THE UNIVERSITY OF MICHIGAN
BULLETIN

School of Business Administration: The Undergraduate Program

Vol. 17, No. 16 May 1988



STUDENT COSTS AND FINANCIAL ASSISTANCE

Tuition and Fees

The following table shows the upper division tuition rates, including computer fees, for the 1988-89 academic year. These rates may be changed at any time by the Regents of the University.

	Resident	Non-resident
Full Term	**$1756**	**$5404**
Half Term	**$ 878**	**$2702**

Fees
Each student will be assessed the following fees:

	Full Term	Half Term
Registration	**$30.00**	**$15.00**
Michigan Student Assembly	**$ 6.63**	**$ 3.32**
School/College Government	**$ 1.00**	**$ .50**

Tuition Payment

The Cashier's Office will accept money orders or bank drafts in payment of University fees. Checks should be written for the exact amount of the fee. Payment may be made before registration, at registration or in installments during the term

on dates that will be specified by the University. All fees and fee regulations are subject to change at any time by the Regents.

Paying University fees on time is important. Delinquency is regarded as poor conduct and may elicit disciplinary action. If all financial obligations to the University are not met by the end of each term, the student at least will be prohibited from registering for additional classes and denied transcripts of previous academic work. No exemption will be granted unless specifically approved by the Board of Regents.

Adjustment in Fees

A student who changes his or her program in the first three weeks of classes in the full term, or in the first two weeks of classes in the divided term, will receive a full refund of the fees paid and will be assessed the full fee appropriate to the new elections. If changes are made thereafter, the higher of the two fees will be assessed.

Refund of Fees

A. Students withdrawing after registration and before the end of the third week of classes in the full term, or before the end of the second week of classes in the divided term, shall pay a disenrollment fee of $50 but will be refunded any part of the term fee which has been paid.
B. Students withdrawing during the third week of classes in the divided term or in the fourth, fifth, and sixth week of classes in the full term shall pay a disenrollment fee of $50 or 50 percent of the assessed fee, whichever is larger.
C. Students withdrawing subsequent to the third week of classes in the divided term and to the sixth week of classes in the full term shall pay the assessed term fee in full.
D. Registration fees are nonrefundable.
E. The effective date of refund is the date the withdrawal notice is received in the Registrar's Office.
F. Any refund due the student will be mailed to his or her address of record.

Residency Regulations

The following is the full text of regulations governing residency for tuition assessment purposes:
1. Since normally a student comes to The University of Michigan for the primary or sole purpose of attending the University rather than to establish a domicile in Michigan, one who enrolls in the University as a non-resident shall continue to be so classified throughout her/his attendance as a student, unless and until she/he demonstrates that her/his previous domicile has been abandoned and a Michigan domicile established.
2. No student shall be eligible for classification as a resident unless she/he shall be domiciled in Michigan and has resided in Michigan continuously for not less than one year immediately preceding the first day of classes of the term for which classification is sought.
3. For purposes of these regulations, a resident is defined as a student domiciled in the State of Michigan. A non-resident student is defined as one whose domicile is elsewhere. A student shall not be considered domiciled in Michigan unless she/he is in continuous physical presence in this state and intends to make Michigan her/his permanent home not only while in attendance at the University, but indefinitely thereafter as well, and has no domicile or intent to be domiciled elsewhere.
4. The following facts and circumstances, although not necessarily conclusive, have probative value in support of a claim for residence classification.
a. Continuous presence in Michigan during periods when not enrolled as a student.
b. Reliance upon Michigan sources for financial support.

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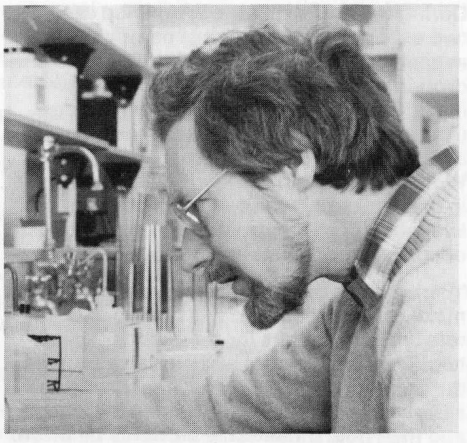
College of Engineering 1988-89

ber of credit hours of elective courses (minimum 17) concerned with human cultures and relationships—generally identified as humanities and social sciences. In general, the humanities include literature (English and others), philosophy, history of art, music history, classical civilization, etc.; the social sciences include economics, history, psychology, anthropology, sociology, etc.

