ROSS REGISTRAR'S OFFICE

FACULTY HANDBOOK 2019-2020

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Ross Registrar's Office
Introduction to Teaching Resources and Class Registration Policies and Procedures

Registrar's Office

We support faculty teaching in two areas – (1) Student Record Processes (managing student registration, grade entry and changes, and student course evaluations) and (2) Class Schedule Processes (coordinating class/exam schedules, room assignments, and grade entry). For both of these functions, a lot of activity happens behind the scenes to reach the point where you are standing in front of a class with the correct year/type of student enrolled. Brief outlines of resources and policies are listed in the next few pages, followed by supplementary information or samples. In addition, we maintain updated information on these topics at http://www2.bus.umich.edu/MyiMpact/academics/faculty-staff-resources.

Getting Ready for Class

The University and Ross provide several resources as you prepare for the first day of class.

- Syllabi Statements regarding the Academic Honor Code and Students with Disabilities
  - Faculty and Students should familiarize themselves with the Ross Community Values Statements and Codes, available at http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values. In addition, Ross recommends that faculty include standard text regarding the Honor Code and working with Students with Disabilities in course syllabi. [See following pages for samples.]
- Class Rosters
  - http://wolverineaccess.umich.edu/ Choose Faculty Business / Faculty Center. Select the correct term and then course and section. You can pull up enrolled students, waitlisted students, and students with unused permissions. You can also view student photos, send emails, or download the list into Excel. [See following pages for instructions on viewing and downloading your class roster.]
- Class Photo Pages
  - Log into iMpact, then go to http://www.bus.umich.edu/impact/networking/photodirectory.asp and select the "Degree/Section" category. You may then view data for your specific class section
  - This Business School webpage pulls class enrollment data (refreshed nightly) and links it to pictures of our Business School students. If a student has not uploaded his/her picture (or is a non-Business student), you will only see their name and email. The Business student names hyperlink to the student's iMpact Personal Profile. Choose the printer-friendly version to print out pages of these photos. Again, keep in mind that you can also view student photos through the class roster on Wolverine Access.
- Face Cards
  - Students use this web page (https://www.bus.umich.edu/impact/FaceCardandPhoto/) to upload their photo and create a face card for instructor use.
  - Face cards include background data such as undergraduate program, previous work experience, email and phone numbers. You may ask your students to submit one of these cards in the first session. If you intend to use face cards, please post this requirement on your Canvas web page, alerting the students to prepare face cards in advance.
- Seating Charts can be created in iMpact using the students' photos. Follow the steps at this website: http://www.bus.umich.edu/SeatingChart/Admin/.
- Canvas sites
  - https://umich.instructure.com/: Canvas is a university system for class and project sites; you will use Canvas to post syllabi, announcements and assignments, etc.. Contact rosscanvas@umich.edu for assistance with Canvas and kresge.learn@umich.edu for assistance with Course Packs.

Finally, all student records are protected by the Family Educational Rights and Privacy Act (FERPA). For more information about student rights and records see http://ro.umich.edu/records-registration/student-rights-records.

Academic Calendar and Final Exam Schedules

The Ross Academic Calendar may sometimes vary from the UM Academic Calendar. Faculty will receive an Academic Schedule Aids document as a PDF email attachment prior to each term that outlines the calendars and exam schedules for our graduate and undergraduate classes. These schedules are also available online (http://www2.bus.umich.edu/MyiMpact/academics/calendarsscheduling). The Ross Registrar's Office recommends that faculty review these schedules carefully as they prepare their course syllabi to ensure that they are listing the correct class dates and exam times. [See: Final Exam Guidelines pg. 18]

Class Enrollment Policies

Please note that the Ross Registrar's Office pre-registers first year Full-Time MBAs and all BBA students into their core classes, by pre-assigned sections. To maintain the integrity of our assigned core sections, please **do not** allow MBA1s to change sections. BBA students are permitted to change sections if they have a documented required conflict (athletic, health, or religious) or if they identify a "swap-partner;" BBA students should not approach faculty with requests to change core sections until the first day of class. Any section change requests should be directed to the Ross Registrar's Office. The Ross Registrar's Office also pre-registers Full-Time MBA2, MAcc, MSCM, and Senior BBA students into the elective classes students acquire during our internal course bidding process.

Policies: We have policies governing access to our classes, as follows:
- **ACC 300/301**: These classes require a minimum of Sophomore standing (≥25 Credits Toward Program). There are no exceptions to this rule.
- **Courses Numbered 300-499**: Students typically must have Junior standing (≥55 Credits Toward Program) if they are non-BBA students, and BBA students must be in their second (Junior) year of the BBA program (with the exception of a few 300-level electives available to Sophomores). The registration system does enforce these restrictions. Freshmen and Sophomores who mistakenly receive permission for a Junior or above level class will be told by the Ross Registrar's Office that they cannot enroll, possibly at a later, less convenient date. There are no exceptions to this rule, and we ask your support in honoring this restriction.
- **Courses numbered 500+:** Reserved for Graduate Level students only.
  - Most of our courses are restricted to Ross graduate students only, so that other graduate level students need your permission to be added to class. (See wait list guidelines below.)
  - Section 451, 452, etc… indicates a class section restricted to our Evening MBA students, held here in Ann Arbor. Some of these sections are "meet-togethers" with another Full-Time MBA section. Be sure to look at both class rosters for total enrollment in those cases.

Prerequisites: The registration system screens for some prerequisites, but not all. You can confirm whether or not a prerequisite is "enforced" (system blocks students who haven't fulfilled it) or "advisory" (prerequisite is listed on system but not enforced) on Wolverine Access. We recommend that faculty include clear notations regarding prerequisites on their syllabus and Canvas site, and mention them in the first class session. Instructors teaching evening sessions should reach out to students before the term starts if they plan to enforce an advisory prerequisite.

Managing Wait Lists and Requests for Adding to Class

Once the system closes a class, only the instructor can authorize admission for new students to fill available slots. (The Ross Registrar's Office will intervene to add students only after communication with the instructor.) Students queue for open seats by adding themselves to the electronic Wait List. (See below for more on Wait Lists.) Instructors grant permission via email to rossregistrarsoffice@umich.edu.

Class Permissions: Permission requests are accepted by email only. Be aware that permissions override all policies and rules! Please be vigilant about class levels and prerequisites before granting permission, so that we do not later have to remove a student from your class. (Note that the Ross Registrar's Office will NOT issue permission if a student does not meet the class level policies listed above, regardless of instructor consent.) To help enforce these enrollment guidelines, we suggest that you clearly state the course entry guidelines up front, so that only appropriately qualified students ask for permissions. To issue permission:

1. Send an email directly to rossregistrarsoffice@umich.edu, indicating the specific class/section information and the student who should be granted permission to enroll. Please include the student's full name, and uniqname or UMID if possible.

Once a permission is issued for a student, the student must still **add** the class to his/her schedule to officially enroll. The Ross Registrar's Office does not do the 'add' for the student. Because of this, you may wish to monitor unused permissions via the Faculty Center on Wolverine Access.

Wait Lists: If a class fills to capacity and closes, students who meet the enforced prerequisites can add to a class wait list through Wolverine Access (http://wolverineaccess.umich.edu/) until the drop/add deadline for the term. We suggest that faculty follow these guidelines while admitting students from a waitlist:
- For MBA & BBA elective courses, students' names appear on the wait list in order of their bid points from course bidding. For these classes, please follow the wait list order.
- For all other classes (grad and undergrad levels), we suggest following the wait list order filtered by (a) program seniority – e.g., MBA2 before MBA1, (b) Business school students first, (c) dual degree students

from other programs, (d) all other students who meet course level guidelines.

