



**UNDERGRADUATE PROGRAMS  
BULLETIN 2024-2025**

**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 July 2024.

Subsequent updates and corrections made to the most current version can be viewed online:

<https://rossweb.bus.umich.edu/academics/studentresources/michigan-ross-student-bulletins/>.

Policies contained in this Bulletin apply to all students beginning the BBA program in Fall 2024.

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 Higher Learning Commission, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: 1-800-621-7440; 312-263-0456.

<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.

**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, [institutional.equity@umich.edu](mailto:institutional.equity@umich.edu).

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." The report includes campus safety information such as emergency services, safety tips, university policies and state laws,

and additional support services. 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 copy, visit the University of Michigan Division of Public Safety & Security (DPSS) website at <http://www.dpss.umich.edu> or call 734-763-1131.

If you or anyone you know feels unsafe or is in danger, please call 911 or Ann Arbor Police at 734-794-6920 or DPSS at 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.

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## I. Message from the BBA Program Leadership

Your undergraduate years are an unmatched opportunity to explore your academic and professional interests, develop intellectual curiosity and critical thinking abilities, which are all vital to lifelong learning, career success and personal happiness. These are also the years to develop skills and attitudes, such as effective interpersonal communication and civic engagement, 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 your personal effectiveness in the world. We also believe that competencies that are critical to professional effectiveness begin to take root in the liberal arts underpinnings of undergraduate education. These competencies are reinforced, practiced, and applied in the professional portion of Ross programs, 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. The world class education at Ross leads our students to start meaningful careers immediately after graduation with many continuing 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 Sales and Business Development certificate program, and other options like the U-M Entrepreneurship Minor or Real Estate Minor, also complement the learning experiences across the entire university and bring a great diversity of students into the Ross classes making the learning that much more effective and well-rounded. 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



Cathy Shakespeare  
Thomas C. Jones Associate Dean for Undergraduate Programs  
Professor of Accounting  
Michael and Jean Sakkinen Faculty Fellow

## **II. Ross Community Values**

### **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, 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:

<https://rossweb.bus.umich.edu/academics/studentresources/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.



## **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:

<https://rossweb.bus.umich.edu/academics/studentresources/michigan-ross-student-bulletins/>

Note: Archived Bulletins are only applicable to that academic year's course requirements and may have addendums attached. 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 meet 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:

<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*)
  - ACC 300
- Enroll in a minimum of 12 credits or more at UM-Ann Arbor during each Fall and Winter term.
- Maintain 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 they have been 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.

**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 as first year students to the BBA program in **Fall 2024 and later**. Students admitted **prior to Fall 2024** should review the archived program Bulletin for their admit year

(<https://rossweb.bus.umich.edu/academics/studentresources/michigan-ross-student-bulletins/>).

### A. BBA Credit Requirements

The BBA degree requires a minimum of 120.0 credits. 62.0 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 4.0 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	3.0 (or 1.0*)
	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
	BA 400	[Course currently under development]	3.0
	Senior Capstone	Varies	Varies
<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
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*\*Prior to Fall 2020, students completed BA 102 for 0.5 credits.*

## 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:

A Sweetland-approved LSA First-Year Writing course (including transfer credit) with a grade of C- or better by the end of Winter semester of the first year

Economics 101 (including transfer credit, IB, or A-level test credit for this course; note that AP credit does not complete this requirement) with a grade of C- or better by the end of Winter semester of the first year

Calculus I, II, or III (including transfer credit, AP, IB, or A-level test credit for this course) before the beginning of Fall semester of sophomore year. If the Calculus requirement is taken on campus at UM-Ann Arbor it must be taken for a grade and it must be completed with a grade of C- or better

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:
  - <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 three core courses at the Ross School of Business by the end of their first Winter term:
  - BA 100 in Fall(3 credit hours)
  - BCOM 250 in Winter
  - ACC 300 in Winter

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 (See section [VIII.E](#) regarding academic standing).

## C. BBA Required Core Courses

### All BBA Students:

All BBA students are expected to complete a minimum of 61 business credits, some of which must be completed in a prescribed order (fixed core) and others by particular deadlines (floating core). Students complete fixed core courses in an assigned cohort (or section) of students and **may not 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 Fall term of Sophomore year and Fall term of Senior year. Student are limited to one floating core course in the Fall term of Sophomore year. A required capstone course (credits vary) must also be completed in the Winter term of Senior year.