Specific requirements for all students (with or without College Board Advanced Placement Program credit or transferred credit) are outlined below. For information on specific courses offered by the Engineering College, see the course descriptions under Humanities. Also see Humanities (HU) and Social Sciences (SS) course offerings in the College of Literature, Science, and the Arts *Bulletin* and *Course Guide.* Courses designated as (N.S.), (N.Excl.), (Excl.), (Experiential), and (Independent) CANNOT be used to fulfill Humanities or Social Science credits.

1) Humanities (six credit hours)
—at least two courses in humanities, totaling at least six credit hours, selected from:
   (a) Any non-performance course designated as Humanities (HU) in the LSA Bulletin.
   (b) Any course designated as Humanities and taught in the College of Engineering.
   (c) Any non-performance course in the School of Music or School of Art.
   (d) Any second-year foreign language course or higher, designated FL or HU, or advanced placement for such course.
2) Sequence of humanities or social science courses (six credit hours)
—a sequence of at least two courses in either the humanities or the social sciences, totaling at least six credit hours, must be taken from the same department or division (for example, History), one of which must be a 300- or 400-level course. This requirement may overlap requirement (one).
3) The remaining (usually five) credit hours may be satisfied with elective courses in either humanities or social sciences as follows:
   (a) Any course designated as Humanities in (one).
   (b) Any course designated as Social Sciences (SS) in the LSA Bulletin.

Other Electives. Subject to the limitations of the student's program and to the approval of the program adviser, a student may also elect courses within the field in which the student is enrolled; courses in other



engineering departments; appropriate courses in other colleges or schools of the University such as mathematics, chemistry, physics, astronomy, biology, and the management sciences; and courses in military, naval, or air science.

Free electives may be selected from the offerings of any regular academic unit of the University and from the Pilot Program. All undergraduate degree programs will accept, as a free elective, a maximum of one performance course, with a maximum of three credit hours, in the School of Music or Art, including marching band. Tutorial courses are not acceptable for credit or grade points but will be included on the student's official record.

All undergraduate degree programs in the College of Engineering will accept up to three credit hours toward free electives fro credits earned by a student in courses for which the requirements include tutoring of other students enrolled in courses offered under the Keller plan or similar plans.

All undergraduate degree programs in the College of Engineering will accept up to 15 credit hours toward free electives from cre its earned by a student in 300 and 400 level courses in military, naval, or air science.

It is permissible and generally desirable for student to elect courses in addition to those required for the degree, provided the stude has a clear understanding with the progra adviser. This provides an opportunity to explore areas of cultural and professional interests as well as to enhance the student' preparation for continued or professional interests as well as to enhance the student' preparation for continued or advanced stu in a selected field, either in engineering an physical sciences or in other areas such as business administration, law, medicine, de tistry, or education.

Fee Regulations, Expenses, Indebtedness

A non-refundable fee of $30 will be required of each applicant for admission to th University.

The fees for one full term for the 1988-89 ac demic year were as follows:

	Michigan Resident	Non-resident
Lower Division	$362 for first hour + $107 for each additional hour	$645 for first hour + $387 for each additional hour
12-18 credit hours	$1,536	$4,904
Over 18 credit hours add	$107 per credit hour	$387 per credit hou
Upper Division (55 or more credit hours)	$378 for first hour + $121 for each additional hour	$674 for first hour + $419 for each additional hour
12-18 credit hours	$1,709	$5,260
Over 18 credit hours add	$121 per credit hour	$419 per credit hou

Students enrolled as special students or guest students in the College of Engineering will be assessed the upper division fees.

The following guideline may be used for the total expenses for upper division students:

Michigan resident (two terms, academic year)	$ 9,24
Non-Michigan U.S. citizen (two terms, academic year)	$16,39
Foreign (three terms, calendar year)	$25,02

Fees are subject to change at any time by the Regents of the University.