Drop/Add Deadlines: The deadline to drop or add classes will differ depending on the length and program of the class (14 week vs. Fall A or B, or undergrad vs. grad). The specific calendar dates for each term are always available at http://www2.bus.umich.edu/MyiMpact/academics/registration-dates. After those dates, any drops will result in a "W" on the student record and will require instructor permission and verification of the last date a student participated.

- **Instructors of graduate half-term classes**: Due to feedback that the addition of students up until the drop/add deadline (which takes place two weeks into the half-term) is disruptive to class planning and learning, our office closes enrollment after the first meeting of a once-per-week class and the second meeting of a twice-per-week class. At that point, students will be prompted to contact you for permission to enroll before adding to your class in Wolverine Access.

  Our intention is to give students time to explore their options while addressing instructor concerns (regarding make-up work and/or group assignments) and our community's commitment to learning. *Please note that students will continue to be able to drop until the drop/add deadline (after which they will need you to approve a late drop).*

Course Evaluations
All Ross course evaluations are processed online at the end of each term. The Ross Registrar's Office will order teaching evaluations for each term. Instructors will then receive an email with instructions on how to add optional questions. If you need to adjust the evaluation dates, please email ross.curriculum@umich.edu. You should review and bookmark the following URLs:
- Overview & Instructions: http://www2.bus.umich.edu/MyiMpact/academics/course-evaluation-information
- Course Evaluation Management: http://umich.bluera.com/umich/

Grades
All course grades are submitted online via the Grade Roster in Wolverine Access. Grade rosters are typically generated on the last class day of the term and will not be accessible before that date. Faculty who later need to change a student's grade will also submit that request via the Grade Roster, after which it may need to be approved by the student's home school before being posted to his/her record.

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For questions on any of this information, please view our website
(http://www2.bus.umich.edu/MyiMpact/academics/faculty-staff-resources) or contact the Ross Registrar's
Office staff:

Suite K3521
734-647-4933
rossregistrarsoffice@umich.edu

Step-by-step instructions for Wolverine Access functions are available in the Faculty Business Help Menu.

Academic Honor Code, Mental Health, and Students with Disabilities Statements

All Ross students, staff and faculty are held to the Ross Statement of Community Values and the attending codes of conduct. Faculty should familiarize themselves with the statement and codes (http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values).

In addition to the Ross codes, all University of Michigan students fall under the purview of the UM Statement of Student Rights and Responsibilities (https://oscr.umich.edu/statement). Non-Ross students enrolled in Ross courses may also be held to honor codes and policies within their home school (e.g., Engineering, LSA, etc.).

The below statements, which Ross strongly recommends faculty include in their course syllabi, serve to protect both our students and our faculty, while demonstrating the School's commitment to our community values and to services for students with disabilities.

(1) **Ross Statement of Community Values**:

Faculty should use the following statement in syllabi or use this as a starting point for a more robust and clear wording regarding academic integrity.

> Academic Honor Code:
>
> Personal integrity and professionalism are fundamental values of the Ross Business School community. This course will be conducted in strict conformity with the Academic Honor Code. The Code and related procedures can be found at http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values. The site also contains comprehensive information on how to be sure that you have not plagiarized the work of others.
>
> Claimed ignorance of the Code and related information appearing on the site will be viewed as irrelevant should a violation take place. Non-Business students taking the course should also familiarize themselves with the Code as they will be subject to the Ross Code while in this course.

(2) **Students with Disabilities**: The following statement should be part of each class syllabus.

> The University of Michigan is committed to providing equal opportunity for participation in all programs, services and activities. Students wishing to receive testing accommodations must register with the University of Michigan Services for Students with Disabilities (SSD) office as soon as possible. Students must then submit their Verified Individualized Services and Accommodations (VISA) form online as early as possible, but no later than two weeks prior to the first test or quiz for which accommodations are requested.
>
> Accommodations arrangements are not guaranteed for students who submit their VISA form with less than two weeks' notice. Requests must be sent using the Ross Accommodations Request Form and must include a scanned or photographed copy of the VISA form. This form only needs to be submitted once during your academic career with Ross unless your accommodations eligibility expires. In rare cases, the need for an accommodation arises after the two-week deadline has passed (example: a broken wrist). In these cases, students should still contact SSD and the Ross Accommodations Coordinator. However, due to logistical constraints we cannot guarantee that an accommodation can be made after the two-week deadline has passed.
>
> Questions can be directed to the Ross Accommodations Coordinator at RossAccommodationsCoordinator@umich.edu.

(3) **Mental Health**: As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Michigan is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. You can learn more about the broad range of confidential mental health services available on campus via umich.edu/~mhealth/.

The Ross School of Business has a CAPS Embedded Counselor available to its students. Embedded Counselors are located in school/college buildings and services are tailored to the school's climate. For more information, please visit caps.umich.edu/caps-embedded-model. To schedule, please email Julie Kaplan, LMSW at jrkaplan@umich.edu.

<div style="background:black; color:white; text-align:center;">

Class Roster

</div>

Important Information

- The Class Roster page provides faculty and staff a list of students who are enrolled and waitlisted in a particular class. Instructors are given access to each class for which they are listed as an instructor, and other faculty and staff users may have access to classes depending on their role within a department or course.

- The Class Roster allows users to modify the list of students that displays. Before printing, sending emails from, or exporting the class roster, pay close attention to the selections made in the Class Roster Options box.

This document is divided into 6 sections. When working with the Class Roster, **always Define Class Roster View Options first**. This allows for more accurate results when performing other actions.

I.   Define Class Roster View Options

Class Roster Page

1.   Select **Class Roster Options**.

The Class Roster Options box allows you to choose **class section(s)** that display in the class roster.

Valid Values include:

- **All course sections** – Displays all class rosters for all sections for the course selected.

- **All my sections** – Displays all class sections in which the user has been designated as an instructor.

- **This section only** – Class roster data appears for only the class selected. This is also the default value.

Notes:

- Photos are not available when selecting the 'All Course Section' option.

- The **Include Combined sections** checkbox will be turned on for any class that is cross-listed or is scheduled to meet with another section. You may choose to turn off the checkbox if you wish to see only one section of the combined class.

- The **Expand Student Data** checkbox can be turned on to view additional student data, such as:
  - o   Units
  - o   Program and Plan
  - o   Academic Level
  - o   Student Groups
  - o   Enroll Date
  - o   Grading Basis

Class Roster Page

2. Select the **Enrollment Status**.

   The Enrollment Status options allow you to choose the enrollment status of the students who display in the class roster.

   Valid Values include:

   - **All –** All students associated with the course by enrollment, waitlist, or permissions.

   - **Enrolled –** All enrolled students.

   - **Permissions** – All students who have been issued a class permission to enroll but have not done so.

   - **Waiting –** All students who are enrolled on the waitlist.

3. Click **change** to update the Class Roster results.

II. Receive Updated Class Roster by Email

Class Roster Page

1. If you would like to receive a new class roster via email when there are enrollment changes, turn on the **Email a new class roster** checkbox, and then select **Daily** or **Weekly** from the drop-down list.

Notes:

- You will receive notice of changes from the first day of classes up to the drop/add deadline.

- For combined sections, you must set this option for each subject area or meet together section.

