect one required Ross capstone course in the Winter term of their Senior or final year in the BBA program. Capstone courses make connections between academic learning and the professional world; they include topics that address complex concepts, require diverse skills and perspectives, and are relevant to future professional endeavors. Some capstone courses also include an Action-Based Learning (or ABL) component, allowing students to have a direct customer/stakeholder interaction and a deliverable that integrates learning and analysis and applies it to a real-world situation. Students can discuss their course selection and planning for a capstone course with their academic advisor. See the BBA capstone requirement website (<http://www2.bus.umich.edu/MyiMpact/academics/bbacapstone>) for current course offerings. All fixed core and floating core business coursework must be completed prior to taking a capstone course.

## **E. Additional Program Requirements**

*(See Addendum for updates to this section)*

Developing and building a positive business community is a key aspect of the BBA program. One of our expectations for our students is that they attend some mandatory programming with this goal in mind. At the beginning of each school year, there will be a "Welcome" or "Welcome Back" event for each Ross class. For Juniors and Seniors, these are the Junior and Senior convocation events (typically held within the first three weeks of the Fall term). For Sophomores and First Year students, the events will take place before the start of the Fall term. Students will need to plan their arrival on

campus accordingly to ensure full participation in these events. Each student must attend the mandatory event for their respective class. Attendance will be taken at each event so students will need to bring their UMICH ID card. Students who cannot or fail to attend mandatory programming will be referred to the managing director or the Associate Dean for Undergraduate Programs who will determine the consequences for the student.

## F. Grading, Grade Point & Academic Standing

To be eligible to graduate, students must have a minimum 2.500 GPA measured in the following ways:

- Cumulative GPA
- Cumulative GPA in business coursework

(See [Section VIII.E](#) for more information regarding academic standing.)

## G. Credits Accepted Toward BBA Degree

Students are responsible for knowing if their coursework is accepted by the Ross School of Business.

**Ross First Years:** the BBA program will apply a maximum of 30.0 transferable credits earned prior to the start of the BBA program toward the 120.0 credits required for the BBA degree, even if a student has earned more than this. Individual courses may be applied to general degree requirements, such as distribution and the 54 non-business credit requirement beyond this 30.0 credit hour cap.

**Students who enter the BBA program at the start of their Sophomore year (Preferred Admission, Cross-Campus Transfer, Transfer Students):** the BBA program will apply a maximum of 45.0 transferable credits earned prior to the start of the BBA program toward the 120.0 credits required for the BBA degree, even if a student has earned more than this. Individual courses may be applied to general degree requirements, such as distribution and the 54.0 non-business credit requirement beyond this 45.0 credit hour cap.

### General guidelines for all transfer credits

The below rules apply to coursework completed outside of UM-Ann Arbor before or during the BBA program:

- Only courses with a grade of C or higher are transferable (courses with a grade of C- or below do not transfer).
- Courses elected on an optional Pass/Fail grading basis courses must be accompanied by official documentation of a C grade or better.
- A-Level courses: only non-business coursework transfers.
- No business coursework is accepted for transfer, with the exception of courses taken at UM-Ann Arbor.
- For coursework completed in Spring 2014 or later: students may transfer in coursework completed at a community college regardless of credits completed, as long as coursework meets all other Ross guidelines.
- Any transfer credit applied to a student's record will not be removed.

### Test Credit

*(See Addendum for updates to this section)*

#### a) Advanced Placement (AP) Credits

Advanced Placement credits are accepted for degree credit as non-business courses according to the guidelines outlined on the Undergraduate Admissions website: [http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/). Note: AP credits (with the exception of some foreign language credits) will not fulfill distribution requirements. For Sophomore admits, AP credits are accepted for degree credit as non-business courses according to the guidelines established by the School or College you were admitted to prior to the Ross School of Business.

**b) International Baccalaureate (IB) and A-Level Credits**

Ross uses IB and A-level credits as appropriate for distribution (e.g., Physical 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 other Schools or Colleges on campus. For Preferred Admission and Sophomore Admission students, the Ross School of Business will honor distribution designations made by a student's prior UM College or School. Please refer to the Undergraduate Admissions website at:

[http://www.admissions.umich.edu/admitted/freshmen/adv\\_credit/](http://www.admissions.umich.edu/admitted/freshmen/adv_credit/).

**c) Credit by Examination (CBE) and College Level Examination Program (CLEP) Credits**

CBE and CLEP credits are very rare. In the event that a student comes in with CBE or CLEP credit, the Ross School of Business follows the same rules and policies regarding CBE and CLEP credit as the College of Literature, Science, and the Arts. For Sophomore admits, CLEP credits are accepted for elective BBA degree credit according to the guidelines established by the School or College you were admitted to prior to the Ross School of Business. Note that CLEP credits will not count toward the distribution requirements. Currently, only schools and colleges that use the LSA guidelines accepts CLEP credits. Please refer to the Office of Undergraduate Admissions website at:

[https://umich.custhelp.com/app/answers/detail/a\\_id/98](https://umich.custhelp.com/app/answers/detail/a_id/98) or the College of the Literature, Science, and the Arts website at: <https://lsa.umich.edu/lsa/academics/lsa-academic-policies/special-kinds-of-credit/test-credit/credit-by-examination-cbe-.html>.

**d) Credit Removal:**

- First semester Ross BBA First Years should consult with their academic advisor to fill out a test credit removal request form if they wish to remove test credit. Any test credit applied will not be removed after a Ross BBA First Year student's first semester.
- Students admitted as Sophomores into the BBA program cannot have test credit removed.
- Any transfer credit applied to a student's record will not be removed.

Tuition increases once a student has reached Junior standing (55.0 credit hours or more), therefore students should be aware that receiving test or transfer credit can have an impact on tuition. Credit is always posted for the term in which it was earned, not the term in which it was received; the posting of credit can therefore have a retroactive impact on tuition owed. Current students should carefully consider this issue before asking for credit to be posted on their transcript as credit will not be removed from the transcript for the purpose of lowering tuition.

**Dual Enrollment while in High School**

Ross will allow transferable dual enrollment credits earned on a college campus to count toward requirements. The UM Office of Undergraduate Admissions will review dual enrollment credit for transfer credit and the Ross Registrar's Office will post accepted courses to a student's UM transcript. Dual enrollment credit must be earned on a college campus, and the course cannot be taught in a special section only open to high school students. Students should work with their academic advisor to determine how transfer credits work toward their degree requirements. Business credit is non-transferable.

**University of Michigan Placement Exams**

Ross requires students to complete Math and Writing placement exams prior to Orientation. Note: no credit is granted for the Math placement or Writing placement exam. The purpose of these exams is to determine your preparation for entry-level courses.

**Non-UM Credit**

*(See Addendum for updates to this section)*

Current BBA students may request permission from the Ross Registrar's Office to transfer in up to 9.0 non-business credit hours total in non-business courses from another accredited U.S. institution during their time in the BBA program. Declared dual degree students are eligible to transfer in up to 12.0 non-business credit hours total from another accredited U.S. institution during their time in the BBA program. Students may not enroll concurrently with another college or university while enrolled in a regular term at UM Ross School of Business. BBA students are expected to be registered only at UM Ross School of Business during the Fall and Winter terms. Ross School of Business will only accept transfer credit that comes from an accredited U.S. school of record. Note: the only exception to this policy is credit for the equivalent of ECON 102 at the London School of Economics, England, which does not need a U.S. school of record.

BBA students planning to take coursework at another institution should first submit a completed BBA Transfer Credit Preliminary Evaluation form (available on the Ross iMPact website) to the Ross Registrar's Office to confirm that the coursework will be accepted toward the BBA degree. Upon completion of the coursework, an official transcript and any requested additional information (e.g., syllabus) must be sent to the Ross Registrar's Office, 700 East University, Kresge Hall – K3521, Ann Arbor MI, 48109-1234.

Grades earned in these courses must be a C or better to transfer and are not averaged into the BBA cumulative grade point average.

**UM-Dearborn and UM-Flint coursework:**

Completed courses, regardless of grade, at UM-Dearborn and UM-Flint carry Michigan Honor Points and weigh into the UM-Ann Arbor GPA. These credits are still considered "out-of-residence credit" in alignment with the other schools on campus. As "out-of-residence credit," courses from UM-Flint and UM-Dearborn will be held to the same credit limits as any other transfer credit for BBAs. This policy is in effect for all transfer BBA students admitted for Fall 2019 and beyond, and effective for any transfer credits completed after May 1, 2019 for all incoming and current BBA students.