Detailed information relating to fees, deposits, payments, and refunds may be obtained in the Assistant Dean's Office and/or may be found in the first few pages of the Time Schedule.

Class Standing. The number of credit hours accumulated toward graduation at the close of a given term are used to determine a student's class standing for statistical purposes. Questions concerning class-level designations should be referred to the Assistant Dean's Office.

Rules and Procedures

Lower Division

Class	Hours
Freshman	0 to 24
Sophomore	25 to 54

Upper Division

Class	Hours
Junior	55 to 84
Senior	85 or more

A transfer student is classified in this manner in terms of the tentative adjustment of credit applicable to the elected program; when on a prescribed program the student will be a senior when there are 35 hours or less to complete.

Withdrawal. A student withdrawing after registration shall pay a disenrollment fee according to the rules in effect at the time of withdrawal as published in the Time Schedule for each term.

Indebtedness to the University. Proper observance of financial obligation is deemed an essential of good conduct, and students who are guilty of laxness in this regard to a degree incompatible with the general standards of conduct shall be liable to disciplinary action by proper University authorities. Students shall pay all accounts due the University in accordance with regulations set forth for such payments by the vice president in charge of business and finance.

When a student's account shows indebtedness, academic credits are withheld, no transcript of academic record or diploma will be issued, nor will future registration be permitted.



General Standards of Conduct for Engineering Students

In establishing a standard of student conduct, The University of Michigan is committed to the basic principles of entrusting each student with a high degree of freedom to govern the life and conduct of the student while enrolled at the University.

The College of Engineering encourages its students to protect and utilize this freedom with wisdom and good judgment, and to accept and discharge the responsibility inherent to such freedom.

The student is expected to develop his or her relationships with integrity; to respect the rights and properties of others; to comply with University regulations and public laws; and to live with high standards of personal and social conduct.

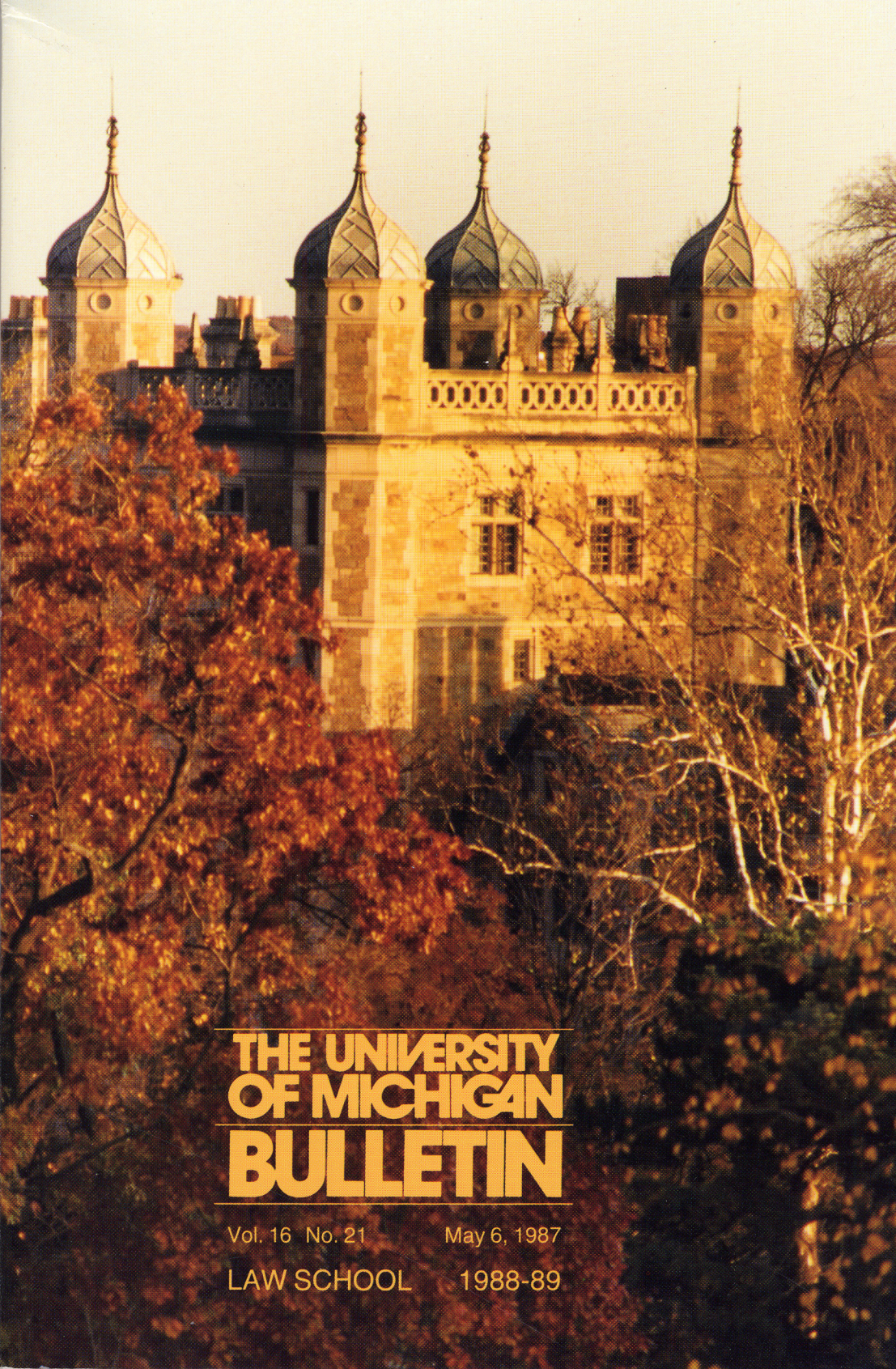
The College of Engineering welcomes the participation of students in decision making relevant to their affairs and provides channels of communication, both at the College and department level for that purpose. To benefit from such activity, each student should recognize his or her responsibility to fellow students and to the faculty, and should discharge all duties with the high standards that make such student-college relationships effective and valuable.