III.   Print Class Roster

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

2. Click Printer Friendly Version.

Note: Students from multiple sections will appear on this page if All Sections, All My Sections, and/or Combined Sections options are selected.

Class Roster Printer Friendly Version Page

3. Use your internet browser's print function to Print the Class Roster (e.g., File > Print or type CTRL+P*).*

Note: If you are having trouble printing the class roster, see the Administrative Systems: Settings and Troubleshooting ITS webpage.

4. Click **Return** to navigate back to the Class Roster.

IV. Send Email from the Class Roster

Important Information

- Faculty Business automatically logs users off after 60 minutes of inactivity. Typing a message on the Class Roster Email page is not considered system activity. If a message takes longer than 60 minutes to compose, Faculty Business automatically logs you off and any text entered will be lost. If a message may take longer than 60 minutes to complete, consider writing it in an application like Microsoft Word, then copying and pasting the text into Faculty Business email pages.

- The email address for each student selected on the Class Roster page appears in the **Bcc:** (blind carbon copy) portion of the message page. This ensures that students receiving the message do not see any other recipient's email address.

- Users can send a message to additional email addresses beyond those selected from the Class Roster page by typing them in the **Bcc:** field. Email addresses must be separated by semicolons.

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

2. Determine which students you would like to notify.

   a. ***Email Individual Students* –** Click on the student's name in the **Name** field. This option launches your system's default email provider.

   OR

   b. ***Email selected students* –** Turn on the appropriate check boxes in the **Notify** field, and then click **notify selected students**.

   OR

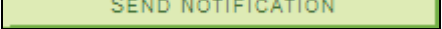   c. ***Email all students who appear on the selected Class Roster* –** Click **notify all students**.

Send Notification Page

4. Type the message in the **Message Text** field.

5. Click **Add** to add attachments.

Note: Multiple attachments can be added or deleted by using ⊞ and ⊟.

6. Click SEND NOTIFICATION .

Notes:

- Message box displaying the text 'Your email was sent' appears after email has been sent.

- Message box displaying text 'Your email was not sent' appears after an email attempted to be sent to an invalid email address.

- Instructors can send emails via the class roster up to thirty days after the course end date.

V. View and Print the Photo Class Roster

Important Information

- A student can request to have his/her Mcard photo deleted from the database by filling out the "*Request for Deletion of Mcard Digitized Photograph Form*" at http://www.mcard.umich.edu/forms.htm.

- For more information about the appropriate use of photos, see SPG 601.13 at http://spg.umich.edu/pdf/601.13.pdf.

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click **change** to update the Class Roster results.

Note: The Photo Class Roster will return ONLY those students you define to see in the Class Roster View Options.

2. Click Print Photo Roster.

Note: You can view individual student photos by clicking the photo icon located to the left of the student name.

Print Photo Class Roster Page

3. Turn on the appropriate checkboxes for the information you would like displayed.

Notes:
- The **Name** field is automatically selected. You can select up to 3 additional fields.
- The number of options you choose to display on the Photo Class Roster determines how many pictures display on a page and the size of those pictures.

4. Click **Run**.

SQR Window – opens in new window
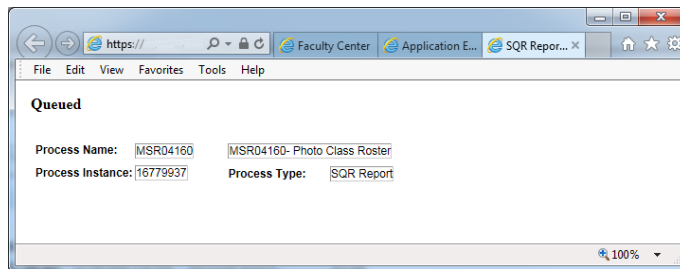
5. The SQR Report window will appear and read *Queued*.

Note: If the report does not display after several minutes, see the "If the report does not display" instructions at the bottom of page 10.

Report Index Window – opens in new window
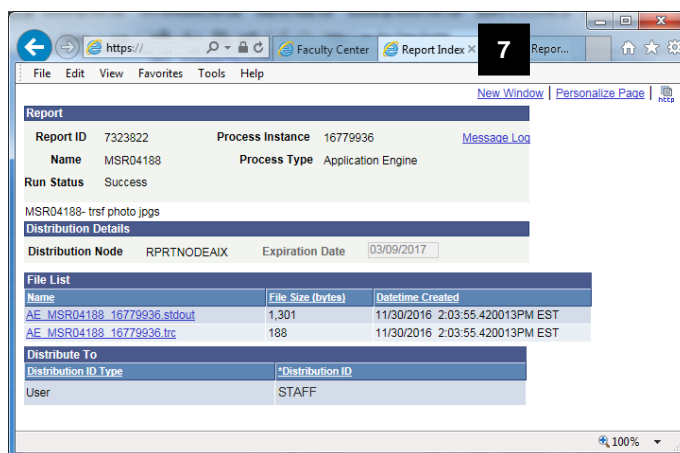
6. When the report is finished running, the Application Engine window will appear and read *Success*. This window will repopulate and the Report Index page will display.

7. Close the Report Index window/tab.

Student Photo Class Roster
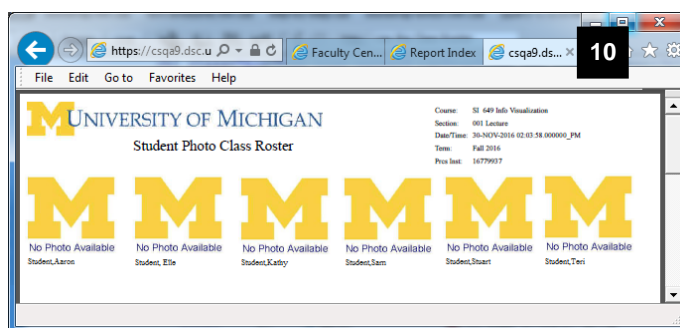
8. The Photo Class Roster will open in the SQR Report window. (For privacy purposes, no pictures display in this example.)

9. View and Print the Photo Class Roster. Use the internet browser or Adobe PDF print function to print the Class Roster. (e.g., File > Print or type CTRL+P*)*

Note: Photos are available only for enrolled students. If there is no photo for the student, **No Photo Found** displays.

10. Close the report window/tab.

Print Photo Class Roster Page

11. Click Return to go back to the Class Roster.

If the report does not display

If the class roster does not open as expected after several minutes, you can return to the Report Manager screen and open the report from there.

Print Photo Class Roster page

1. Return to the **Print Photo Class Roster** page, which should still be open in the **Faculty Center** browser tab.

2. Click **Report Manager**.

3. On the Report Manager screen, click **MSR04160-PHOTO CLASS ROSTER**. The most recent report should be at the top of the list that displays. Click the most recent pdf to open the class roster.

VI.   Download the Class Roster to Microsoft Excel

Class Roster Page

1. Select the Class Roster View Options (see page 2) and then click ⬚ **change** ⬚ to update the Class Roster results.

2. Click the Download icon ▦.

Note: If the **File Download** window does not appear after clicking **Download** ▦, you may need to adjust your Internet Explorer **Security** options to accept File Downloads. Refer to the *Download Grid Data to Excel Step-by-Step Procedure* for more detailed information.

File Download Window

3. Click ⬚ **Save** ⬚ and then choose a location on your local network or computer to save the Excel file.

OR

Click ⬚ **Open** ⬚ to open the document with Microsoft Excel.