**Additional Policies for UM-Ann Arbor Coursework Taken Before and During the BBA Program:**

*(See Addendum for updates to this section)*

- No more than 30.0 non-graded credits may count toward the 120.0 credits needed for the degree. All courses elected on a Pass/Fail grading basis prior to admission to the BBA program must have a grade of C or higher in order to be eligible for transfer (see [Section VII.B](#) for Pass/Fail guidelines).
- No credit for Physical Education coursework.
- No credit for vocational coursework.
- No credit for any courses offered through the Military Officer Education Programs except for those courses cross-listed in other academic units.
- School of Music, Theatre, & Dance ensemble courses yield degree credit, but no honor points.
- Limit of 4.0 credits granted for writing practicum coursework. For details, see: <https://lsa.umich.edu/sweetland/undergraduates/courses.html>
- Limit of 4.0 credits granted for English Language Institute (ELI) coursework (see <http://www.lsa.umich.edu/eli>).
- All School of Kinesiology courses (including UMOVE) are recorded as "not for credit" except for certain approved courses. Students may receive credit for the approved courses as found on the LSA website: <https://lsa.umich.edu/lsa/academics/lsa-academic-policies/credit-limits/non-lsa-course-work/school-of->

[kinesiology-courses](#). Please note: if you have completed a School of Kinesiology course prior to Winter 2018, you will need to check with the Ross Registrar's Office to verify its eligibility for credit.

- Independent Study: This policy is currently under review. Changes to the policy will be published on the Ross iMPact website (<https://www2.bus.umich.edu/MyiMPact/academics/independent-study>).
- Experiential courses: A maximum 15.0 credits of experiential courses may count toward a degree. This limit includes credits earned both prior to and during the BBA program. Below is a list of Ross courses that are considered experiential:

<b>Experiential Courses</b>	
<b>DEPT &amp; Number</b>	<b>Title</b>
ES 395	Entrepreneurial Management
ES/STRATEGY/BA 455	Base of the Pyramid
MKT 411	Advertising Management
MO 455	Foundations in POS
MO 456	Action Learning for Foundations in POS
BA 453	Capstone MAP
MKT 401	Marketing Management II
MO 463	Creativity at Work
MO/STRATEGY 470	Strategic Management of Knowledge in Professional Service Firms
STRATEGY 492	Dynamic Capabilities Through Corporate Development
TO 465	Business Systems Consulting
TO 482	Action Learning Projects in Operations, Procurement, and Supply Chain
ES 414	Entrepreneurship Practicum
ES/FIN 329	Financing Research Commercialization
ES 401	Michigan Blue Venture Fund
ES 402	Zell Early Stage Fund
ES 403	Social Venture Fund
ACC/FIN 335/336	Maize and Blue Fund
ACC/FIN 338	Maize and Blue Fund SR
FIN 402	Real Estate Fund I
FIN 403	Real Estate Fund II
BA 455/456/457	Living Business Leadership Experience
BL 488	Business and the Public Policy Process
BL/BUSABRD 311/411	Cross-cultural Negotiation and Dispute Resolution
BL/BUSABRD 319	Intellectual Property Law
BUSABRD/STRATEGY 320	Global Immersion: Study Abroad
BUSABRD/FIN 330	Financial Emerging Markets
BA/BUSABRD 425	Global Practicum
ACC/BA/BCOM/BE/BL/ES/FIN/ MO/MKT/STRATEGY/TO 399	Independent Study Project

**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 the University of Michigan. The Ross School of Business does not transfer any business credits from other schools.

## VI. BBA DEGREE PROGRAM OPTIONS

*(See Addendum for updates to this section)*

### A. BBA Curriculum Planning

Outside of the sequenced core BBA coursework, responsibility for meeting additional degree requirements and elective selection rests with students. Thorough familiarity and understanding of the regulations contained in this Bulletin are essential for sound planning.

BBA students are expected to work in collaboration with an academic advisor to plan an appropriate educational plan for their degree, and should utilize resources such as degree requirements checklists (<http://www2.bus.umich.edu/MyiMpact/academics/degree-requirements>), as well as the live degree advisement report (audit) via Wolverine Access to monitor their academic progress.

### B. BBA Dual Degrees

*(See Addendum for updates to this section)*

The Ross School of Business offers the option for BBA students to pursue undergraduate dual degrees with one of several different units within the University of Michigan-Ann Arbor. Applicants interested in dual degrees must be admitted by both degree programs and majors independently.

Currently approved dual degrees programs include:

- Penny W. Stamps School of Art & Design
- College of Engineering
- College of Literature, Science, and the Arts
- School of Information
- School of Kinesiology (Sport Management program)
- School of Music, Theatre, & Dance

Students interested in pursuing dual degrees are encouraged to talk with an academic advisor. Students must be in good academic standing in order to pursue dual degrees. Students will work with academic advisors in both degree programs to create a course plan that meets requirements. As part of the dual degrees application, students are required to submit a course plan. Degree planning tools are available here:

<http://www2.bus.umich.edu/MyiMpact/academics/degree-requirements>.

Dual degrees students are required to have a home school on record. The home school determines academic and registration policies. Each semester, students must be enrolled for all classes under their home school, regardless of the courses taken. Students pursuing the following dual degrees are required to maintain the Ross School of Business as the home school:

- College of Engineering
- College of Literature, Science, and the Arts

Students pursuing the following dual degrees may select either the Ross School of Business or their partner school as their home school, and should discuss this decision with their academic advisors:

- Penny W. Stamps School of Art & Design
- School of Information
- School of Kinesiology (Sport Management program)
- School of Music, Theatre, & Dance

Students are responsible for scheduling meetings with academic advisors in both programs to track progress toward graduation. Students must apply for graduation from each degree program, along with completing any other required documents. For all dual degrees programs, both degrees must be awarded simultaneously. If any degree requirement is incomplete for either degree, neither degree will be awarded. Completion of both degree requirements results in two different degree citations on the transcript and in two separate diplomas.

Students pursuing dual degrees may share a maximum of 9.0 credits of the 58.0 credits of business courses needed to meet BBA degree requirements toward the requirements of the non-business major, per approval. Students pursuing dual degrees should consult with their academic advisor for specific policies within their non-business major. Students pursuing both a dual degree and an academic minor should refer to the following section regarding maximum credit amounts for minors. Students pursuing dual degrees and an academic minor should consult with their academic advisors for specific policies within their degree and minor programs.

For more information, including eligibility and requirements see:

<http://www2.bus.umich.edu/MyiMpact/academics/bba-dual>.

### **C. Minors Available to BBA Students**

*(See Addendum for updates to this section)*

BBA students may pursue academic minors from other units within the University of Michigan-Ann Arbor, if approved for Ross students. A complete list of available University minors can be found here:

<http://www2.bus.umich.edu/MyiMpact/academics/bba-minors>. If students have questions regarding eligibility for a particular minor, they should contact a Ross academic advisor.

Students may share business credits from the BBA degree (of the 58.0 credits of business courses needed to meet BBA degree requirements) with only one minor.

- Students pursuing the Entrepreneurship Minor may share a maximum of 6.0 credits of the 58.0 credits of business courses
- Students pursuing any other minor may share a maximum of 3.0 credits of the 58.0 credits of business courses

If a student takes a class worth more than 3.0 credits (e.g. TO 301) and would like to use that class for their minor, only 3.0 credits from that class may be applied to the minor. Students should work with both their minor advisor and Ross advisor to ensure they are completing all necessary requirements.

Declaration of the minor and certification that appropriate courses have been completed should be communicated to the Ross Registrar's Office. The department offering the minor should submit a Minor declaration either by the established electronic declaration system (if available), by email ([rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu)), or the student must bring a hard copy of the declaration form to the Ross Registrar's Office. All minors must be declared prior to the end of the student's last term.

As a student nears graduation, he/she should have their minor advisor submit a Minor Release prior to the end of the student's last term. Students should work directly with their minor advisor to understand their department's timeline and requirements for requesting minor releases. The department offering the minor should submit a Minor Release either by the established electronic release system (if available) or by email ([rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu)).

If, during the final degree audit, the Ross Registrar's Office cannot verify that the specific requirements listed on the Minor Release form are complete, and if the Ross Registrar's 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.

For more information, see: <http://www2.bus.umich.edu/MyiMpact/academics/bba-minors>.

## D. Supplemental Studies

*(See Addendum for updates to this section)*

BBA students may pursue Supplemental Studies programs (formerly Certificate programs). As of September 2013, approved Supplemental Studies programs include:

**Fundamentals of Public Health:** The Fundamentals of Public Health Supplemental Studies (FPHSS) program is a 10-credit course sequence providing students who do not intend to complete the undergraduate degree in Public Health a formal academic structure through which they will gain an understanding of the evolution and mission of the field of public health, as well as an appreciation of its key methods and applications.

For more information: <https://sph.umich.edu/undergrad/degrees/fph.html>

**Graham Undergraduate Sustainability Scholars:** Open exclusively to top-performing undergraduate students at UM, the Graham Undergraduate Sustainability Scholars program engages 60 students per year in action-based learning courses and co-curricular activities that foster systems thinking skills and leadership development for sustainability. For more information: <http://www.graham.umich.edu/learning/undergraduate-scholars>.

**Supplemental Studies in Public Policy:** The Supplemental Studies in Public Policy (SSPP) program is a 10-credit course sequence for students outside of the BA program in Public Policy. This program provides an opportunity to acquire a formal specialization in the fundamental and broadly applicable skills of policy analysis, as well as appreciation of key methods and skills necessary to analyze critical social problems.

For more information: <http://fordschool.umich.edu/ba/supplemental-studies-public-policy>.

For students admitted to Supplemental Studies programs effective Winter 2014 and later, no courses may be shared between the requirements for a Supplemental Studies program and the 58.0 business credits required for the BBA degree. Students admitted to Supplemental Studies programs prior to Winter 2014 may share one course (3.0 credits)

maximum between the requirements for a Supplemental Studies program and the 58.0 business credits required for the BBA degree.