The College of Engineering reserves the right to discipline, exclude from participation in relevant activities, or dismiss any student whose conduct or performance it considers unsatisfactory. Such a decision will be made only after review by the appropriate student and faculty committees. During this review the student will have full opportunity to present his or her position. A student also has the right of appeal to the Executive Committee of the College.

The Honor Code of the College (below) bears witness to the deep trust that characterizes the student-faculty relationships in one of the most important aspects of student conduct.

Honor Code

The engineering profession has a long-standing record of fostering high standards of integrity in the performance of professional services. Not until the 1930s, however, was the first Canons of Ethics for Engineers developed and adopted by national professional engineering societies. The following statement relating to ethical conduct is part of a revision of the Canons approved by the Engineers' Council for Professional Development in 1963.



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LAW SCHOOL 1988-89

Transfer Students

The Law School ordinarily receives approximately 100 transfer applications per season and will admit from 10 to 20 of these applicants. To be eligible for admission as a transfer student, a person (1) must have received a degree from an accredited college, and (2) thereafter must have completed, with superior scholarship, a year's work in an accredited law school. Decisions are based primarily upon a comparison and evaluation of law school records. Thus, successful candidates must have outstanding records in their first year of law school. In comparing the first-year records of the transfer applicants, the Law School takes into account the differences in the quality of law schools, as well as differences in grading policies, etc.

Usually, an applicant must have substantially better than a B average and be within the top 5-10% of the class to be in serious contention for the available positions. However, even that level of performance will not guarantee admission. Frequently, as a result of the competition, an applicant must be at the very top of his or her law school class in order to be admitted. Obviously, no applicant will be admitted, either as a candidate for advanced standing or for admission to the first-year class who, having attended another law school, is ineligible to return to that school in good standing.