Notes:

- If you are using a pre-Office 2007 version of Excel, the report may open in the Web browser window. Select **Save As** from the **File** menu to save the report.

- If necessary, click YES on the Microsoft Office Excel warning message.

- When the report opens in Excel, it leaves a blank browser window, which needs to be closed separately.

Class Permissions

We request that instructors send our office lists of student permissions via e-mail (rossregistrarsoffice@umich.edu), including the following details:

- Class (e.g., MKT 603)
- Class Section
- Student Name
- Student Uniqname or UMID (UMID is preferable)

Instructors may monitor their own waitlists and have our office issue permissions as needed for each class section. If you wish, we may also close your class at a certain time in order to generate a waitlist from which you can work. Our office will direct students to add themselves to the waitlist to be considered for a class, which will simplify the process and reduce the need to go back and forth between all parties.

Sample Permission E-mail Request:

Dear Ross RO,

Please allow John Smith (12345678) to enroll in my class, ACC 101 section 001 for the Fall term.

Thank you,

Guidelines for Permission Requests:

- Double check your class roster for available seats prior to letting a student know you are able to admit them to your class. Our office will not permit students to "jump" the waitlist (if applicable), regardless of permission.

- Verify that students have attained the appropriate student level for your class before granting permission.

- Ensure that students have completed an enforced prerequisite (if applicable) or have sufficient background to succeed in the class, particularly for non-Business students. Permissions override ALL class requirements.

ROSS SCHOOL OF BUSINESS
Final Examination Guidelines

1. **University of Michigan Official Examination Schedule**
   Instructors are expected to observe the official examination schedule published by the Ross Registrar's Office in conjunction with the University exam schedule.

   a. **Reschedule Examination:** Unforeseen and exceptional occurrences requiring changing the date and time of the final examination must receive prior approval from the Ross Registrar's Office, and, if the change is made after the start of classes, must receive approval of the area chairperson and the Associate Dean as well as unanimous support of the enrolled students.

   b. Final exams may not be given on the last day of classes.

   c. **Final Exam Alternatives:** If options to a final exam are given (case study, term paper, research paper, term project, take-home exam, etc.), those assignments should be due on the date of the regularly scheduled final examination. It is not acceptable to eliminate a final exam listed in the syllabus without substitution of an alternate evaluation mechanism.

   d. **Individual Circumstances to Reschedule Exam:** Students who are scheduled for four examinations in one day qualify under University rules for an alternate exam time and should request an alternate time from the instructor prior to the start of class or very early in the term. Students who have conflicts with an exam and religious holiday may also request an alternate time. (For more information about the University policy regarding religious holidays see: https://www.provost.umich.edu/calendar/). Beyond these circumstances, instructors may and should use their own discretion to allow individual students to deviate from that schedule for compelling personal reasons. Because exam schedules are known early in the term, recruiting activities should be scheduled around exams. Faculty are not to consider recruiting activities as an excuse for a missed exam.

2. **Official Study Days**
   Instructors are expected to honor the official study days. No formal activities such as review sessions or examinations should be scheduled during that period without special permission.

3. **Exams for Multiple Sections**
   Examinations in multiple sections of core courses are expected to be uniform for all sections and conducted under similar examination procedures and rules, to help assure commonality in body of knowledge covered and equity and fairness between sections of the same course.

   Core courses and electives with three or more day sections will be assigned a common exam time for the final exam. These combined "special exams" are listed in the front part of the University course schedule for any given term. An alternate exam time may also be listed and must be made available to students who have a conflict. Any evening sections of a course offered during the same term will continue to have a separately scheduled evening exam time.

4. **Suggested procedures for administering final exams:**
   - Alternate seating
   - Randomization of assigned seats
   - Use of two sets of examination questions distributed alternately to students when objective tests are given
   - Assurance of adequate proctoring of each classroom
   - Placement of books, bags, laptops, etc. in the front or back of the classroom

5. **Reuse of Examinations**

   Examinations should not be reused unless adequate measures are taken to ensure security of the exams (e.g. numbering and retrieving). Even when exams are secured, they should be reused as infrequently as possible. It is advisable to keep completed exams on file for one year.

6. **Examination Day**

   Faculty members should be in the Business School on the day of the examination in order to handle any questions or unanticipated problems which may arise.

7. **Proctoring**

   Faculty teaching large classes that have exams spread across multiple classrooms, or who have students requiring special accommodations may request assistance in identifying exam proctors. Requests for proctors for final exams are made by completing a survey that will be emailed to faculty by the Director of Faculty Support right after the drop/add date in each term. Special requests, such as proctors for midterms, can also be emailed directly to the Director of Faculty Support. Proctors will be assigned to faculty three weeks before the final exam period. Faculty Support will try to accommodate requests for proctors after this date, but there is no guarantee that a proctor will be available.

STEPHEN M.
ROSS SCHOOL OF BUSINESS
UNIVERSITY OF MICHIGAN

Registrar's Office
700 E. University Ave, K3521
Ann Arbor, Michigan 48109 -1234

Summary of Grading Scales and Policies

200 and 300 Level Undergraduate Courses are graded on a 4.0 scale using traditional letter grades:

A+.................4.0	B+.................3.3	C+.................2.3	D+.................1.3
A.....................4.0	B.....................3.0	C.....................2.0	D.....................1.0
A-....................3.7	B-....................2.7	C-....................1.7	D-....................0.7
			E....................0.0

Undergraduate Course Grading Guidelines
- Current BBA students earn credit toward degree requirements with any grade of D- or higher.
- A grade of "E" carries no credit; the course must be repeated only if it is a required course.
- A "C" (or 2.0) overall average is required for graduation.
- BBA students admitted prior to Fall 2018 follow a 4.4 grading scale.

400 Level Courses: Grade **all** students, graduate and undergraduate, using the **undergraduate** letter grading system above. If the class has any graduate students in it, the system will convert that grade for purposes of evaluating honors, but the grade will stay as a letter grade on the transcript.

500, 600, and 700 Graduate Level Courses are graded using the Ross graduate grading scale:

(EX)	**Excellent:**	Performance that is of superior quality.
(GD)	**Good:**	Performance that exceeds all the standard requirements of the course.
(PS)	**Pass:**	Performance that meets all the standard requirements of the course.
(LP)	**Low Pass:**	Performance that minimally meets the standard requirements of the course.
(F)	**Fail:**	Performance that does not satisfy the minimal requirements of the course and is deficient on significant dimensions. No credit toward the MBA degree is granted for the grade of Fail.

800 level courses (Ph.D.): are subject to the grading scale of the Rackham Graduate School (letter grades or Satisfactory/Unsatisfactory).

900 level courses (Ph.D.): are graded using Satisfactory/Unsatisfactory.

Grade Distribution: please see the "Grade Distribution Guidelines" sheet for the breakdown of distributions for different course types (MBA core, BBA elective, etc.)

Submitting Grades: Final grades are DUE no later than **72 hours** after the final exam. All grades are submitted by instructors via the Grade Roster accessible through Wolverine Access (Faculty Center). Grade changes are also submitted via the Grade Roster accessible through Wolverine Access (Faculty Center) and are posted to the student's record after approval by the student's home school.

STEPHEN M.
ROSS SCHOOL OF BUSINESS
UNIVERSITY OF MICHIGAN

Registrar's Office
700 E. University Ave., K3521 Ann Arbor, Michigan 48109
(734) 647-4933 | rossregistrarsoffice@umich.edu

Grade Distribution Guidelines

Below are the different Grade Distribution Guidelines for Ross graduate and undergraduate classes. This worksheet is designed to help faculty in complying with the grading requirements.