## E. Off-Campus/Travel Course Opportunities

The Ross BBA program offers students a number of opportunities to expand their learning experience to environments outside of campus. Both of the below opportunities require special application.

### Carson Scholars

BBA Juniors receive business elective credits for BL 488: Business and the Public Policy Process. Students admitted to the course are designated as “Carson Scholars.” The Carson Scholars will have 7 on-campus class sessions during the Winter B semester before heading to Washington D.C. in early May. While in Washington D.C., students will participate in an intensive, one-week course designed to provide them with the frameworks, concepts, and tools needed to incorporate the public policy dimension into managerial decision making and strategic planning. Class sessions will be held at The Washington Campus and other unique locations around D.C.

For more information:

<http://www2.bus.umich.edu/MyiMpack/academics/washington-campus/bba>.

### Global Opportunities

*(See Addendum for updates to this section)*

The BBA Curriculum, through Global Initiatives, offers undergraduates a number of ways to incorporate an international experience into their education. Students are encouraged to immerse themselves in an unfamiliar culture for both personal and professional benefit, providing a deeper knowledge of business on a global scale. UM undergraduates of all colleges and majors are invited to apply for Global Initiatives offerings.

### Short-Term Offerings:

Ross Global Initiatives offers various short-term international programs to undergraduate students. These programs range from one to eight weeks in length during Winter break, May, August, or Spring/Summer term. Depending on the type of global experience, programs may include real-world projects with international companies, company visits, lectures at international universities, and global service learning projects. For many of the programs students are able to obtain up to 3.0 credits by participating in one of the academic-credit courses. Previous offerings have included programs in Brazil, Iceland, China, Croatia, and India. Most coursework is targeted toward students with Sophomore or Junior standing (First Years and Seniors may apply on a case-by-case basis; please seek out a Global Education Advisor). Please note that programs typically change on an annual basis.

### Undergraduate Global Semester Exchange:

The Ross Undergraduate Global Semester Exchange Program provides students with the opportunity to study business coursework abroad during Winter term of Junior year. Students apply, are selected through Global Initiatives, and are then nominated to the partner school where they take courses alongside local students and/or other international students. Students enroll into a full course load at one of the partner schools and receive general business elective credit for business classes taken. This is the only opportunity for students to earn business credits outside of UM-Ann Arbor. Students also have the opportunity to earn non-business credits at some partner

institutions. All Ross credits will be granted through BUSABRD. Students will receive special permission to register for BUSABRD by the Ross Registrar's Office in the Fall prior to the semester the student is expected to study abroad. It is the student's responsibility to enroll into BUSABRD by the permission deadline. Online coursework is not permitted during semester exchange.

Ross Undergraduate Global Semester Exchange students must also enroll into the mandatory course *MO 319: Developing Global Competency* during Fall A and Winter B. This course is a two-part class (before and during your exchange term), and it is required for all outgoing Ross Undergraduate Global Semester Exchange students. The Fall A course will be held on campus and the Winter B course will be taken online. The Ross Registrar's Office will give students permission, and it is the student's responsibility to enroll into this course for both terms. Students will need to reserve space in their schedule to accommodate 1.0 credit (Fall) and 0.5 credits (Winter). Students are allowed to take a maximum of 18.0 U.S. semester credits, including MO 319 while on semester exchange. Request to take more than 18.0 credits must be reviewed by a Ross academic advisor. Students must meet a minimum of a 3.000 cumulative GPA and 3.000 most recent term GPA to pursue higher course loads. Students should also be aware that enrolling in more than 18.0 credits will result in additional tuition fees.

### Global Funding Opportunities

The Ross Global Fellowships aim to encourage students to pursue global internships, research projects, and overall exploration by providing funding to offset financial barriers to doing so. In 2018, three new fellowships (C.K. Prahalad Fellowship, Ross China Fellowship, and Sholk-Kaplan Fellowship) were established to provide funding for any non-Ross global opportunities for all Ross BBA and Business Minor students. Additionally, the Ross Global Fellowship offers funding towards non-Ross global experiences and is available to all Ross BBA and Business Minor students.

### Global Initiatives Advising:

Global Initiatives offers drop-in advising hours to undergraduate students during Fall and Winter terms. Students are welcome to schedule an advising appointment outside of these hours by emailing [ross-globalinitiatives@umich.edu](mailto:ross-globalinitiatives@umich.edu) or through iImpact. Global Initiatives strongly encourages students to connect with a Ross Global Education Advisor regarding any questions or concerns about programs.

### GeoBlue Insurance:

All undergraduates are required to have health insurance through GeoBlue when participating in Ross Global Initiatives programs. Global Initiatives obtains GeoBlue for students who participate in Ross global programs. The mandatory fee will be charged as part of the student's total program fee.

### Additional Information:

Students may explore UM and non-UM study abroad options for Spring or Summer term of any year if that is a better fit due to the set sequence of BBA core courses. Students may also receive general (non-business) elective course credit for non-Ross, UM-sponsored study abroad programs. All coursework should be reviewed for approval prior to departure.

For Ross students, the Ross Semester Exchange program or another UM program is the standard semester abroad format. Courses taken through an approved UM-Ann Arbor program will not count against the 9.0 credits of transfer coursework BBA students are allowed. Business courses completed on a non-Ross UM study abroad program do not count toward the 120.0 credit requirement, the 54.0 non-business credit requirement, or the 58.0 business credit

requirement. However, the courses will show on the UM transcript and, if taken for a grade, will be calculated into the cumulative and term GPAs. Courses taken outside UM-Ann Arbor are subject to all transfer credit rules and policies (see [Section V.G](#) for specific information).

#### Standards of Personal and Academic Conduct:

Students on Global Initiatives programs are expected ***at all times*** to be as responsible and considerate as they would on their own campus or in their home communities. **All students are subject to UM regulations, UM codes of conduct, the Ross Community Values Code and processes, host institution program guidelines (if applicable), program partner guidelines (if applicable), as well as the laws of the host country.** Student responsibilities are outlined in the following documents:

- Ross Code of Conduct: <http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values>
- Statement of Student Rights and Responsibilities: <https://oscr.umich.edu/statement>

#### Withdrawal/Dismissal Policy:

Please see M-Compass to view the Withdrawal/Dismissal policy for student's desired program:

<https://mcompass.umich.edu/>.

#### Connect With Us:

For more information, please go to the Global Initiatives website: <https://michiganross.umich.edu/programs/global-initiatives>.

## F. Elective Options

The Ross School of Business does not officially designate or certify majors, concentrations, or areas of emphasis on the students' undergraduate transcripts. 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 at: <http://www.bus.umich.edu/Courses/default.aspx> and should plan to register for most business electives during their Junior and Senior years; some specific elective courses may be open for students in the Winter term of Sophomore year. In regards to Ross electives, "student standing" is defined by the student's year in the BBA program, not by the student's earned credit total. Permissions may not override general enrollment requirements (student standing, GPA, etc.). For information regarding exceptions, students are encouraged to speak with the Ross Registrar's Office and/or their academic advisor.

### **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.
- Upper division students (Junior/Senior) may not receive credit for specified lower-level undergraduate courses restricted to First Year 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 [Section V.G](#)) for more information regarding credits accepted toward the BBA degree).

### **Independent Study Projects**

*(See Addendum for updates to this section)*

The Ross Independent Study Project policies are currently under review. An updated version of the policies will be published on the Ross iMPact website (<https://www2.bus.umich.edu/MyiMPact/academics/independent-study>).

### **BBA in Graduate-Level Business Courses**

If the following conditions are met, a BBA student may take one graduate-level (500 level or higher) business elective class:

- BBA students must be in their Senior year of the BBA program and have earned at least 90.0 credits toward their program before the graduate-level class.
- GPA for all work attempted at Ross must be at least 3.300.
- The graduate-level class cannot be a core course from any Ross graduate program.
- The class cannot be one for which a close approximation exists at the BBA level.
- Student should request written approval from the instructor of the class. The instructor should send this approval via email to the Ross Registrar's Office ([rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu)). Instructors may only admit BBA students into graduate-level courses if space is available after graduate students have had ample time to register. A student must meet any criteria determined by the department offering the course in addition to the criteria above. Instructors cannot override the criteria above and the final decision to allow a student to take the course rests with the [Academic Standards Committee](#) (ASC).

If all these conditions are met, the Ross Registrar's Office will process the permission to admit the BBA student into the graduate-level class. BBA students who wish to take more than one graduate-level class must discuss their plans with their academic advisor and will need approval from the [Academic Standards Committee](#).

Note: Graduate-level classes may be graded on a non-letter grading scale. For undergraduate students taking graduate-level 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. Contact the Ross Registrar's Office with questions about how these grades might convert.

### **G. Cappo Sales Track**

The Stephen M. Ross School of Business is offering a concerted set of courses that will advance the sales profession through academic leadership. The integration of these courses has three aims: (1) to create greater awareness of the sales function and sales careers; (2) to give undergraduate students an avenue to undertake formal studies in sales (both business-to-business as well as business-to-consumer sales); (3) to promote career services and recruiting opportunities that enable students to secure sales-related employment. Ross BBA students as well as students enrolled in other schools and colleges at UM may participate. Students completing all requirements receive a hard copy certificate indicating their completion of the course track.