Persons interested in applying for transfer should submit an application supported by an LSDAS report of their college grades and Law School Admission Test scores (cf. the section on first-year admissions). Normally, this can be provided by the Admissions Officer or Registrar of the applicant's first law school. It should not be necessary to complete a new LSDAS registration. In addition, a transcript of work done in law school should be sent by that school directly to this Admissions Office. An indication of class rank must also be sent by the appropriate official. This requirement will pose some difficulty for applicants whose first school does not prepare class rankings for the first-year class. The wide variation in grading symbols and in the distribution of grades leads us to require an official ranking; transfer applications are not reviewed until all required materials, including grades and class rank, have been received. Candidates who applied for admission previously should indicate this. (Admission files are kept for four years if the student is once admitted and for two years if admission is denied.) At least one recommendation from a law school instructor is required. Decisions on transfer applications are made in the late summer, by which time most law school transcripts are available. Because of the timing of the transfer process, no deadline for application has been established.

The amount of transfer credit granted in any instance will depend upon the candidate's performance and the relation of courses taken to the program of this school. In no event will credit for more than one year of work be given, and no transfer credit will be given for law school work that contributed to obtaining an undergraduate degree.

Finances

Fees and Expenses

Regular Term Fees. For Michigan residents the fees currently are $2,750 for each term; for non-residents, $5,700 for each term. These fees entitle the student to the privileges of the Michigan Union, Michigan League, and the Health Service, as well as access to

numerous computer systems throughout the campus. In addition, there is a fee per term for registration and student government assessments. All fees are payable in accordance with regulations established by the Vice-President and Chief Financial Officer, providing only that said regulations may not defer payment of these fees beyond the end of the term in which they are assessed. Fees are payable prior to registration, at registration, or in installments during the term. The number and dates of the installments will be specified in advance for each term.

A program of study involving nine hours or less is considered a reduced program in the Law School, for which there is a special schedule of reduced fees. A Michigan resident who elects a reduced program will pay $338 for the first hour elected, $268 for each additional hour. Non-residents pay $633 for the first hour, $563 for each additional hour. Additional registration and student government fees of $27.50 are assessed of each student, each term.

Students who withdraw immediately after the first day of classes must pay a disenrollment fee of $50. Proportionally higher penalties are assessed later in the term.

Summer Term Fees. For Michigan residents the summer term fee for a full program (7 hours or more) is $1,925; for non-residents the full program fee is $3,990. Part-time summer fees are the same as those for Fall and Winter terms.

Health Coverage. Student Group Health Insurance is available. The cost of this coverage (approximately $325.00 per student), if elected, must be paid at time of registration. This coverage extends for a full twelve months.

Insurance to cover a student's dependents and to cover maternity costs may be purchased at an extra cost. The basic policy covers just the individual student.

Indebtedness to the University. Students are urged to make use of money orders or bank drafts to cover expenses. The Cashier's Office will accept drafts in payment of University fees. Personal checks will *not* be cashed, but will be accepted for the exact amount of fees. All fees and fee regulations are subject to change at any time by the Regents of the University. Students shall pay for all accounts due the University in accordance with regulations set forth by the Vice-President and Chief Financial Officer.

Books. Casebooks for classwork cost about $515 per year.

Financial Aid

The School's financial aid program is very substantial, drawing on a variety of Law School scholarship and loan funds, as well as funds from the federal government and other external sources. We endeavor to provide financial assistance to all full-time students seeking the J.D. degree from Michigan who would be unable to meet the costs of their law school education if drawing only on their own savings and support from their families. Financial aid packages assume eligibility for federal funds. Students who anticipate eligibility problems should contact the Law School Financial Aid Office.

Virtually all aid is awarded on the basis of need, and all applicants, regardless of age or marital status, are expected to draw on both their own resources and those of their spouses and parents. A combination of grants and loans is usually awarded.

Determining Financial Need. The Law School's financial aid program is designed to fill the gap between the reasonable cost of a legal education at Michigan and the student's

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COLLEGE OF LITERATURE, SCIENCE, AND THE ARTS 1988-89

non-degree status without receiving special permission from the Undergraduate Admissions Office. A student who has a degree from any unit of The University of Michigan is eligible to apply for non-degree status without the lapse of a full term. Non-degree status is neither intended to accommodate qualified degree applicants who apply after the deadline or after enrollment limits for a particular term have been reached nor is it ordinarily intended to accommodate high school students who wish to elect college-level courses.

Non-degree students who would like to discuss their academic plans are encouraged to contact the LSA Academic Counseling Office. Since academic counselors do not have access to academic records for non-degree students, a copy of any relevant transcripts (or other materials) should be brought to the counseling appointment. For information about College policies and procedures, non-degree students should use the resources of LSA Checkpoint (see *Chapter V*).