Graduate Grades [A]	Core [B]	Elective [C]
Excellent	≤ 25% = _____%	≤ 35% = _____%
Good	≤ 35% = _____%	EX+GD ≤ 75% = _____%
Pass	≤ 35% = _____%	≤ 25% = _____%
Low Pass & Fail	5% = _____%	≤ 25% = _____%

A: Use these distribution guidelines and Ross grades for **all** students – Ross and non-Ross. Do not assign letter grades for any graduate student; the system converts grades according to individual schools' policies.

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

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

Given this expectation for 5% LP or F grades in the core, the EX, GD, PS maximum percentages strictly apply. If less than 5% LP and F are given (which can occur due to natural break points in the grade distribution), then the percentages for GD and PS can move up proportionally.

C: The combined number of EXs & GDs assigned can be no greater than 75%, with a maximum of 35% EXs. For example, if you give 30% EX you may give up to 45% GD.

Undergraduate Grades	Core	Elective
A- or above	≤ 40% = _____%	≤ 60% = _____%
B or above	≤ 90% = _____%	≤ 90% = _____%
B-, C+, C, C-, D+, D, D-, or F	≥ 10% = _____%	≥ 10% = _____%

NOTES:

- For courses with multiple sections, instructors should use their judgment as to whether grade distributions are best applied within each section or overall for all their sections of a given course.
- Core course coordinators and core instructors will work together to achieve consistency in grading policies used by faculty teaching the same course.
- A+ grades are considered extraordinary and, if used at all, are reserved for the top 1-2% of students when those students truly outperform their peers.
- The entire range of grades should be utilized as appropriate, including grades at the lower end of the distribution.
- A reasonable distribution of grades within a given allowed range is also expected. For example, in the "A- or above" distribution range, there should be a relatively equal distribution across A and A- grades.
- All faculty are expected to conform to the grading distribution. The Associate Dean of the relevant program, the relevant Area Chair, and the Executive Committee will review adherence to these guidelines.
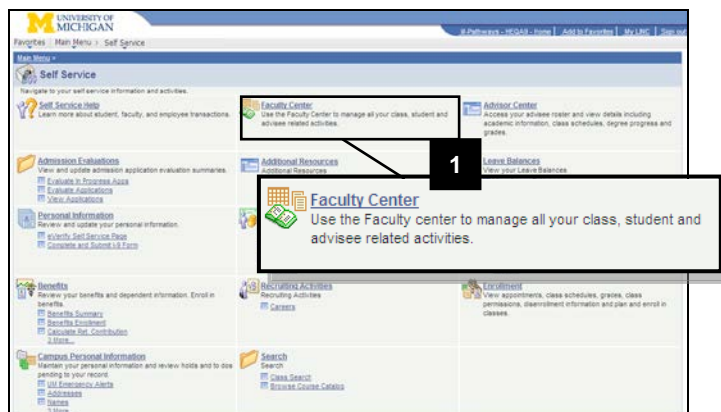
Enter Grades

Important Information

- Grade rosters must be generated before entering and approving grades.

  - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.

- Grade rosters are available to:

  - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:

    - **GRADE** access allows you to enter or upload grades and then set the Grade Roster Approval Status to Ready for Review. Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.

    - **APPROVE** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the grade roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.

  - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** access:

    - **Enter Grade Proxy** access allows you to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.

    - **Approve Grade Roster Proxy** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the grade roster page are the final steps.

Navigation

Wolverine Access (https://wolverineaccess.umich.edu) > Faculty & Staff > Faculty Business

Self Service Page

1. Click **Faculty Center**.

Faculty Center Page

2. Click **change term** to select the appropriate term.

- The Faculty Center page defaults to the current term.

3. Locate the appropriate class in the **Class** and **Class Title** fields.

- Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.

4. Click the **Grade Roster** icon located to the left of the class name.

- Grade roster icons appear only when there is a grade roster generated for the class.

Note: Grades can only be entered, uploaded, or modified when the Approval Status is set to Not Reviewed.

Faculty Center Grade Roster Page

5. Select the appropriate grade from the drop-down list in the **Roster Grade** field.

Note: If the class has been set up to meet the ULWR requirement, a C- or better automatically satisfies the requirement.

⚠️ **Did you enter a failing or NR grade?**
- No - skip to step 8.
- Yes - continue to step 6.

Faculty Center Grade Roster Page (Failing Grade)

6. If you entered a failing or NR grade, select the student's level of class participation in the **Level of Participation** field.

- **Full** – student attended class and completed assignments

- **Never** – student never attended class or completed an assignment

- **Partial** – student attended at least 1 class or completed at least 1 assignment, including:

  o Written and/or verbal conversation between the instructor and student about the course.

  o Participation in a discussion on CTools.

  o Completion of a paper or examination

Notes: Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation.(i.e., *A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.)*

7. If 'Partial' is entered as the student's level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.

Faculty Center Grade Roster Page (cont.)

Note: Partially graded rosters should be saved with an Approval Status of Not Reviewed or Ready for Review. When a grade has been entered for each student, you can change the Approval Status.

8. Change the **Approval Status**. The valid values include:

- **Not Reviewed** – grades can still be entered, uploaded, or modified.

- **Ready for Review** – submits the grade roster to the instructor with **APPROVE** grade roster access.

  o An automatic email is sent to both the Grader and the Approver(s) indicating the roster is ready for review.

  o Instructors with **GRADE** grade roster access should select this option.

  o Once this option is selected, only the instructor with **APPROVE** grade roster access can modify the grade roster.

- **Approved** – submits the grade roster for posting to the student record.

  o An automatic email is sent to all Approvers on the grade roster to confirm the grade roster has been approved and submitted.

  o This option is available only to instructors with **APPROVE** grade roster access.

Notes:

- Grades can be entered, uploaded, or modified only when the Approval Status is set to Not Reviewed.

- Instructors with **APPROVE** grade roster access can change the Approval Status back to Not Reviewed to make modifications to the grade roster before the grades are posted. See the *Review and Approve Grades Step-by-Step Procedure* for more information.

9. Click **SAVE**.

Faculty Center Grade Roster Page – Confirmation

10. If the grade roster access was set to Approved, review the **Grade Roster Submittal Confirmation** by scrolling down to the bottom of the page.

Notes:

- During the grading period, an hourly batch process posts approved grades to the students' records and changes the grade roster status from Pending to Posted.

- To make grade changes after the grade roster has been posted, instructors with **APPROVE** grade roster access and Change Grade proxies can use the grade change process. See the *Change Grades Step-by-Step Procedure* for more information.

Upload Grades
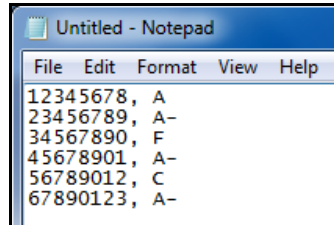
Important Information

- Uploading grades allows users to load electronically-maintained grades into the Faculty Center grade roster rather than manually entering each individual grade.

- Grade rosters must be generated before uploading grades.

  - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.

- Grade roster upload is available to:

  - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:

    - **GRADE** access allows you to enter or upload grades and then set the Grade Roster Approval Status to 'Ready for Review.' Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.

    - **APPROVE** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.

  - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** access:

    - **Enter Grade Proxy** access allows you to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.

    - **Approve Grade Roster Proxy** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps.