If an external transfer student is admitted and it is determined they do not have an exact equivalent course to the Ross First Year requirements, they must take the appropriate course during their first fall semester in the Ross School of Business.

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

BBA Program: First Year			
Fall term courses	Credits	Winter term courses	Credits
BA 100: Introduction to Ross: Foundations in Learning Business	3.0	ACC 300: Financial Accounting	3.0
		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> <li>FA22 First Year students and later: Complete <a href="#">ILP 1</a> towards the Inclusive Leadership Pathway requirement</li> </ul>			

*\*Students entering the BBA program at the start of Fall term Sophomore year will take a specialized version of BA 100 (BA 102 for 1.0 credits) during Fall term of Sophomore year (may require meetings prior to the start of the Fall term).*

*\*\*Students entering the BBA program at the start of Fall term Sophomore year will take BCOM 250 during Winter term of Sophomore year.*

BBA Program: Sophomore Year			
Fall term courses	Credits	Winter term courses	Credits
ACC 300: Financial Accounting <i>(for sophomore admits)</i>	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 UM-Ann Arbor 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>FA22 Sophomores: Complete “Identity” milestone toward Identity and Diversity in Organizations (IDO) milestone requirements</li><li>FA23 Sophomores admits and later: Complete ILP 1 and ILP 2</li><li>FA22 First Year admits and later: Complete <a href="#">ILP 2</a> toward the Inclusive Leadership Pathway requirement</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>• FA22 Sophomores and later: Complete “Diversity” milestone toward Identity and Diversity in Organizations (IDO) milestone requirements</li><li>• FA22 First Years, FA23 Sophomores, and later admits: Complete <a href="#">ILP 3</a> towards the Inclusive Leadership Pathway requirement</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	BA 400: [TBD]*	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>FA22 Sophomores: Complete “Organizations” milestone toward Identity and Diversity in Organizations (IDO) milestone requirements</li> <li>FA22 First Years, FA23 Sophomores, and later admits: Complete <a href="#">ILP 4</a> towards the Inclusive Leadership Pathways requirement</li> <li>Business electives</li> </ul>			
*FA22 first year admits, FA23 Sophomores, and later admits only. FA22 sophomore admits do not need to take this course			

Floating core courses: must be completed Fall 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

\*Sophomore admits may begin floating core courses in Winter term of Sophomore year



## Waiving Core Business Courses

- **BE 300:** 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 ([rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu)) by the end of Winter term of their Junior year in the BBA program. This will allow time for proper processing and ensure that the student will be able to enroll in BE 300 fall of their senior year should they need to. 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 62.0 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

### Business Coursework:

#### a) 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 (<https://rossweb.bus.umich.edu/academics/curriculum/elective-options/bba-capstone-requirement/>) for current course offerings. All fixed core and floating core business coursework must be completed prior to taking a capstone course.

#### b) Business Elective Credits

FA24 first year students must complete enough business elective courses so that their fixed core, floating core, capstone, and business electives total 62.0 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., ES 212, ES 310, FIN 275, MKT 302, etc.) prior to entering the BBA program will NOT earn credit for those courses toward their 62.0 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 62.0 business credit requirement. If a grade is received in the course, it will be calculated into the student's cumulative and term GPA.

**Non-Business Coursework:****c) 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. Students will not be eligible for enrollment into their junior fall core business courses without this being completed on time.

Transfer courses that are equivalents based on the Office of Undergraduate Admissions transfer guide (<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.

**d) BBA Distribution Requirements**

BBA students will need to complete **three** of the following four requirements:

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.	0-20.0 credits
Humanities (HU)*  <i>*Fourth or fifth (but not both) semester of additional foreign languages not already designated as HU may be used for HU credits (e.g., if an English-speaking student met the Foreign Language requirement with Spanish and then took Chinese classes through ASIANLAN 301, ASIANLAN 202 or 301, 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
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Ross uses coursework that has been determined by the College of Literature, Science, and the Arts (LSA) to count toward the following distribution areas:

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

Classes without one of the above designations, including Interdisciplinary (ID) and Creative Expression (CE), may not be used toward an area distribution plan. 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.