General Information for All Admitted Students

Enrollment Deposit. A newly-admitted student or a readmitted student returning to the College after an absence of more than one year (12 months) is required to pay a one hundred dollar enrollment deposit in accordance with instructions provided by the Office of Undergraduate Admissions. Upon enrollment, this deposit is applied toward the tuition and fees for the term for which a student is admitted. Failure to enroll for *that* term of admission results in forfeiture of the entire one hundred dollar deposit.

Questions and correspondence concerning the enrollment deposit should be directed to the Office of Undergraduate Admissions, 1220 Student Activities Building, The University of Michigan, Ann Arbor, Michigan 48109.

Undergraduate Tuition and Fees

The tuition and fees assessed by the University of Michigan are subject to change without notice by the Regents of the University. The information provided below is intended for general information purposes.

The tuition is a student's contribution to the costs of instruction and library services. In addition, a registration fee ($20.00 for a full term and $10.00 for a half term), a college government fee ($0.50), and a student association fee ($7.00 for a full term in 1987–88) are assessed. The tuition schedule is based on the number of credits elected during a specific term as well as on residency status (see *Residence Regulations* in this chapter) and class standing: *lower-division* (up to 54 credits toward a degree program) or *upper-division* (55 or more credits toward a degree program). The following tuition information is applicable only for undergraduates enrolled at The University of Michigan (Ann Arbor) during the 1987–88 academic year. Tuition for the 1988–89 academic year is subject to change. Tuition for the 1987–88 academic year for a full program (12–18 credits) was $1342 per term for Michigan resident (lower-division) students; $4414 per term for non-Michigan resident (lower-division) students; $1486 per term for Michigan resident (upper-division) students; and $4738 per term for non-Michigan resident (upper-division) students. The above tuition includes The Information Technology Access Fee ($108 for a full term and $54 for a half term).

The tuition schedule for programs of less than 12 credits or more than 18 credits varies according to the specific number of credits elected, residency status, and lower/upper division status. Current tuition and fee schedule information is available from the Office of the Registrar. Tuition and fees are payable prior to registration, after registration, or in three installments during a full term (one

installment during a half term). The number and dates of installment payments are specified prior to the beginning of each term.

This information refers to tuition *only* and does not include the cost of housing, board, or personal incidental expenses. University housing rates are available from the University Housing Office. Information about average student expenses based on class-level, residency, marital status, and family size is available from the Office of Financial Aid.

Students are required to pay all accounts due the University in accordance with regulations set forth for such payments. Students with a "financial hold" are not able to register and cannot obtain a transcript of previous academic work.

Financial Assistance

The Office of Financial Aid administers financial aid programs, assists students with budgeting, and helps locate financial resources. Most aid is awarded on the basis of financial need . Students are encouraged to take advantage of financial counseling services even if they are not receiving aid. Emergency and/or short–term loans are available from this office for educationally–related expenses.

Entering LSA students may apply for financial aid by checking appropriate boxes on the admissions application and submitting the Family Financial Statement (FFS) or Financial Aid Form (FAF) and copies of federal income tax returns (parents' and student's). All continuing students must submit an application, the FFS, and federal income tax returns (parents' and student's) to reapply each year. Undergraduates are considered for grants, loans, and work–study employment.

Scholarships for entering undergraduates are awarded through the admissions process. Undergraduates who have completed at least one term in LSA may apply for LSA Scholarships; contact the Office of Assistant Dean for Student Academic Affairs (1402 Mason Hall) for information.

For further information, consult the undergraduate admissions materials or contact the Office of Financial Aid to request a copy of the University of Michigan *Bulletin* entitled "Directions in Financial Aid."