Upload File Preparation

.xls and .csv example   *.txt example*

1. Prepare the grade file for upload. File types include:
   - Windows CSV (Comma Separated Value)
   - Windows XLS or XLSX (Excel)
   - TXT (Text)

Notes:
   - If you use a Macintosh, save the .xls, .xlsx, or .csv file as a Windows file version. Macintosh .csv, .xls, or .xlsx files will result in an error.

   - To export the grade or class roster information to Excel, refer to the *Download Grid Data to Excel Step-by-Step Procedure*. This will provide you with an electronic copy of the students enrolled in the class section.

   - An upload file should contain only two columns, one for UMIDs or uniqnames, and one for grades. Headings, extra information, and any type of formatting will prevent a successful upload.

   - Excel cells must be formatted using the "General" category on the Number tab. Any other format category (i.e., "Special" or "Custom") causes upload errors.

   - Do not include a period in the file name; it will cause an upload error. For example, it is ok to save a file as "classterm.csv" but it is NOT ok to save a file as "class.term.csv".

   - Refer to the *Grade Roster Upload File Requirements and Upload Errors Support Material* for more detailed information about how to prepare a file to upload.

Navigation

Wolverine Access (https://wolverineaccess.umich.edu) > Faculty & Staff > Faculty Business

Self Service Page
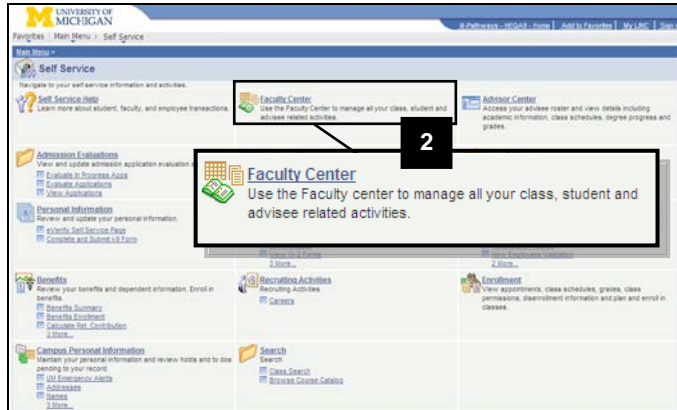
2. Click **Faculty Center**.

Faculty Center Page
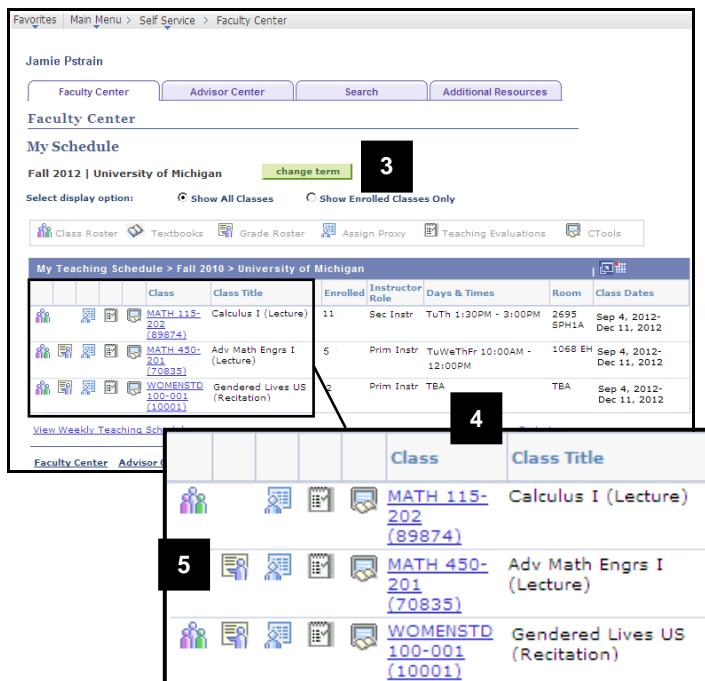
3. Click ![change term] to select the appropriate term.

- The Faculty Center page defaults to the current term.

4. Locate the appropriate class in the **Class** and **Class Title** fields.

- Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.

5. Click the **Grade Roster** icon located to the left of the class name.

- Grade roster icons appear only when there is a grade roster generated for the class.

Faculty Center Grade Roster Page

6. Click **FILE UPLOAD**

Grade Roster Upload Page

7. Click **Browse** and select the file to upload.

8. Click **Upload**.

Grade Roster Upload Summary Page

9. Read the Upload Summary and click

    [OK].

Note: If applicable, upload error messages will appear in the Upload Summary. Refer to the *Grade Roster Upload File Requirements and Upload Errors Support Material* for more detailed information.

10. Review the uploaded grades and fix any errors.

Notes:

- A duplicate student UMID or uniqname on the upload file will result in grade input errors (i.e., a student is registered for more than one class or class section assigned to an instructor.)

- Always review uploaded grades for accuracy and check for errors before saving or approving the grade roster.

- Refer to the *Grade Roster Upload File Requirements and Upload Errors Support Material* for additional information.

⚠ **Did you enter a failing or NR grade?**

- No - skip to step 13.
- Yes - continue to step 11.

Faculty Center Grade Roster Page (Failing Grade)

11. If you entered a failing or NR grade, select the student's level of class participation in the **Level of Participation** field.

    Valid values include:

    - **Full** – student attended class and completed assignments

    - **Never** – student never attended class or completed an assignment

    - **Partial** – student attended at least 1 class or completed at least 1 assignment, including:

        - Written and/or verbal conversation between the instructor and student about the course.

        - Participation in a discussion on CTools.

        - Completion of a paper or examination

    Note: Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation. *Example: A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.*

12. If 'Partial' is entered as the student's level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.

Faculty Center Grade Roster Page

Note: Partially graded rosters should be saved with an Approval Status of Not Reviewed. When a grade has been entered for each student, you can change the Approval Status.

13. Change the **Approval Status**. The valid values include:

- **Ready for Review** – submits the grade roster to the instructor with **APPROVE** grade roster access.

    o An automatic email is sent to both the Grader and the Approver(s) indicating the roster is ready for review.

    o Instructors with **GRADE** grade roster access should select this option.

    o Once this option is selected, only the instructor with **APPROVE** grade roster access can modify the grade roster.

- **Approved** – submits the grade roster for posting to the student record.

    o An automatic email is sent to all approvers on the grade roster to confirm the grade roster has been approved and submitted.

    o This option is available only to instructors with **APPROVE** grade roster access.

Notes:

- Grades can be entered, uploaded, or modified only when the approval status is set to Not Reviewed.

- Instructors with **APPROVE** grade roster access can change the approval status back to Not Reviewed to make modifications to the grade roster before the grades are posted. See the *Review and Approve Grades Step-by-Step Procedure* for more information.

14. Click [SAVE] .

Faculty Center Grade Roster Page – Confirmation

15. If the grade roster access was set to Approved, review the **Grade Roster Submittal Confirmation** by scrolling down to the bottom of the page.

Notes:

- During the grading period, an hourly batch process posts approved grades to the students' records and changes the Grade Roster Approval Status from Pending to Posted.

- To make grade changes after the grade roster has been posted, instructors with **APPROVE** grade roster access and Change Grade proxies can use the grade change process. See the *Change Grades Step-by-Step Procedure* for more information.