Selling is the function responsible for creating revenue for every business throughout the world. The sales profession allows you to be measured as an individual contributor in your area of responsibility. Sales professionals are empowered to make decisions that maximize productivity and top performers have the potential for exceedingly high compensation.

To complete the course track and earn the certificate of completion, students must complete the 12 credits from the set of courses listed below as well as the negotiation requirement:

- MKT 300 or 302 Marketing Management (3)
- MKT 310 Fundamental of Sales Management (3)
- MKT 312 Retail Marketing Management (3)
- MKT 313 Consumer Behavior (3)

- Negotiation Course

Students are strongly encouraged to also participate in various extracurricular and experiential activities; examples include a sales internship, an active membership in the Michigan Sales Club, participation in a college-level sales competition and interaction with sales management professionals. In addition, the Ross Career Development Office will identify and recruit companies hiring for sales positions for students who participate.

Interested students should email [MichiganRossSalesTrack@umich.edu](mailto:MichiganRossSalesTrack@umich.edu) to be added to an email group that will be used to distribute more information on application procedures for acceptance into the sales track, courses, employment opportunities, information sessions and guest speakers.

## VII. BBA REGISTRATION RULES & POLICIES

### A. Student Records

*(See Addendum for updates to this section)*

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 may also be 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 staff whose job responsibilities include managing student records. Third parties (including family members, faculty, recruiters, and graduate school admission committees) do not have access to student advising files except as allowable by the Family Educational Rights and Privacy Act (FERPA) and UM student record privacy policy.

The Ross School of Business deletes all student files seven 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 seven years after the last term of enrollment.

### B. Registering for Classes

Undergraduate business students register for courses using several different methods, depending on their year in the program. In general, sequenced core courses are assigned for BBAs by the Ross Registrar's Office in conjunction with section assignments and may not be dropped from a student's schedule. It is always the student's responsibility to review his/her actual schedule in Wolverine Access and confirm that classes registered are correct. The student is expected and required to make any adjustments to his/her schedule within the stated timelines and guidelines.

Students are provided registration information before the registration period begins each term:

<http://www2.bus.umich.edu/MyiMpact/academics/register>.

Students must check the registration dates and deadlines for each specific term:

<http://www2.bus.umich.edu/MyiMpact/academics/registration-dates>.

### **Credit Loads & Enrollment Requirements**

*(See Addendum for updates to this section)*

#### **a) Full-Time Enrollment Requirement**

First Year BBA students and Preferred Admission students should plan to complete the BBA program in eight consecutive Fall/Winter semesters. Students admitted to the BBA program as Sophomores should plan to complete the BBA program within six consecutive Fall/Winter semesters. Students pursuing dual degrees should expect to spend additional semesters in order to meet all requirements for both degree programs.

Students are not allowed to take classes on a part-time basis during Fall and Winter terms, with the exception of the final two terms prior to graduation. Students who need fewer than 12.0 credit hours per term in their final year to graduate may take courses on a part-time basis in their final two terms. It is the student's responsibility to understand how full-time or part-time student status affects areas such as financial aid, scholarships, athletic eligibility, health insurance coverage and, for international students, visa coverage. Students wishing to take fewer than 12.0 credit hours in their final two terms must complete a degree progress review with their academic advisor. Students requesting less than full-time enrollment in a term other than the final two terms prior to graduation must petition the Ross [Academic Standards Committee](#). Failure to receive appropriate permission may result in Academic Probation (see [Section VIII.E](#)).

#### **b) Credit Limit Increases**

Requests to take more than 18.0 credits must be reviewed by a Ross academic advisor. BBA students are not eligible for increases above 18.0 credits in their first full term at UM; all grades must be posted and reviewed prior to approval for increases in the second full term in the BBA program. Students must meet a minimum of a 3.000 cumulative GPA and 3.000 most recent term GPA to pursue higher course loads.

#### **c) Concurrent Enrollment**

Students may not enroll concurrently with another division, school, college, or university while enrolled in a regular term at UM Ross School of Business. BBA students are expected to be registered only at the University of Michigan-Ann Arbor during the Fall or Winter terms. Requests to take courses at another division, school, college, or university apart from the University of Michigan-Ann Arbor must be submitted to and approved by the [Academic Standards Committee](#).

### **Modifying Class Selections**

*(See Addendum for updates to this section)*

#### **b) BBA Fixed Core Classes**

BBA students are expected to take all fixed core courses in their proper term and with the assigned student section. Students are not allowed to drop a fixed core course. Students who fail to complete a fixed core course during the required term will be placed on Academic Probation (see [Section VIII.E](#)).

Students who would like to change their assigned fixed core course sections will need to complete and submit a Core Course Swap Request (available on the Ross iMpack website at applicable times during registration).

### c) Floating Core and Elective Classes

Students may use Wolverine Access to add or drop floating core and elective classes prior to the start of the term and during the drop/add period. The student's revised course schedule, however, must meet the enrollment regulations of the program (see [Section VII.B](#) regarding full-time status requirement). Students who fail to complete a floating core course by the end of Fall term of their Senior year will be placed on Academic Probation.

### d) Permissions

A permission, or override, allows students to enroll in a class if there are certain restrictions active in the system that block them from enrolling. Note: instructors are not required to issue permissions to students. See [Section VI.F](#) "Elective Options" for information on student standing requirements. See [Section VI.F](#) "BBAs in Graduate-level Business Courses" for information on GPA requirements.

Students must contact the instructor of the course to request permission to register. A student would need to obtain instructor permission in the following instances:

- A class is closed:
  - Class is set up as permission of instructor only.
  - Class is full, but instructor is willing to admit students above capacity, or if there is a waitlist, as enrolled students drop and seats become available.
- A class is open, but the student does not meet the requirements for enrolling in the course:
  - Student does not meet the listed prerequisites.
  - Available seats are reserved for a specific student type (e.g., Senior BBAs, Business Minor students, etc.).

Instructors are able to request permissions to be issued to students in order to override requirements except in a few cases. In the following situations, even if the instructor requests permission to be issued, a permission *cannot* be processed:

- Enrollment in the course may exceed fire code limitations
- Student is ineligible based on program progress or level
- Faculty cannot override student standing (Senior, Junior, etc.). If a course requires a student to have Senior standing, it cannot be taken by students with Junior standing or below, regardless of instructor consent.

For more information: <http://www2.bus.umich.edu/MyiMpack/academics/permissions>

### e) Drop/Add Deadlines

Each term has three different time periods during which different rules for drop/add apply. The dates at which these periods begin and end are very firm, and are listed in the [Student Registration Deadlines Calendar](#) each term. It is the student's responsibility to know these dates and rules. Note: Ross fixed core courses may not be dropped without approval from the [Academic Standards Committee](#).

#### PERIOD I – Open Drop/Add

Weeks 1 to 3 of full terms (weeks 1 to 2 of half terms)

Students may drop and add courses at any time via web registration in [Wolverine Access](#).

W notations are not posted for courses dropped during this period. Keep in mind that if students are adding a course after classes start, it's important to check with the instructor to find out what has been missed and how or if it is possible to make it up.

The student's revised course schedule must meet the enrollment regulations of their program (see section VII.B) by the drop/add deadline.

#### PERIOD II – Late Drop/Add

Weeks 4 to 9 of full terms (weeks 3 to 5 of half terms)

During the late drop/add period, students may not modify their class schedule without approval from the instructor and the Ross Registrar's Office.

The deadline to submit your request is 11:59 PM EST/EDT on the late drop/add deadline, but students are encouraged to submit much earlier in case assistance is needed. W notations are posted for courses dropped during this period, regardless of the reason for the drop.

Note: some departments have policies preventing their instructors from approving a course drop after certain dates. Students should familiarize themselves with the drop dates for all of their courses at the start of each term.

#### **Considerations for Late Adds**

- Late adds must have full support of the instructor, regardless of seat capacity in the class.
- Students must meet all prerequisites for the desired class.
- Adding credits may affect tuition. For more information, contact the Office of the Registrar Tuition and Fees: <http://www.ro.umich.edu/tuition/>.
- Students must have room in their schedule to add the desired class:
  - BBA students are capped at 18.0 credits in a full term. Late adds may not exceed this limit.

#### **Considerations for Late Drops**

- Floating core (with the exception of Fall term of Senior year) and elective courses may be dropped only up to the posted late drop deadline for that term, with instructor approval.
- Failure to complete the drop process by the posted late drop deadline for that term means the class will remain on the student's record and a grade will be assigned.
- If the course to be dropped is the only class registered in the term, students will need to follow procedures for a Term Withdrawal. See: <http://www2.bus.umich.edu/MyiMpact/academics/register>.
- 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.
- Tuition charges are not reduced by a late drop if the student has other courses remaining on his/her schedule. For tuition policies and applicable deadlines, see: <http://www.ro.umich.edu/tuition/>.
- Dropping a course may affect current financial aid and/or future financial aid eligibility. For further information, students should contact the Office of Financial Aid ([financial.aid@umich.edu](mailto:financial.aid@umich.edu), 734-763- 6600).
- International students who wish to drop below full-time status should contact the International Center. Full-time for visa purposes is 12.0 credits for undergraduate students.