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

### Non-Course Requirements

#### e) Inclusive Leaders Pathway (ILP) Milestone Requirement

The Inclusive Leaders Pathway (ILP) is a degree requirement that is designed to introduce Ross students to the concepts of diversity, equity, inclusion, justice, and belonging in the contexts of their business education and roles as future business leaders. Students must complete all four components of the milestone requirement, which focus on three competencies: compassion and empathy, equity-centered knowledge, and intercultural and global perspectives, in order to receive the BBA degree. This includes successfully completing all milestone assignments embedded in the Ross Signature Learning Experiences or other delivery methods.

The ILP milestones are designed to be integrated into the BBA experience, which starts with introducing the milestone requirement as part of the BA 100 and/or BA 102 course curriculum. Each milestone consists of a classroom and/or co-curricular experience and required assignment(s) that assess student learning. The specific educational experiences, assignments, deadlines, and potential pre-work will vary each year.

Failure to complete the ILP component in a given year may result in a potential delay in degree completion.

#### f) 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. These community building and special educational events will not be frequent but will be well publicized ahead of time. 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.

### E. 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.

## **F. 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 54.0 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 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.
- 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**

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/apply/first-year-applicants/ap-ib-credit/ap-guidelines>. AP credits are not accepted towards distribution requirements, with the exception of some foreign language credits.

#### **b) International Baccalaureate (IB) Credits**

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 non-business credit according to the guidelines established by the School or College in which a student was admitted prior to the Ross School of Business. CLEP credits are not accepted towards distribution requirements. Currently, only schools and colleges that use the LSA guidelines accept CLEP credits.

**e) Credit Removal:**

- Ross BBA First Years should consult with their academic advisor to fill out a test credit removal request form before 11:59 pm (Eastern), February 28th of their first winter semester if they wish to remove test credit. Any test credit applied will not be removed if the request is received after this date and time.
- 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. 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://rossweb.bus.umich.edu/academics/studentresources/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 15.0 non-business credit hours total from another accredited U.S. institution during their time in the BBA program. A dual degree student whose home school isn't Ross would be subject to their home school's transfer credit policy, however transferred business credit would still not be applied to their degree. In the case where a transferable course within the 9 credits (15 for dual degrees) exceeds the permitted amount, any credits in excess of the permitted amount will not be applied to the 120 credit minimum required to graduate, but may be used toward the 54 non-business and distribution requirements. For example, a student transfers in the following courses: two 3 credits and a 4 credit course, the 1 credit excess would count toward distribution and 54 non-business, but not toward the 120 requirement. In the case where a student's transcript includes additional transferable courses beyond the 9 credits (15 for dual degrees) the courses will be posted in chronological order. Additional courses beyond the 9 credits (15 for dual degrees) will not be transferred and will not count toward 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 exceptions to this policy are transfer credits earned at the Goethe Institut through LSA's Germanic Languages and Literatures department, and credit for the equivalent of ECON 102 at the London School of Economics, England.

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 the UM-Flint and UM-Dearborn courses as outlined 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 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. Official electronic transcripts should be sent to [bbacrediteval@umich.edu](mailto:bbacrediteval@umich.edu)

**Important:** Credits earned from coursework concurrently completed during a time that overlaps with the Fall or Winter terms after starting at the Ross School of Business will not be accepted for transfer credit. Students should 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 posted with a T grade do not count towards the 30 credit Pass/Fail 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.
- 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) taken prior to the WN24 term are recorded as “not for credit” except for certain approved courses.
  - Students who completed a School of Kinesiology course prior to the WN24 term will need to check with the Ross Registrar's Office to verify its eligibility for credit.
- Independent Study:
  - 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://rossweb.bus.umich.edu/academics/wp-content/uploads/sites/2/2024/05/independentstudydescription-5.pdf>
- 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:

#### Experiential Courses

DEPT & Number	Title
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
MO 355	Magnify: The Science and Practice of Flourishing at Work and Beyond
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

**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

### 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 (<https://rossweb.bus.umich.edu/academics/degree-status/degree-requirements/>), as well as the live degree advisement report (audit) via Wolverine Access to monitor their academic progress.

### 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
- School of Public Health

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: <https://rossweb.bus.umich.edu/academics/degree-status/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 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.