CVC Recommendations for Syllabi and Assignments:
TIPS, TRAPS, AND BEST PRACTICES

GENERAL PRINCIPLES

The Community Values Committee (CVC) recommends that every course offered in the Ross School of Business (RSB) provide a written statement about collaboration, group projects, use of outside resources, class conduct, and student behavior. This statement will vary from course to course, but in general the statement should:

- Enhance learning and build the foundation for a learning community.
- Reinforce RSB community values.
- Establish positive relationships between the teacher and students and among students.
- Clearly delineate expectations and responsibilities without adopting an overly legalistic tone.
- Fit the individual instructor's teaching style.

TIPS to Follow:

- Provide a specific statement about the Honor Code and related expectations in your syllabus (see Examples 1, 2, and 3 below).

    - e.g.:

        Personal integrity and professionalism are fundamental values of the Ross Business School community. This course will be conducted in strict conformity with the Academic Honor Code. The Code and related procedures can be found at http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values. The site also contains comprehensive information on how to be sure that you have not plagiarized the work of others. Claimed ignorance of the Code and related information appearing on the site will be viewed as irrelevant should a violation take place. Non-Ross Business School students taking the course should also familiarize themselves with the Code as they will be subject to the Code while in this course.

- Provide an explicit citation to the Honor Code on your syllabus -- http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values

- Provide specific, clearly written instructions for each assignment and exam. (Do not use overly formalistic, complicated, or vague language that students might have difficulty interpreting.)
- Set reasonable expectations for collaborative and individual work.

- State clearly whether work is to be done individually or may be done in a group. (Realize that many students assume that the default is group work, even though our Academic Honor Code clearly states that the default is individual work.)

    - e.g.: "All work is to be done individually unless the instructions clearly indicate that the work may be done in a group."

- Establish written instructions and policies well ahead of time, and hold firm to them.

- Put any changes in instructions or deviations from the syllabus in writing and post on Canvas so that all students have equal access to relevant information.

- Delineate clearly between permitted and prohibited activities in regard to collaboration and use of outside materials.

- Ensure that your verbal and written instructions are completely consistent.

- For timed or online exams, consider distributing in advance the exam instructions regarding permitted or prohibited collaboration, permitted or prohibited materials or sources, etc., so that students can review the instructions carefully and without the pressure of time constraints.

TRAPS to Avoid:

- Referring in general terms to the Ross honor code but not spelling out specific expectations for assignments, exams, and the course as a whole.

- Relying on verbal instructions about expectations and policies rather than written instructions.

- Contradicting your written policies with your verbal instructions.

- Modifying expectations and policies for an assignment or exam after students have already received initial instructions.

- Setting ambiguous prohibitions about acceptable materials and resources.

- Requiring students to walk a fine line between permitted and prohibited activities, e.g.:

  o Allowing students to discuss the principles and concepts of a problem, but not the answers to the problem.

  o Creating a "group assignment," but requiring students to submit "individual" work for the same assignment.

BEST PRACTICES:

Some of the best practices in use by our faculty include the following:

- Explicit delineation of individual and group assignments, clearly stated on syllabus and repeated on each assignment.

  o e.g., label the assignment on the first page, clearly and in large font, as either "INDIVIDUAL ASSIGNMENT" or "GROUP ASSIGNMENT" (see Example 3 below).

- Use of uniform rules for all assignments.

- Requiring students to sign an academic honor code statement for each exam (see Example 7 below).

- Providing explicit collaboration instructions (see Examples 4, 5, and 6 below).

- Specifically stating that that use of previously prepared materials or prior years' materials is prohibited if that is indeed the rule (see Example 2 below).

SAMPLE SYLLABI AND OTHER EXAMPLES YOU MAY WISH TO EMULATE

The following pages include samples provided by RSB faculty. These syllabi are from Winter 2009 courses.

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EXAMPLE 1
    (Syllabus Language)
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BCOM (LHC) 350: PROFESSIONAL COMMUNICATION STRATEGIES

ACADEMIC HONOR CODE

Personal integrity and professionalism are fundamental values of the Ross School community. To help ensure that these values are upheld and to maintain equitability in the evaluation of your work, this course will be conducted in strict conformity with the Academic Honor Code. The code and related procedures can be found at the following website: http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values and will not be repeated here. The site also contains comprehensive information on how to ensure that you have not plagiarized the work of others. Any content in an assignment you submit that is based on the work of others must be properly cited. This includes any information found on the Internet. In addition, the use of any materials prepared by students who have previously taken the course will constitute an honor code violation. With this clear understanding, we are highly confident that none of you will betray our mutual trust throughout the course.

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EXAMPLE 2
    (Syllabus Language)
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ACCOUNTING 301   PRINCIPLES OF MANAGERIAL ACCOUNTING

Success in this Course (excerpt)

As a continuation of ACC 301, students must be prepared to bring concepts from financial accounting into this course and build on them beginning the first day of class. Not only are you learning about managerial accounting but you are also developing higher-level critical thinking skills in order to be successful in future upper-level courses….

Solutions to all of each chapter's exercises, problems, and cases except those assigned as homework are now accessible via Canvas. Homework solutions will be available in the same manner when coverage of a chapter is complete. Copying the homework answers in any manner either from the solutions manual (or copies of the solutions) or from other students' work (either current or previous students) is considered an infraction of the Academic Honor Code.

Academic Integrity

Personal integrity and professionalism are fundamental values of business and the Ross School community. We value both cooperation and competition as means to stimulating high performance and raising standards. However, we seek cooperation and competition that are constructive, and which are professional, not personal, in nature. To help ensure that these values are upheld and to maintain equitability in the evaluation of your work, this course will be conducted in strict conformity with the Academic Honor Code.

As in ACC 300, you are expected to be familiar with the Academic Honor Code. The code and its related procedures can be found at the following website:
http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values
Claimed ignorance of the code and the related information on the site and in the Ross Statement of Community Values booklet will be viewed as irrelevant should a violation take place. Academic dishonesty will not be tolerated at the Ross School of Business.

The following specific policies apply to the Accounting 300-301 course sequence:

1. The use of materials from prior terms that are not made available as a part of the current term's course materials is strictly prohibited. Examples of such prohibited items are previous terms' exam/quiz questions, lecture notes, and solutions to end-of-chapter material. Current term course materials include everything in your textbook, lecture notes provided to you, resources available on the current term's Canvas site, and any materials that were distributed or used during class sessions.

2. You may form a study group to discuss the assignment material, but you may not form a study group to divide the homework problems and then copy the solutions of others. Comparing and discussing answers and approaches is okay—trading answers and copy solutions is not OK. If in doubt, remember that all work submitted for credit must be your own, so err on the side of caution rather than convenience. It is much more honorable and far better to miss an assignment and suffer the minimal consequence than it is to violate the established values of the community in which you work.

EXAMPLE 3
(Syllabus Language;
Individual / Group Work Language)

BL (LHC) 482/582
Real Estate Law

(Excerpted portions addressing Honor Code & group/individual work)

ACADEMIC HONOR CODE:

Personal integrity and professionalism are fundamental values of the Ross Business School community. This course will be conducted in strict conformity with the Academic Honor Code. The Code and related procedures can be found at http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values. The site also contains comprehensive information on how to be sure that you have not plagiarized the work of others. Claimed ignorance of the Code and related information appearing on the site will be viewed as irrelevant should a violation take place. Non-Ross Business School students taking the course should also familiarize themselves with the Code as they will be subject to the Code while in this course.

The assignments are designed to practice concepts discussed in lecture and in the reading. For some assignments, you will be permitted (but not required) to work on the assignment in study groups. It is your responsibility to read all instructions on each assignment to ascertain the specific rules that apply to each assignment, particularly the rules regarding whether the work must be done as an individual or may be done as a group.