- Student-athletes who wish to drop classes should contact their Student-Athlete Academic Success Program advisor to ensure this will not impact their athletic eligibility.

Petitions for late drops not covered by the above guidelines will be reviewed by the Ross [Academic Standards Committee](#) only in extenuating circumstances beyond the student's control.

#### PERIOD III – Drop/Add Only by Exception

After the 9<sup>th</sup> week of full terms (5<sup>th</sup> week of half terms) through the last day of class.

During this period, students may only drop courses by petitioning and receiving approval from the Ross [Academic Standards Committee](#). These petitions will be reviewed by the Ross [Academic Standards Committee](#) only in extenuating circumstances; approvals for these petitions are rare.

#### PERIOD IV – Retroactive Drop/Add

After the last day of class, an approval for a retroactive drop/add is extremely rare. To be considered, a student must petition and present documentation of extraordinary circumstances and evidence of not being able to request the drop or add during the term. A student is not eligible for a retroactive drop if they took the final exam or otherwise completed the course.

#### **f) Course Adjustments**

The deadline to make any course adjustments, such as changing a course to optional Pass/Fail or adjusting a course's credits (if allowed), must be completed by the add/drop deadline for that course. Students are responsible for knowing the rules and policies for their program and electing coursework according to those rules by the deadline.

#### **g) Withdrawal Forgiveness during First Term**

First Year students in their first term in the business program will have any W notations expunged from their official transcript after the term is completed, although the W notation will remain on a student's unofficial transcript.

#### **h) Term Withdrawal**

Term Withdrawal means the elimination of all courses for a given term either before the term starts or after the term has begun. Students who need to withdraw from all their courses prior to the start of the term will need to contact the University Registrar's Office and request a Term Withdrawal for that specific term. Once the term has begun, any student who needs to withdraw from all courses will need to contact the Ross Registrar's Office to request a Term Withdrawal. Students who register and subsequently withdraw after the term begins will be responsible for the registration/disenrollment fee, regardless of their class attendance. For tuition policies and applicable deadlines, see: <http://www.ro.umich.edu/tuition/> (also see [Section VII.B](#)).

#### **i) Auditing (Visiting) 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 a core course.
- Student must obtain written permission from the instructor to audit a course (via instructor email); 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 send proof of instructor consent to the Ross Registrar's Office for final approval.
- Student must register in-person at the Office of the Registrar and present the approved drop/add form (or "University Election Worksheet"). Students will NOT be allowed to register for a Class Audit through Wolverine Access.

Audited courses will count toward the student's credit capacity for the term, but will 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 the student has satisfactorily completed a course for an official visit, the course will be listed on the permanent academic record with the notation VI in place of a grade. If the student does not complete the course to the satisfaction of the instructor, the course will be entered on the record with the notation of E or ED (unofficial drop) and calculated as a failing grade.

Changes from audit to credit and credit to audit are not permitted after Wolverine Access registration has closed for the class (by the regular drop/add deadline for the audited course). Because this choice of Audit/For Credit becomes final after these deadlines, students are advised to plan carefully before requesting these changes.

### **Class Attendance**

*(See Addendum for updates to this section)*

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. If a student is considering missing classes, or wishes to add a class after it has started meeting, he/she is responsible for contacting the instructor in advance to confirm that it is permissible to add the class late, and to agree on a plan for catching up on missed material. Students are responsible for reviewing the Canvas site, class syllabus, and emails sent from the instructor for additional attendance guidelines regarding each class. A student who has been absent from studies for more than one week because of illness or other emergency should consult with their academic advisor to determine the advisability of reducing course loads. The University of Michigan's Office of the Provost provides guidance to students regarding conflicts between the academic and religious calendars. Students can access this information on the Office of the Provost's website: [http://www.provost.umich.edu/calendar/religious\\_holiday\\_guidance.html](http://www.provost.umich.edu/calendar/religious_holiday_guidance.html).

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

BBA students may NOT elect Ross (business) classes Pass/Fail unless the classes are set up as *mandatory Pass/Fail* courses. This rule applies to all BBA students and Ross classes, regardless of earned credits or year in program. Students may not take any courses listed as specific degree requirements (e.g., Economics 101 or 102) at the University of Michigan on a Pass/Fail basis. **Students are responsible for validating their correct grading basis in Wolverine Access during registration for the course.**

Prior to electing any non-business coursework as optional Pass/Fail, Ross School of Business students are encouraged to consider this decision carefully and discuss this decision with a Ross academic advisor. Whether a student may elect a

course as optional Pass/Fail and the deadlines for when that election may take place are determined by the home school of the student. Students should review the information below *carefully*, and check with a Ross academic advisor or the Ross Registrar's Office in advance if there are any questions.

### **BBA Student Guidelines:**

*(See Addendum for updates to this section)*

- BBA students are allowed to take **non-business classes** (e.g., LSA, Engineering, etc.) on a non-graded basis (P/F, CR/NC, S/U).
- Non-graded courses may be included in a distribution plan. (Note: the final course in a sequence used to satisfy the Foreign Language Requirement may not be elected on an optional Pass/Fail basis and must be completed for a grade.)
- Courses included toward a minor must be taken for a grade; courses elected on an optional Pass/Fail basis will not be counted toward minor requirements.
- BBA students may only modify the grading pattern for non-Ross courses during registration on Wolverine Access. A change in grading pattern for a non-Ross course (from graded to optional Pass/Fail, or from optional Pass/Fail to graded) is not permitted after registration has closed on Wolverine Access for that specific class (also referred to as the drop/add deadline for that class).
- Courses added late - after registration has closed on Wolverine Access - may not be elected on a non-graded basis unless the course is offered as a mandatory non-graded course.
- Students may count a maximum of 30.0 non-graded credits toward the 120.0 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. (Test credits as well as transfer courses for which students earned grades at another institution do not count against the 30.0-credit limit).
- Instructor approval is not required for a choice in the elected grading pattern nor should the instructor be informed of such a choice. Instructors report letter grades (A through E) for all students in their courses, except in mandatory Pass/Fail, CR/NC, S/U courses. In the case of a student who has chosen to elect a non-Ross graded course on an optional 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.

### **Additional Information:**

*(See Addendum for updates to this section)*

- Students planning to apply to law schools should be aware that the Law School Data Assembly Service counts F grades from Pass/Fail classes as failing grades in computing a student's grade-point average. All graduate schools may require that Pass/Fail grades be revealed as part of their review process.
- A student may pay a special fee set by the Registrar's Office and request a specially prepared appendix to the transcript on which the original grades submitted for all courses elected as optional Pass/Fail are listed.

### **Retaking Courses**

*(See Addendum for updates to this section)*

A student may repeat a course in which a passing grade was received if the desire is to strengthen knowledge or improve the grade, but only if classroom seats are available after students wishing to attempt the course for the first time have registered. Both the old and new grades are used to compute the student's grade point average (receive MSH - Michigan Semester hours and MHP - Michigan Honor Points), but the credit hours for a passing grade are counted only once toward degree requirements (does not earn CTP - Credits Toward Program). Both the initial and the second course registration will be displayed on the student's transcript.

A student will be required to repeat a core course in which a failing grade was received. 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. If a passing grade is received on the second attempt, that course election will earn credits toward the degree (CTP - Credits Toward Program). For more information on retaking courses in cases of academic review, see [Section VII.B](#).

### **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, should they wish to return. 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.

### **Time Limit for Completing Degree Requirements**

Students must complete the requirements for the BBA degree within 10 years of their initial enrollment. Students who desire more time must submit a written petition to the [Academic Standards Committee](#), including the reasons for the request and specific plans for the completion of the degree program.

### **Transferring to another School or College**

Students wishing to leave Ross for another school or college within the university should make an appointment to talk with their academic advisor to discuss their decision and the process for leaving. The decision to transfer, once completed, is final. Students who leave the BBA program and wish to enter any Ross program, including the BBA and the Minor in Business, will have to apply through the standard process for that program.

### **Academic Standards (ASC) and Petitions/Exceptions**

All petitions and exceptions regarding any Ross rule or policy must be submitted to the ASC for review and approval. Petitions will be considered from current students and alumni within one month of graduation. Petitions should be thoughtful and well-documented; additional information or documentation may be requested as needed. The Ross ASC is charged with evaluating exceptions to policies, rules, and standards fairly; and the committee balances the concerns of individual students with the impact on and implications for other students. The ASC is made up of Directors from the Ross Registrar's Office, the Office of Undergraduate Programs, and Undergraduate Academic Advising. The committee reviews petitions related to academic policies and the committee's decisions are reviewable by the Associate Dean for

Undergraduate Programs. Students should always discuss their concern or request in person with their academic advisor prior to submitting a petition to the committee.

## VIII. BBA GRADING POLICIES, ACADEMIC STANDING, GRADUATION & ACADEMIC HONORS

### A. Grading System

*(See Addendum for updates to this section)*

**BBA First Year or Preferred Admission students who were admitted in Fall 2017 or later, and BBA Sophomore admitted students from Fall 2018 or later** will adhere to the following GPA scale.