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 15.0 credits of the 62.0 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: <https://rossweb.bus.umich.edu/academics/dual-degrees-minors-special-programs/bba-dual/>.

### 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:

<https://rossweb.bus.umich.edu/academics/dual-degrees-minors-special-programs/bba-minors>. Students with questions regarding eligibility for a particular minor should contact their academic advisor.

Students may share business credits from the BBA degree (of the 62.0 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 62.0 credits of business courses with the Entrepreneurship Minor. ES 250 is required for the minor and will count as 3 elective credits.
- Students pursuing any other minor may share a maximum of 3.0 credits of the 62.0 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 or by email ([rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu)). All minors must be declared prior to the end of the student's last term.

As students near graduation, they 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: <https://rossweb.bus.umich.edu/academics/dual-degrees-minors-special-programs/bba-minors/>.

## **D. Supplemental Studies**

BBA students may pursue Supplemental Studies programs (formerly Certificate programs). 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>

### **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>

## **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 and Sophomores 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:

<https://rossweb.bus.umich.edu/academics/bba-2/>

### **InterMission**

InterMission is a self leadership course for students adrift in a sea of expectations who are exceptional at fulfilling goals set by others but find themselves too busy to reflect on whether they are the right thing to do. In our lifetime, we will spend about 80,000 hours working.. To achieve this goal, InterMission explores personalized pursuits of purpose, perspectives on leadership styles and giving voice to your values in service of a meaningful career. The skills you cultivate will then be applied to when, how and with whom you want to make an impact. The course includes a one-week wilderness expedition in Utah's Canyonlands with the National Outdoor Leadership School (NOLS).

### **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 both in content and in destination 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 exchange 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 elective 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 *BA 319: Developing Global Competency*. This course is required for all outgoing Ross Undergraduate Global Semester Exchange students. 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. Students will need to reserve space in their schedule to accommodate the credits for this course – 1 credit during Fall term and .5 credits during Winter term. Students are allowed to take a maximum of 18.0 U.S. semester credits, including BA 319 while on semester exchange, but no fewer than 12.0 U.S. semester credits. Requests 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 Initiatives Advising**

Global Initiatives offers designated virtual drop-in advising hours to undergraduate students throughout the Fall and Winter terms and in the summer. Students are welcome to schedule an advising appointment outside of these hours 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 UM students 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 to the student account.

### **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 62.0 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.

### **Withdrawal/Dismissal Policy**

View the withdrawal/dismissal policy: <https://mcompass.umich.edu/>.

For more information: <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 undergraduate student 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>.

Students 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 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

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://rossweb.bus.umich.edu/academics/wp-content/uploads/sites/2/2024/05/independentstudydescription-5.pdf>.

### 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.

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. Sales and Business Development Certificate**

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) or one of the following courses
  - MKT 314 Business to Business and Industrial Marketing (3)
  - MKT 315 International Marketing (3)
  - MKT 408 Pricing Analytics and Strategy (3)
- 'Successful Negotiation: Essential Strategies and Skills' course via Coursera

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.

## H. Erb Institute Undergraduate Fellows Program

The Erb Institute's Undergraduate Fellows Program is designed to deliver business and sustainability education, and community and co-curricular programming to Michigan Ross undergraduate students and Program in the Environment (PitE) students. The Erb Undergraduate Fellows Program equips students with the skills and experiences to drive social, environmental and economic change and offers the opportunity to develop leadership skills to impact current and future landscape of business sustainability.

This program is open to rising juniors who are majoring or minoring in either the Ross undergraduate program or the PitE undergraduate program. Students are strongly encouraged to complete either Environ 207 or Environ 208 before joining the program. Students apply during their Sophomore year. Erb Fellows are required to actively participate during both Junior and Senior years.

The Erb Fellows program is built on three complementary platforms: curricular, co-curricular, 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:

- Complete 12 credits of coursework focused on business and sustainability, during junior and senior year. Courses are pre-approved from a wide range of disciplines and academic units. Students may request exceptions for courses completed during a study abroad program. For an updated list of approved courses, students may view a sample list online: <https://erb.umich.edu/education/undergraduate-program/program-curriculum/> or contact [erbfellows@umich.edu](mailto:erbfellows@umich.edu) for the full curricular guide.
- Complete 5 co-curricular workshops each academic year. Students may select from a series of workshops and engaged learning events, curated and designed specifically for Erb Fellows.
- Participate in a wide range of community events and offerings, designed to foster a strong sense of community and belonging. Students will have the opportunity to build community amongst their peers and shape the program experience by joining the Fellows Council. In addition, Fellows are eligible to apply for project opportunities and funding to support professional development opportunities.