…

- If the assignment is not clearly designated as "group-optional," you must complete the assignment individually. You may not discuss individual assignments with any person.

- You must properly cite to all sources that you use, and particularly you must cite all sources that you quote. You may use any reasonable, standard citation format, provided that you provide all necessary citation information (i.e., sufficient information that a reader could easily locate the source material on his or her own). I would suggest that you put your citations in footnotes or endnotes. I encourage you to review the resources available on the CVC webpage at http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values and to take care to avoid even inadvertent plagiarism.

[A group-optional assignment has the following heading on page one, and the following specific instructions:]

GROUP-OPTIONAL ASSIGNMENT!

- You may (but are not required) to work on the problem sets in a group. <u>Your group must submit a single set of answers. All members of the group will get the same grade</u>. <u>A group can be no larger than three students</u>. Larger groups will not be allowed and will not have their answers graded. Please see the Syllabus for further instructions regarding assignments. You do not need to (and are not permitted to) consult any materials other than your class materials, including your class notes and textbook, in order to complete this assignment.

[A mandatory individual-only assignment has the following heading on page one, and the following specific instructions:]

INDIVIDUAL ASSIGNMENT!

- This is an individual assignment. You may not discuss the assignment with any person (either a present or former student in this course or any other person).

Example 4 (Collaboration Instructions)

INTERPERSONAL SKILLS IN MANAGEMENT (MO 561)

INDIVIDUAL CASES

With whom may I discuss my individual assignment?
In preparing your individual assignment, <u>you may *discuss your professional development with people who can help you better understand yourself and your professional goals.*</u> You must acknowledge the help from the other people/student(s) in the header or front page of your paper. For example, you could say: I thank *Name* and *Name* for their help on this assignment. All text, tables, exhibits, etc. for this assignment were prepared on my own. (Please always include this last statement.)

What is the acceptable level of collaboration in doing individual assignments?
Acceptable collaboration includes discussing your professional development (as described in the syllabus) and the approach necessary to fulfill the assignment's requirements. The text and any other supportive documents must be strictly your own work.

What is considered a violation?
  - Rephrasing others' work and including it in your submission.
  - Modifying others' supportive documents, including tables and exhibits and including them in your submission.
  - Sending (or receiving) a draft or final version of any portion of work to (from) others.
  - Discussing an assignment and then jointly developing a set of notes or a draft of supportive documents that each student could then draw on when writing his or her individual paper.

What is OK?
  - Discussing your goals, strengths, and weaknesses/developmental opportunities with others; sharing ideas in a discussion, actively exploring the possible strategies to solve the problems, and discussing how to develop a supportive document, and then writing the text and generating supportive documents strictly on your own.

The best prevention of any violation is to keep in mind that you should "Always start with a blank file, and prepare all parts of the submission on your own." If you are not sure whether a certain form or level of collaboration is acceptable, you should assume that it is not, and then, if you wish, seek clarification from your instructor.

REPORTING OF VIOLATES OF THE HONOR CODE
If there is evidence of a violation of the above rules, the assignment will be submitted to the Community Values Committee (CVC) for investigation. The CVC website is:
http://www2.bus.umich.edu/MyiMpact/academics/ross-community-values

EXAMPLE 5 (Collaboration Instructions)

TO 313: OPERATIONS MANAGEMENT

(Excerpted portions addressing individual work)

Individual Assignment Collaboration Guidelines:

What is the acceptable level of collaboration in doing <u>individual</u> assignments?
  Acceptable collaboration includes discussing case-study facts and the approach necessary to fulfill the assignment's requirements. <u>The text, formulas, tables, exhibits, Excel worksheets, and any other supportive documents must be strictly your own work</u>.

What is considered a violation?
  - Rephrasing others' work and including it in your submission.
  - Modifying others' supportive documents, including Excel worksheets, tables and exhibits and including them in your submission.
  - Sending (or receiving) a draft or final version of any portion of work to (from) others.
  - Discussing an assignment and then jointly developing a set of notes or a draft of supportive documents (e.g., Excel workbook) that each student could then draw on when writing his or her individual paper.

What is OK in doing <u>individual</u> assignments?
  - Sharing ideas in a discussion, actively exploring the possible strategies to solve the problems, and discussing how to develop a supportive document (e.g., Excel workbook), and then writing the text and generating supportive documents strictly on your own.

The best prevention of any violation is to keep in mind that you should <u>always start with a blank file, and prepare all parts of the submission on your own</u>. If you are not sure whether a certain form or level of collaboration is acceptable, you should assume that it is not, and then, if you wish, seek clarification from your instructor.

EXAMPLE 6
(Collaboration Instructions)

TO 551: Introduction to Operations

Teamwork: Teamwork in preparing cases and assignments is encouraged. However:
- o *You are directed to work individually on the Nissan memo and on the exams.*
- o *Your name should be included as part of a team's case submission only if you participated and contributed materially to the team's work*
- o *Consultation outside the team is not permitted for case submissions.*

EXAMPLE 7
(Exam Instructions)

TO 513   Final Exam   April, 2008

Turn in this exam statement at the conclusion of the exam

Name (please print legibly):	
Program (circle one, or write in the"Other"):	MBA I MBA II MBA Eve Program Global MBA Other:

Problem	Description	Points
1	Decision Analysis	33
2	Risk Analysis	33
3	Optimization	33

Academic Honor Pledge

As a student in the Ross School of Business (RSB) or,
more generally, as a student in RSB courses,
you are subject to the RSB Academic Honor Code.

In this regard, you are asked to sign the
Academic Honor Pledge on the next page.
(If you cannot sign this pledge in good conscience, please bring this
exam statement to the proctor immediately and leave the exam room.
You will then be contacted later for clarification and resolution.)

Exam Conditions

The exam is open Winston-Albright, open course website, open homework files, and open summary notes you might have prepared (excluding worksheet printouts).

We will try to help you with any computer (hardware) problems
and will also try to answer questions about software problems or error messages,
unless it is our judgment that you should be able to use knowledge gained in the course
to resolve the software problem or interpret the error message.

If you don't finish the exam … Not to worry.
(Performance is relative, not absolute. Work carefully, doing what you can in the available time.)

ROSS SCHOOL OF BUSINESS ACADEMIC HONOR CODE
http://www2.bus.umich.edu/sites/default/files/files/AcadServices/Ross%20Academic%20Honor%20Code%206_23_14.pdf
(Interpreted specifically for TO 513 Exams)

I pledge to adhere to the following TO 513 exam conditions, so as not to attempt to gain an unfair advantage for myself or my friends over other TO 513 students:

Prior to My Writing the Exam

- I have not talked about the details of the exam with any TO 513 students who have written the exam, and have not seen the exam files or descriptions of the exam problems.

While Writing the Exam

- I will not interact in any way, electronically or otherwise, with other students currently writing the exam, or who have already written the exam, or who have yet to write the exam, e.g., no instant messaging; no emailing of exam files.

After Writing the Exam

- I will not talk about any aspects of the exam with or in the presence of other TO 513 students who will write the exam at a later sitting.

I am aware that sanctions for honor code violations are severe, and that signing this pledge dishonestly will itself be treated as an honor-code violation independent of the violation implied by signing this pledge dishonestly. I am also aware that two independent honor code violations can lead to expulsion from my degree program.

_____   _____
                    Signature   Date

_____
              Please print your name