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+	4.000	C	2.000
A	4.000	C-	1.700
A-	3.700	D+	1.300
B+	3.300	D	1.000
B	3.000	D-	0.700
B-	2.700	E	0.000
C+	2.300	F,NR,X,Y, ##	0.000

- A notation of P, F, CR, NC, S, U, Y, I, ##, or a missing grade does not affect a student's term or cumulative grade point average.
- No credit toward satisfaction of degree requirements is granted for courses in which grades of E, ED, F, 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 VIII.E](#)). This includes business and non-business courses, as long as the courses are not restricted from credit by other policies (see [Section VI](#)).

- A grade of E carries no credit; the course must be repeated only if it is a required course.
- All BBA core class grades are to be distributed as: ≤40% A- or above; ≤90% B or above; ≥10% 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.

### C. Special Grades

- I = Incomplete: an Incomplete should be assigned when a particular student has already completed the majority of the course, but is not able to complete the remaining coursework by the deadline set for the entire class. The quality of the completed work must be of at least 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.

A notation of I has no impact on a student's GPA. Notations 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 are automatically lapsed to failures (ILF). These failing grades will stand unless the instructor allows the student to complete all requirements at a later time. Extensions beyond the four week timeframe must be petitioned to and approved by the [Academic Standards Committee](#).

*In all instances*, once the work is complete and evaluated, the I will remain on the student's record with the final grade appended (e.g., IC). Once an I has lapsed to failure or a final grade is submitted, then the corresponding grade (ILF, IC, etc.) will be counted in a student's GPA.

- NR = No Grade Reported. A notation of NR has no impact on a student's GPA. NR should be assigned when one of the following scenarios occurs:
  - Student never attended class
  - Pending Community Values Committee (CVC) investigation
  - If not replaced by a passing grade, the NR will also lapse to ED (fail) four weeks after the end of the term.
- Y = Extended Course: Y should be for a course approved to extend beyond one term. This code is rarely applicable. Contact [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu) for more information. A notation of Y 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.

## D. Grade Disputes

*(See Addendum for updates to this section)*

Students should review the Ross procedures for grade disputes with an instructor

(<http://www2.bus.umich.edu/MyiMpack/academics/ross-community-values>) and proceed to the first step: discussing the issue with the instructor (in person).

Note: disputes related to a final course grade must be initiated by the student, in writing, within fifteen (15) business days of the grade being posted on Wolverine Access.

## E. Academic Probation and Good Academic Standing

*(See Addendum for updates to this section)*

All students are reviewed at the end of each term (Fall, Winter, Spring/Summer) to evaluate their academic standing. BBA students will be placed on Academic Probation if any of the following conditions are met (full descriptions of probation conditions are below):

- Failure to earn a C grade or better in a required First year course (see [Section V.A](#))
- Failure to complete a First Year courses by the end of Winter term in the first year
- Failure to pass core (fixed and floating) business courses, or ECON 102 by required term
- Failure of a core (fixed and floating) business course or ECON 102 (see [Section V](#))
- Failure to complete the IDO graduation milestone degree requirement by required year
- Failure to meet required minimum 2.500 GPA in all UM classes in any one term, or cumulative
- Failure to meet required minimum 2.500 cumulative GPA in business classes
- Failure to meet minimum required enrollment

Failure to earn a C grade or better in a required First-Year course: Students who do not successfully earn a C grade or better in a required First-Year course will be placed on Academic Probation. When a C grade is not earned in a required First Year course, students must repeat the First Year course in the next available term. If a grade below a C is earned the second time, the student will be dismissed from the BBA program. Students who are placed on Academic Probation for this reason may be required to follow an alternate and extended timeline to complete their BBA degree.

Failure to complete all First-Year courses by the end of the Winter term in the first year: Students who do not successfully complete all First-Year courses with a C grade or better by the end of Winter term in the first year will be placed on Academic Probation. Students who are placed on Academic Probation for this reason will be required to follow an alternate and extended timeline to complete their BBA degree.

Failure of core (fixed or floating) business courses, or ECON 102 by required term: Students who do not elect or successfully complete a core (fixed or floating) business course, or ECON 102 by the required term will be placed on Academic Probation.

Failure of a core (fixed and floating) business course or ECON 102: Students who fail any core business course or ECON 102 will automatically be placed on Academic Probation. When a core business course or ECON 102 is failed, students must repeat that specific failed course in the next available term to meet degree requirements. Students have one chance to repeat the course and receive a passing grade. If the course is failed a second time, the student will be dismissed from the BBA program. 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.

Should a student receive approval to take a different course to fulfill the failed requirement (e.g., BA 102 in place of BA 100), failure of that approved course is considered to be a second failure of the requirement and the same probationary consequences apply (in this case, dismissal).

If a business elective or capstone course is failed, students may elect to complete another course in that area to meet the degree requirement. If a different class is elected, the grade received for the new course is weighted with full points and credits in the student's GPA. If the same failed class is repeated, both the original failing grade and the grade received when repeating the course will be used when calculating the student's GPA

Failure to complete IDO milestone segment during the required academic year: Students who do not complete the "I" milestone in their Sophomore year, "D" milestone in their Junior year, and./or "O" milestone in their Senior year will be placed on Academic Probation. Students must successfully complete the missing milestone segment in order to be removed from Academic Probation.

Failure to meet required 2.500 GPA in:

- Cumulative GPA: determined by all UM classes
- Term GPA: determined by all UM classes in a single term (Fall, Winter, Spring/Summer)
- Business GPA: determined by all Ross business classes

Grade averages are computed for BBA students by dividing grade points earned by credit hours attempted while enrolled at Ross. If any of the averages described above falls below 2.500, a student will be placed on Academic Probation.

**Failure to meet minimum required enrollment:** Students who do not enroll in the minimum required enrollment (i.e., full-time during Fall and Winter terms – see [Section VII](#)), and have not received permission from the [Academic Standards Committee](#) for an alternate course plan or a reduced course load, will be placed on Academic Probation. Students who fail to follow required enrollment limits and procedures will not be able to register for future terms at the Ross School of Business. Return to good academic standing, including registration privileges, will require a petition to and approval by the [Academic Standards Committee](#).

### Academic Standing

- **Probation:** Students on Academic Probation are not in good academic standing until the conditions of their probation are met. Probation status may impact any scholarship support. Students on Academic Probation will be reviewed at the end of each term by the Ross [Academic Standards Committee](#) (ASC) to determine whether the student should continue on probation, be suspended, dismissed, or returned to good academic standing. ASC may also consider placing restrictions on a student's ability to register for future courses, or establishing specific requirements in order to be taken off Academic Probation. These restrictions and requirements are determined by the ASC and will be communicated to the student in writing. Students who have not had the opportunity to meet their academic requirements due to the timing of course offerings will remain on Academic Probation; this typically occurs when a failed course is not offered in the next term.
- **Continuation of Probation:** Students will continue on probation if the ASC determines they have made progress but have not yet met the requirements outlined in their probation letter. Students will be expected to continue to meet their current academic requirements, the requirements outlined in their original probation letter, and the requirements outlined in any subsequent probation letters they receive. Students who are on Probation or Continued Probation for consecutive terms will be considered for Suspension or Dismissal from the BBA program.
- **Suspension:** Students who are academically suspended will be subject to the following conditions before they will be allowed to continue in the BBA program:
  - Not enroll at the University of Michigan for a minimum of two terms.
  - Demonstrate that they have resolved any issues that prevented their academic success previously.
  - Demonstrate that they will be able to perform adequately at the Ross School of Business. This is usually done by taking coursework elsewhere and earning grades of at least a B or better.
  - Meet with a Ross academic advisor to review the reinstatement procedures.
  - Submit a reinstatement appeal to the Ross [Academic Standards Committee](#). This appeal should be submitted at least 7 weeks prior to the start of the term in which a student wishes to return.

A reinstatement appeal must include a degree plan showing how the student will complete their remaining requirements and a student statement explaining the circumstances that led to their suspension as well as what they have done to resolve those issues. Letters of support or other documentation supporting the student statement can be submitted with the appeal. Each reinstatement appeal will be reviewed on a case-by-case basis and approval is not guaranteed.

If a student's appeal for reinstatement is approved, the student will return to enrollment under a continuation of probationary status and will be subject to the same rules and policies of Academic Probation.

- **Dismissal:** Students may be permanently dismissed from the Ross School of Business if a student does not demonstrate significant improvement and does not return to good academic standing. If a student's only degree program is the BBA degree, then that student is no longer considered an active student at the University of Michigan, though they may apply for acceptance into degree programs at other UM Colleges/Schools.

Note: Academic Suspension and Academic Dismissal are reviewed and approved by the ASC and the Associate Dean for Undergraduate Programs.

## F. Grades and Transcripts

Term grades are posted on Wolverine Access (<http://wolverineaccess.umich.edu>) shortly after grades are submitted online by instructors. Students may obtain copies of their transcripts free of charge through Wolverine Access, with details available at <http://www.ro.umich.edu/>. The Ross School of Business does not issue transcripts.