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



## VII. BBA REGISTRATION RULES & POLICIES

### 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 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 Registrar.

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's files seven years after they have graduated from their 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>

### B. Registering for Classes

Undergraduate business students register for courses using a couple 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 student's responsibility to review their 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:  
<https://rossweb.bus.umich.edu/academics/registration/registration-information/>.

Students must check the registration dates and deadlines for each specific term:  
<https://rossweb.bus.umich.edu/academics/registration-dates/>

### Credit Loads & Enrollment Requirements

#### 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.

We expect BBA students to enroll on a full-time in most terms. Students who enroll on a part-time basis (fewer than 12.0 credit hours) are responsible for understanding how full-time or part-time student status could affect 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 should complete a degree progress review with their academic advisor.

#### **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 be in good standing and 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.

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

Credits earned from coursework concurrently completed during a time that overlaps with the Fall or Winter terms after starting at the Ross School of Business will not be accepted for transfer credit. Students should not enroll concurrently with another college or university while enrolled in a Fall or Winter 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.

### **Modifying Class Selections**

#### **a) BBA Fixed Core Classes**

BBA Fixed Core Courses have a required sequence. Students who fail to complete a fixed core course during the required term will result in the student not meeting the prerequisites for future core courses and cause a delay in their degree progression. Students are encouraged to speak with their Ross academic advisor should they need to drop/change a core course.

Students who need to change their assigned fixed core course sections will need to complete and submit a Core Course Swap Request (available on the Ross iMPact website at applicable times during registration). Such changes are for that semester only and students will revert to their previously assigned sections for future terms.

#### **b) 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 not meet the prerequisites to take their Senior Capstone course, effectively delaying their graduation date.

### 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.

A student would need to obtain a permission in the following instances:

- A class is closed:
  - Class is set up as permission of instructor only.
  - Class is full – 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:

- 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:

<https://rossweb.bus.umich.edu/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 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. 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://rossweb.bus.umich.edu/academics/registration/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 in [Wolverine Access](#).

W notations are not posted for courses dropped during this period. If students are adding a course after classes start, it is 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 to 9 of full terms (week 3 to 5 of half terms)

The deadline to submit a late drop request is 11:59 PM EST/EDT on the late drop 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.

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: <https://rossweb.bus.umich.edu/academics/registration/registration-information/>
- 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 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/Drop 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 or 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 V – Retroactive Drop/Add

After the late drop/add deadline, 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 before the deadline. A student is not eligible for a retroactive drop if they took the final exam or otherwise completed the course.

#### **e) 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.

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

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

#### **g) 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/> and [Section VII.B](#).

#### **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 permission from the instructor to audit a course
- 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 register for the course in Wolverine Access and then submit a request via email with proof of instructor consent to the Ross Registrar's Office to have their enrollment changed to an audit status before the add/drop deadline.

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, it is the student's responsibility to contact 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 academic and religious calendars. For more information:

[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 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 (including 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:**

- 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 counted toward a distribution requirement. 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 (P/NRC) 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 (P/NRC) 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, but the credit hours for a passing grade are counted only once toward degree requirements. 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).

### **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 their 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 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 U-M 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 Business Minor, will have to apply through the standard process for that program.

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

All petitions and exceptions regarding any Ross rule or policy must be submitted to the Academic Standards Committee (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 Academic Standards Committee 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 Academic Standards Committee 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 with their academic advisor prior to submitting a petition to the committee.

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

### A. Grading System

BBA students 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	P,F,NR,X,Y, ##, NRC*	Does not impact GPA

- 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, 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>

### B. Course Grading Guidelines

The Dean's Office and faculty have set the following guidelines for grades issued in 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.