Orientation

The Orientation Program exists to make a student's entry into the University as smooth as possible. The Orientation Program provides students the opportunity to meet new friends and get special assistance as they become familiar with the University and its resources, talk with an academic counselor, plan a course of study, and register for classes. The Orientation Program serves students admitted to most schools and colleges of The University of Michigan. All new freshmen and transfer students, including transfer students from The University of Michigan-Dearborn and The University of Michigan-Flint, are required to participate in the Orientation Program in order to register. Cross-campus transfer students, non-degree students, and readmitted students are not required to participate although they are welcome to do so if they wish. All students admitted for a fall term may participate in a three-day orientation session in a residence hall on campus during the summer or in an alternate program scheduled just prior to the beginning of the fall term. Students entering the University during other terms participate in orientation immediately preceding the registration period at the beginning of the term. The Orientation Office sends complete information about these programs to students admitted for fall term beginning in April and to students admitted for other terms about two weeks before the term begins.

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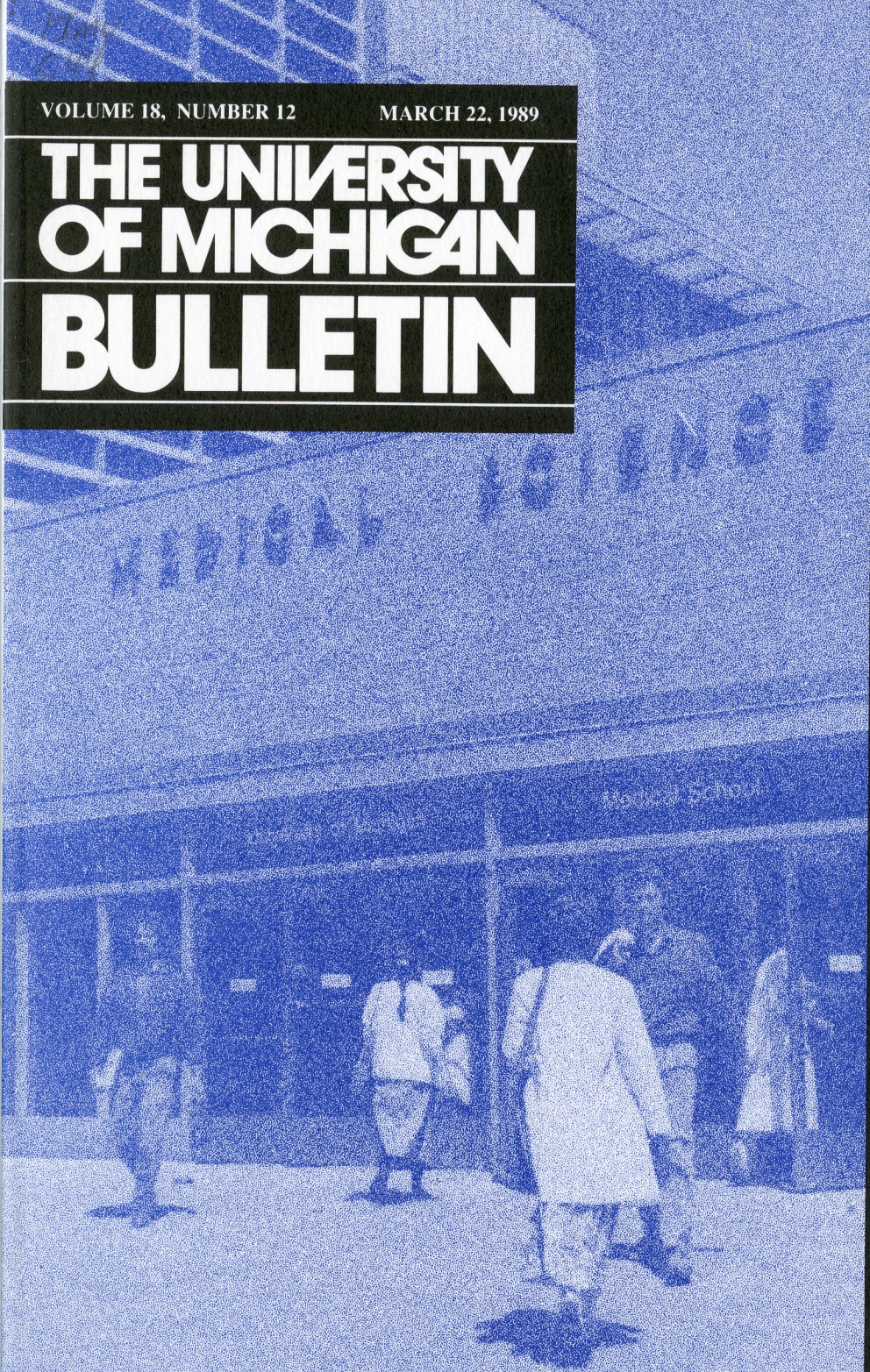