## G. Academic Honors

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

### Graduation Honors

*(See Addendum for updates to this section)*

Beginning with all Fall 2018 Sophomore BBA students, graduation honors will be as follows:

Graduation honors are awarded based on cumulative grade point average. Students who have been approved for graduation and place in the top 5% of their class will receive a degree with "Summa Cum Laude." Those who place in the top 15% of their class, but not in the top 5%, will receive a degree with "Magna Cum Laude." Those who place in the top 30% of their class, but not in the top 15%, will receive a degree with "Cum Laude." The University posts the award on the transcript and diploma when the degree is conferred.

- Summa Cum Laude: Top 5%
- Magna Cum Laude: Top 15% (includes Summa)
- Cum Laude: Top 30% (includes Summa and Magna)

The GPA ranges for the Graduation Honors are determined at the end of each May based on the cumulative GPAs of Ross's Winter term graduating class. The same ranges are used for any students graduating at the end of Summer and Fall. The most recent ranges will be posted on the Ross iMPact website at the end of each academic year.

### Beta Gamma Sigma

Beta Gamma Sigma is an international honorary business administration society. Membership in Beta Gamma Sigma is the highest international recognition a student can receive in an undergraduate or master's program in business or management accredited by the Association to Advance 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 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 online application attached in the email and forward the required fee to the address provided. Beta Gamma Sigma contacts eligible candidates for admission.

### **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 3.800 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 (completion of at least Math 115 or Stats 250). 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).

### **Delta Sigma Pi Scholarship Key**

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 Winter term graduation list and have the highest cumulative GPA in that graduating class. This "key" is an honorary award with no costs or contingencies attached. In late May, the Ross Registrar's Office works with DSP to contact the eligible candidate via email. See the DSP website for further details: <http://www.dspnet.org/>.

## **H. BBA GRADUATION**

### **Graduation Steps/Process**

Follow the steps below to prepare for graduation:

### 1. Review Degree Audit

While the Ross Registrar's 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, and meet with a Ross academic advisor in Senior year to confirm remaining requirements. 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 the Ross Registrar's Office. Students pursuing a minor or dual degree may have additional steps required to confirm they have met all requirements for those programs and should confirm the required steps for graduation with an academic advisor in that department (see [Section V](#) for minimum degree requirements).

### 2. Apply for Graduation in Wolverine Access

In order to receive a diploma, 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 diploma, and provide all address information online. Dual degree students must apply for graduation for each degree program separately.

Note: students who fail to apply for the appropriate term by the deadlines advertised by the Ross Registrar's Office will miss deadlines for name inclusion in the printed commencement programs (both Ross and University programs), will not be eligible to receive tickets for the Commencement events, and will not be awarded a degree, even if all degree requirements are met. It is each student's responsibility to ensure that he/she is applying for graduation correctly and by the advertised deadlines each term. Please note that applying for graduation does not require a student to participate in Commencement ceremonies.

A student's graduation term will be no earlier than the term in which all degree requirements are completed. 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 who apply for graduation in a given term and are approved to graduate may not continue taking classes at Ross in future terms unless they are enrolled as a student in another program within the University of Michigan-Ann Arbor, or reapply as a non-degree student.

### 3. 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 a 25-30 minute online counseling session and quiz about managing loan debt. Graduating students are sent email notifications about six weeks before graduation.

## Commencement

*(See Addendum for updates to this section)*

The Ross School of Business offers a formal Commencement ceremony after the Winter term. Only those students who are graduating within one semester of the Winter term (either in the Fall term immediately before or the Summer term immediately following) may participate in the event. Students who are graduating in the Fall term following the Commencement ceremony are not eligible to participate. Further information regarding Commencement can be found online: <http://michiganross.umich.edu/about/events/commencement>.

Students may also participate in the University Commencement ceremonies at the end of the Fall and Winter terms if they have completed their graduation requirements in the previous, current, or following term. Tickets are required for the University Commencement ceremonies and will be issued only to students who meet the above criteria.

### **Delaying Graduation**

Students who finish their BBA program requirements may request to extend graduation until a later term. These students should discuss their plans with an academic advisor, and then 'apply' for graduation for the desired term in Wolverine Access.

Please note the following:

- Any credits taken during the additional term(s) will count toward the degree and be added to final CTP.
- Any grades received during the additional term(s) will be factored into final GPA and degree honors calculations.

### **Taking Courses after Completion of Degree Requirements**

*(See Addendum for updates to this section)*

Ross alumni who wish to take a course at the Ross School of Business after graduating must (1) apply for admission as a "special or non-degree student" and (2) must also have permission from the faculty to take the course. Please note that approval for Ross alumni may be restricted by course availability and current degree student enrollments. Contact [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu) for information about the guest student application process for Ross alums.

Requests for guest student admission from non-Ross alumni is more restricted and requires review of prior academic records, test scores, and a brief application process.

All persons evaluating this option should be familiar with Ross tuition rates (viewable at <http://ro.umich.edu/tuition/>). For further information, contact the Director of the Ross Registrar's Office via [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu).

## **IX. STUDENT SERVICES**

### **A. Office of Undergraduate Programs**

The Office of Undergraduate Programs at Ross oversees business education for UM undergraduate students including the BBA degree, the Business Minor, and offerings of business courses for students outside of Ross.

#### **Academic Advising**

*(See Addendum for updates to this section)*

The Ross Office of Undergraduate Programs provides academic advising and counseling to assist undergraduate students in developing meaningful educational plans that satisfy their academic goals. Academic advisors are available to support students' transitions to the Ross School of Business, help students explore academic, personal, and professional interests and set goals, advise students on degree requirements, academic options, and course load, review students' academic plans, and provide support through any challenges or opportunities that may arise.

The academic advising program seeks to help students:

- 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 Ross School of Business
- develop personal and educational goals and evaluate their progress

All students are assigned to an academic advisor in order to facilitate relationships, customize advising, and enable communication. However, students are free to meet with any academic advisor of their choosing and are not limited strictly to their assigned advisor. To schedule an appointment, visit:

<http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/>.

## Student Life

*(See Addendum for updates to this section)*

Student Life at Ross encompasses the many experiences and opportunities that exist to ensure that the time spent outside the classroom is as valuable and meaningful as time spent in the classroom. By providing a supportive environment, Student Life helps students co-create their Ross experience to develop leadership, business, and life skills.

Students are encouraged to get involved and pursue interests outside of the traditional classroom by being a part of BBA Council, UM Student Clubs, BBA Student Clubs, Case Competitions, and/or Mentoring Programs. Not only does this participation enhance the overall student experience, but it is also an opportunity for BBAs to create networks, interact with faculty, staff, alumni and recruiters, and develop leadership and teamwork skills. For more information on Student Life, see <http://michiganross.umich.edu/our-community/students>. Below are two Ross sponsored organizations which provide students the opportunity to work closely with the Office of Undergraduate Programs leadership to improve the Ross experience for students:

### a) BBA Council

The BBA Council strives to further the mission of the Stephen M. Ross School of Business by representing the needs and interests of undergraduate business school students. The BBA Council promotes undergraduate student involvement in the school, provides a liaison between the student body and the Ross administration, and drives positive change through learning and evolving to meet the needs of our core constituents.

### b) Ross Undergraduate Student Advisory Board (RUSAB)

The Ross Undergraduate Student Advisory Board (RUSAB) is a select group of undergraduate BBA students working together to share ideas and perspectives on academic issues at the Ross School of Business. The Board is sponsored and overseen by the Office of Undergraduate Programs; students in RUSAB have a unique opportunity to work closely with school administrators, help shape the future of the BBA program, and represent the voices of their classmates. RUSAB continually takes on current, impactful projects to enhance the BBA academic experience.

## Academic Success

*(See Addendum for updates to this section)*

The Office of Undergraduate Programs offers outreach programs for high school and UM students interested in business. These programs include MREACH, Preparation Initiative, LEAD SBI, and Ross Summer Connection. Our department provides the following for students upon approval:

- Academic Coaching for specific quantitative courses
- Collaboration with academic advising
- Technology support
- Professional attire support

For more information about these programs, see <http://michiganross.umich.edu/programs/bba/undergraduate-outreach-programs>.

### **Undergraduate Admissions**

*(See Addendum for updates to this section)*

The Office of Undergraduate Admissions oversees the admissions process for preferred admit, Bachelors of Business Administration, and Business Minor programs. For more information about Ross Undergraduate Admissions, see <http://michiganross.umich.edu/programs/apply>.

### **The Ross Registrar's Office**

*(See Addendum for updates to this section)*

The Ross Registrar's Office is responsible for maintaining students' academic records and enforcing UM and Ross academic policies. They assist students with course permissions, processing late add/drops, core course registration, section assignments, minor declarations, posting transfer credit, and awarding student degrees. They engage with students to troubleshoot registration problems and also process credit limit increases that the academic advisors have approved. Students with questions about academic policies or records issues are welcome to contact the Ross Registrar's Office at 734-647-4933 or [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu)

### **Financial Aid**

*(See Addendum for updates to this section)*

Financial aid comes in forms of grants and scholarships that are not repaid, loans that must be repaid, or federal Work-Study awards, which allow you to earn a paycheck while attending college. If you think you will need financial help to attend the University of Michigan, we encourage you to apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) each year and the [CSS Financial Aid Profile](#) (first year only) before March 31st. Information for entering and prospective students can be found on the [New Undergraduates page](#).