- A grade of E carries no credit; the course must be repeated if it is a required course.
- Most 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 (typically 70% or more) 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 denotes a justified agreement between instructor and student to complete the course outside of the scheduled calendar window.
- 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.
- *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. For more information: email [rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu).
- 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

Students should review the Ross procedures for grade disputes (this step by step process and related information is maintained on iMpack, see link below) with an instructor and proceed to the first step: discussing the issue with the instructor.

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: <https://rossweb.bus.umich.edu/academics/studentresources/forms/>

## E. Academic Probation and Good Academic Standing

The following probation policies apply to students who are Juniors, Sophomores, or First Years in Fall 2024; Seniors will follow prior policies as outlined in the [2022-2023 BBA Bulletin](#). These probation policies will be applied to all active BBA students by fall 2025.

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 and a notation will be placed on their unofficial transcript if any of the following conditions are met (full descriptions of probation conditions are below):

- Earning a D+ grade or lower in a required First Year course (see [Section V.A](#)), including F if elected P/F
- Not completing the following First Year required courses by the end of their designated semesters:
  - Economics 101 and First Year Writing by the end of Winter term in the first year
  - Calculus (Math 115, 120, or higher calculus course) by the end of the Summer term in the first year
- Not meeting the required minimum 2.500 GPA in all UM classes in any one term, or cumulative
- Not meeting the required minimum 2.500 GPA in business classes once a minimum of 8.0 credits of graded business coursework is completed (including failed courses).

Earning a D+ grade or lower 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 First Year required course by the end of their designated semesters: Students who do not successfully complete ECON 101 and First Year Writing with a C- grade or better by the end of winter term in the first year will be placed on academic probation. Students who do not successfully complete Calculus (MATH 115, 120, or higher calculus course) by the end of the Summer term in their first year will be placed on academic probation. Students placed on academic probation for this reason will be required to follow an alternate and extended timeline to complete their BBA degree.

Not meeting the 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 (minimum of 8 graded credits including failed courses)

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.

### Academic Standing

- **Good Academic Standing:**

Good Academic Standing serves as an official notification that a student is currently meeting their minimum programmatic requirements. Students in Good Academic Standing may continue to enroll in classes and proceed with their program of study.

- **Probation:**

Students on academic probation are not in good academic standing until the conditions of their probation are met. Students on academic probation may continue to take courses and pursue their program of study. These students will be reviewed at the end of each term to determine whether the student should continue on probation, be suspended, dismissed, or returned to good academic standing. The Academic Standards Committee (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 Academic Standards Committee 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 of study. Students will be returned to Good Academic Standing when they have met the requirement that placed them on probation:

- They have successfully earned a C- or higher in a FY required course in which they previously earned a D+ or lower
- They have successfully completed the FY required course that was not completed by the end of winter term of their first year
- Their cumulative and business GPA are at a 2.500 or higher
- They have completed a term with a 2.500 GPA or higher subsequently after a term in which they received below a 2.500
- They have met the restrictions and requirements listed in their probation letter

- **Continued Probation:**

Students will be on continued probation if they have not yet met the requirements to return to Good Academic Standing. Students on continued probation may continue to enroll in courses and pursue their program of study. Continued probation 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. To return to Good Academic Standing from continued probation a student must meet all of their GPA requirements (2.500 in term, cumulative, and business GPAs), and all the requirements outlined in any probation letters issued.

- **Suspension:**

Students who are academically suspended will be subject to the following conditions before they will be allowed to continue to enroll 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 prior to the dismissal process being completed.

Note: Academic suspension and academic dismissal are reviewed and approved by the Academic Standards Committee 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

Graduation honors will be 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 GPAs corresponding to Latin honor percentages will be shared with students each Fall term.

## 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).

## H. BBA GRADUATION

### Graduation Steps/Process

Students planning to graduate should 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 their 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 degrees 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.

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 Commencement programs (both Ross and University programs), may not be eligible to attend 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.

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.

Note:

- Any credits taken during the additional term(s) will count toward the degree and be added toward 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. Approval for Ross alumni may be restricted by course availability and current degree student enrollments.

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 tuition rates: <http://ro.umich.edu/tuition/>.

For more information about the guest application process: Email [rossregistrarsoffice@umich.edu](mailto:rossregistrarsoffice@umich.edu).

## IX. STUDENT SERVICES

### A. Office of Undergraduate Programs

The Office of Undergraduate Programs (OUP) 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

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

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

#### Student Life

Student Life at Ross encompasses many experiences and opportunities that exist to ensure 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.