Medical School 1988-89 1989-90 1990-91

University of Michigan
Medical Center

MATRICULATION

Orientation

A formal orientation program is held in late August for all incoming medical students. Specific information concerning this program is mailed to students during the summer before they begin medical school. Information concerning coursework, advanced placement, health insurance, counseling services, and "getting around Ann Arbor" is provided to students immediately prior to orientation. Each student receives a copy of the Medical School Handbook during orientation; the handbook provides policies, procedures, and information related to medical education at The University of Michigan.

Medical School Registration

All students are formally registered each term (Fall and Winter) during the basic science phase, and once a year (June) during the clinical phase. The Medical School registers via The University of Michigan's CRISP (Computerized Registration Involving Student Participation) system.

Registration for entering medical students includes having a photograph taken and a T.B. test (both are provided in the registration area).

Students with prior "hold credits" (placed on student accounts for unpaid debts) cannot be registered with their class until the hold credit has been released by the Office of Student Financial Operations.

Concurrent Registration

Students who wish to be registered concurrently in two schools at the University should obtain permission from the Associate Dean for Academic Programs. Double registration does not permit students double credit for any course or program of study. When enrolled concurrently in two schools, students will be charged the higher tuition, usually that of the Medical School.

Fees and Expenses

During the 1988-89 academic year, tuition fees for full-time (14 or more credit hours per term) medical students are $17,054.00 per year for nonresidents and $9,048.00 per year for residents. Additional miscellaneous registration, student assembly, and school government fees totalling $67.63 per term are charged to resident and nonresident students. Students are responsible for paying their fees in six equal installments during the academic year. Tuition rates usually increase annually.

Laboratory fees. Laboratory fees are charged by several of the basic science courses.

Microscope fees. Microscopes are furnished for use in the basic science laboratories. Students might, however, wish to rent microscopes for use at home.

Health Insurance. Student group health insurance is available to all students. Information is available through the Medical School Office of Curricular Affairs, 2715 Furstenberg Center. For more detailed information, foreign students should go to the International Center and U.S. citizens should go to the office of the Michigan Student Assembly.

Books and Journals. During the 1988-89 academic year, estimated expenditures for Medical School books and journals are $270 for the first year, $235 for the second year, $230 for the third year, and $110 for the fourth year.

Instruments and Supplies. The expenses for instruments and supplies for the 1987-88 academic year were estimated as follows: $230 for the first year, $165 for the second year, $30 for the third year, and no expense for the fourth year.

Living Expenses. The cost of meals and lodging can, of course, vary depending upon the type of accommodation. For unmarried students, such expenses can be estimated at an average of $4,750 for the academic year.

Reduced Curriculum. Medical students enrolled for fewer than 14 credit hours per term will be assessed tuition per credit hour. These charges per term during the 1988-89 academic year are $683 for the first credit hour and $604 for each additional credit hour for nonresidents; $397 for the first credit hour and $318 for each additional credit hour for residents. Miscellaneous fees as noted above are also charged.

Late Registration Fee. Students who register after the formal registration period during any term will be assessed a $15 late registration fee.

Withdrawal Fees. Students who wish to withdraw should meet with a member of the Dean's staff to discuss the specific steps to be taken. Withdrawing students must turn in their I.D. card or have it devalidated if they wish to keep it. Notice of withdrawal is sent automatically to the Student Accounts Office. Any refund due the student will be mailed to his/her home address. The amount assessed withdrawing students depends on the time of withdrawal.

Time of Withdrawal: (based on full-term schedule)	Fees Assessed
Registration-3rd week of class	$60 registration fee $50 disenrollment fee
4th-6th week	*whichever is greater*: $60 registration fee **and** $50 disenrollment fee **or** 50% of the assessed fees plus $60 registration fee
After 6th week	100% of the assessed fees