We encourage all students to apply for financial aid so they receive full consideration for scholarships from the University and from Ross Financial Aid. Financial Aid is provided through the University of Michigan's main [Financial Aid Office](#). They can be reached at [financial.aid@umich.edu](mailto:financial.aid@umich.edu) or 734-763-6600.

The Ross Financial Aid Office offers a variety of undergraduate merit and need-based scholarships. Scholarship funds come from both corporate and private donors. All incoming BBA students who will be attending Ross are automatically considered for Ross scholarships. The majority of Ross scholarships do not require a separate application. Selections are made based on criteria set by the donor. Many of the Ross scholarships are continuing, provided students meet required GPA, enrollment, core values, and demonstrate need (if applicable). Continuing students who did not receive a Ross scholarship as an entering student are reconsidered each academic year. Scholarships do not extend to fifth-year seniors.

Although not required to be completed for Ross scholarship considerations, it is helpful for admitted students to submit additional information through the “My Scholarship Profile” once a year. The “My Scholarship Profile” feature in the Campus Finances Section of [Wolverine Access](#) collects and securely stores information and makes it available to scholarship administrators across campus. **Entering and continuing students should complete and/or update their “My Scholarship Profile” by March 15 to ensure full consideration for scholarships for the upcoming academic year.**

Entering students who have been selected for a scholarship will be notified by email starting in April. Once in a while Ross Financial Aid will have a scholarship that requires an application. Students will be emailed when and if these scholarship opportunities are available. Scholarships that require an application will also be posted online under [Ross Financial Aid iMpack page](#).

For general account inquiries such as, billing due dates and payment plan options are handled through the University of Michigan’s [Student Financial Services Office](#).

### **Ross Career Development Office**

*(See Addendum for updates to this section)*

Ross Career Development Office (CDO) helps students to develop necessary career search skills, to identify and pursue their career goals, and also provides opportunities for students to connect with companies and apply for positions. CDO serves BBAs through two teams: Career Consulting & Education, and Recruiting & Outreach.

For more information on the Ross Career Development Office, see <http://www.bus.umich.edu/MyiMpack/career.aspx>

### **Business Communication Consulting**

*(See Addendum for updates to this section)*

The Ross School of Business offers 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 online:

<http://www.bus.umich.edu/iMpack/CounselingCalendar/WritingProgram/>.

### **Kresge Library**

*(See Addendum for updates to this section)*

Kresge Library Services serves the business research needs of students, faculty, and staff at the Stephen M. Ross School of Business, the University of Michigan, and the surrounding community. Kresge librarians support research on an individual basis through reference, as well as systemic support for students' active engagement projects and faculty research. The Kresge Library offers many resources, including the Course Syllabi Archive. See

<http://www.bus.umich.edu/kresgelibrary/> for more information.

## X. Business Minor

### A. ADMISSION

#### Eligibility & Admissions Timeframe

*(See Addendum for updates to this section)*

In order to declare the Business Minor, students must first be admitted to the minor through the competitive application process. Entry to the Business Minor is processed once per year, with applications due by March 31, and admission decisions conveyed in the summer. Only those students who are accepted to the minor via the admission process will be eligible to have the Business Minor listed on their University record, regardless of coursework completed.

Applicants to the Business Minor must meet the following criteria:

- Complete the prerequisites by the end of the Winter term in which they are applying
- Have Junior standing or above (55.0 CTP or above) by the end of the Winter term in which they are applying. While students with junior standing are encouraged to apply, we strongly encourage you to apply at the end of your sophomore year.
- Be enrolled in one of the following undergraduate degree programs in a school at UM-Ann Arbor that has approved the minor for its students:
  - College of Engineering
  - College of Literature, Science, and the Arts
  - Gerald R. Ford School of Public Policy
  - Penny W. Stamps School of Art & Design
  - School of Dentistry (Dental Hygiene)
  - School of Kinesiology
  - School of Music, Theatre & Dance
  - Taubman College of Architecture and Urban Planning
  - School of Nursing
  - School of Information
  - School of Public Health
  - College of Pharmacy

#### Prerequisites

*(See Addendum for updates to this section)*

All applicants to the Business Minor must complete the following requirements by the end of the Winter term in the year they apply. Applicants' UM transcripts will be evaluated after Winter term grades have been posted. Any transfer or test credits must appear on applicants' UM transcript by the end of Winter term in order to be considered for evaluation.

- MATH 105 or above
  - College credit for Pre-Calculus, Calculus I, Calculus II, or Calculus III is required.
  - Includes AP credit for MATH 120
  - Includes IB, A-level, or transfer credit for an exact UM course equivalent
  - Departmental credit will count for MATH 110x and above
  - Students who have upper-level Calculus MATH courses or Honors Calculus will meet this requirement
- First Year Writing Requirement (FYWR) as approved through the LSA Sweetland Center for Writing, UARTS 150, or ENGR 100

- Includes transfer credit for any course approved as First Year Writing at UM by the Sweetland Center for Writing (not departmental credit, e.g., English 101x or ENGCMPTC 101x)

## B. CURRICULUM REQUIREMENTS

The Business Minor curriculum consists of 15.0 credit hours and has flexible core and elective components. Eligible courses taken prior to acceptance to the minor can be used to fulfill the 15.0 credit hour requirement. However, applicants are not required to complete any of the 15.0 credit hours prior to admission.

### Core Requirements

Students must complete 12.0 credits of the below coursework; courses can be completed in any order.

- ACC 300 Financial Accounting (3.0) OR ACC 471 Accounting Principles (3.0)
- FIN 302 Making Financial Decisions (3.0) OR TO 302 Managing Business Operations (3.0)
- MKT 302 Marketing Management (3.0) OR MO 302 Positively Leading People and Organizations (3.0)
- STRATEGY 302 Business Strategy (3.0) OR approved Action-Based Learning course

### Elective Requirement

Students must complete a minimum of 3.0 credits of electives from an approved list. See:

<http://www2.bus.umich.edu/MyiMpack/academics/businessminor/curriculum>

### Course Substitutions

*(See Addendum for updates to this section)*

Completion of any of the following courses prior to admission to the minor will substitute for Minor requirements as follows:

- MKT 300 for MKT 302
- FIN 300 for FIN 302
- MO 300 for MO 302

### Co-Requisite Requirement

ECON 101 Principles of Economics I (Microeconomics) must be completed by graduation.

- Includes IB, A-level, or transfer credit for the exact UM course equivalent (not departmental credit, e.g., ECON 101x)
- AP credit will NOT fulfill this requirement
- Can be completed for a letter grade or as Pass/Fail grading basis
- ECON 401 will also fulfill the ECON 101 co-requisite requirement

### Additional Minor Requirements

*(See Addendum for updates to this section)*

- Students admitted to the minor must complete all minor requirement courses for credit and for a grade. Courses may not be taken on a Pass/Fail grading basis. A minimum cumulative GPA of 2.000 is required within the minor coursework.
- All core requirements must be taken from the Ross School of Business at the University of Michigan-Ann Arbor. Business courses taken at another institution are not acceptable for transfer towards the Business Minor requirements.
- Students may complete the co-requisite ECON 101 and all required core courses in any sequence.

- Business Minor students must follow the policies set by their home school regarding minors (for rules on sharing of courses, add/drop deadlines, etc.).

## C. REGISTRATION & RESOURCES

### Advising & Registration

Students admitted to the Business Minor will work with an academic advisor in the Office of Undergraduate Programs to declare the minor, confirm they are meeting the minor requirements, and determine the appropriate coursework from the available options. As students near graduation, they will need to request their Ross academic advisor to submit a Minor Release to their degree program. All students are assigned to an academic advisor in order to facilitate relationships, customize advising, and enable communication. To schedule an appointment:

<http://www.bus.umich.edu/impact/CounselingCalendar/AcademicServices/>.

### Access to Ross Community Resources

*(See Addendum for updates to this section)*

As members of the Ross community, Business Minor students have access to a wide variety of resources. Specifically, Business Minor students have access to:

- Academic Advising
- All undergraduate Ross elective courses including Ross Global Experience offerings, even those that don't count toward the Business Minor. Note: that registration in fixed core and floating core BBA courses will not be allowed. Additionally, some Ross courses may require instructor consent (to ensure prerequisites are met) and seats for Business Minor students may be limited.
- All Kresge Library Services, including Course Syllabi Archive, Faculty working papers, business databases and periodicals, and job search engines.
- The Career Resources tab on iImpact (<http://www.bus.umich.edu/MyiImpact/Career.aspx>), including:
  - Using online tools for self-assessment, developing a resume and brand, networking, interview preparation, negotiation, and career exploration
  - Creating a resume in Ross iImpact site
  - Viewing and applying to job postings, networking hours, and recruitment events
  - Receiving iImpact messages from recruiters
- Corporate presentations, networking hours and recruiting events at Ross
- Career workshops and information throughout the career and search process conducted by Career Development Office staff
- Walk-in counseling with an MBA or Senior BBA Peer Career Coach
- Printing allocations
- Reserving available study rooms throughout the Ross building
- Membership opportunities for select Ross student clubs