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**

As the BBA student government, our goal is to continually improve the Ross Community. This can range from planning community building and educational events to providing direct feedback to faculty and administration on the student experience. Within our council sits the BBA DEI Committee, whose main focus is to develop and strengthen the Ross community's efforts in Diversity, Equity, and Inclusion and the Ross First-Gen Network, whose focus is to build community and provide resources to first-gen students.

**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 learning communities for high school and UM students interested in business. These programs include MREACH, Michigan Ross Summer Business Academy, Preparation Initiative, and Ross Summer Connection.

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: <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 direct/preferred admit, Bachelors of Business Administration, and Business Minor programs.

For more information: <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 [rossregistraroffice@umich.edu](mailto:rossregistraroffice@umich.edu).

For more information: <https://rossweb.bus.umich.edu/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.

All students are encouraged to apply for financial aid so they receive full consideration for scholarships from the University and from Ross. Financial Aid is provided through the University of Michigan's main Financial Aid Office.

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

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

Ross 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.

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 February. Once in a while Ross 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:

<http://finance.umich.edu/finops/student>.

### **Ross Career Development Office**

CDO is a team of professional career coaches and employer relations staff who guide BBA students as they develop foundational career skills, explore career paths, engage in recruiting, and find their career fit beyond Ross. CDO offers 1:1 career coaching (resume reviews, interview prep, recruiting strategy, networking tips, cover letters, offer negotiation, and more), career education sessions, and facilitates opportunities for students to connect with employers through events and by posting open internships and full-time opportunities in [Ross Recruit](#) - Ross's recruiting and career coaching platform.

For more information: [visit CDO's website](#) (or via [iMpack](#) > Career Development)

### **Business Communication Consulting**

The Ross School of Business offers communication consultants available to all BBA students. This service is similar to the Sweetland Writing Center, but offers feedback on all forms of communication (not just writing), With consultants familiar with the specific needs of Ross students. The consultants can help students with any communication task, from assignments and class work to employment communications (like cover letters and interview practice) and more.

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

### **Kresge Library Services**

Kresge Library Services support the business research needs of students, faculty, and staff at the Stephen M. Ross School of Business, the University of Michigan. Kresge librarians support student 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. No matter what your information needs are (be they for class, or for yourself), please reach out to Kresge for help with your project.

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

## X. Business Minor

### 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. For BBA students who have completed through sophomore fall and meet all other business minor admission requirements there is an abbreviated application process. 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 (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 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)

## 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

Business minor students need to complete at least three elective business credits at the 300 or 400 level taught through the Ross School of Business. ES 250 or additional business minor core courses will also fulfill this requirement. Departmental credit, transfer credit, and ES 310 will not complete this requirement.

### Course Substitutions

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

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

## Business Minor Course Grading Guidelines

The Dean's Office and faculty have set the following guidelines for grades issued in undergraduate business courses.

Current Business Minor students earn credit toward the business minor requirements with any grade of a D- or higher, although lower grades may cause the GPA to fall below satisfactory levels (minimum of a 2.000 minor GPA). For business minor coursework:

- Grades of E carry no credit
- Most Core Business Minor courses (ACC 302, ACC 471, FIN 302, TO 302, MKT 302, MO 302, STRATEGY 302) will follow the same grade distribution used in BBA core classes (see Section VIII.B)
- All other courses counting toward the business minor will follow the grade distribution determined by the BBA program (see Section VIII.B). In most cases this will be the grade distribution for BBA elective courses

### **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. 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.).

## **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**

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. Registration in BBA fixed and floating core courses will not be allowed. 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 iMpack (<http://www.bus.umich.edu/MyiMpack/Career.aspx>), and Ross Recruit (<https://michiganross.12twenty.com/>) including:
  - Using online tools for self-assessment, developing a resume and brand, networking, interview preparation, negotiation, and career exploration
  - Creating a resume in the Ross iMpack site
  - Viewing and applying to job postings, networking hours, and recruitment events
  - Receiving iMpack 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
- Drop-in counseling with a MBA or Senior BBA Peer Career Coach
- Printing allocations
- Reserving available study rooms throughout the Ross building
- Membership opportunities for select Ross student clubs